

EXECUTIVE COUNCIL 2025

Report on the Digital Library at the APPU Bureau

Report by the APPU Bureau

1. Subject	References/ Paragraphs
Reporting to the EC on the Digital Library at the APPU Bureau	§ 1 to 4
<p>2. Decisions expected</p> <p>The EC is invited to:</p> <ul style="list-style-type: none"> - take note of the report on the Digital Library at the APPU Bureau 	§ 1 to 4

1 Introduction:

- 1.1 The 2024 APPU Executive Council approved the proposal to establish a Digital Library at the APPU Bureau. This initiative is designed to modernize access to information, enhance resource sharing, and strengthen knowledge management and capacity-building efforts for the benefit of member countries across the Asia-Pacific region.
- 1.2 The 2024 APPU EC also noted the implementation plan, which outlined a phased approach to ensure systematic development, deployment, and sustainability of the digital library project.

2 Report on the budget, Funding, and Procurement:

- 2.1 As approved vide 2024 APPU EC Doc 22 Rev 1, a total of USD 20,000 was allocated to support the development and implementation of the Digital Library project at the APPU Bureau. Of this amount, USD 14,000 (equivalent to 476,000 Baht) was approved to be funded from the Administrative Section Reserve Fund (ASRF) and USD 6,000 (equivalent to 204,000 Baht) was allocated from the Training Section Reserve Fund (TSRF).
- 2.2 As of the reporting period, USD 12,569 (427,362 Baht) has been disbursed from the ASRF and USD 5,878 (199,860 Baht) from the TSRF. These expenditures are detailed in the following table.

Item	Administrative Section Reserve Fund (Baht)	Training Section Reserve Fund (Baht)
Hardware Procurement	62,279.30	199,860.00
Software Procurement	300,000	
Cataloguing	50,000	
Book Purchasing	6,812	
Relocation of server infrastructure	8,271	
Total expenditure (Baht)	427,362.30	199,860.00

2.3 The expenditures have been made in alignment with the approved procurement and implementation plan. Hardware and software components essential to the operation of the digital library were prioritized to ensure the timely setup and functioning of the system.

2.4 The software procurement covered the acquisition of a Library Management System (LMS) with a license, including initial configuration and customization costs. Hardware procurement consisted of servers, networking equipment, backup systems, and accessories required for the digital platform.

2.5 The cost under cataloguing was related to professional services and additional staffing support to assist in the classification and entry of existing library resources into the system database.

2.6 Book purchasing included the acquisition of new titles, both in print and digital format, selected based on relevance to the training and administrative needs of the Bureau and its stakeholders.

2.7 The amount spent on the relocation of server infrastructure covered the physical transfer and installation of servers and other hardware in the designated data room, ensuring secure and uninterrupted operations of the digital library system.

2.8 The budget utilization has been closely monitored, and procurement processes have followed the general procurement rules and procedures of the Bureau for the procurement of goods and services. The balance amount under the project will be utilised for enhancing the resources and the maintenance of the system over the project period.

3 Report on the implementation plan:

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

- The Bureau conducted an internal review of the current library’s operations, usage, and limitations to assess areas requiring improvement.

- A gap analysis was performed to determine the technical and functional requirements for transitioning to a digital library.
- To gain practical insights, the Bureau visited several institutions with established library management systems (LMS), studying their best practices and system features.
- After careful comparison, the Bureau selected a library management system that was best aligned with its operational scale, user base, and technical capabilities.

Phase 2: Infrastructure Upgrade (Month 3-6)

- A public call for tenders was issued to procure the necessary hardware and software components to support the digital library infrastructure.
- Submissions were reviewed through a structured evaluation process based on criteria such as technical specifications, vendor experience, cost-effectiveness, and after-sales support.
- Following the selection process, contracts were awarded to the following vendors, and the installation of hardware and software systems was carried out within the scheduled timeframe.
 - Hardware vendor: eLife System Co., Ltd.
 - Software vendor: WALAI Autolib Automation System
- The selected software vendor conducted hands-on training for designated Bureau staff, focusing on both administrative and user-oriented functionalities of the system.
- As part of the migration process, all existing physical library resources were catalogued and entered into the new digital system, creating a centralized and searchable database.

Phase 3: Digitization and Acquisition (ongoing)

- Augment the existing resources into digital: The Bureau is exploring the possibilities of digitizing some particular resources from physical to digital formats without affecting the Intellectual Property Rights of the resources.
- Acquire new digital resources: The acquisition of digital resources is ongoing, and the best practices are being learned from other similarly placed organizations.
- Train staff and users: Upon completion of the data entry process and procurement, the Bureau staff will be trained on the usage of the systems.
- Officially launch the digital library: Formal date to be announced after the soft launch and feedback from users.

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

- The Bureau has established ongoing acquisition procedures to continually enrich the library with newly published physical and digital resources.
- A maintenance plan has been implemented to ensure system stability, regular updates, and technical support for uninterrupted access and performance.
- Periodic reviews are being scheduled to assess system performance and resource relevance, enabling adaptive improvements to the library services.

4 Conclusion:

4.1 The Digital Library project at the APPU is progressing steadily, with key milestones being achieved as planned. The active support from our member countries has been instrumental in shaping a resource that will serve as a lasting repository of postal knowledge, innovation, and best practices.

4.2 As we move closer to the launch, we remain confident that this initiative will not only significantly add to the information sharing and capacity building across the region, but also enhance the learning experience of all the participants attending various capacity-building programs in the APPC. We thank all members for their active cooperation and look forward to their continued support in making the Digital Library a collaborative success.