

Library Statistics (1 Jan – 31 Mar 2017)

1 Acquisitions: Print & Non Print Materials (by Titles)

Acquisitions Source	1 Aug 2016 – 31 Dec 2016	1 Jan 2017 – 31 Mar 2017
Vendors through GeBIZ and quotations	283	249
LC Jakarta	224 serials	24 books 23 serials (via LC's Bangkok office)
Donations, Gifts & Deposits	147	84
TOTAL	654	380

1.1 Renewal of Databases

In Jan, the Library renewed its research database subscription to EIU, ProQuest, EBSCO Full-Text Finder and Stratfor Global Intelligence Brief, which collectively give Library users access to over 9,200 e-journal titles.

1.2 Subscription to New Periodicals

In Jan and Mar, Library subscribed to three new periodicals as recommended by researchers *Sinar Harian*, a Malaysian newspaper, *Frontier Myanmar* and *TRaNS: Trans-Regional and -National Studies of Southeast Asia*.

1.3 Copying Records from the UK National Archives

For this quarter, the Library copied 96 records (approx. 10,150 pages) from the National Archives of UK. These are mainly declassified files from Foreign Office and Foreign & Commonwealth Office, covering the Southeast Asian region.

1.4 Purchase of Newspaper on Microfilm

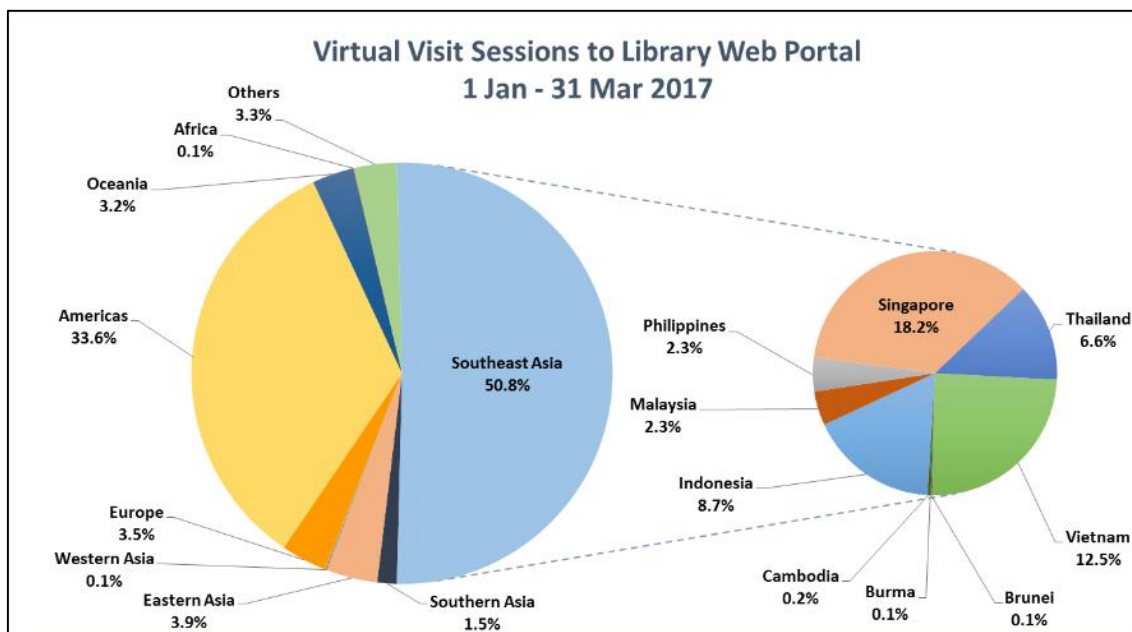
The Library purchased 36 reels of microfilm comprising the 2006 issues of *New Straits Times*. This is part of the effort to progressively fill gaps in its regional newspaper collection.

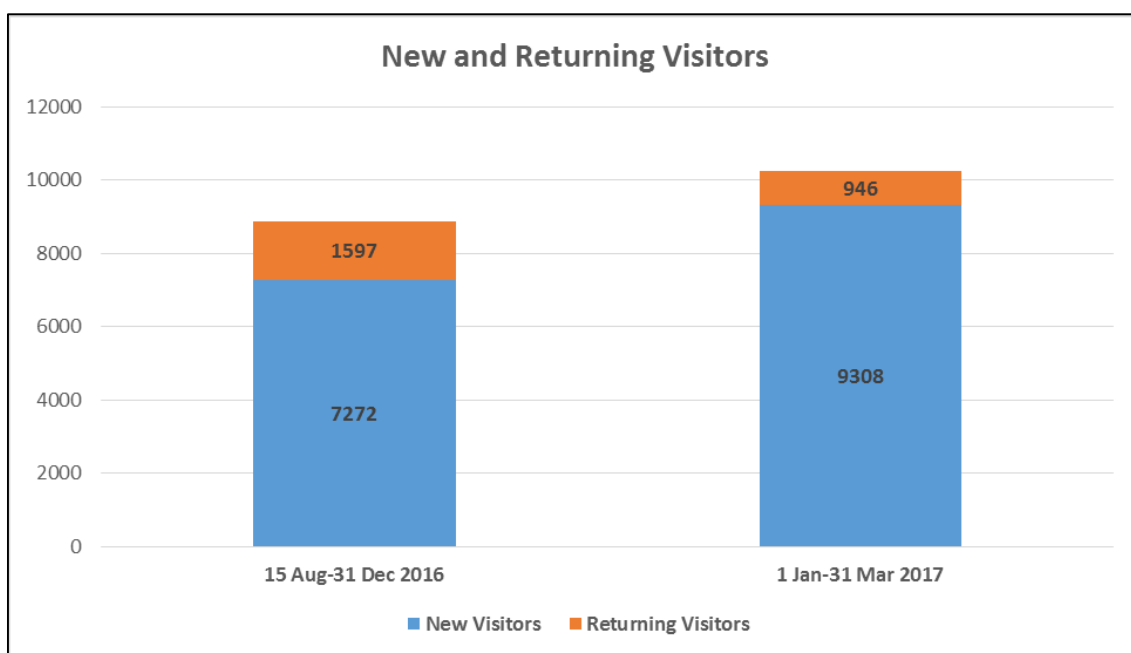
2 Collection Management

The Library accessioned 1,051 titles (790 monographs and 261 journal articles) during this period. The Library met the KPI of releasing 95% of new titles within 14 days upon check-in.

The e-publication, “Islam and Its Impact on Muslim Community in Southeast Asian Societies: A Bibliography” compiled by Ms Zaleha Tamby over a period of one year, was released in Mar. The bibliography, containing 6,235 titles held by the ISEAS Library, covering an extensive period from 1774 to 2016, is also available for purchase via ISEAS Publishing webpage. ISEAS Library users are able to have free access to the publication (DVD) in the Library.

3 Circulation and Reference Services





3.1 New User Registration

User Category	1 Jan 2016-31 Mar 2016	1 Aug 2016- 31 Dec 2016	1 Jan 2017- 31 Mar 2017
ISEAS Researchers	28	27	28
Local University Students/Staff	55	12	19
Local Pre-University Staff/Student	14	12	14
Foreign Academic Students/Staff	31	38	21
Govt/Statutory Boards	21	9	16
Local and foreign independent researchers not affiliated to an academic institution [^]	20	1	0
Others (General Public, Private organisations, etc) [^]		16	8
Total Users	169	115	106

[^]In the past reports 'Others' include local and foreign independent researchers who are not affiliated to an academic institution, but due to the increase in number, a separate category is created for easy tracking.

3.2 Library Visitorship

In this quarter, the Library received a total of 1,505 visitors, majority of them were ISEAS researchers (see table below for breakdown). Among the 363 external visitors (24% of visitorship), 62 and 54 users also visited Yusof Ishak Gallery and NSC Archaeology Unit Gallery respectively.

Visitor Profile	1 Jan 2016-31 Mar 2016	16 Aug 2016-31 Dec 2016	1 Jan 2017-31 Mar 2017
ISEAS researchers	1,190	1,357	1,142
Local University Students & Staff	71	52	58
Local Pre-university Students/Staff	26	24	34
Foreign Academic Students/Staff	70	83	78
Govt/Statutory Boards	22	19	8
Group Visits	97	71	37
Local and foreign independent researchers not affiliated to an academic institution^	148	0	2
Others (General Public, Private organisations, etc)^		222	146
Total Library Visits	1,624	1,828	1,505

^ Pls refer to 3.1

Below are highlights of 4 visits:



(Top left) Delegation from King Prajadhipok's Institute, Thailand, 9 February 2017; (Top right) Visit by Centre for Asia Legal Exchange, Nagoya University, Japan, 13 February 2017; (Bottom left) Visit by Dr Koji Nakajima, Visiting Professor, Meiji Gakuin University, Japan, viewing Toshio Egawa Private Archive Collection, 7-8 March 2017; (Bottom right) Delegation from Airlangga University, Indonesia, 23 March 2017.

3.3 Reference Enquiries

The Library processed 132 enquiries during this reporting period, 58 (44%) came from ISEAS researcher, followed by foreign academic students and staff (21%) and local academic students and staff (14%). While 56% enquiries are related to collection retrieval from closed stacks and

repositories, the remaining enquiries are pertaining to access and use library facilities, borrowing privileges and general reference.

3.4 Library Collection Usage

Consultation & Usage	1 Jan 2016-31 Mar 2016	16 Aug 2016-31 Dec 2016	1 Jan 2017-31 Mar 2017
Items borrowed or renewed	1,404	2,514	1,829
Interlibrary loans from ISEAS to other libraries	14	27	11
Interlibrary loans from other libraries to ISEAS	8	11	16
Document Delivery Service from ISEAS to other libraries	1	0	6
Document Delivery Service from other libraries to ISEAS	0	0	3
In-house consultation	1,137	2,118	966
Photocopying and printing service	2,380 pages	3,092 pages	2,792 pages
Private Papers consulted	3,562 pages*	1,350 pages*	49,500 pages*

*The usage figures are based on No. of folios of private papers consulted, with an average of 50 pages per folio, and excludes requests of navigating the collection from the pending decommissioned database Cumulus as it does not support usage tracking.

3.5 Work Experience Programme (WEP)

After the Work Experience Programme with 5 Raffles Girls' School students in late 2016, the Library also further explored and offered internship opportunity to 7 NTU Master of Science students during the Dec school break. For this group of more matured interns, the Library deployed them on more complex tasks which they have already acquired some basic knowledge from NTU class - such as cataloguing and collection development.

Whilst most of NTU interns were assigned various tasks to put their knowledge to practice, thus able to internalise the learning process better, 3 of them were working on Toshio Egawa Private Archive Collection, including describing photographs donated to Library in May 2016, sorting and accessioning Toshio Egawa research notes as well as cataloguing reference books donated by Mr Toshio Egawa.

All interns expressed the experience helped them to gain more practical knowledge and would like to work in ISEAS Library if there is career opportunity.



Highlights of WEP with NTU students. (Left) Students being briefed on the microfilm scanning; (Right) Students cataloguing and describing Toshio Egawa collection photographs and uploading to online database-SealionPLUS.

4.6 Library Service Improvement-Scanning and Copying System

In FY2015, the Library arranged a book scanner to be stationed at the reference counter for a 15-month trial to assess the demand from users for scanning library materials in a paper-less way. Users have given us an overwhelming positive response on the equipment and starting FY2017, we will continue to rent the scanner on a year by year basis, subject to funding being made available.

4.7 ISEAS Regional Outlook Forum (ROF) 2017

In support of ISEAS' flagship conference Regional Outlook Forum 2017 held at Raffles City Convention Centre, the Library set up a small display corner to allow participants get to know our Southeast Asian-focused collections and range of information services available. Based on the themes of the conference, the Library selected 78 titles (including 15 journals) for display, of which 10 titles were loaned out at the end of the event.



(Left) Library staff arranging book display at ROF 2017; (Right) Library booth at ROF 2017.

A total of 140 conference participants visited the booth, representing close to 25% of the total number of participants. 24 of them registered on the spot as new users members. About half came from public sector - government/statutory boards. 16 new users also subscribed to the Library's free Info-Alert services – Daily News Alert and Monthly Articles Alert.



(Top left) Staff taking photo of new user for Library Membership Card; (Top right) Staff assisting user with filling in user registration form; (Bottom left) A new user looking at Info Alert print-out; (Bottom right) A new user filling in Info Alert subscription form.

4 Use of Library for Media Filming

The Library received 11 filming requests by the media in this quarter. The following photos are selective media interviews conducted in the different places in the Library during this reporting period:



**Interview with Mr Ye Htut, at the Wang Guangwu Corner, on 12 January 2017, by Swiss National TV.*



**Interview with Dr Norshahril Saat at Library Level 2, on 13 January 2017.*



**Interview with Dr Jorgen O. Moller at Library Level 2 on 16 January 2016, by Channel 8.*



** Interview with Dr Charlotte Setijadi on Jakarta Election at Library Level 2 on 8 February 2017, by MediaCorp.*



** Interview with Dr Le Hong Hiep at Library Level 2 on 24 February 2017, by VNews Channel.*



** Interview with Dr Francis Hutchison at Library Level 2 on 28 February 2017, by ZDF German Television.*