

**EXECUTIVE COUNCIL 2024**

**Establishing a Digital Library at the APPU**

**Memorandum by the APPU Bureau**

1. Subject	References/ Paragraphs
Enhancing the existing library facilities of the Asian-Pacific Postal Union and establishing a Digital Library on the campus	§ 1 to 7
<b>2. Decisions expected</b>  The EC is invited to: <ul style="list-style-type: none"> <li>- <b>approve</b> the proposal for the establishment of the Digital Library at APPU</li> <li>- <b>note</b> the implementation plan</li> </ul>	§ 1 to 7 § 6

**1 Introduction:**

1.1 The Asian-Pacific Postal Union (APPU) is uniquely positioned amongst other Restricted Unions of the Universal Postal Union with its dedicated training arm- the Asian-Pacific Postal College. Over the last 60 years, the APPC located on the APPU campus has been at the forefront of postal capacity building. In the previous year, close to 300 participants arrived at the campus to participate in various programs of the Union and the College.

1.2 There is a functional library in place at the campus which plays a role in various capacity-building programs. With the ongoing effort to establish the Union and the College as a Centre of Excellence in postal capacity building and to enhance the educational and learning experience of its participants, it is proposed to establish a digital library at the campus. This initiative will modernize our existing library, which is currently entirely manual. It will ensure that the Union continues to meet the evolving educational needs of postal staff across the Asia-Pacific region and beyond.

**2 Objective:**

2.1 The primary objective of this proposal is to establish a state-of-the-art digital library that will:

- i. Provide easy and efficient access to a wide range of physical and digital resources.
- ii. Augment the learning experience of our participants.
- iii. Ensure that the Union continues to remain a leader in postal capacity building.

### **3 Scope of Work:**

3.1 The establishment of the digital library will involve the following key activities:

- i. Digitization of Existing Resources: Convert limited existing physical resources into digital formats.
- ii. Augmentation of Digital Resources: Purchase or subscribe to relevant digital books, journals, and databases.
- iii. Library Management System: Implement a digital library management system to organize and facilitate access to resources.
- iv. Infrastructure: Upgrade the necessary IT infrastructure to support the digital library, including servers, storage, and network enhancements.
- v. Training: Provide training to staff and users on how to effectively use the digital library.

### **4 Benefits to the participants:**

4.1 Participants reach the APPU campus to take part in the training course, workshops organized by the APPC, workshops organized by the UPU, various other meetings of the APPU and to participate in joint initiatives or programs that the Union conducts in association with the partners. Further, an effort to reach out to the Alumni and create an Alumni database of the College is underway.

4.2 The digital library will offer numerous benefits to these participants- present and past, including:

- i. 24/7 Access: Users will have access to resources anytime, anywhere.
- ii. Enhanced Learning: A wide range of digital resources will support diverse learning needs and styles.
- iii. Efficiency: Digital resources can be easily searched, accessed, and managed.
- iv. Sustainability: Reduced reliance on physical books and materials, contributing to environmental sustainability.

### **5 Budget, Funding and Procurement:**

5.1 As per the market study conducted by the Bureau, the establishment of the system and maintenance over the next 4 years will approximately cost USD 20,000. As a result of the prudent financial management adopted by the Bureau in 2023, the Union has been able to save USD 20,000 from the Union budget in 2023. It is proposed to allocate this USD 20,000 towards the establishment of the digital library.

5.2 Of the USD 20,000, around USD 14,000 is earmarked for the purchase of necessary software, hardware, connectivity, and server systems. While most of the service providers provide one-year maintenance free of charge, USD 2,000 is earmarked for the maintenance of the system including software and hardware. Further, USD 4,000 is earmarked for the procurement of e-resources for the library.

5.3 Procurement of the system will follow the general procurement rules and procedures of the Bureau for the procurement of goods and services.

## 6 Implementation Plan:

6.1 The plan for the Digital Library is proposed to be implemented in four phases:

### Phase 1: Planning and Preparation (Month 1-2)

- Conduct a needs assessment.
- Finalize the list of resources to be digitized and acquired.
- Identify the library management system.

### Phase 2: Infrastructure Upgrade (Month 3-6)

- Complete the procurement process.
- Upgrade IT infrastructure.
- Install and configure the library management system.

### Phase 3: Digitization and Acquisition (Months 7-8)

- Augment the existing resources into digital.
- Acquire new digital resources.
- Train staff and users.
- Officially launch the digital library.

### Phase 4: Review and Maintenance (Months 9-48)

- Maintenance of the system
- Review of the Digital Library and reporting

## 7 Conclusion:

7.1 The establishment of a digital library at the Asian-Pacific Postal Union is a strategic investment that will significantly enhance the capacity-building efforts of the Union and the College. With an allocated budget of USD 20,000, this initiative is both feasible and critical for maintaining our competitive edge in postal education.

7.2 Approval of the Executive Council was sought to allocate USD 20,000 towards the establishment of the digital library at the Asian-Pacific Postal Union. Based on the discussions during the Finance Committee meeting, it was proposed that procurement of the items (USD 14,000) be made from the ASRF and maintenance and procurement of e-resources (USD 6,000) be made from the TSRF.