
Title	The history and development of the Institute of Southeast Asia Studies Library, 1967-2012: Future issues and challenges
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Source	<i>International 5th Conference on Libraries, Information and Society (ICoLIS 2014), Kuala Lumpur, Malaysia, 4-5 November 2014</i>
Organised by	Department of Library and Information Science, Faculty of Computer Science and Information Technology, University of Malaya and University of Malaya Library

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Citation: Lim, P. H. (2014). The history and development of the Institute of Southeast Asia Studies Library, 1967-2012: Future issues and challenges. In A. Noorhidawati, A. Abrizah, S. Diljit, N. N. Edzan, J. Sinnasamy, K. Kiran, ... M. A. Ratnawati (Eds.), *Library: Our story, our time, our future: Proceedings of the International 5th Conference on Libraries, Information and Society, ICoLIS 2014, Kuala Lumpur, Malaysia, 4-5 November 2014* (pp. 297-314). Kuala Lumpur, Malaysia: Department of Library and Information Science, Faculty of Computer Science and Information Technology, University of Malaya and University of Malaya Library.

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The history and development of the institute of Southeast Asia studies library, 1967-2012: Future issues and challenges

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ABSTRACT

The history and development of the Institute of Southeast Asian Studies (ISEAS) Library in Singapore can be seen in the annual reports of the Institute from 1970 to 2012. The researcher also visited the library about 20 times over a two-year period and referred to secondary information like journal articles to study the Library. The first phase of the Library covers the years 1969 to 1987 when the founder Librarian and her team developed the Library under the first four Directors of the Institute. This study looks at the issues and challenges relating to acquisition and collection development of the Library's materials. The second phase of the Library is the period when the second chief librarian succeeded the founder librarian from the years 1988 to 2012. The second phase marks the beginning of the introduction of Information and Communication Technology (ICT) in the Library, including multi-media materials. Finally, this study tries to identify the future policies and practices of the Library in areas of management, collection development and the provision of services for the different types of users. This study suggests that the ISEAS Library has developed to be a special for Southeast Asian Studies in Singapore when it contributed 65 per cent of original cataloguing records of its unique materials in the Singapore Integrated Library Automation System (SILAS) database in 1996. Recommendations were made to the like issues and challenges the Library will face in the future.

Keywords: Southeast Asian Studies, Singapore, library automation system, photographs, archives, slides, digitalization

INTRODUCTION

This research looks at the history and of development of the Institute of Southeast Asian Studies (ISEAS) Library in Singapore from 1967 to 2012 under the leadership of two librarians. The first phase of development under the founder librarian covers the years 1967 to 1987. The second phase of development covers the years 1988 to 2012 when the Library was headed by a second chief librarian. The main research method depended on the study of the annual reports of the Institute from 1967 to 2013. Recommendations were made on the possible future plans and directions of the Library.

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THE INSTITUTE OF SOUTHEAST ASIAN STUDIES, SINGAPORE

The origins of the Institute of Southeast Asian Studies (ISEAS) after Singapore achieved independence in 1965. There was concern among the Singapore authorities that, though it possessed limited knowledge of its Southeast Asian neighbours. After visiting a number of centres for Southeast Asian research in the United States, Britain and elsewhere, the Government decided to set up the ISEAS (Sandhu 1989, 1).

ISEAS was established in May, 1968, as an autonomous corporation by an act of Parliament. It is a research centre for scholars and other specialists concerned with the many faceted problems of modernization and social change in modern Southeast Asia. The Institute is governed by a 24-member Board of Trustees on which represented the University of Singapore and Nanyang University, as well as professional and civic organizations. A ten-man Executive Committee oversees day-to-day operations. The Committee is chaired by the Director, the Institute's chief academic and administrative officer (Silverstein 1971). The Institute is unique in some ways it is a solely research body, without students or teaching functions. It is independent of any university, and does not form part of any other organization or institution (Sandhu 1982, 3).

The first four Directors of the Institute, 1968-1992

The first Director of the Institute was Professor Harry J. Benda (Silverstein 1972, 2). The second Director of the Institute was Professor John D. Legge, formerly from the Department of History, Monash University. In August 1970, Professor John Silverstein from the Department of Political Science, Rutgers University, replaced Professor Legge, to be the third Director. He was a specialist in Burmese politics and modern history (Silverstein 1971, 3). In 1972 Professor Kernial Singh Sandhu, from Malaysia, became the fourth Director of the Institute. He previously studied and taught at the University of Singapore. His last held position was Associate Professor in the Department of Geography, University of British Columbia, Canada (Sandhu 1973, 1). Professor Sandhu was the Institute's chief academic and administrative officer until his death on 2 December 1992 (Chan 1993, 5).

The ISEAS Library under Patricia Lim Pui Huen, 1969 – 1987

The ISEAS Library was set up in June 1967, one year before ISEAS was set up as a statutory board (Kesapavany 2008, 52). The first head librarian of the ISEAS library was Mrs Patricia Lim. She joined the Institute in April 1969. Through prudent, professional acquisitions, purchases, and exchanges she built the Library into a major collection. She retired on December 1987 and took a new career with the Institute as Research Fellow, and Co-ordinator of South East Asia Cultural Programme (SEACUP) (Sandhu 1988, 39-40). Thus Mrs Lim worked under the first four Directors of the Institute.

In 1975 the Library had three qualified librarians and seven other officers (Lim 1975, 43). It was initially located at the Bukit Timah Campus of the former University of Singapore for 13 years. In January 1980 the Institute and its Library moved to new premises at Heng Mui Keng Terrace, Pasir Panjang (Sandhu 1980, 20-21). The new building was

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shared with the Civil Service Institute and ISEAS, with the Library located at the third floor of the building (Sandhu 1981, 23).

Acquisition management

The Library acquisition team used the following methods to source up-to-date information.

- i) The scrutinizing of publication catalogues and announcements, and use of conventional acquisition methods of direct purchases from publishers or employing commercial jobbers;
- ii) The cultivation and establishment of publications exchange partners; and
- iii) The undertaking of field trips to strengthen the collection building programmes and to widen acquisition networks (Sandhu 1988, 40).

Joint Microfiche Project Indonesia

The largest growth was in microfiches due to the Library's participation as one of the eight subscribers in the Joint Microfiche Project Indonesia, also known as the Cornell Project. Thus the number of microfiche increased from 166 to 6,509 in 1971 (Silverstein 1971, 6; Silverstein 1972, 5, Appendix A). The last instalment of the Project issued during the period 1945-68 was received in 1974. The microfiche collection totalled 21,880 pieces. In addition attempts were made to improve the Thai, Vietnam, Laos and Cambodian collection on mainland Southeast Asia. The Thai collection has grown through an expanded network of acquisition and exchange and an acquisition agent (Sandhu 1975, 10, Appendix A).

Newspaper collection

A start was made in 1972 to microfilmed newspapers. The files were arranged on a biographical basis. During the first phase of the project, cuttings were made from two Indonesian newspapers (Silverstein 1972, 6). The Library also began its Press Cuttings Collection in areas of international relations and ethnic relations from at least one newspaper from each Southeast Asian country. In 1973 library services were extended in other types of information like speeches, press statements, broadsheets, off prints, seminar papers and other items too small to be handled by conventional procedures. (Sandhu 1974, 8).

Papers of prominent politicians and scholars

In 1972 family of the late Tun Dato Sir Tan Cheng Lock placed eighteen folios of his papers, comprising about 2,000 documents (Silverstein 1972, 6). The indexing and description of all the 18 folios the Tan Cheng Lock papers was completed in 1973. It was published under the title *Tan Cheng Lock Papers: a Descriptive List* (Sandhu 1973, 6). In 1986 Mr Gerald de Cruz and Mr Alex Josey, deposited their papers with the Library. They provided valuable documentation on the political development of Singapore (Sandhu 1986, 34).

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Southeast Asian Regional Branch of the International Council on Archives (SARBICA)

In 1971 the Librarian presented a set of guide-lines for regional and international co-operation in microfilm projects at the First General Conference of the Southeast Asian Regional Branch of the International Council on Archives (SARBICA) held in Manila. She was appointed Co-ordinator of a Regional Microfilm Clearing-House jointly with the Conference of Southeast Asian Librarians (CONSAL) and her paper formed the basis for the co-operation of subsequent projects (Silverstein 1972, 6). She was also editor of its *Southeast Asia Microfilms Newsletter* published by ISEAS for the Clearing House (Sandhu 1973, 7).

Master list of Southeast Asian microforms

The Library served as the coordinating centre for the Master List of Southeast Asian microforms, which was a cooperative compilation involving many institutions in the region. (Sandhu 1977, 20). The ISEAS Librarian acted as Project Coordinator and Mrs Hedwig Anuar, Director, National Library of Singapore, as Project Administrator. The Master List was based in the Arsip Nasional, Jakarta. The Project was completed in May 1977 (Sandhu 1978, 21). The Master List was published by the University of Singapore Press (Sandhu 1979, 14).

The Benda Collection

In 1975 Professor Benda donated about 1,000 items including off-prints, seminar papers, book reviews and publications of Yale's Southeast Asian Studies and Cornell's Southeast Asian Programme. The off-prints of international journals which the Library does not subscribe were a valuable addition to its collection (Sandhu 1976, 11-12).

Bibliographic projects

The Malacca bibliography compiled by Mrs Lim as part of Professor Sandhu's and Paul Wheatley's comprehensive study on the state included manuscripts, archives, theses, printed materials, and a substantial listing of historical maps of Malacca (Sandhu 1978, 21) was completed in 1979 (Sandhu 1979, 14). The manuscript of *The Malay World of Southeast Asia: A Select Bibliography*, compiled by Mrs Lim was completed in 1985 (Sandhu 1985, 36) and published by UNESCO in 1987 (Sandhu 1987, 33).

Miss Zaleha Tamby's *Cambodia: A Bibliography* was published in 1982 as No. 12 in the Library Bulletin series (Sandhu 1983, 29). Professor's Muljanto Sumardi's bibliography on *Islamic Education in Indonesia* was published in 1983 as Library Bulletin No. 13. Mr Lkuo Iwasaki's *Japan and Southeast Asia: A Bibliography of Historical, Economic and Political Relations* was issued as a joint publication of the Institute of Developing Economies of Tokyo and ISEAS in 1984 as Library Bulletin No. 14 (Sandhu 1984, 31). Library Bulletin No. 15 issues in 1984 included *Urban Transport in South and Southeast Asia: An Annotated Bibliography* by V. Setty Pendakur. The compilation of a bibliography on Laos by Mr William W. Sage and Miss Judith Henchy (Sandhu 1985, 36) was published as Library Bulletin no. 16 (Sandhu 1986, 34).

Southeast Asia Cultural Programme (SEACUP) collection

The Institute carried out three research programmes. The ASEAN Research Unit (AERU), the Regional Strategic Studies Programme (RSSP), and the Social Issues in Southeast Asia (SISEA) programmes. In 1981 the South East Asia Cultural Research Programme (SEACURP) was established in 1981 after it was inspired by the work of the late American architect, Dorothy Pelzer work of assembling 15,000 black-and-white photographs, 7,000 colour slides and six filing cabinets of notes taken between 1962 and 1970 about the traditional houses in the remote interior of Irian Jaya, Burma and Laos. Thus the Institute established the Southeast Asia Cultural Programme (SEACUP) as a documentary project within the Library (Lim 1989, 135-136). Over the years the Library has been slowly developing a small collection of visual ethnography (Sandhu 1985, 36). The vast amount of cultural materials was in the subject of history, anthropology and religion.

The audio recordings can be divided into two categories. First, there were the language learning tapes purchased from foreign centres. Secondly, there were tape recordings of interviews taken by researchers as part of their field work (Lim 1989). Appendix A shows the growth of the Library's collection from 1968 to 1988. Appendix B shows the growth of SEACUP collection from 1993 to 2001.

Un-catalogued and unprocessed materials

At the end of March 1976, the microfiche collection stood at a low 21,880 because the microfiches of the Joint Microfiche Project Indonesia have not yet been catalogued and processed (Sandhu 1976, 11). Two Assistant Librarians were employed on short-term contracts to clear a good part of the cataloguing backlog with special reference to the European and Vietnamese language materials. Another librarian, from Thailand's Chulalongkorn University, catalogued the Thai language material (Sandhu 1984, 29). The cataloguing team of only five staff members was highly inadequate to meet the volume of incoming materials. By 1988 there was a backlog of about 23,000 titles of monographs, periodicals, and microforms accumulated over a number of years (Sandhu 1988, 42).

Table 1: Institute of Southeast Asian Library, 1968, 1974 and 1983 (selected information)

1968	1974	1983
Staff: 1 librarian 1 unqualified librarian 5 others	Staff: 3 qualified librarians 7 others	Staff: 3 qualified librarians 10 others
Opening hours: Weekdays: 9.00 am – 4.30 pm; Saturdays: 9.00 am – 1.00 pm		
Lending policy: NA	Staff and accredited enquirers	
Library users: NA	About 200	400
Inter-library loan: local	local	local, overseas
Collection		
Books: 2,300 volumes	19,390 volumes	38,600 volumes
Periodicals: 120 titles	1,560 titles	2,200 titles
Non-book materials: NA	25,195 items	375 maps, 75,300 microfiche, 6,500 microfilm, 250 rare books

Subjects covered: Social sciences related to modern Southeast Asia		
Classification: Library of Congress		
Catalogue		
Dictionary	Dictionary; author/title; subject	Dictionary; author/title; subject, country and language files for Southeast Asian countries
Special equipment		
Microfilm reader: Recordak MPE-1	Microfilm reader, microfiche reader, document copier.	Microfilm reader/printer, microfiche reader/printer, photocopying machine

NA = Information not available

Sources: Lim 1969, 52; Lim 1975, 42-43; Sng 1983, 47.

The fifth to seven Directors of the Institute, 1993 – 2012

After Professor Sandu's unexpected death in 1992, Professor Chan Heng Chee was appointed the fifth Director on March 1993 (Chan 1993, 5). In 1996 Professor Chan became Ambassador to the United States and Professor Chia Siow Yue became the institute's sixth Director (Chia 1997, 1). She retired on October 2002. Mr K. Kesavapany, formerly Singapore's High Commissioner to Malaysia (1997 – 2002), succeeded Professor Chia as the seventh Director. (Kesavapany 2003, 3). Mr Tan Chin Tiong, who retired as Ambassador to Japan, became the eighth Director on February 2012, after Kesavapany's retirement the same year (Tan 2013, 4).

The second ISEAS Chief Librarian, Chng Kim See, 1988 – 2012

In 1988, Miss Ch'ng Kim See, formerly Head, Technical Services, Joint United Nations/International Atomic Energy Agency (IAEA) Vienna International Centre Library, headed the ISEAS Library. She was sponsored by the Institute to attend a Master of Science course in Information Studies at the University of Sheffield (Sandhu 1988, 40). In 1989 a manpower study was conducted to ensure that the Library was adequately staffed (Sandhu 1989, 104). In 1989 there were four qualified librarians, three library assistants and five others (Foo and Lim 1989, 54). Seven years later, staffing situation improved with five graduates with professional library qualifications, eight para-professionals and four support staff (Lim-Yeo, 39). See Table 2 for the staff strength of the library from 1989 to 1996.

Table 2: Institute of Southeast Asian Library, 1989, 1993 and 1996 (selected information)

1989	1993	1996
Staff: 4 qualified librarians	4 qualified librarians	5 graduates with library qualifications
3 library assistants	4 library assistants	8 para-professionals
5 others	4 others	4 support staff
Collection (selected information)		
Books: 76,004 volumes	96,335 volumes	122,600 volumes
Books: titles (NA)	57,760 titles	73,232 titles
Serials: 2,101	1,759	1,967
Microfilm: 9,472	10,825	11,999

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Microfilm: titles (NA)	1,084 titles	1,104 titles
Microfiche: 99, 169	118,253	130,445
Microfiche: titles (NA)	7,212 titles	12,430 titles

Sources: Foo and Lim 1989, 53-54; Cheng 1993, 34-35; Lim-Yeo 1996, 39-42; Sandhu 1989, 95; Chan 1993, 48; Chan 1996, 77; Sandhu 1989, 95; Chan 1993, 48; Chan 1996, 77.

Reference and information services

A Reference and Information Services desk was created in 1991 to look into the enquiries of ISEAS researchers and members from the government departments, statutory boards, tertiary institutions and private companies (Sandhu 1991, 95). The Library was considered to be “a self-help Library,” where professional and para-professional staff of the Library endeavoured to provide value-added services to its users. Some of the reference enquiries took “from one day to two weeks to answer” (Chan 1993, 51). In 2012 more than 50 per cent of the Library users were ISEAS Researchers and academic staff from the National University of Singapore as shown in Table 3.

Table 3: Types of registered users, 2003 – 2012

	ISEAS Researchers	Singapore academic staff	Local tertiary students	Government & statutory boards	Foreign Researchers & students	Others	Total user types
2003	28 %	21.8 %	22.8 %	9 %	18.2 %	0.2 %	501
2004	28 %	18.9 %	18.4 %	7.5 %	18.5 %	0.8 %	NA
2005	37.5 %	17.1 %	20.5 %	9.1 %	15.4 %	0.4 %	NA
2006	35.2 %	17.1 %	16.5 %	10 %	20 %	1.2 %	674
2007	27.2 %	12.7 %	12.7%	9.6 %	18.5 %	1.1 %	784
2008	37.8 %	12 %	17.6 %	7.5 %	24 %	1.1 %	738
2010	38.1 %	14 %	24.7 %	7 %	15.6 %	0.6 %	764
2011	43 %	18 %	13.5 %	6.9 %	18 %	0.6 %	788
2012	38.4 %	16.8 %	20.8 %	7.1 %	16.8 %	0.1 %	875

NA = Not Available

Sources: Kesapavany 2003, 37; Kesapavany 2004, 37; Kesapavany 2005, 45; Kesapavany 2006, 54; Kesapavany 2007, 55; Kesapavany 2008, 57; Kesapavany 2010, 49; Kesapavany 2011, 56-57; Kesapavany 2012, 48.

ISEAS Library 21 Vision Plan

The Institute moved to its new building in March 1998. The new office complex has four buildings – a one-storey Seminar block, a two storey Administrative Block, a five-storey research block and a six-storey Library block (Chia 1998, 3). In 1999 there were five professional librarians and 11 support staff (Chia 1999, 72). In April 2000, the ISEAS Board of Trustees requested the Library to prepare a ten-year plan on its agenda and programmes. The Plan was submitted to the Board in January 2001 (Chia 2001, 30). The ISEAS Library Advisory Committee (LAC) chaired by the Deputy Director and comprising some ISEAS researchers and the Head of the Library, was formed in 2006 (Kesapavany 2007, 48).

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The number of professional librarians remained the same in 2006, with six para-professionals and three clerical staff. The professional staff consisted of a chief librarian, and the Heads of Technical Services, Collection Development Services, Systems and Circulation and Reference and Information Services (Yeo 2006, 48). Chng Kim See, who has worked under the fourth to seven Directors since 1988, retired in September 2012 (Kesavapany 2012, 4) followed by Ms Zaleha Tamby, four months later her. See Appendix B for the collection of the Library from 1988 to 2012. Mr Pitt Kuan Wah, an archivist, took over as Head, Library from January 2013 (Tan 2013, 41). Table 4 shows the staff strength of the Library in 2000, 2006 and 2012.

Table 4: Institute of Southeast Asian Library, 2000, 2006 and 2012 (selected information)

2000	2006	2012
Staff: 5 graduates with library qualifications	5 professional staff	1 professional staff (3 retired and one resigned)
6 para-professionals	6 para-professionals	NA
5 clerical staff	3 clerical staff	NA
Collection		
Books: 159,075 volumes	196,931 volumes	226,882 volumes
Books: 93,910 titles.	120,752 titles	NA
Serials: 1,866 titles	1,928 titles	1,782
Microfilms: 15,811 reels	17,016 reels	18,393
Microfilms: 2,902 titles	2,924 titles	NA
Microfiches: 165,193	184,509	248,318
Microfiches: 28,863	36,661 titles	NA

NA = Not Available

Sources: Koh & Choy 2000, 222-226; Yeo 2006, 48-52, Chia 2000, 62; Kesavapany 2006, 50-51; Kesavapany 2012, 45.

Computerization of the Library

The five-year computerization of ISEAS, including the Library, began in 1993. It entailed a huge manpower effort not only by computer development staff, but also by library professionals and non-professionals as the bulk of the library-based information still in manual format had to be analysed, indexed, and input into the computer (Chan 1993, 51). The implementation of an integrated computerised system allowed library users to search the catalogue on-line (Chan 1994, 55). The on-line catalogue database known as *Southeast Asia Library On-line* (SEALion) had more than 90,000 records of titles. More than 70 personal computers in the Institute were able to access the bibliographic records in the database (Chan 1995, 58). In 1995 the system had 109,700 records of titles (Chan 1995, 74).

Southeast Asian Database (SEA Base)

A newly computer integrated system was installed to develop the Southeast Asian Database (SEABase) containing bibliographical citations and abstracts of journal articles, grey literature, documents and unpublished literature accessible to users via the Internet (Chan 1994, 57-58). SEABase, which began in January 1995 had over 15,000

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records by March 1996 (Chan 1996, 74-75). By 2008 SEABase provided on-line access to 40,609 important research work in journal and books (Kesavapany 2008, 56).

Southeast Asia Biography database (SEABiog)

The entries of the biography database of notable personalities (including their speeches) in Southeast Asia numbered nearly 1,500 in 1991. These included eminent leaders in politics, economics, academia and government mainly from Indonesia, Malaysia, Singapore and Thailand. Efforts were made to increase on Myanmar and the Indochina countries (Sandhu 1991, 97). As of 31 March 1998, the total number of records in the biography database was 2,570 (Chia 1998, 80).

Southeast Asia Full-text Database (SEAText)

Southeast Asia Full-text Database (SEAText) database, initiated in 1997, consists of full-text records of newspaper and selected current affairs journal articles (Chia 1998, 80). By 2008 there were a total of 61,679 records in the database (Kesavapany 2008, 56).

Southeast Asia Private Papers Database (SEA Priv)

The *Southeast Asia Private Papers Database (SEAPriv)* consists of the Library's collection of private papers (Chan 1996, 75-76). By 2012 the Library has the private papers of 14 well known Malaysian and Singaporean political personalities from Malaysia and Singapore like David Marshall, S. Rajaratnam,, P. G. Lim, S. Q. Wong, Tan Cheng Lock and Tun Ismail Abdul Rahman (ISEAS 2014). Table 5 show that number of entries in the various databases from 2002 to 2008.

Table 5: Clippings, private archives and databases

	2002	2006	2007	2008
SEA Biog (Biography entries)	2,570	NA	2,572	NA
SEA Base (journal article entries)	31,924	39,625	39,743	40,609
SEA Text (full-text articles)	28,071	57,961	59,716	61,679
SEA Priv (private papers indexed)	526	NA	NA	933
Private papers (personal archives)	1,490	NA	NA	NA
Southeast Asia Cultural Collection	82,965	83,861	84,132	85,612

*NA = Not available

Sources: Chia 2002, 32; Kesavapany 2006, 48 & 53; Kesavapany 2007, 48 & 54; Kesavapany 2008, 56.

Singapore Integrated Library Automation System (SILAS)

The Singapore Integrated Library Automation System (SILAS), a national bibliographic utility was launched in April 1987. It was a giant step towards building an integrated resource sharing system through cooperative cataloguing initially among six academic libraries in Singapore (Yap 1993, 88-89). The ISEAS Library became a member of SILAS in

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1988. Participation in this national database allowed the Library on-line access to the holding of 30 other library participants. By the same token, the Library allowed these other participating libraries on-line access to its holdings, nearly 60 per cent of which were unique titles. By the end of March 1990, the Library had more than 27,000 records in the holdings of SILAS (Sandhu 1990, 91). In 1996 the Library obtained about 35 per cent of cataloguing records as a cataloguing aid from the database of its new materials added to the collection. At the same time the Library contributed 65 per cent of original cataloguing records of its unique materials into the database (Chan 1998, 76; Chan 1999, 77).

Unprocessed print and microform materials

More than one-fifth of the Library's collection was vernacular language materials requiring native experts to analyse them. Moreover, about 40 per cent of the materials acquired were unique, requiring original or new description as there were no cataloguing aids to consult. Thus the backlog of unprocessed materials was 25,785 titles in 1989 (Sandhu 1989, 96). Table 6 shows the quantity and types of unprocessed information from 1996 to 2001.

Table 6: Unprocessed print and microform materials

	1996	1997	1998	1999	2000	2001
Books	6,711	5,565	4,365	3,992	4,101	5,278
Microfilm	3,023	1,281	1,313	1,312	1,313	1,315
Microfiche	48,153	41,993	40,300	39,324	37,429	33,338
Maps	168	88	102	26	23	26
Periodicals	44	0	0	0	2	0
CD-ROMs	-	-	7	5	15	18
Audio-cassettes	-	-	5	4	23	58
Video-cassettes	-	-	-	4	14	23
Digital video disc	-	-	-	-	-	1
Floppy-discs	-	-	-	-	-	3
Posters	-	-	4	4	4	5
Charts	-	-	4	2	0	0
Total	58,099	48,927	46,118	44,673	42,914	40,065

Sources: Chan 1996, 77; Chia 1997, 84; Chia 1998, 73; Chia 1999, 73; Chia 2000, 62; Chia 2001, 31.

In February 2007, a freelance professional cataloguer was employed for one year to assist in the cataloguing of the microfiche backlog (Kesavapany 2007, 48). In 2011 the accumulated backlog of print materials and microform was reduced to 28,152 items (Kesavapany 2011, 52) from 40,065 items in 2001 as shown in Table 6. Table 7 shows the processed and unprocessed materials by language streams from 2001 to 2008.

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Table 7: Print and microform materials by language, 2001 – 2008 (processed and unprocessed)

	Southeast Asian languages	Other Asian languages	Other European languages	English language	Total
2001	94,145 (51 %)	1,730 (1 %)	5,303 (3 %)	83,661 (45 %)	184,839
2002	96,829 (50.8 %)	1,766 (0.9 %)	5,326 (2.8 %)	86,636 (45.5 %)	190,557
2003	98,981 (50.7 %)	1,814 (0.9 %)	5,347 (2.8 %)	88,914 (45.6 %)	195,083
2005	106,066 (51 %)	1,231 (1 %)	5,933 (3 %)	93,202 (45 %)	206,432
2006	114,573 (54 %)	1,961 (1 %)	5,471 (2 %)	90,592 (43 %)	212,597
2007	107,573 (49 %)	1,630 (1 %)	6,937 (3 %)	101,924 (47 %)	218,064
2008	109,178 (49 %)	1,673 (1 %)	7,017 (3 %)	103,326 (47 %)	221,194

Sources: Chia 2001, 33; Chia 2002, 31; Kesapavany 2003, 35; Kesapavany 2005, 43; Kesapavany 2006, 49; Kesapavany 2007, 51; Kesapavany 2008, 54.

Depository Library for ASEAN Secretariat and the Asian Development Bank

On August 2006, the Library was appointed as the first depository library by the ASEAN Secretariat. It is also the depository Library of the Asian Development Bank (ADB) with a collection of 427 books in 2007 (Kesapavany 2007, 53).

CONCLUSION

During the first phase of the Library (1967-1987) headed by its founder librarian, a beginning was made to build a collection of books, periodicals, microfilms, microfiches, documents (Appendix A), newspapers and bibliographies, including SEACUP. The initial policies for acquisition management were made. However the library encountered problems due to insufficient space and lack of specialised professional staff to catalogue its materials. Hence there was a backlog of 23,000 un-catalogued items.

During the second phase (1988-2012) of development of the Library, it was recognised as a special library in Singapore when it contributed 65 per cent of original cataloguing records of its unique materials in the Singapore Integrated Library Automation System (SILAS) database in 1996. The number of registered users of the Library has increased by 75 per cent from 501 in 2003 to 875 in 2012.

Issues in Library Management

From the years 1996 to 2011 the Library had a total of five graduates with library qualifications and six para-professional staff (Table 3 and Table 6). However, between 2011 and 2012 the Chief Librarian, and Head of Technical Services and Collection Development Services have retired while the Head of Reference and Information Services have resigned. Two were Malaysian citizens and another two, were Singapore citizens. The only professional librarian still working, is from India. In 2013 the new Head of the Library who an archivist (Pitt 2002). He is not a qualified or professional librarian and is likely to have his own views or ways in the recruitment of new professional and para-professional staff

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Issues of Cataloguing

Throughout the history of the Library, it appeared that more materials were purchased, exceeding the cataloguers ability to processed all the items in the various Southeast Asian and European languages. The probable solutions are as follows:

1. Employ more professional and para-professionals who are experience cataloguers in the various Southeast Asian and European languages.
2. Employ professional cataloguers to clear the backlog of un-catalogue materials.
3. Outsource the cataloguing of selected materials.

Issues of Collection Development

Presently, the Association of Southeast Asian Nations (ASEAN) consists of ten countries and it is not possible for the Library to source materials from all these countries due to limited resources, manpower and space. While it is necessary for the Library to have a representative collection from all the ten countries, it depends on its library professionals and in-house core researchers “to select and recommend” information “in all languages and formats in the applied social sciences, except for law”. The subject areas include social, economic and political developments, human rights, gender issues concerning women, emigration and immigration, demography and population, including traditional medicine. Within the humanities, the Library selectively collects fine arts, textile designs, built forms, dance and music. However, the main acquisition programme focuses on Indonesia (ISEAS 2014). From the years 2001 to 2008, information materials from Indonesia consisted of more than 46 per cent of the Library’s processed items (Appendix C).

The Library recognised that “establishing, developing and building the Southeast Asian collection”...“is a combination of a specialist professional skills, expertise and deep interest, including a sustained labour of love”. However, it has to face the challenges like the lack of funding and shortage of professional and support staff (ISEAS 2014). Until such time that the Library take the crucial step to recruit, train and nurture professional and support staff, the ongoing problems will continue to persist. Thus limiting or decreasing the development of the library in one way or another.

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Appendix A

Collection of the Institute of Southeast Asian Library, 1968 – 1988

	Books and bound periodicals	Serials	Microfilms (reels)	Microfiches (fiches)	Documents
1968	2,300	120	-	-	-
1969/70	5,403	432	499	166	-
1970/71	9,151	705	1,034	6,509	-
1971/72	12,060	860	1,550	15,460	-
1972/73	14,440	1,170	2,080	20,300	-
1973/74	16,740	1,270	2,400	21,880	900
1974/75	19,390	1,560	2,960	21,880	1,680
1975/76	22,420	1,590	3,740	21,880	2,270
1976/77	25,220	1,860	4,130	70,310	2,480
1977/78	28,520	1,950	4,580	70,590	2,850
1978/79	31,980	2,010	5,420	71,420	3,260
1979/80	34,950	2,160	5,930	71,700	3,550
1980/81	38,630	2,240	6,550	75,270	3,800
1981/82	42,340	2,170	7,070	80,280	4,300
1982/83	47,010	2,180	7,430	80,450	5,200
1983/84	51,450	2,245	7,570	91,360	5,340
1984/85	56,300	2,240	7,880	93,010	5,820
1985/86	61,080	2,220	8,490	96,980	6,140
1986/87	66,090	1,960	8,970	98,090	6,290
1987/88	70,741	2,019	9,248	98,831	6,361

Sources: Lim 1969, 52; Silverstein 1971, 6; Silverstein 1972, 5; Sandhu 1973, 5; Sandhu 1974, 7; Sandhu 1975, 10; Sandhu 1976, 11; Sandhu 1977, 20; Sandhu 1978, 20-21; Sandhu 1979, 14; Sandhu 1980, 21; Sandhu 1981, 21; Sandhu 1982, 24; Sandhu 1983, 29; Sandhu 1984, 29; Sandhu 1985, 34; Sandhu 1986, 34; Sandhu 1987, 33; Sandhu 1988, 40.

Appendix B

Collection of the Institute of Southeast Asian Library, 1993-2012

Year	Books and bound periodicals (titles)	Serials	Microfilms (titles)	Microfiches (titles)	Documents
1993/94	104,394 (60,746)	1,678	11,042 (1,084)	121,672 (7,311)	7,633
1994/95	112,188 (65,677)	1,876	11,538 (1,102)	125,427 (11,977)	7,624
1995/96	122,600 (73,232)	1,967	11,999 (1,104)	130,445 (12,430)	7,974
1996/97	138,673 (79,922)	2,042	14,643 (2,848)	140,786 (19,896)	8,177
1997/98	146,343 (85,002)	1,981	14,916 (2,849)	152,545 (24,198)	8,300
1998/99	152,544 (90,170)	1,889	15,401 (2,875)	156,523 (25,722)	8,446
1999/00	159,075 (94,369)	1,866	15,811 (2,902)	165,193 (28,863)	8,608
2000/01	165,438 (97,529)	1,860	16,157 (2,903)	165,438 (33,281)	8,647
2001/02	171,339 (100,698)	1,924	16,411 (2,903)	167,922 (34,963)	8,746
2002/03	175,454 (103,186)	1,922	16,668 (2,909)	168,903 (35,050)	8,737
2003/04	179,938 (109,255)	2,000	16,857 (2,911)	179,938 (35,496)	8,746
2004/05	187,872 (116,777)	1,987	16,983 (2,913)	184,509 (36,649)	9,136
2005/06	192,136 (120,752)	1,928	17,016 (2,913)	184,509 (36,661)	9,136
2006/07	196,931 (123,863)	1,751	17,027 (2,924)	186,116 (37,076)	11,778
2007/08	NA	1,573	NA	NA	NA
2008/09	212,145	1,634	NA	NA	NA
2009/10	216,369	1,658	18,393	238,468	11,856
2010/11	221,167	1,766	18,393	248,037	11,864
2011/12	226,882		18,393	248,318	11,907

Year	Map (titles)	Slides	Black & White negatives	Photographs	Audio - recordings	Video - recordings
1993/94	533 (229)	26,173	36,878	17,497	632	445
1994/95	573 (258)	26,173	36,878	17,497	637	508
1995/96	584 (268)	26,737	36,878	17,497	637	546
1996/97	822 (520)	26,737	36,878	17,497	637	546
1997/98	836 (526)	26,737	36,878	17,497	909	751
1998/99	911 (608)	26,737	36,878	17,497	909	859
1999/00	911 (614)	26,737	36,878	17,497	909	918
2000/01	919 (620)	26,737	36,878	17,497	909	931
2001/02	990 (621)	NA	NA	NA	NA	NA
2002/03	992 (623)	NA	NA	NA	NA	NA
2003/04	1,024 (625)	NA	NA	NA	NA	NA
2004/05	1,075 (663)	NA	NA	NA	NA	NA
2005/06	1,077 (665)	NA	NA	NA	NA	NA
2006/07	1,082 (670)	NA	NA	NA	NA	NA
2007/08	NA	NA	NA	NA	NA	NA
2008/09	NA	NA	NA	NA	NA	NA
2009/10	1,153	NA	NA	NA	1,957	
2010/11	1,154	NA	NA	NA	2,176	
2011/12	1,156	NA	NA	NA	2,268	

*NA = Not Available

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Sources: Chan 1993, 48; Chan 1994, 56; Chan 1995, 62; Chan 1996, 77; Chia 1997; Chia 1998, 73; Chia 1999, 73; Chia 1999, 62; Chia 2000, 62; Chia 2001, 31; Chia 2002, 30; Kesavapany 2003, 33-34; Kesavapany 2004, 34-35; Kesavapany 2005, 40-41; Kesavapany 2006, 49-50; Kesavapany 2007, 49; Kesavapany 2008, 55; Kesavapany 2009, 42-43; Kesavapany 2010, 45-47; Kesavapany 2011, 51-52; Kesavapany 2012, 45.

Appendix C

ISEAS Library collection by region and country (only processed materials), 2001-2008

	2001	2002	2003	2004	2005	2006	2007	2008
Southeast Asia	5,967	6,485	6,628	6,996	8,383	8,712	8,974	9,321
Percentage	6.8 %	6.7 %	6.8 %	6.8 %	7.4 %	7.5 %	7.5 %	7.3 %
Myanmar	3,783	4,469	4,517	4,649	4,765	4,867	4,956	5,133
Percentage	4.3 %	4.6 %	4.6 %	4.5 %	4.2 %	4.2 %	4.1 %	4.0 %
Brunei	383	427	433	475	505	536	554	578
Percentage	0.4 %	0.4 %	0.4 %	0.5 %	0.5 %	0.5 %	0.5 %	0.5 %
Cambodia	1,246	1,351	1,379	1,045	1,531	1,638	1,760	1,840
Percentage	1.4 %	1.4 %	1.4 %	1.0 %	1.4 %	1.4 %	1.5 %	1.4 %
Indonesia	42,134	46,905	47,265	48,625	52,203	53,697	56,070	61,249
Percentage	48.7 %	48.7 %	48.8 %	47.2 %	46.3 %	46.0 %	47.0 %	48.0 %
Laos	943	989	1,003	1,045	1,093	1,131	1,167	1,201
Percentage	1.1 %	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %	0.9 %
Malaysia	6,814	7,568	7,712	8,148	9,090	9,631	10,105	10,613
Percentage	7.8 %	7.9 %	7.1 %	7.9 %	8.1 %	8.3 %	8.4 %	8.3 %
Philippines	10,117	10,760	10,859	11,173	11,688	11,886	12,246	12,572
Percentage	11.6 %	11.1 %	11.1 %	10.8 %	10.4 %	10.3 %	10.2 %	9.8 %
Singapore	3,959	4,335	4,488	4,705	5,008	5,150	5,327	5,504
Percentage	4.5 %	4.5 %	4.6 %	4.6 %	4.4 %	4.5 %	4.4 %	4.3 %
Thailand	6,320	6,574	7,058	7,416	8,278	8,710	9,191	9,707
Percentage	7.2 %	6.8 %	7.2 %	7.2 %	7.3 %	7.5 %	7.9 %	7.6 %
Vietnam	5,780	6,364	6,698	8,405	9,092	9,548	9,734	9,959
Percentage	6.1 %	6.1 %	6.9 %	8.2 %	8.1 %	8.3 %	8.1 %	7.8 %
Total	87,445	96,227	97,607	103,097	112,636	115,638	120,084	127,677
Annual increase		8,782	1,380	5,870	9,539	3,002	4,548	7,593
Percentage increase		10.0 %	1.4 %	6.0 %	9.3 %	2.7 %	3.9 %	6.3 %

Sources: Chia 2001, 31; Chia 2002, 31, Kesavapany 2003, 35; Kesavapany 2004, 36; Kesavapany 2005, 42; Kesavapany 2006, 52; Kesavapany 2007, 50; Kesavapany 2008, 53.