



Library Association of Singapore  
Founded in 1955

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# **Annual Report**

## ***2012***

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# LAS Annual Report 2012

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# OBJECTIVES

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- To unite and promote the interests of all persons engaged in library and information work or interested in libraries and information centres.
- To promote the better administration and management of libraries and information centres.
- To encourage the establishment, development and use of libraries and information centres in Singapore.
- To promote professional education of persons engaged in library and information services.
- To work towards the enhancement of the status and role of professionals in library and information services.
- To encourage its members, through its programmes and publications, to increase their own professional capacities and performance.
- To publish and disseminate such information and knowledge as will be of service to members.
- To undertake such activities, including the holding of meetings and conferences, as are appropriate to the attainment of the above objectives.

- *Extracted from the Constitution of the Library Association of Singapore*

# CHRONOLOGY

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- 1955 Formation of the Malayan Library Group on 25 March 1955.
- 1958 Name changed to Library Association of Malaya and Singapore.
- 1960 Association dissolved and 2 new groups formed due to the Federation government's policy not to grant registration to pan-Malayan associations:
- Persatuan Perpustakaan Tanah Melayu (Library Association of Malaya)
  - Library Association of Singapore
- 1964 Library Association of Singapore was reconstituted as Library Association of Malaya, Singapore Branch, after the merger between Singapore and Malaya.
- 1966 The Singapore Branch became an independent body after Singapore's separation from Malaysia. The Persatuan Perpustakaan Singapore (Library Association of Singapore) was formed.
- 1972 The Association was renamed the Library Association of Singapore (LAS) on 25 March 1972.
- 2005 The Association celebrated its Golden Jubilee on 15 November 2005.
- 2007 The Association held its conference on the theme *Librarians, Strengthening, Moving Forward* from 29 to 31 January 2007.
- The Association accorded Mrs Hedwig Anuar the first LAS Lifetime Contribution Award on 1 November 2007.
- 2008 The Association gave out the LAS Professional Service award to 3 winners: Ms Lau Siew Kheng, Ms Manijeh Namazie and Mr R Ramachandran, at the Istana Reception on 9 May 2008.
- The Association held its LAS Conference 2008 on the theme *Innovate to Serve* on 8-9 May 2008.
- The LAS Professional Development Scheme was launched on 25 Aug 2008.
- 2009 136 LAS professional members from the first 5 batches were given the Practicing Professional award under the PDS scheme.
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- The Association accorded the LAS Professional Service Award to Mrs Sylvia Yap at the LAS Tri-event held on 16 October 2009.
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- The Tri-event was also the occasion to launch the inaugural LAS Library School Scholarship award, which was awarded to Mr Herman Felani bin Md Yunos.

# CHRONOLOGY

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Professor Tommy Koh, Ambassador-at-Large and Patron of LAS, was invited to give out the LAS Lifetime Contribution Award to Ms Rosemary Yeap at the LAS Annual Dinner held at the Pod on 16 October 2009.

2010

Launch of first online volume of the Singapore Journal of Library and Information Management on 25 January 2010. The table of contents and full text of the articles for Volume 38 are open access and available to everyone. The journal is no longer available in hard copy.



Launch of LAS first entry level (WSQ Level 2) training programme for library support staff on *Support General Reference and Information Enquiry*. This was the first of the 5 competency based programmes which form the WSQ Higher Certificate in Library and Information Services. All 5 modules were developed by LAS and approved by WDA by end 2010.

The 2010 LAS Awards were presented by our Guest of Honour, Dr N Varaprasad at the LAS Awards Ceremony and Hi-Tea event held on 15 January 2011 at the Rendezvous Hotel.



The Association accorded the LAS Lifetime Contribution Award to Datin Patricia Lim Pui Huen.



The LAS Professional Service Award 2010 was presented to Mr Choy Fatt Cheong.



Mr Nurhazman Abdul Aziz, from NTU Library, became the first award winner of the LAS Outstanding Newcomer Award, which was launched in 2009.



The LAS Library School Scholarship 2010 was presented to Ms Samatha Thanh Giang Vu by Ms Puspa Yeow, President of LAS.

Debby Wegener, from TP Library, became the first award winner of the LAS Special Librarian Passion Award, which was launched in 2010.

2011



The LAS website was revamped with a fresh design and features that now allow online registration, renewal and payment for both membership and conferences.

LAS initiated a social media presence on Facebook and Twitter (<http://facebook.com/las.org.sg>, [http://twitter.com/las\\_org\\_sg](http://twitter.com/las_org_sg)) as part of her online presence in September 2011.



The "Libraries for Tomorrow II" seminar was held on 14 April 2011 at Biopolis using social media tools such as Twitter and SMS to encourage spontaneous interaction at the seminar.

# CHRONOLOGY

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LAS conducted a Rebranding Workshop at the Brunei Library Association for Bruneian librarians, archivists and curators in December 2011. This was featured in The Brunei Times:

<http://www.bt.com.bn/news-national/2011/12/01/workshop-held-library-management>.

2012



The 2011 LAS Awards were presented by the Guest of Honour, Ms Hedwig Anuar at the LAS New Year Bash held on 7 January 2012 at the Rendezvous Hotel.

The LAS Lifetime Contribution Award was presented to Mr Chan Thye Seng.

The Association accorded the LAS Professional Service Award 2011 to Ms Ngian Lek Choh.

Mr Aaron Tay Chee Hsien, from NUS Libraries, was given the LAS Outstanding Newcomer Award.

The LAS Library School Scholarship 2011 was presented to Mr Cheng Eng Aun.

LAS expanded its website to manage job postings for the Library of Singapore's community. The website could be viewed at <http://las.org.sg/wp/jobsboards>. The site was launched in January 2012.

LAS participated in the PPM-LAS joint conference in Malacca from 16 to 17 March 2012.

With the support of NLB, LAS extended into a community portal located at <http://connectme.sg>. This portal replaces the librarian.sg. LAS community now have the advantage to harness the portal functionality, such as knowledge sharing community, document and image repository.

LAS produced an MTV video for IFLA WLIC 2013 Singapore and was played at the closing of WLIC 2012. The video can be located at <https://www.facebook.com/photo.php?v=341224812627663>.

The Committee on Information Studies Programmes and Industry Needs (CISPIN), endorsed by LAS, announced the Terms of Reference and Members to look into the better alignment between the skills and knowledge required by the current and future needs of libraries on 25 June 2012.

Librarians for Tomorrow LAS Conference 2012 was held on 25 September 2012 at Biopolis to discuss how librarians would still make sense in the future. The Guest of Honour was Mr. Lawrence Wong, Senior Minister of State for Education & Information, Communications and the Arts.

# PRESIDENT'S MESSAGE

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“I love to go to the library where from any book on a shelf I could look to the left, to right and around it to other books, and each will take me down a rabbit hole to something unexpected. How do you do that online, in the virtual world, in the social media? How can you replicate that sense of space?”

That was Tan Pin Pin, notable Singaporean filmmaker on the magic of libraries that inspire her.

That was an interesting take on the unchanging even as the past year has been one dominated by talk of the future and how libraries and librarians need to respond to that.

The centerpiece of the discussion was the Librarians for Tomorrow LAS Conference 2012 where Pin Pin shared her views in a hall packed with our members and in a panel with speakers outside the library world – Google, Facebook, journalism and the book trade.

The session was also graced by the Guest of Honour Mr Lawrence Wong, Senior Minister of State for Education and Information, Communication and the Arts who also underlined the critical role that librarians play in a world inundated by information. He beseeched librarians to step in, cut through this information overload and educate users on the quality of information.

Hence it is with great excitement that we await the coming flagship event of the library world – the International Federation of Library Associations' (IFLA's) World Library and Information Congress (WLIC) to be held in Singapore in August 2013. Much of the year for LAS has been spent in preparation for the events of the WLIC.

A strong Singapore contingent waved their flags at the 2012 Congress in Helsinki and LAS put together an inspiring video of the best of Singapore's libraries and librarians. The video was scored by a theme song composed by Singaporean librarian Ivan Chew and entitled Free. “Free” expresses how librarians and libraries can set the hearts and minds of users free.

I would like to thank my tireless Council Members who in this year had to juggle both the activities that come with any LAS year as well as the major events and outcomes we are planning for WLIC 2013. It has been a demonstration of what it means when people come together to work for something because of an indefatigable sense of belief in what a profession can do.

I would also like to thank the LAS Awards Panel and the Professional Development Scheme (PDS) Board for continuing their inspired work in highlighting the great professional work of librarians.

As I end my term, I wish the next President the very best in continuing to show the rest of the world what we already know – and that is, that librarians make sense, and that it makes sense to have librarians in a world that is somehow becoming a little harder every day to grasp and make sense of.

# LAS COUNCIL

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<b>President</b>	Mr Gene Tan
<b>Immediate Past President</b>	Ms Puspa Yeow
<b>Vice President</b>	Mrs Lee Cheng Ean
<b>Hon Secretary</b>	Ms Soh Lin Li
<b>Hon Treasurer</b>	Ms Susan Song-Lim
<b>Assistant Hon Secretary</b>	Ms Khoo Ai Ling
<b>Council Members</b>	Ms Debby Wegener Ms Janice Chia Ka-Yin Ms Joan Wee Ms Loh Hui Hong Mr Nurhazman Abdul Aziz Mr Patrick Pu Fang Chiong Mr Yit Chin Chuan



# LAS COMMITTEES

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## **BUSINESS AND DEVELOPMENT**

### **Committee Members:**

Chairperson: Mr Patrick Pu Fang Chiong

Members: Ms Dianne Ng Say Hui  
Ms Ruby Seng Sheh Lee

### **Terms of Reference:**

1. To engage in promotion and publicity of LAS publications.
2. To solicit advertisements.
3. To manage LAS souvenir and merchandise items.
4. To coordinate all activities relating to donations and sponsorship.
5. To collate market information and identify new products and business.

## **INFORMATION TECHNOLOGY**

### **Committee Members:**

Chairperson: Mr Nurhazman Abdul Aziz

Members: Mr Kamaludeen Mohamed Rafi  
Mr Ramaravikumar Ramakrishn.

### **Terms of Reference:**

1. To be responsible for the production, access, maintenance and marketing of electronic information on the LAS web architecture.
2. To serve the administration needs of the LAS Council and members of LAS.
3. To help publicize LAS through the Web.
4. To provide a forum for members for discussion of common problems and matters of professional concern.
5. To provide IT or AV technical support.

# LAS COMMITTEES

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## MEMBERSHIP

### Committee Members:

Chairperson: Ms Khoo Ai Ling  
Members: Ms Goh Beng Hwee  
Ms Phoebe Lim Choon Lan  
Mr Steven Chow Dick Mun

### Terms of Reference:

1. To explore ways to increase LAS membership.
2. To look into providing more benefits to members.
3. To explore the possibility of making the LAS membership database accessible via the LAS website, with online membership application or update or renewal features.

## PROGRAMMES AND SOCIAL

### Committee Members:

Chairperson: Ms Loh Hui Hong  
Members: Ms Catherine Tan  
Ms Esther Wong  
Mr Frank Seah  
Ms Quek Tze Guek

### Terms of Reference:

1. To plan and organize social activities and professional programmes, throughout the year, to foster greater participation among members.
2. To create an awareness of the association in order to attract and encourage more professionals to join as members.
3. To enhance the image of the profession by liaising with other institutions and organizing appropriate programmes.

# LAS COMMITTEES

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## PUBLICATIONS

### Committee Members:

Chairperson: Mr Yit Chin Chuan

#### SJLIM

Editor: Ms Yeo Pin Pin

Assoc. Editor: A/Prof M Shaheen Majid  
Editorial Board

Members: A/Prof Christopher Khoo Soo Guan, Mr Choy Fatt Cheong, Mr Idris Rashid Khan Surattee, Ms. Gulcin Cribb.

#### SLB Team

Editor: Mr Yit Chin Chuan

Members: Mr Hilary Ho, Mr Justin Tan, Ms Ruby Seng

#### WLIC2013 Publications Team

Chair: Mr Yit Chin Chuan

Members: Azizah Sidek, Balbindar Kaur, Carol Sim, Ivan Chew, Kow Yu, Majeed, Melissa Man, Yeo Pin Pin, Rajendra Munoo, Ang Seow Leng, Sharon Koh, Shirley Khew, Susan Song-Lim, S Zahra Aljunied, Yee Yeong Chong, Isaac Teo, Hilary Ho, Angela Tan, Jennifer Gan, Terri Ho, Tan Han Yong, Winnifred Wong

### Terms of Reference:

1. To develop and implement publications policies and procedures for LAS publications.
2. To maintain quality control of all LAS publications according to acceptable standards.
3. To be responsible for the production of regular LAS publications originating from the Committee.
4. To be responsible for the editorial content of the periodicals published by LAS.
5. To be responsible for the compilation, editing, writing, updating or the commissioning of such undertakings of any LAS publications such as the LAS Conference, Seminar, Workshop

## SPECIAL LIBRARIES SECTION

### Committee Members:

Chairperson: Ms Debby Wegener  
Temasek Polytechnic

Secretary: Ms Tay Chiew Boon,  
EBSCO Publishing

Ex-Chairperson: Ms Susan Song-Lim  
Monetary Authority of Singapore

Members: Ms Carol Sim Soek Cheng  
Nanyang Academy of Fine Arts

Ms Charlotte Gill  
Singapore Management University

Ms Halizah Jailani  
National Library Board

Ms Manimekalai Thirumalai  
Ministry of Trade & Industry

### Terms of Reference:

1. To provide a platform for members to discuss issues pertaining to library, information and knowledge management services in special libraries.
2. To provide opportunities for members to network, collaborate and work towards the professional interest and welfare of library, information and knowledge professional engaged in special libraries.
3. To provide support to library, information and knowledge professional in special libraries to develop their professional skills and expertise.

# LAS COMMITTEES

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- Proceedings, Bibliographies, Lists, Reports.
6. To explore, establish and maintain alternative methods of state-of-the-art publishing, including electronic publishing, which are cost effective, speedy, and up to date.
  7. To advise LAS Council on matters relating to LAS publications.
  4. To enhance and promote the recognition of librarians, and information and knowledge management professionals working in special libraries.

## TRAINING AND DEVELOPMENT

### Committee Members:

Chairperson: Ms Janice Chia Ka-Yin

Members: Ms Chen Peishan

Ms Gee Miaw Miin

Ms Low Ke Khoon

### Terms of Reference:

1. To develop and review policy for continuing library education needs and the development of educational programmes.
2. To recommend and stimulate an interest in specific fields of study and research for practicing librarians.
3. To identify and publicize local and overseas scholarships, training and development programmes.
4. To act as a clearinghouse on all aspects of library education, training and development for the professional and public-at-large.
5. To represent the Association in organizations and agencies that are concerned with professional education, training and development.
6. To carry out commercial training where there are perceived opportunities.
7. To seek potential training partners and to propose partnerships where appropriate.

# LAS COMMITTEES

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## LAS AWARDS PANEL

### Panel Members:

Chairperson: Mr Joseph Kennedy  
Members: Mr Scott Davidson  
Ms Hazel Loh  
Ms Judy Ng  
Ms Tan Lay Tin  
Ms Manimekalai Thirumalai

### Terms of reference:

1. To recognize members who render outstanding service to the profession
2. To promote professional growth through the development of grants, sponsorships and scholarships
3. To develop and administer all awards presented in the name of the Library Association of Singapore.

# LAS COMMITTEES

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## PROFESSIONAL DEVELOPMENT SCHEME (PDS) BOARD

The PDS Board was set up in 2008 to approve applicants for the award of Practising Professionals under the Professional Development Scheme. In 2010, Council approved the re-designation of the PDS Board from an Ad-hoc Committee to a Standing Committee of LAS Council. The PDS Working Committee was also re-designated as a sub-committee under the PDS Board.

During the year the Board welcomed two new members:

- Mr Gene Tan, LAS President to the Board
- Ms Carol Sim Soek Cheng of NAFA to PDS Working Committee starting January 2012

The Board also wishes to thank Mr. Idris Rashid Khan Surattee for his dedicated service as member of the PDS Board from Jan 2009 to Mar 2011.

### Board Members:

Chairperson: Ms Sylvia Yap

Members: Mr Choy Fatt Cheong  
Mr Gene Tan  
Mr Idris **Rashid Khan Surattee** (to March 2011)  
Ms Ngian Lek Choh  
Ms Puspa Yeow  
Ms Kim-Chew Ah Too

### Terms of Reference:

1. Examine and approve PDS applications for endorsement by LAS Council.
2. Review and approve changes to the PDS scheme.

## PDS Working Committee

### Committee Members:

Chairperson: Mr Choy Fatt Cheong

Members: Ms Ong Juey Ming  
Ms Kim-Chew Ah Too  
Ms Veronica Boudville  
Ms Carol Sim Soek Cheng (from Jan 2012)

### Terms of Reference:

1. Manage the submission process for PDS applications.
2. Examine PDS applications and check for award eligibility.
3. Advise applicants on details of their submission and suggest revisions.
4. Prepare list of applications for examination by PDS Board.
5. Manage PDS website.

# ACTIVITIES OF THE YEAR

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## **9-11 April 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Support Bibliographic Control” with 16 participants.

## **13 April 2012**

A networking event “What Makes a Librarian?” – When Librarians Meet on Friday the 13th was organized. Over 90 librarians and information professionals gathered at The Pod, National Library Building for an evening of sharing and discussions on the topic. PDS certificates were also presented by the Guest of Honour, Mrs. Elaine Ng, Chief Executive Officer, National Library Board

## **27 April 2012**

The Programmes & Social Committee organized a tour of the 3M Yishun Facilities for 12 participants.

## **9 – 10 May 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Provide Loans and Membership Services” with 16 participants.

## **12 May 2012**

The LAS Annual General Meeting was held at The Pod, National Library Building, and attended by 102 LAS members. A new logo was voted.

## **2 – 3 July 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Support Collection Maintenance Works” with 17 participants.

## **5 July 2012**

The Business Librarians Special Interest Group under the Special Libraries Section of LAS organized a meeting at the S P Jain School of Global Management.

## **5-6 July 2012**

The Training and Development Committee organized a workshop on “Citation, Journal Impact Factor and H-Index as Indicators of Research Performance” with 37 participants.

## **19 July 2012**

A ConnectMe.Sg training session was conducted for the Business Librarians Group.

## **20 July 2012**

A joint Information Literacy Seminar with LAS and the Singapore Management University (SMU) was held at the Li Ka Shing Library. A new Special Interest Group was launched to concentrate on Information Literacy.

## **27 July 2012**

A ConnectMe.Sg training session was conducted for the Arts Librarians Special Interest Group.

# ACTIVITIES OF THE YEAR

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## **31 July 2012**

Members of the Law Librarians Special Interest Group met with the LawNet vendors to provide feedback on the database and suggest areas for improvement.

## **3 August 2012**

The Programmes & Social Committee organized a tour for 21 participants to view the Land Transport Gallery at LTA.

## **7 – 8 August 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Support Acquisitions & Serials Works” with 14 participants.

## **14 August 2012**

The video produced by LAS for IFLA WLIC 2012 was played at Helsinki to promote WLIC 2013 Singapore.

## **25 September 2012**

The Librarians for Tomorrow Conference was held at Matrix Auditorium, Biopolis, Singapore. A total of 244 attendees joined the seminar. It was a full day event with interesting speakers from movie industry, book industry and other industries were invited to discuss how librarians would make sense in the future. It was the first time that Mr. Lawrence Wong, Senior Minister of State for Education & Information, Communications and the Arts, attended an LAS event.

## **4 – 5 October 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Provide Loans and Membership Services” with 18 participants.

## **31 October 2012**

The Programmes & Social Committee organized a tour for 24 LAS members to Wiley & Sons Singapore.

## **1 November 2012**

The LAS Special Libraries Section held its 3<sup>rd</sup> Annual Networking Event at The Pod, National Library Building. This event was sponsored by Lexis-Nexis, and four invited speakers expounded on the theme of *How Libraries Adapt to Change*. The speakers were Haliza Jailani, Assistant Director, National Library Board; Biju K, Principal, Information Management Practice, Latize Pte Ltd; Julie Sabaratnam, University Librarian, Singapore University of Technology and Design; and Debby Wegener, Senior Librarian, Temasek Polytechnic Library. Mr Rajendra Munoo was announced as the winner of this year’s LAS Special Librarian Passion Award.

## **6 – 7 November 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Support General Reference and Information Enquiry Work ” with 20 participants.

## **6-7 November 2012**

The Training and Development Committee organized a workshop on “Performance Measurement in Academic Libraries” with 31 participants.



# ACTIVITIES OF THE YEAR

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## **21 November 2012**

The Programmes & Social Committee organised a tour with the National Library to visit the Raffles Letters Exhibition and two other exhibitions for 9 LAS members.

## **23 November 2012**

The Programmes & Social Committee organised a guided tour to the Peranakan Museum for 22 LAS members.

## **4 – 5 December 2012**

The Training and Development Committee held the WSQ Level 2 programme on “Support Collection Maintenance Works” with 14 participants.

## **7 December 2012**

A new Special Interest Group was formed, with Rajendra Munoo as the Interim Chair. Focusing on a common interest in instruction and training, the group held its first meeting at the Li Ka Shing Library, SMU.

## **9 January 2013**

The Programmes & Social Committee organized a tour for 17 LAS members to the Heritage Conservation Centre.

## **25 January 2013**

The LAS New Year Party 2013 was held at The Salon, National Museum of Singapore with 60 members attending the session to exchange gifts and blessings.

## **5 – 6 February 2013**

The Training and Development Committee held the WSQ Level 2 programme on “Support Acquisitions and Serials Works” with 19 participants.

## **12 – 13 March 2013**

The Training and Development Committee held the WSQ Level 2 programme on “Provide Loans and Membership Services” with 11 participants.

## **27 March 2013 and 4 April 2013**

The Social Programmes Committee organised two visits to the Library@Chinatown for 25 members.

# MEMBERSHIP

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The table below gives the membership status as of 31 December 2012. Total membership remained stable. The increase in professional and institutional (School Libraries) members balanced the dip in associate membership.

For the 2013 membership renewal exercise, based on positive feedback from members in 2012, \$20 Kinokuniya vouchers were again offered to the first 100 personal members to renew. As of 31 January 2013, all vouchers had been redeemed and 60% of the personal members had renewed their membership.

<b>Category</b>	<b>Dec 2011</b>	<b>Dec 2012</b>	<b>% Change</b>
Professional	184	189	3%
Associate	81	73	-10%
Affiliate	1	1	-
Life	101	101	-
Honorary	2	2	-
Professional (non-working)	5	5	-
Institution (Libraries)	37	37	-
Institution (Schools)	17	20	18%
Institution (Others)	10	10	-
<b>Total</b>	<b>438</b>	<b>438</b>	-

# FINANCE

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The 2012 audited financial statements are presented in Appendix C, which comprise the balance sheet as at 31 December 2012, the statement of comprehensive income and expenditure, statement of changes in fund and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory information.

The total comprehensive income for the year after tax is \$45,327 compared to \$26,177 in 2011. The main sources of income were Training/Workshop Fees (\$69,140), Sponsorship (\$33,000), Events/Programs\* (\$32,302), and Membership Fees (\$31,150).

The main expenditure items in 2012 were for Training/Workshop (\$62,406), Events/Programs\* (\$27,752), Awards and Sponsorship (\$11,165), and Annual General Meeting (\$7,149).

The increase in income could be attributed to a number of factors. First and foremost was the decrease in total training expense from \$80,513 to \$62,406. The course development fee was very much reduced as most of the training courses under the WDA program had been developed and paid for in 2011. Lower venue cost, thanks to concessions from fellow member institutions, also resulted in much savings. The Training and Development Committee kept up their pace in organizing training courses and workshops, thus benefiting more than 200 trainees and resulting in more takings. Increased income from sponsorship and advertisement made up the balance.

Trade receivables past due also dropped significantly from \$13,168 in 2011 to \$6,420 in 2012. This is due to better communication between the Treasurer and respective Committee Chairs, as well as increased engagement from the Training and Development, Business and Development, and Membership Committees with institutions, sponsors and members to ensure prompt payment owed to the Association.

\*Includes Trip to the PPM-LAS Conference.

# ANNUAL GENERAL MEETING 2012

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1. The AGM 2012 was held at The Pod, National Library Building, Singapore, on 12 May 2012 (Saturday). 86 members attended the meeting.
2. The minutes of the previous AGM were passed with no further amendments.
3. The AGM received and approved the Annual Report for the year ending March 2012 and the audited accounts for the Financial Year ending December 2011.

Please see **Appendix A** for **Minutes of the Annual General Meeting held on 12 May 2012**.

# COUNCIL MEETINGS

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1. The Council held 7 Council meetings on 20 April 2012, 15 June 2012, 24 August 2012, 19 October 2012, 14 December 2012, 15 February 2013 and 26 April 2013.
2. **Emerald arrangement.** Emerald has proposed a continuation of the same arrangement. Council agreed to this continuation and the new contract deal commenced and will terminate on 31 December 2013.
3. **IFLA 2013.** Three projects for the upcoming IFLA 2013 were proposed, i.e. a Video to promote Singapore Libraries, a special publication on the libraries and librarians of Singapore and an LAS Awards presentation to be graced by the President of Singapore for IFLA 2013. The Video project was completed in August 2012 and broadcasted at WLIC 2012 at Helsinki and other conferences in the World. The other two projects are scheduled to be completed by WLIC 2013.
4. **PDS Board and Working Committee.** Council approved the formation of the new PDS Board Standing Committee with the PDS Working Committee as its sub-committee.
5. **Membership benefit.** Council approved the proposal to purchase Kinokuniya vouchers as a 2013 membership benefit. The vouchers would be offered to the first 100 LAS personal members who renew their membership for 2013.

# REPORTS OF LAS COMMITTEES

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## 1. Business Development Committee

- 1.1 The team worked on getting sponsorships for the Librarians for Tomorrow 2012. The event received support from 21 sponsors, namely, 3M Technologies, Cambridge University Press, Civica, Cxrus Solutions, EBSCO Publishing, Emerald, FE Technologies, Infohost, Kinokuniya, Micrographics Data, OneSource, OverDrive, Oxford University Press, ProQuest, SAGE Publications, Springer, Swets, Taylor & Francis, Wiley Blackwell, World Scientific, and YBP Library Services.
- 1.2 The team also sought sponsorship for the launch of the LAS commemorative publication on 18th August 2013. As of 26th April 2013, the event received support from 15 sponsors, namely, AAAS/Science, Cambridge University Press, Cengage Learning, EBSCO Publishing, IEEE, Infohost, Micrographics Data, Oxford University Press, ProQuest, SAGE Publications, Springer, Taylor & Francis, Thomson Reuters, Wiley Blackwell, and World Scientific.
- 1.3 During the 2012 Annual General Meeting, members voted logo number 1 as the new logo for LAS. As a final step, LAS members will be asked to vote for their preferred font for the logo during the 2013 Annual General Meeting.
- 1.4 To maintain a consistent corporate image, the team drafted the LAS Logo Usage Guide, which has been approved by the 2011/13 Council.
- 1.5 A new webpage called “Support Us” was created on the LAS website, to highlight advertising and sponsorship opportunities with LAS. In addition, new spaces have been added for various banner advertisements.
- 1.6 The application configuration and settings of our online store, called “LAS Store”, are being finalized.
- 1.7 The committee has developed partnerships with the following vendors and organisations:
  - a) Emerald has given all LAS members access to its LIS collection. All LAS members receive monthly emails about the top downloaded articles from the LIS collection. In return, Emerald is given publicity opportunities in LAS events.
  - b) HKTDC Hong Kong Book Fair offered LAS members complimentary hotel accommodation and admission tickets. Unfortunately, no one took up the sponsorship.
  - c) LAS assisted The Association for Information Management (ASLIB) to announce their MasterClass held in Singapore.
  - d) LAS provided free publicity for IFLA 2013 via our website and social media channels.

# REPORTS OF LAS COMMITTEES

## 2. Information Technology Committee

- 2.1 We launched LAS Community Online portal, located at <http://connectme.sg>. Seven groups have been created - (1) Arts Librarians, (2) Business Librarians, (3) Council of Chief Librarians, (4) Digital Librarians, (5) LAS Conference, (6) LAS Council and (7) LAS T&D group. More than 100 LAS members have joined these groups.
- 2.2 We upgraded and maintained the current web architecture that consists of Linux, Apache, Mysql and Php, including the application like Wordpress, eforms and the email system to be operationally ready and to protect from malware and downtimes.
- 2.3 We worked with a vendor and produced an MTV video for IFLA WLIC 2013 Singapore. This was screened at the closing ceremony of WLIC 2012
- 2.4 Statistical reports of the LAS Website show an increase in visitorship, an average of 2,500 visitors per month.

### LAS Website



# REPORTS OF LAS COMMITTEES

## Singapore Libraries Bulletin Blog



For the LAS Facebook, we have 473 Total Likes and with an outreach of up to 226,827. That represents a 19.05% viral penetration each month.



### 3. Membership Committee

- 3.1 The Membership Committee organized the networking event “What Makes a Librarian?” – When Librarians Meet on Friday the 13<sup>th</sup> in April 2012. Over 90 librarians and information professionals from different institutions gathered to brainstorm about what it means to be a librarian and to put the context of being a librarian to the current changes that has happened around us. A SWOT (Strength, Weaknesses, Opportunities and Threat) analysis was done during the session and the key points captured in the Singapore Libraries Bulletin: <http://www.las.org.sg/wp/sjlim/2012/11/finding-out-what-you-want-and-what-makes-a-librarian/>.



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- 3.2 The committee did a review of the membership application and renewal forms. The membership pages on the LAS website were updated in December 2012 with the revised forms. A new 'Personal Membership Update of Particulars' online form has been introduced. Membership benefits have also been added to the webpages.
- 3.3 A briefing was held for the new batch of MSc (Information Studies) students from NTU in October 2012. Held annually, this talk introduces LAS to the students and encourages them to join the association. Highlights include the LAS Library School Scholarship award.
- 3.4 See section on "Membership" for details of membership figures.

## 4. Programmes and Social Committee

- 4.1 A total of 8 visits were organized by the Programmes & Social Committee from April 2012 to Apr 2013. The visits were a plethora of sorts ranging from museums, vendor-based sessions to exhibitions. For the latter, a collaboration with NLB brought about a tour of the Raffles Letters Exhibition and 2 other exhibitions for LAS members in November 2012. Other interesting visits included the Peranakan Museum, LTA Gallery and Heritage Conservation Centre.
- 4.2 The year ended with two visits to the recently opened Library@Chinatown, which showcased a public library with a niche collection.
- 4.3 See section on "Activities of the year" for details.

## 5. Publication Committee

- 5.1 The 41<sup>st</sup> issue of SJLIM (Singapore Journal of Library and Information Management) 2012 was published electronically in Feb 2013. It contained 4 articles from various institutions and libraries. The journal URL is available at: <http://www.las.org.sg/wp/resources/publications/sjlim1/sjlim-vol-41-2012/>
- 5.2 The Editorial Board for 2012 comprised Yit Chin Chuan of NLB/RP (Editor), Associate Professor M. Shaheen Majid of NTU and Yeo Pin Pin of SMU (Associate Editors), Associate Professor Chris Khoo of NTU, Choy Fatt Cheong of NTU, Idris Rashid Khan Surattee of SPH and Gulcin Cribb of SMU (Members).
- 5.3 The Singapore Libraries Bulletin (SLB) blog has monthly updates and we have begun to see some of our members contributing articles to this blog. The publications committee would like to thank our contributors and would like to encourage all members to actively share news about their libraries, their activities and/or about themselves to the rest of LAS.
- 5.4 The current SLB blog is supported by the following team: Yit Chin Chuan NLB/RP (Editor), Hilary Ho of NIE, Justin Tan of NYP and Ruby Seng of NUS (members).

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- 5.5 WLIC2013 – publications project. For the upcoming IFLA 2013 event, LAS plans to launch a book publication featuring our librarians. The title of the book is called “In 99 Words: Stories Librarians Tell”. The team wanted to present a slice of the experiences from the many librarians we have in Singapore. To date – we have collected 95 stories and will continue to add more till the final cut-off date in preparation for printing. More stories are welcomed as LAS is committed to publish them as digital copies on our webpage. Beside the print publication, LAS is planning to set up a webpage featuring the Libraries and Librarians in Singapore. We will be launching an appeal to all librarians and libraries in Singapore to provide basic information about themselves so they can be presented on these webpages. The print version will also be highlighting these webpages to draw attention of our international counterparts to our libraries and librarians in Singapore.
- 5.6 LAS Publication would like to thank the following representatives and their institutions for their support for the WLIC2013 Publication project – Azizah Sidek (NLB), Ang Seow Leng (NLB), Ivan Chew (NLB), Sharon Koh (NLB), Yee Yeong Chong (NLB), Isaac Teo (NLB), S. Zahra Aljunied (NLB), Kow Yu (NUS), Winnifred Wong (NUS), Balbindar Kaur (NTU), Melissa Man (NTU), Carol Sim (NAFA), Majeed (representing Law Librarians), Yeo Pin Pin (SMU), Rajendra Munoo (SMU), Hilary Ho (NIE), Angela Tan (SIM), Jennifer Gan (SP), Terri Ho (TP), Tan Han Yong (ISEAS), Susan Song-Lim (MAS), Shirley Khew (Explomo), NP Library, NYP Library, RP Library and individual contributions of content from LAS members directly.
- 5.7 LAS Publication would also like to thank the Singapore Memory Project as well as the many sponsors that have kindly put in resources to support this project. The list of sponsors will be acknowledged within the book.

## **6. Special Libraries Section Committee**

- 6.1 The SLS Committee held 3 meetings during this period; 10 August 2012, 24 September 2012, and 19 March 2013.
- 6.2 The Special Interest Groups (SIGs) have continued to provide a valuable platform for networking and sharing among librarians and other like-minded individuals on the topics of the Arts, Business, Digital Libraries, Law, and more recently, Instruction and Training. As the demands of the workplace multiply and people find it increasingly more difficult to come together for meetings, the SIGs play a vital part in keeping people virtually connected. Currently there are five SIGs:
- Arts Librarians Group – for people from the arts libraries and arts institutions.
  - Business Librarians Group – for anyone interested in promoting communication and cooperation among business information professionals.
  - Digital Librarians Group – for anyone with an interest in digital library developments.

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- Law Librarians Group – for those involved in legal research and legal information management.
- Instruction and Training Group (working title) – a newly formed group for those with a passion for instruction and training.

6.3 The 3<sup>rd</sup> Annual Networking Event was held at The Pod, National Library Building, on 1 November 2012. Sponsored by LexisNexis, as in previous years, four guest speakers shared their thoughts and experiences on the subject of *How Libraries Adapt to Change*.

6.4 The proud recipient of the 2012 Special Librarian Passion Award went to Rajendra Munoo who is Head of Learning and Information Services and Business Research Librarian at the Li Ka Shing Library at SMU. Actively involved in Singapore libraries for more than a decade, he is a strong advocate for the enrichment of the patron's experience of libraries. Rajendra was instrumental in kick-starting the Special Interest Group for instruction and training, generating interest by organizing the Information Literacy Seminar "Let's talk about evaluation, impact, outcomes, value, assessment and the student learner today" on 20 July 2012.

## 7. Training and Development Committee

### 7.1 LAS WSQ Courses

#### a) Overview

Total number of classes organized =	9
Total number of Statement of Attainment achieved =	146
Total number of individuals trained =	89
Total number of Higher Certificate for Library and Information Services attained =	20

b) Other than 6 individuals who are self-funded, most of the participants are sponsored by their organizations listed below:

S/N	Organisation	S/N	Organisation
1	Assisi Hospice	17	NTUC
2	AVA	18	One World International School
3	Buddha Tooth Relic Temple (Singapore)	19	Raffles Girls' School
4	Clementi Town Sec School (CDAC)	20	Raffles Institution
5	Hwa Chong Institution	21	S. Rajaratnam School of International Studies
6	Institute of Southeast Asian Studies	22	Singapore Buddhist Lodge Library
7	Institute of Technical Education	23	Singapore Management University
8	IRAS	24	Singapore Polytechnic
9	LASALLE College of the Arts Limited	25	Singapore Press Holdings
10	MDIS Campus	26	St Joseph's Institution International
11	Nanyang Academy of Fine Arts	27	Tanglin Trust School
12	Nanyang Technological University	28	TCA College

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13	National Heart Centre of Singapore	29	Temasek Polytechnic
14	National Institute of Education	30	The Tanglin Club
15	National Library Board	31	United World College of South East Asia
16	Novum Organum Publishing House Pte Ltd		

- c) Effective from 2013, the course fees for the 2-day courses have been revised from \$330 to \$360. The course fees for the 3-day course remains the same at \$495. The revision of the course fees are made with consideration of the kind sponsorship from NUS Libraries and Temasek Polytechnic Library for the use of their computer labs for the Support General Reference and Enquiry Works and the Support Bibliographic Control Works modules.

## 7.2 Professional Staff

The following courses were organized for the professional staff:

- a) "Citation, Journal Impact Factor and H-Index as Indicators of Research Performance" conducted by Prof. Szarina Abdullah (Principal Consultant, Wisdom Synergy Enterprise) on 5 & 6 July 2012. The course was held at NUS Central Library and was attended by 30 participants.
- b) "Performance Indicator for Academic Libraries" conducted by Prof. Sebastian Mundt (Stuttgart Media University) on 6 – 7 November 2012. The course was held at NUS Central Library and partially sponsored by Goethe-Institute. It was attended by 34 participants.
- c) T&D Chair is part of the working group planning the "Asian Library Leadership Certificate Program" to be offered by SMU. The information brochure is targeted to be ready in time for promotion during the WLIC 2013. The target date for the first run of the programme is April 2014.

## 8. LAS Awards Panel

8.1 This is the Panel's 6<sup>th</sup> consecutive year to oversee the Association's effort to honour its members.

8.2 Six awards were under the care of the Panel during this period of review. The distribution of some of the awards moved from the usual January LAS event to a future date when IFLA will be held.

### 8.2.1 LAS Lifetime Contribution Award 2013

Preparation is ongoing for the naming of our next Lifetime recipient at the upcoming LAS AGM 2013.

This award honours a retiree who has significantly contributed to the development of the library profession in Singapore and who has represented Singapore on an international level. It is awarded only when the Council identifies a worthy recipient.

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## 8.2.2 LAS Professional Service Award 2013

Preparation is ongoing for the naming of our next Professional Service Award recipient at the upcoming LAS AGM 2013

Criteria for this award include active LAS membership, strong leadership in the profession and significant contributions to the profession.

## 8.2.3 LAS Outstanding Newcomer Award 2013

Preparation is ongoing for the naming of our next recipient at the LAS AGM 2013

This award seeks to recognize the accomplishments of outstanding newcomers to the library profession and to encourage outstanding contributions throughout their career.

## 8.2.4 LAS Library School Scholarship 2012

One of the highlights each year is to provide a Library school student with a \$4,000 scholarship to partially cover tuition for their studies. The award is always well contested and this year was no different. Ms Chew Shu Wen was the well deserving recipient of this award. The presentation of the Scholarship will be held at the upcoming LAS AGM 2013

## 8.2.5 LAS Special Librarian Passion Award 2012

The Passion Award was presented to Mr. Rajendra Munoo on Thursday, 1 November at the 3<sup>rd</sup> annual SLS Networking Event for his contribution and passion as a special librarian. He received a certificate and a \$300 cheque sponsored by LexisNexis.

This award was created to recognize one individual or group each year for outstanding contributions to the Special Libraries Section or any of its Interest Groups. Nominations were sought from LAS members and members of the SLS interest groups.

## 8.3 LAS Overseas Library Professional Development Sponsorship

As part of the ongoing support for professional development, LAS announced the opportunity to apply for a subsidy of up to \$2,000 to attend an overseas library conference or other learning opportunity during 2012-2013. Applications were accepted through 15 January 2012 for conferences taking place up to 30 April 2013.

Ms. Foo Soo Chin was awarded sponsorship to attend the Australian Library and Information Association (ALIA) Biennial Conference 2012 held from 10-13 July in Sydney. Soo Chin shared her conference experience through an article in the Singapore Library Bulletin.

## 9. Professional Development Scheme (PDS) Board

- 9.1 A total of 12 and 20 members submitted their PDS applications in July 2012 and January 2013 respectively. Of these, 11 members from the July 2012

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were awarded PP status after the examination of PDS Board and PDS Working Committee

- 9.2 PDS Board is in the final approving process for the batch of 20 applications submitted in January 2013.
- 9.3 To date, 10 reading circles from various institutions have been registered under the PDS.
- 9.4 As at March 2013, 68 members are qualified as Practicing Professionals under the PDS scheme.