

**EUROPEAN International School Ho Chi Minh City**

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**From the Selected Works of Zakir Hossain**

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2013

# How to write a Library Annual Report

Zakir Hossain



Available at: [https://works.bepress.com/zakir\\_hossain/7/](https://works.bepress.com/zakir_hossain/7/)



## SEAMEO RETRAC Library and Information Center

[www.lic.vnseameo.org](http://www.lic.vnseameo.org)

### Annual Report, 2012-2013

#### LIC at a Glance

Library and Information Center (LIC), established in 1998, acts as an information center gathering textbooks, reference books, instructional materials of all kinds and teaching aids in various fields of education, mostly in English language education, and educational leadership and management.

It also provides information about other SEAMEO Centers and Southeast Asian education systems. The library attracts students, teachers, researchers, educational administrators and other users from different regions of the country.

#### LIC Mission and Vision

To support in training, research, development and other professional activities of SEAMEO RETRAC;

To provide information, facilities and services to various individuals and institutions interested in Educational Leadership & Management, teaching and research; and,

To serve as a valuable source of knowledge on English language education, teaching and research.

#### LIC Philosophy

“Making the maximum amount of information or literature available to the maximum number of users without a proportionate increase in expenditure”

#### LIC collection at a glance

- Total Books : 6750+
- Subscribed Journals (print) : 07 (ELT, HE and Leadership)
- Subscribed Aggregator (online) : 01
- Total CD & DVD : 800+
- Daily Newspaper (E/V) : 05 (2E & 3V)
- Total Theses : 100+
- Reports/Proceedings : 123+

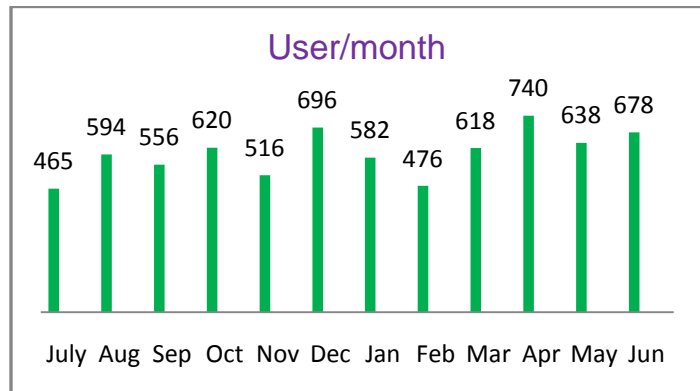


## Highlights of this PY

### LIC Report by the Numbers:

- Number of Patrons visited our LIC : 7,179
- Number of Items Checked Out : 1,502
- Number of Internet users : 1585
- Total Faculty users : 615
- Total Staff users : 479
- Total Newspaper users : 458
- Total Student users (M.A only) : 319
- Total Purchased/gifted books : 231
- New Membership (outsiders) : 20
- Total Library Orientation : 05

### LIC Monthly User Statistics (July 2012-June 2013)



*\*\* Data sources: LIC daily users' record book, daily user statistics sheets.*

### LIC Enterprises of the Year

- Book Display
- Brochure Distribution
- Library Orientation
- Library Promotion Programme
- LIC Facebook page
- LIC Repository (intranet)
- Re-design LIC website



## LIC Staff Bios



- **Zakir Hossain - Manager**  
MLIS (First Class-First Position) - University of Dhaka, Bangladesh  
Cert. course on Copyright Law & Policy - Harvard Law School, USA  
Cert. course on eLearning Management-Open University, Philippines
- **Tran Thi Le Hang - Librarian**  
BA in English – HCMC Open University, Vietnam  
New Librarianship - Syracuse University, USA (ongoing)
- **Huynh Anh Duyen - Assistant Librarian**  
High School Cert. in Accounting – HCMC Economics College, Vietnam
- **Nguyen Duong Bach Mai- Library Assistant (part-time)**  
BA in Corporate Finance –University of Economics HCMC, Vietnam

## LIC Staff Achievements of this PY

### **Zakir Hossain- LIC Manager**

- Anthony Thompson Award (3 weeks study visit in the UK)
- ASEAN Delegates Grants (Attend IFLA World Library and Information Congress in Singapore- 1 week)
- 3 Journal Articles published in the USA, UK and in Vietnam
- 1 Newspaper article published in the Daily Vietnam News

### **Nguyen Duong Bach Mai- Library Assistant (part-time)**

- One of the top 30 students who have won Ben Thanh Group Dynamic Contest-2013 @ 3 months internship opportunity at Ben Thanh Group, Vietnam.

