**ANNUAL REPORT**

**FOR THE ……… Conference of Directors of National Libraries in Asia and Oceania**

**[Date]**

**Please send your annual report by [date]   
to [email address] or [fax number]**

**Name of Country/Region :**

**Name of Library :**

**Name of Director-General/Director :**

**Name of Contact Person For**

**International Matters :**

**Mailing Address :**

**Telephone :**

**Facsimile :**

**Web Address :**

**Email Address :**

1. **GENERAL OVERVIEW OF RECENT MAJOR DEVELOPMENTS**

**2. RELATIONSHIP TO GOVERNMENT**

**3. KEY FACTS AND FIGURES**

**4. NEW DEVELOPMENTS IN CREATING AND BUILDING COLLECTIONS**

**5. NEW DEVELOPMENTS IN MANAGING COLLECTIONS**

**6. NEW DEVELOPMENTS IN PROVIDING ACCESS TO COLLECTIONS**

**7. EXAMPLES OF COLLABORATION BETWEEN THE REPORTING LIBRARY AND OTHER NATIONAL COLLECTING INSTITUTIONS (LIBRARIES, ARCHIVES AND MUSEUMS)**

**8.** Host libraries can add further questions in accordance with topics of the meeting.

Examples:

-　EXAMPLES OF COLLABORATION BETWEEN THE REPORTING LIBRARY AND PUBLISHERS IN YOUR COUNTRY/REGION

* Education and Training