

**COUNTRY REPORT FOR THE 16TH CONFERENCE OF DIRECTORS OF
NATIONAL LIBRARIES IN ASIA AND OCEANIA (CDNLAO)
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NEGARA BRUNEI DARUSSALAM**

1. INTRODUCTION TO NEGARA BRUNEI DARUSSALAM

Negara Brunei Darussalam is situated on the north-west of the island of Borneo, 287 miles [442 kilometres] north of the equator. It has common border with Sarawak, one of the two eastern states of Malaysia. It has a total area of 5,765-sq. km. with a coastline of about 161-km along the South China Sea. The country has an equatorial climate with uniformly high temperature are high throughout the year and annual extreme range of temperature is 73 F and 89 F. Relatively humidity is high, and the average fluctuation is between 67% and 91% throughout the year.

Brunei Darussalam is divided into four districts namely Brunei Muara, Tutong, Belait and Temburong. Bandar Seri Begawan is the capital of Brunei Darussalam with an area of about 16 sq. km. The famed Water Village of Brunei (Kampong Ayer) is also located here. State forest reserves constitute approximately 818 sq. miles or 37% of the land area> Wildlife includes honey bears, deer, monkeys and myriad reptiles and birds.

**2. THE DEPARTMENT OF LANGUAGE AND LITERATURE BUREAU
LIBRARY**

The Language and Literature Bureau Library was established in 1963 whereby at that time it was open only to the staff within the organization. However due to the lack of public library facilities in the country, the library open it's service to the general public in 1970.

Since its establishment The Language and Literature Bureau Library has shared the same premises with the parent organization for about 30 years. In 1993, it saw significant development for the Library, because it occupied the whole building at the city centre when its parent organization moves to a new building.

Since there is no national library in Negara Brunei Darussalam, The Language and Literature Bureau Library carried out the function of the national library with the purpose to provide without charge, diverse and easily accessible materials and service and programmes to educate, inform, enrich and entertain all residents of the country. The Language and Literature Bureau Library provides equal access to all users, and seeks to make available the broadest possible spectrum of information and ideas.

Providing services to all age groups is one of the functions of the Library, services are provided to meet the special needs and interests of each group. The Library recognizes its responsibility to contribute to the lifetime learning of adults in the community, and to reach out to those with special needs by committing funding for special collections and services to promote literacy, and to provide materials for the visually handicapped of all ages, such as large print books for the children. The Library strives to satisfy the mental, emotional, and recreational needs of children and youth through material and programs relevant to their interests. The Library works closely with other government departments and co-operate with the school librarians and teachers.

Currently The Language and Literature Bureau Library have seven branches throughout the country.

3. THE LIBRARY'S OBJECTIVES

- ❖ To promote and encourage the use of books and other materials And information there/from by the establishment of the lending And reference Libraries as well as mobile service;
- ❖ The acquire a comprehensive collection of books and other Library Materials on or about the state of Brunei regardless of where or when published;

- ❖ To collect and preserve all books and non-book materials received;
- ❖ To make books and other Library materials available for reference and for loan subject to proper safeguard against loss or damaged;
- ❖ To compile current national and historical bibliographies;
- ❖ To publish a compile bibliography o newly acquire Library holdings periodically for the information of the general public.

4. THE LIBRARY HOURS

The Language and Literature Bureau Libraries opening hours in the 4 districts are as follows :-

4.1 CENTRAL LIBRARY

Monday to Sunday	8.00 am - 6.00 pm
Friday	8.00 am - 11.30 am and 2.15 pm to 6.00 pm
Saturday	10.00 am - 6.00 pm
Public Holiday	Closed

4.2 DISTRICTS LIBRARIES:- TUTONG, TEMBURONG AND KAMPONG PANDAN

Monday to Sunday	8.00 am - 5.00 pm
Friday	8.00 am - 11.30 am and 2.15 pm - 5.00 pm
Saturday	10.00 am - 5.00 pm
Public Holiday	Closed

4.3 COMMUNITY LIBRARIES:-BELAIT, SERIA, MUARA AND LAMBAK KANAN

Monday to Sunday	8.00 am - 5.00 pm
Saturday	10.00 am - 6.00 pm
Friday and Public Holiday	Closed

5. THE LIBRARY COLLECTION

The library has a growing collection of monographs and other library materials and currently there are more than 490,816 volumes of books. The collection is divided into five main categories: Reference Library, Adult Library, Young People's Library, Children's Library and Mobile Library. Each category contains materials appropriate to its readers.

6. SERVICES

6.1 Reference Section

The Reference Section consist of four main collections namely the Bruneiana Collections, Southeast Asia/ASEAN Collections, the General Collections and the Multimedia Collections.

The Bruneiana Collections is a collection of publications either published in or about Brunei with emphasis on culture, history, politics, economics, social customs, ethnology and other subject areas.

6.2 Adult

Fiction, Non-Fiction, and Reference can be found here. Fiction consists of: Romance, Historical, Mysteries, Westerns, Large-Print, Science Fiction, and an extensive selection of paperbacks. Non-fiction has a wide variety of materials on subjects ranging from agriculture to zebra and anything in between... An Internet access computer is available for use in 1/2 hour blocks of time, check with the Circulation Desk for more information about this service.

6.3 Young People

The youth collection is primarily for readers between the ages of age 13 to 21; although there is enough reading areas for the youth at the upper level, one can find information appropriate for their respective levels. Youth Library is divided into Fiction, Non-Fiction, Reference, Paperback browsing areas and the Text and Educational books. Soon the Young People Library will be provided with CD-ROM workstation to assist with homework assignments.

6.4 Children's

The Children's Corner is a fun place for children and their care takers to visit. The collection is arranged into reading, reference, and study areas and activities rooms. Children's picture books, Parenting Collection, Easy-to-Read books, puzzles, audio tapes, kits and videos are all located in a relaxed atmosphere. Fiction and picture books are located in a sunny corner for quiet reading. The Non-Fiction and Reference arrangement makes it easy for library users to study. A CD-ROM workstation is also available for the children in order to make reading and learning is fun.

6.5 Magazines

The library subscribes more than 200 titles of magazines and journals. Magazines are located in the General Reference area in second floor. Most recent issues will be displayed at the magazine shelf and the back issued are kept at the stack room.

6.6 Special Collections

The special collection is divided into two:-

- Library Science Collections
- The Health and Medical Collections

6.7 Bulk Loan Services

The bulk loan service is also provided upon request by organizations, associations and individuals. 100-150 books consisting for adult and children collections will be lent at any one time for a period of 1 month.

6.8 Family Loan System

The Family Loan System is another services provide with the aims to promote reading habits amongst Bruneian community. This service is especially provided to the general public who intend to have family gathering ceremony in which through the ceremony they can read the books borrowed which will be place at a strategic corner.

6.9. Internet Access Services

The Internet Access service is provided free of charge for the registered members only. Internet usage have increased tremendously with the availability of the more PC terminals for Internet access in the library in which The DBP Library has receive 30 computers donated by the Brunei Shell Company and are placed at this service.

6.10 School Library Services

The Library also provides past years examination papers for all the schooling level such as Primary Evaluation Examination, Lower Secondary Evaluation Examination, Brunei General Certificate of Education Ordinary and Advance Level, The Islamic Religious Examination Papers and so on.

6.11 Donation and Exchange services

The Language and Literature Bureau Library collection is also acquired through the donation and Exchange Programmes. This includes 3,567 units (158 titles) monographs, serials and non-printed materials. Materials received include contributions from individuals, library members and several institutions.

6.12 International Standard Book Number [ISBN]

The Language and Literature Bureau Library is the National Agency for International Standard Book Number in Negara Brunei Darussalam, The library has issued a total of 750 ISBN for new books published in the country.

6.13 Facilities

Library Gallery, Exhibition Hall, Theatre and Seminar/Conference Room

The above areas and spaces may be reserved for various purposes, activities and programmes of a non-profit nature.

7. MOBILE LIBRARY SERVICE

Mobile Library is one of the services provided by The Department of Language and Literature Bureau Library. Currently The Department of Language and Literature Bureau Library have 4 Mobile Libraries. The Mobile Library Service has been started its services since 1970's. Up to April 2008, The Mobile Library has 56 service points throughout the country as follow :-

- ❖ 27 Brunei Muara District
- ❖ 11 Belait District
- ❖ 11 Temburong District
- ❖ 7 Tutong District

8. HUMAN RESOURCE DEVELOPMENT

The Library is headed by a Chief Librarian who is responsible to the Director. He is assisted by three Assistant Chief Librarian. During the early establishment of the Library, there were only 25 Library staff including 2 of them were professionals. The Library staff growing rapidly, by now the Library has 144 staff comprises of professional and non professionals.

Currently there is 15 qualified trained staff in the Library and 35 were semi professionals and the rest were clerical staff and support staff.

Most of the qualified trained staff has Diploma in Librarianship and Bachelor Degree from abroad. The Chief Librarian himself holds a Master Degree in Library and Information Management from the United Kingdom.

The Libraries staffs and post are as followed :-

Chief librarian	-	1
Library Officer	-	6
Assistant Library Officer Grade I	-	5
Assistant Library Officer II	-	9
Library Assistant Grade I	-	25
Library Assistant Grade II	-	35

Library Attendant	-	36
Children Trainer	-	2
Binder Grade I	-	1
Binder Grade II	-	8
Chief Clerk	-	1
Clerk	-	7
Technical Assistant	-	1
Drivers	-	4
Watch Man	-	3
Cleaners	-	7
Officer Boy	-	1
Total	-	152

9. COLLECTION DEVELOPMENT

The Language and Literature Bureau Library acquires books and other printed materials in two main languages, namely Malay and English. Emphasis is placed on the collection of Malay books.

The average number of books received by the Library each month from various suppliers either from local or broad is approximately five to ten thousand volumes. Most Library books are imported from overseas especially from United Kingdom, Malaysia, Singapore and the United States of America. At the end of 2007, the total Library holding for books has reached 590,816 volumes and periodicals holding of 320 titles. While for non-books materials up to 423 titles including audio visual materials.

The rare/unique collection are remain heavily used by users were Bruneiana Collection located at the third floor of the premises. Bruneiana collection has now reach up to 15,000 volumes comprises of books, journals, magazines, Annual Reports, government publication, etc. Another special collection situated at the second floor is Medical and Health collection containing materials which relevant to the medical and health.

10. LIBRARY MEMBERSHIP

Membership is free of charge. Registered members may borrow two books for two weeks time. Readers can be a member of the Library as long as they are Brunei Citizen.

Registered members until September 2008 are 70,487 this is exclude district and branch Libraries.

11. REFERENCE AND INFORMATION SERVICES

Reference and Information services provide seating capacity approximately 100 readers at one time. The services in this section include:

- 11.1 BRUNEIANA collection
- 11.2 The Royal Family Collections
- 11.3 ASEAN and Southeast Asian collection
- 11.4 General Reference
- 11.5 UNESCO
- 11.6 OIC
- 11.7 COMMONWEALTH
- 11.8 BIMP-EAGA
- 11.9 Medical and health Collection
- 11.10 Multimedia Services
- 11.11 Quick reference service
- 11.12 Internet Access Service

12. TECHNICAL SERVICES

- **Binding and Preservation Services**

Technical services offered include binding and book repair services. This is the most popular service demand by various institutions including government departments and private sectors. Most of the University student has uses this service to binding their dissertations. Charges are made according to the types of materials that they used.

- **Photocopy Services**

Photocopier services are charged at reasonable charges. Photocopier services are also heavily used especially by student. Charges are made by 10 cents per copy. Photocopy is provided at the lending and reference and information services.

13. READING PROMOTION ACTIVITIES

2008 marked the third year in which The Library of Language and Literature Bureau organized the Reading Month Activities. This project is going to be one of the annual projects organized by the Library. Every year, the Month of June is declared to be the reading month in which this month is in accordance with the second term of the school's holiday in Brunei. Our theme for this project is "READING IS THE PULSE OF NATION SUCCESS". Last year this project receives an overwhelming response from the whole community in Negara Brunei Darussalam. The aim of this project is to instill the reading habit amongst the general public and to make reading habit as part of their life.

Reading promotion programmed held by the Library can be divided into two main categories namely for children and young people. Children Activities include story telling competitions, coloring contest, reading contest, singing and dancing, indoor games, reading club, visit to Libraries, stamp collecting club, etc. While activities for young people include book discussion, talks, give us a clue, reading campaign, drama, workshop on traditional music etc.

14. DONATION AND EXCHANGE SERVICE

Donation and exchange service also provided by the Library to various institutions within the country and abroad. At the moment exchange partners in the country are about 65 institutions including academic Library, school Library, government and departmental library. While exchange partners abroad including National Libraries, and other institutions.

15. LIBRARY PUBLICATION

The Library is also produced several publication for public use. Among the Library publication since October 1997 to June 2008 are :-

- 15.1 Directory of Libraries in Brunei Darussalam
- 15.2 Directory of Librarian
- 15.3 Index to Newspaper article 1997-2007
- 15.4 Index to Magazines 1997-2007
- 15.5 Index to poetry After independent
- 15.6 Index to poetry before independent
- 15.7 Index to Conference Proceedings
- 15.8 Bibliography of Management
- 15.9 Bibliography on Malaysia
- 15.10 Bibliography of Brunei Writers
- 15.11 Who's who in Librarian in Brunei Darussalam
- 15.12 Libraries Newsletter

16. SEMINARS, WORKSHOPS AND COURSES

Since The Department of Language and Literature Bureau Library is one of the major library in Negara Brunei Darussalam, Many workshops and courses has been organized such as :-

- 16.1 Workshop on Library Management, Brunei, 25 February - 3 Mac 2007

The workshop was held in conjunction with the Brunei International Book Fair 2007 in commemoration of Negara Brunei Darussalam National Day. The workshop was open to the librarians with the post of Senior Library Officer, Assistant Senior Library Officer and Library Assistant Grade I from all Ministry, government department, Schools, academic and University. Two Library Officers from The National Library of Malaysia was invited to conduct the workshop.

16.2 Workshop on The Censorship Policy, Brunei 12 - 24 Jun 2008

The Workshop on Censorship Policy was held in conjunction with the Brunei Reading Month 2007. It was attended by 45 participants from various libraries in Brunei.

16.3 Workshop on Toward the Youth Excellent, Brunei 19 - 22 Jun 2007

This workshop was intended for the Registered Members of the Youth library of The Department of Language and Literature Bureau. 35 Youth has attended this workshop.

16.4 Workshop on the Folklore, Brunei 5 -7 Jun 2007

This workshop on Folklore was opened to the librarian and teacher's librarian throughout the country. This workshop gives the participants to learn about how to conduct a storytelling session for the pupils in their schools. It was attended by 45 Participants.

17. THE DEVELOPMENT AND PROGRESS

17.1 Under the 8th National Government Development Plan, 4 branch Libraries have been built:

- i. Kampung Pandan, Kuala Belait (December 2006)
- ii. Pekan Muara (April 2007)
- iii. Lambak Kanan Housing Estate (March 2008)
- iv. Mukim Sengkurong (Due March 2009)

17.2 The Language and Literature Bureau Library building were under progress of renovation

17.3 The Language and Literature Bureau Library is planning to automated the Library by the end of 2008

17.4 Initiated close cooperation with other main Libraries around the world

18. THE DEVELOPMENT OF THE NATIONAL DIPLOMA IN INFORMATION AND LIBRARY MANAGEMENT COURSE

The idea to develop a formal library education locally was initiated by Department of Language and Literature Bureau back in the early 1990s. Having been a lead agency in the training of librarians and library staff since the 1960s, it has been much involved in the creating and running library training programmes for all levels of librarians in the country.

Realizing the important role and positive contributions of professional librarians in the development of reading and a knowledge based society, more libraries have been built and library posts created in the many government departments, schools and lead agencies. The standards of librarians and libraries became an important issue.

In the past Bruneian librarians acquire their professional qualification from overseas, namely the United Kingdom, Malaysia and Australia. Due to the limited offer of scholarships for the study of librarianship overseas, the needs to develop and establish a formal library education locally became more apparent and urgent so that many librarians may be trained.

The main concern was the upgrading of serving librarians with 10 years or more working experience, who are usually heading a library and need to have a formal qualification.

A main Committee was formed in 1995 and together with a Working Committee, Ad-Hoc Committee (PDEC) made up of representatives from the Department of Language and Literature Bureau, The Brunei Darussalam Library Association, Institute Technology of Brunei, Sultan Saiful Rijal Technical College and Department of Technical Education, Ministry of Education, develop a Curriculum for the 2 $\frac{1}{2}$ years Brunei Darussalam Technical Vocational Education Council (BDTVEC) National Diploma in Information and Library Management.

The Brunei Darussalam Technical Vocational Education Council approved the course in early 2000. Sultan Saiful Rijal Technical College accepted the first intake of 14 students on 2 July 2000 for the BDTVEC ND ILM. By April 2007, a total of 39 librarians will have graduated successfully.

19. DIGITALISATION PROJECT IN BRUNEI DARUSSALAM

The Government of His Majesty the Sultan dan Yang Di-Pertuan of Brunei Darussalam realises the importance of info-communication technology (ICT) infrastructure and services to accelerate socio-economic development and has invested heavily in infrastructure development over the last 10 years. Business and homes in urban and rural areas are connected to state of the art technology infrastructure and can access basic technology and value added services. Much change is taking place in the world of education. A key area of change surrounds the issues of access to information and resources available to learners at point of need, and enables them to manage, manipulate, present and communicate.

Explosion of information choices and ever changing electronic environment, libraries and information centers in Brunei Darussalam have provide better information services in response to these trends and advancements with the development of internet technology, libraries are able to propagate their reference services known "Digital reference service" or referred to as "virtual reference service" is the latest trend in the library world. The versatility and economy of digitalization makes information widely available.

Libraries in Brunei have undergone tremendous transformation from the traditional offering of paper base information to electronic resources, and from traditional based professional human services to a more sophisticated internet based services. The functions and roles of library are becoming more challenging and undergoing changes due to rapid global development. The traditional library management is also opting for electronic, digital, and computerized system making Libraries are one of the most dynamic and popular institution that took care of society's need for information and also a key institution for knowledge development.

Talking about Digital libraries, digitalization and digital collection, metadata, e-resources and electronic journals etc. It has become a reality with the many initiatives of the Brunei Government. We have e-library@ubd; VILIS Brunei (Virtual Library and Information Systems), e-RIS of ITB, e-library of KUPU SB. The e-library@ubd vision is a dedicated Online Catalogue to search the UBD library catalogue information including books which is/are on

orders and can undertake searches on the specific field or a combination of field of the items looking for. The system also allows to check the account information as Lending, Fines, and Reservation. It also provides a comprehensive and dynamic digital library for supporting academic research and nation's knowledge agenda.

Dewan Bahasa dan Pustaka Library popularly known as the public and national library of Brunei Darussalam provides direct interaction and communication to users with various library services such as loan, references, counselling, and information counter. Under the 9th National Development plan, Dewan Bahasa dan Pustaka Brunei will be the centre of national e-government or e-library project and at the same time as the centre of national digital collection of local publication in Brunei Darussalam (BRUNEIANA).

In civil services, where provide services to the public, timeliness of delivery would be possible to achieve because of standardisation in operational processes. Brunei Darussalam has taken a highly proactive and positive role in the development of new technology. With ICT taking key position in the modernisation of Brunei Public sectors, the government of His Majesty the Sultan dan Yang Di-Pertuan of Brunei Darussalam has undertaken e-government projects, which started in year 2000 with the vision to be e-smart Government in line with the 21st century civil service vision and establish electronic governance and services to best serve the nation. The programmes will serve as the catalysts in the country's development while introducing a work culture be more effective, proactive and transparent and should be dynamic and expose to the current environment so that it will be able to bring about a paradigm swift and a change of positive attitude in the era of modernisation and globalisation.

Radio Television Brunei is also spearheading the initiative for the adoption of a common digital broadcasting standard and endorsed the Digital Video Broadcasting Terrestrial, DVB-T standard by 2008. Digital Broadcasting Cooperative Initiative is seeking to pave the way for more than 540 millions people in the region to enjoy the sharper picture and sound quality of digital TV.

The adoption of the common digital broadcasting standard will definitely lower the cost of set-top boxes and television receivers which would make digital technology affordable for all and agreed on the detailed policy

considerations in planning for Analogue Switch-Off. The tremendous opportunities for enhancing the Asean Television News, ATN, which is also being coordinated by Brunei Darussalam.

The capabilities of library in the electronic and new technologies could change the information application systems. Libraries became the main focus in improving the learning system and also to the latest information acquisition.

20. FUTURE DEVELOPMENT PLANNING

In the 9th National Development plan which, The Department of Language and Literature Bureau will build more community especially in the resettlement areas like Kampong Telisai in Tutong District, Kampong Rataie in Temburong District, Kampong Rimba and Mentiri at Brunei Muara District.

In the near future the DBP Library will equipped with e-library system after the e-government project has been put in place in the 4 districts.

