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# REPORT ON THE COMPILATION OF A MASTERLIST OF SOUTHEAST ASIAN MICROFORMS

A JOINT SARBICA & CONSAL PROJECT



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**REPORT ON THE COMPILATION OF  
A MASTERLIST OF SOUTHEAST ASIAN MICROFORMS:  
A JOINT SARBICA AND CONSAL PROJECT**

**Project Editor: Winarti Partaningrat**

**Project Coordinator: P. Lim Pui Huen**

**Project Administrator: Hedwig Anuar**

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**On Behalf of the SARBICA-CONSAL Regional Microfilm Clearing-House**

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REPORT ON THE COMPILATION OF  
A MASTERLIST OF SOUTHEAST ASIAN MICROFORMS:  
A JOINT SARBICA AND CONSAL PROJECT

Introduction

- 1       The proposal for the compilation of a Masterlist of Southeast Asian Microforms was initiated by the Southeast Asian Branch of the International Council on Archives (SARBICA) in 1973 when the project proposal was presented to its Executive Board meeting held in June that year. Mrs. P. Lim Pui Huen, Librarian, Institute of Southeast Asian Studies, Singapore, in her capacity as Coordinator of the SARBICA-CONSAL Regional Microfilm Clearing-House, was appointed Project Coordinator.
- 2       The proposal was subsequently endorsed by the Second Conference of Southeast Asian Librarians (CONSAL II) held in Manila in December 1973.
- 3       Miss Winarti Partaningrat, former Director of the Pusat Dokumentasi Ilmiah Nasional (National Scientific Documentation Center), Jakarta, was appointed Project Editor.

Aims and Objectives

- 4       The Masterlist would collect together information regarding Southeast Asian documents and publications already reproduced on microform in the region in order to:
  - (a)     Assist in the preparation and planning of national microfilming programmes.
  - (b)     Facilitate coordination and cooperation with and the organization of international microfilming projects of Southeast Asian material.
  - (c)     Facilitate coordination and cooperation with institutions outside the region that are involved in filming Southeast Asian material.
  - (d)     Prevent the costly duplication of filming within and without Southeast Asia.
  - (e)     Promote the exchange of microfilms within the region in accordance with the recommendation of the ASEAN Permanent Committee on Socio-Cultural Activities.

- (f) Facilitate the work of the SARBICA-CONSAL Regional Microfilm Clearing-House in carrying out its informational and clearing-house functions.
- (g) Promote research on Southeast Asia.

#### Finance

- 5 The International Development Research Centre (IDRC) of Canada responded generously to an appeal for funds and provided a grant of C\$33,000 to SARBICA for the project to be carried out over a two-year period beginning May 1975.

#### Administration

- 6 Mrs. Hedwig Anuar, Director, National Library of Singapore, who was then Chairman of SARBICA at the inception of the Masterlist, administrated the project as SARBICA's representative. Mrs. Zakiah Hanum, Deputy Director, National Archives of Malaysia, and Hon. Treasurer of SARBICA, served as Treasurer for the project.
- 7 The Masterlist was based in the Arsip Nasional Republik Indonesia, which provided the Editor with the necessary office space and furniture. It also met the following recurrent expenses: telephone, electricity, binding, duplicating, postage and office stationery.
- 8 The Project Coordinator, assisted the Editor and acted as liaison and coordinator between participating institutions and organizations.

#### Consultation

- 9 At the beginning of the project, the Editor travelled to Singapore to meet with the Singapore members of the Sub-Committee on Microforms (SCOM), a joint sub-committee of the Library Associations of Malaysia and Singapore, on April 24, 1975. She then travelled to Kuala Lumpur and met with the Malaysia members of SCOM on April 28. A set of guidelines for the compilation of the project was drawn up at these two meetings. (The guidelines are attached to this report as Appendix 2.) The Editor also took the opportunity to visit Malaysian and Singapore libraries to familiarize herself with their facilities and discuss any problem that arose in connection with the project.

- 10 In the second project year, the Editor travelled to Manila from June 27 - July 4, 1976, to visit and consult Philippine participants in the project. She then continued to Thailand from July 4 - July 11 to visit Thai institutions and attended a meeting of Thai Library Association members having microform collections on July 6. Finally, she visited Malaysia again from July 11 - July 15 and Singapore from July 16 - July 18 to review the Malaysia and Singapore contributions to the Masterlist with participants. She also attended a SCOM meeting held in Kuala Lumpur on July 14, 1976.

#### Participation

- 11 A total of 43 institutions took part in the Masterlist. A list of participating institutions and the number of cards they contributed is attached as Appendix 1.

#### Progress Reports

- 12 The Editor presented a "Progress Report on a Joint SARBICA-CONSAL Project: the Compilation of a (Regional) Masterlist of Southeast Asian Microforms", at the Joint Session of the SARBICA Seminar/Third General Conference and the Third Conference of Southeast Asian Librarians (CONSAL III) held in Jakarta in December 1975. The Southeast Asia Microfilms Newsletter also reported on the progress of work from time to time.

#### Scope and Coverage

- 13 The Masterlist included:
- (a) Microforms of all material on Southeast Asia irrespective of language or place of origin.
  - (b) Microforms of all material produced in Southeast Asia on all subjects.
  - (c) Microforms of all types of Southeast Asia material whether published or unpublished including archives, government documents, newspapers, periodicals, monographs, theses, pamphlets, etc.

- (d) Microforms of works by Southeast Asian authors published outside the region subject to the Editor's discretion.
- (e) All forms of micro-reproduction both negative and positive included in the above criteria.
- (f) Holdings of all Southeast Asian institutions willing to take part in the project.

Compilation

14           The Masterlist was compiled on 5" x 3" cards. Those institutions having microform shelflists xeroxed their cards for the Editor. Those not having the equivalent of a microform shelflist provided lists of their holdings which were then transcribed on to cards. After this first round, participants also sent the Editor cards of any subsequent new accessions of microforms. The number of cards received are as follows:

<u>Country</u>	<u>No. of Cards</u>
Indonesia	829
Malaysia	4764
Philippines	6557
Singapore	4955
Thailand	<u>565</u>
Total	<u>17,670</u>

Arrangement

15           The Masterlist is arranged by country with a section for Southeast Asia as a whole. Within each country section, arrangement is alphabetical. Malay classical literature is an exception as the literature is common to Indonesia, Malaysia and Singapore, and the entries were arranged together under the heading "Malay Classical

Literature" in the Southeast Asia section. The number of entries filed by country after editing are as follows:

<u>Country</u>	<u>No. of Cards</u>
Southeast Asia	330
Malay Classical Literature	444
Brunei	22
Burma	210
Indochina	42
Indonesia	1,624
Khmer	27
Laos	17
Malaysia/Singapore	4,651
Papua New Guinea	16
Philippines	4,401
Thailand	605
Vietnam	<u>115</u>
Total	<u>12,504</u>

### Cataloguing

16

Entries were as far as possible coordinated according to the Anglo-American Cataloguing Rules (AACR), British edition. National practices for the entry of Southeast Asian names were followed wherever standard practices have been established. Similarly, national authority lists were used whenever they are available. Filing words in non-roman scripts were transliterated following approved practices. The description of the microform was given as fully as possible including the producer of the negative. Location was indicated by country and institutional symbols.

### Editing

- 17 As expected, many problems came up in the course of editing. However, priority was given to the completion of the Masterlist within the project period. Editing was therefore kept to the minimum and the Editor applied the guidelines according to her discretion. As the aim is the compilation of a masterlist and not a union catalogue, entries were integrated and connecting notes made only as the time and information available made it feasible. Final editing for publication was done by the staff of the National Library of Singapore.

### Publication

- 18 From the very outset, it was the intention to publish the Masterlist so that the information it contains may be widely disseminated and made freely available. The Singapore University Press has undertaken to publish the Masterlist. It is estimated to comprise a volume of about 800 pages in double columns and 300 copies will be printed and bound in cloth. The price will be US\$45 or S\$100 to participating institutions, and US\$90 or S\$200 to other purchasers. It is expected to be published in 1978.

### Continuity of the Project

- 19 As stated in the original project proposal of August 8, 1974, the National Library of Singapore has accepted responsibility for continuing the project from June 1977. Seventeen boxes of cards have been transferred from Jakarta to Singapore. Participating institutions are requested to send to the National Library information about additions or changes to their holdings of Southeast Asian microforms. The publication of supplementary volumes of the Masterlist would also be arranged by the National Library, possibly at the rate of one volume every two or three years, depending on the number of additions received. The first such supplementary volume would be published not earlier than 1979 in order that the National Library would be able to apply for and make budgetary provision for the project by that date.



Conclusion

- 20 This is the first major cooperative bibliographical project to be successfully completed between libraries, documentation centres and archival institutions in the region. It has been undertaken in the spirit of integrating library, documentation and archives services in Southeast Asia within the framework of NATIS which was the keynote of the Joint Session of the Third SARBICA General Conference and CONSAL III held in Jakarta in December 1975.

Acknowledgments

- 21 The sponsors would like to express their deep appreciation to all those who helped to make the project a success. In particular, acknowledgments are due to IDRC whose generosity enabled the Masterlist to be compiled. Thanks are also due to the Arsip Nasional Republik Indonesia for providing a base for the Masterlist and giving the Editor so much support in the way of facilities, services and indirect expenses. Finally, the Masterlist could not have been completed without the whole-hearted cooperation and assistance of the participating institutions and the Library Associations of Indonesia, Malaysia, the Philippines, Singapore and Thailand.

APPENDIX 1

PARTICIPATING INSTITUTIONS AND NUMBER OF CARDS RECEIVED

<u>Indonesia</u>		<u>No. of Cards</u>
Arsip Nasional Republik Indonesia	92	
Perpustakaan Museum Pusat	74	
Bagian Naskah Museum Pusat	80	
Pusat Dokumentasi Ilmiah Nasional	177	
Pusat Pembinaan dan Pengembangan Bahasa	406	829
<u>Malaysia</u>		
Perpustakaan Negara Malaysia	120	
Arkib Negara Malaysia	218	
Dewan Bahasa dan Pustaka	413	
University of Malaya	2,513	
Universiti Kebangsaan Malaysia	123	
Universiti Sains Malaysia	1,352	
Sarawak Museum	25	4,764
<u>The Philippines</u>		
Ateneo de Manila	1,941	
De La Salle University	2	
International Rice Research Institute	52	
Maryknoll College Library	98	
Mindanao State Library	134	
National Library of the Philippines	654	

		<u>No. of Cards</u>
Philippine Women's University	20	
University of the Philippines	3,591	
University of the Philippines, College of Agriculture	4	
University of Santo Tomas	61	6,557
<u>Singapore</u>		
National Library of Singapore	1,935	
National Archives & Records Centre	125	
American Library Resource Centre	59	
Asian Mass Communication Research & Information Centre	31	
International Development Research Centre	1	
Institute of Southeast Asian Studies	337	
Institute of Education	12	
Meteorological Department	6	
Nanyang University	58	
SEAMEO Regional Language Centre	206	
Trinity Theological College	2	
University of Singapore	2,183	4,955
<u>Thailand</u>		
Asian Institute of Technology	10	
American University Alumni Language Centre	6	

		<u>No. of Cards</u>
Chiang Mai University	72	
Kasetsart University	102	
National Archives of Thailand	29	
National Institute of Development Administration	33	
National Library of Thailand	200	
Ramkhamhaeng University	7	
Srinakharinwirot University	106	<u>565</u>
	Total	<u>17,670</u>

GUIDELINES FOR THE COMPILATION OF  
A MASTERLIST OF SOUTHEAST ASIAN MICROFORMS

I Aims and Objectives

The Masterlist will collect together information regarding Southeast Asian documents and publications already reproduced on microform in the region in order to:

- (a) Assist in the preparation and planning of national microfilming programmes.
- (b) Facilitate coordination and cooperation with and the organization of international microfilming projects of Southeast Asian material.
- (c) Facilitate coordination and cooperation with institutions outside the region that are involved in filming Southeast Asian material.
- (d) Prevent the costly duplication of filming within and without Southeast Asia.
- (e) Promote the exchange of microfilms within the region in accordance with the recommendation of the ASEAN Permanent Committee on Socio-Cultural Activities.
- (f) Facilitate the work of the SARBICA-CONSAL Regional Microfilm Clearing-House in carrying out its informational and clearing-house functions.
- (g) Promote research on Southeast Asia.

II Organization and Administration

- (a) Administration. SARBICA, assisted by the SARBICA-CONSAL Regional Microfilm Clearing-House, has successfully negotiated with the International Development Research Centre (IDRC) of Canada for a two-year grant for the project. It will therefore be responsible for the administration of the grant and all financial arrangements for the project. However, the project requires the participation and cooperation not only

of archival institutions but also of library associations, libraries, documentation centres and other information organizations which are members of CONSAL. The project is therefore a joint one. The project will be housed in the Arsip Nasional Republik Indonesia which will provide the Editor with the use of its facilities.

- (b) Compilation. The Project Editor will be responsible for the compilation of the Masterlist. She will be responsible to SARBICA for financial and administrative matters but will report to and seek the advice and assistance of members of both organizations for the compilation of the Masterlist.
- (c) Coordination. The Project Coordinator, as Coordinator of the SARBICA-CONSAI Regional Microfilm Clearing-House, will assist the Editor and act as liaison and coordinator between participating institutions and organizations.

### III Scope and Coverage: Comprehensive

- (a) Geographical. Southeast Asia is defined to include Brunei, Burma, Indonesia, Khmer, Laos, Malaysia, the Philippines, Singapore, Thailand, Timor and Vietnam.
- (b) Subject. Microforms of all material on Southeast Asia irrespective of place of origin.
- (c) Provenance. Microforms of all material produced in Southeast Asia on all subjects.
- (d) Nationality of author (personal or corporate). Inclusion of microforms of material on non-Southeast Asian subjects, e.g. science and technology, by Southeast Asian authors and published outside the region is to be left to the discretion of the Editor.
- (e) Type of material. Microforms of all published and unpublished material including archives, government documents, newspapers, periodicals, monographs, theses, pamphlets, etc.

- (f) Type of microform. All types of micro-reproduction, both negative and positive included in the above criteria.
- (g) Location. The Masterlist will include holdings of all Southeast Asian institutions willing to participate in the project.

#### IV Form of Masterlist

- (a) The Masterlist will be compiled on 5" x 3" cards.
- (b) Microforms not described on such cards will have to have the information transferred on to cards.

#### V Arrangement of Masterlist

- (a) First preference: Alphabetical within each country section with a general section for Southeast Asia as a whole. An item on two countries would have an entry under each country but an item on three countries would be entered under Southeast Asia.
- (b) Second preference: One straight alphabetical sequence.

#### VI Cataloguing

- (a) Coordination of entries. Entries would be coordinated according to the Anglo-American Cataloguing Rules (AACR) The British edition will be used until the revised edition is published.
- (b) Southeast Asian names (personal and corporate). National practices and authority lists should be followed.
- (c) Romanization and spelling. Filing words in non-Roman scripts should be transliterated. The system of romanization used should follow approved national practice.
- (d) Description of microform. Information should include type of microform, whether negative or positive, and if possible, the number of units (e.g. number of reels or fiches), size (e.g. whether 35 mm or 16 mm), the name of producer of the negative and the date of production.

- (e) References and connecting notes. As far as possible these will be limited to those arising from editorial and not from cataloguing requirements.
- (f) Locational symbols. Lists of institutional symbols already compiled by the respective countries should be used. For countries where such lists are not available, the Editor will consult with the national library association or appropriate authority to compile them. An additional symbol will be used to indicate the country. The symbol will be stamped preferably on the top right hand corner of each card.
- (g) Integration of entries. To simplify editing, the various cards for the same item sent in by different institutions will not be integrated into one entry. However, when the entries are identical in all respects the Editor may consider using one card with several location symbols stamped on it.

## VII Compilation and Up-dating

- (a) Xerox. Where institutions have separate microform shelflists, these are to be xeroxed on to strong good quality white card paper and cut into 5" x 3" cards for despatch to the Editor.
- (b) Other methods. Where this procedure cannot be carried out, the Editor will make other arrangements with the participating institution to have the cards made.
- (c) Up-dating. Participating institutions should send one card of all new microforms catalogued to the Editor.
- (d) Payment. Cost of copying the cards will be borne by SARBICA. The bills should be charged to SARBICA, Attn. Miss Winarti Partaningrat, c/o Arsip Nasional, Jalan Gadjah Mada 111, Jakarta, Republik Indonesia.

## VIII Editorial Practice and Policy

The primary duty of the Editor is to complete the compilation of the Masterlist within the project period. The aim is the compilation of a masterlist and not a union catalogue. Editing will therefore be limited to the minimum.



The Editor will be responsible for the successful completion of the project in accordance with these guidelines but will apply them at her discretion. However, she will consult and liaise with all parties concerned.

IX Publication

It is the intention to publish the Masterlist when it is completed. Negotiations with a suitable publisher will then be undertaken.

X Continuation

The National Library of Singapore has undertaken to be responsible for the future continuation of the Masterlist after the completion of this project.

WP/ZH/PL

28 April 1975