

SEAMEO REGIONAL CENTRE FOR  
ARCHAEOLOGY AND FINE ARTS (SPAFA)  
LIBRARY AND DOCUMENTATION SERVICES

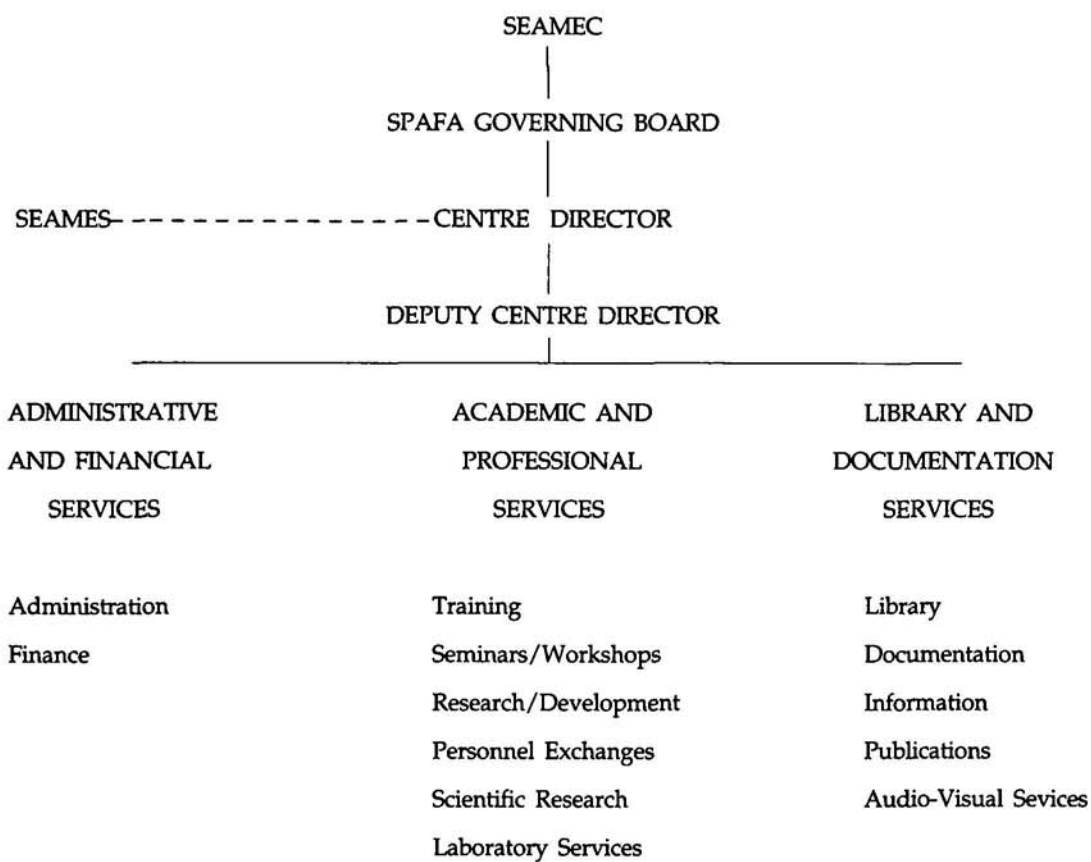


BACKGROUND AND GENERAL INFORMATION

*Establishment and status*

SPAFA Library and Documentation Services was established in 1986 as an integral component of the SEAMEO Regional Centre for Archaeology and Fine Arts, under the immediate supervision of the Centre Director. It superseded the Library and Documentation Centre of the SEAMEO Project in Archaeology and Fine Arts (1976–1985), which was renamed in 1985 when the SEAMEO Project in Archaeology and Fine Arts was reconstituted as the Regional Centre. It was placed on the same status as the other two services, namely, Administrative Services, and Academic and Professional Services.

THE SPAFA REGIONAL CENTRE ORGANIZATIONAL CHART



### *Purposes*

(1) To serve its parent body in the implementation of programme activities designed to meet SPAFA objectives which are as follows: (i) to cultivate the awareness and appreciation of the cultural heritage through collaboration in information dissemination and other relevant programmes of activities; (ii) to promote and help enrich archaeological and cultural activities in the region; (iii) to further professional competence in the fields of archaeology and fine arts through regional programmes and activities and through sharing of resources and experiences; and (iv) to advance mutual knowledge and understanding among the countries of Southeast Asia through regional programmes in archaeology and fine arts.

(2) To collect documents and to undertake documentaries on vanishing forms of fine arts which are being threatened with extinction through neglect and lack of appreciation. (3) To co-operate with libraries and information centres, professional associations and institutions, government and non-government agencies, at national, regional and international levels, in the execution of library and information services in relevant subject fields, with view to improving the "quality of life of the peoples



of Southeast Asia in the years to come" (SPAFA First Five-Year Development Plan 1987–1992. 1988, p. 2).

### *Functions and responsibilities*

(1) To select and acquire books and other information sources in subject fields relevant to SPAFA's interest and programmes of activities i.e. archaeology and fine arts, wherever they are generated. (2) To systematically organize, store and

maintain the information materials acquired as stated, for easy access, e.g. classification, cataloging, shelving retrieving information. (3) To provide library and reference services, such as lending, answering queries, literature search and referral services, document re-prographing. (4) To re-package information in order to build up new

information tools suited to the needs of users e.g. selecting, analyzing, abstracting, indexing and building up data bases. (5) To act as a clearing house of information held or generated by the Centre where and when they are needed, and in a way suitable to meet the user's specific requirements e.g. publications of accession lists, newsletters, current awareness journals, directories, bibliographies, digests, exhibitions, meetings, preparation of audio-visual tools to facilitate transfer of technology.

(6) To take documentation of cultural objects and activities. (7) To publish and disseminate information on SPAFA activities and on subject relevant to SPAFA interests. (8) To undertake user's training in information retrieval skills as required. (9) To undertake researches service and training for development services, as required.

### SPECIFIC ASPECTS

#### *Target audience*

(1) SPAFA Centre personnel.  
(2) Trainers and trainees of SPAFA's training courses, participants of SPAFA seminars/workshops; scholars, teaching staff, and those undertaking searches in relevant subject fields, initiated and financed by SPAFA. (3) Cultural administrators researchers, scholars in archaeological and fine arts institutions and organizations; teaching staff of educational institutions; interested persons, within and outside SPAFA geographical areas.

#### *Acquisition policies*

Information materials of all types wherever produced: publications, audio-visual materials, magnetic and electronic media, and whichever types and forms of

information sources to be produced in future, shall be collected. Subject areas to be covered are archaeology and fine arts and related fields. Geographical coverage of the subjects is mainly in Southeast Asia.

#### *Units of services*

The new set up of services is divided into four units, namely: the Library Unit; the Documentation and Information Unit, the Publications Unit and the Audio-Visual Unit.



#### The Library Unit

The Library collections consist of monographs (books) serials (occasional papers issued in series, professional journals) research reports on seminars/meetings/symposium and training courses, and clippings on archaeology, fine arts and

other related subjects. They are cataloged and classified by the Library of Congress classification system. Periodicals are indexed.

The collections are for reference use only. However, photocopies can be provided for education and consultation purposes. Scholars and researchers outside the SPAFA Regional Centre are allowed to use the materials inside the Library.

It is worthy to mention here few unique collections such as the encyclopedic series "The Philippines Island 1493-1898"; the Bulletin d'Ecole Francaise d'Extreme-Orient, almost complete set; the Data Paper Series of the Southeast Asia Programme, Department of Asian Studies, Cornell University. In 1992, Professor MC Subhadradis Diskul loaned to SPAFA his personal library collection consisting of approximately 3,000 valuable books and journals on archaeology and fine arts.

These are of scholarly nature and many are very rare. From the French Government, SPAFA received several publications written by outstanding French scholars and archaeologists.



There are about 6,000 titles, mainly in English. Other languages are French, German, Japanese, Chinese, Indonesian, and Thai.

The Library's catalogue of materials received during 1975-1989 are in card formats. Also available is a union card catalogue on archaeology and fine arts. Copies of card catalogues from large libraries in the region e.g. the national libraries, the university libraries, were received and interfiled by authors, titles and subjects. From 1990 the cataloging was

computerized and outputs from the bibliographic database will be in the form of computer disk or hard copy as requested by users.

#### The Documentation and Information Unit

This unit concentrates on documentation of two subjects i.e. archaeology (ARDOC) and fine arts (FADOC). The activities include: (1) Selecting and

processing information data on SPAFA's competency. The outputs are in the form subject of bibliographies. Two series were already published and distributed i.e. Series I Prehistory and Archaeology, in two volumes; Series II Fine Arts. These are union lists of collections held in 30 national universities and special libraries in SPAFA member

countries, arranged in alphabetical order under countries. (2) Collecting data on antiquities and compiling directories of historical and archaeological sites and monuments of Southeast Asia. Two volumes were already published, Volume I Malaysia, Philippines and Singapore; Volume II; Thailand. Volume III Indonesia is in the publishing process. (3) Repackaging information on subjects relevant to SPAFA's competency. (4) Compiling reading lists on special subjects for SPAFA training

courses/workshops/researches.

#### Publications Unit

The unit undertakes four main activities: (1) Collecting, editing and publishing information materials relating to SPAFA and its activities such as newsletters, brochures, reports on the Governing Board Meetings, and on the training courses/seminars/workshops. (2) Publishing a journal on subject fields of interest of SPAFA entitled SPAFA Journal (previously SPAFA Digest). (3) Storage and management of publications produced by the unit. (4) Distribution of the publications e.g. packing, mailing, creating and maintaining a mailing list.

#### The Audio-Visual Unit

This unit has audio-visual functions: (1) To acquire, process, maintain and service audio-visual materials in the subject fields relevant to SPAFA competency. (2) To document SPAFA activities in the forms of films, slides, photographs, tape recordings and video-cassette tapes. (3) To document cultural activities, objects and sites in the form of non-print media, including electronic media.

The audio-visual collections consist of 7,560 photos,

8,000 slides, 400 acoustic tapes, 210 video tapes.

The services are mainly reproductions of information materials in the form of photocopies, photographs, audio and video tapes, and slides.

#### UNION CATALOG

A union catalog network was set up in 1980 consisting of interested institutions and libraries in SPAFA member countries. Through this union catalog, the SPAFA Library and Documentation Centre (and later on Services) is able to provide information on various reference materials available not only in its holdings, but also in those of the participating institutions. It has a list of publications and cards on the subjects of archaeology, prehistory, visual arts, performing arts and other related subjects.

The network, however, has not been functioning since 1985, due to the lack of personnel in charge of the Library and Documentation Services. From August 1981 to July 1985, five volumes of SPAFA Union Special



Bibliographical Series were produced. It is hoped that the network will be enlivened, with the co-operation of the former and new network members. The union catalog

can, then, be updated and made available. In future, the catalog will be computerized and union bibliographic databases will be established.