

NATIONAL LIBRARY OF ESTONIA

Annual Report 2004

Address: Tõnismägi 2, 15189 Tallinn, Estonia

Web site: <http://www.nlib.ee>

Telephone: (372) 630 7611

Telefax: (372) 630 1410

E-mail: nlib@nlib.ee

Director General: Mrs Tiiu Valm

Management of the library

The policy of the National Library of Estonia in 2004 proceeded from the mission and goals stated in the *Strategic Development of the National Library to 2010* and the *Development Projects and IT Development Plan 2002-2006*. The key words driving the performance of the Library were diversity, innovation, partnership, the people and relationship aspects, focussing on strategic management and extending cooperation between cultural institutions.

To ensure the fulfilment of the Library's basic objectives under tough economic conditions, the main attention was focussed on the analysis of financial management, the internal control, and budgetary discipline.

The major structural change in the Library was the formation of the **Research and Development Centre** with its national tasks of organising development activities in the field of library and information sciences, initiating projects, collecting data on library and information sciences, providing continuing training to librarians.

From February 2005 it was decided to establish the **Collection Department** of the National Library on the basis of the former Archival, Rare Book, and the Collection Management (storage) Departments. This reorganisation will enable the Library to provide a more efficient use of the workforce and economise on administrative costs.

Funding

In 2004 the Library's financial position was as follows:

Income

	2004 (EUR)	2003 (EUR)
State budget	4 269 980	3 969 936
Paid services	473 885	416 115
Grants	166 254	96 433
Total	4 910 119	4 482 484

Expenditure

Staff expenditure (incl social tax 33%)	2 780 353	2 472 165
Maintenance	872 165	934 331
Acquisition	458 600	445 860
ICT	76 433	

Under intense budget pressures, due to a better analysis and a stable income from economic activities and targeted financing a certain progress in the basic activities of the Library was achieved.

Statistics

Collections (1 Jan 2005)

Total holdings	3 408 238
Books	2 010 034
Serials	297 377
Audi visual documents	38 919
Microforms	28 029
Cartographic documents	18 557
Printed music	117 863
E-documents	1 543
Manuscripts	150
Active readership	31 121
Visits	250 467
Remote visits	1 919 249
Loans	243 702 (use of literature on open shelves is not registered)

Library standardisation

Five new Estonian standards were issued: EVS-ISO 5127:2004 *Information and documentation. Vocabulary*; EVS-ISO 15489-1:2004 *Information and documentation. Records management. Part 1: General*; EVS-ISO 15489-1:2004 *Information and documentation. Records management. Part 2: Guidelines*; RRS 3.2004 ISBD (CR) *International standard bibliographic description for serials and other continuing resources*; EVS-ISO 15836:2004 *Information and documentation. Dublin Core metadata element set*

Buildings

Due to the limited resources allocated for repair works only some essential works as the renovation of the General Reading Room, repair works on floors and the roof, the renovation of the stackrooms lighting, the emergency repairs of the electricity and heating systems were carried out.

Staffing matters

The essential requirements set for the staff were knowledge, professional skills, the awareness of reality and the ability to unite these qualities with the values of the institution.

Proceeding from an economical approach to the use of resources and work intensification it was decided to eliminate 8,75 work positions and reduce the number of staff by 9 people. As of 31 Dec 2004 the number of staff is 440.

To arrange work processes more efficiently, a decision was made to abolish the Re-cataloguing and the Library Science Departments.

In September 2004 the Research and Development Centre with the elected head started its work with the personnel (17 employees) of the former Library Science Department.

Six new positions for the EU ReUSE project were established. The needs for professional training were coordinated with the heads of the departments and a continuing development programme for librarians was compiled.

Information technology

In 2004 the Library procured 91 new computers (50 of them were installed in the beginning of 2005). The firewall of the Library was replaced by a new one and for the ReUSE project a powerful server was purchased for archiving digital documents.

Six new computers and an ID-card reader were installed in the Internet Room.

48 additional workplaces were built up in the General Reading Room.

WIFI area was extended to the Social Sciences, Law, Humanities and Reference Reading Rooms.

A new content management software was selected to construct a more user-friendly, interactive and flexible homepage of the Library, and a software to bring together the homepages of the European Union Information Centre and Eurotelephone.

The transition of the library system INNOPAC to the new software version MILLENIUM – one of the main tasks of the current years - continued. By now MILLENIUM modules are used by the Collection Development and Documentation Department, the Fine Arts Information Centre, the Registry, the Central Circulation Desk, and partially by the Authority Department.

A new software development was purchased for the database ISE (Index Scriptorum Estoniae). Two development stages were completed: on the basis of the analyses of the ISE system main requirements for the database were worked out on the basis of which the prototype of the new system was created.

The digital library

The year was marked by a wide extension of electronic services and the beginning of a systematic creation of a digital library. Three new electronic products – the **ERB database of the Estonian National Bibliography**, the **BIE database (Bibliographia Iuridica Estonica)** (1991-2004) and the **DEA database of digitised Estonian newspapers** were introduced.

The re-cataloguing and converting of the Estonian book was completed. Work on the retrospective conversion of Estonian serials and foreign literature card catalogues continued. ~40 000 title records were converted and ~38 000 item records added to the **e-catalogue ESTER**. Successful was the retrospective classifying and indexing (~8 000 titles) of the Estonian book (1991-1998), which started in 2002 and will be finished in 2005.

Now it is possible for the user himself to generate the PIN code and renew a loan.

Acquisitions

Thanks to a more precise selection of publications a significant improvement was achieved in the quality of procured literature, the fact proved by a positive feedback from the users. By the Collection Development Board's decision the number of original copies of national publications was reduced and purchasing light literature discontinued. More copies of publications on law, economics, politics and social science were acquired.

The archival collection was supplemented by 249 early original items purchased mostly at auctions.

The rare book collection was supplemented by 291 titles, the most valuable being *Köki ja Kokka Ramat* (Kitchen Book) (Tallinn, 1781), F.R.Kreutzwald, the first edition of *Wagga Jenowewa ajalik elloaeg* (Life of Jenowewa) (Tartu, 1842), *Ue Testamendi Pilte* (Pictures from the New Testament)(1860-1865), Cyriacus Spangenberg's *Quernfurtische Chronica : Historischer Bericht, von der Alten und Löblichen Herrschafft Quernfurt in Sachsen,...*(Erfurt, 1590), *Gründliche und warhaftige Relation, Von der Belagerung der Königl. Statt Riga Liefland...* (Riga, 1657).

Such rare maps as A. Grenzstein's *Estimaa kaart* (Map of Estonia) (1883), Kentmann's *Geograahwia kaardid koolilaste Geograahwia-raamatu lisaks* (Maps for a geography textbook) (1884), *Übersichtskarte von Mitteleuropa* (1897, 1898) were added to the map collection, altogether 164 historical maps.

The library subscribed to 1023 **print journals on the humanities and social sciences** and 53 **foreign newspapers**.

Access to 30 **online databases** was available, incl *Cambridge University Press e-journals*, *Kluwer Online*, *SpringerLink e-journals*, *Emerald Fulltext* (common licenses with the Consortium of Estonian Libraries Network ELNET); the state licenses offer access to EBSCO databases. 62 new databases were tested resulting in opening access to *Keesing's Online*, *JSTOR Arts and Sciences IV*, *Keelevara*.

In addition, the library acquired licenses for the use of such web publications as *Europa World Yearbook* and the publications of *Käsiraamatute Kirjastus* and *Kinnisvaraekspert* (Manuals Publisher and Real Estate Expert).

Because of high price and low demand the library discontinued the use of *Factiva* information services.

Digital collections were supplemented by original book illustrations of 55 books. Also, intaglio paintings from the 17th century from the art collection are now available on the homepage.

The database **DEA (Digitised Estonian Newspapers)** was opened on the homepage of the Library, containing 200 000 digitised pages. In 2004, 51 titles were digitised, among them such Estonian papers as *Marahwa Näddala-Leht* (Peasants's Weekly)1821-1823, 1825; *Perno Postimees ehk Näddalileht* 1857-1885; *Postimees* 1886-1920, etc.

Preservation and conservation

The major event of the year was the renovation of the main depositories of the archival and rare book collections. By the end of the year the required microclimate (18° C ± 1 and 40% ± 5 moisture content) was achieved; 5339 items were cleaned and the items damaged by fungi or insects were disinfected.

2821 preservation jackets for archival documents were produced and 10 000 boxes for preservation and circulation collections acquired.

Conservation works became more complex: some large-format maps, endangered unique documents on brittle paper, and badly damaged vellum bindings were conserved. Altogether 13 984 sheets and 392 bindings went through conservation. 88 % of the conserved sheets underwent a full cycle of wet treatment - 10 % more than the year before. The conserved documents were archived in the digital information system *Säilik*.

Since the outdated camera continuously needed repairment, the **microfilming** process went behind schedule. However, 38 current annual sets were microfilmed, in addition five sets retrospectively, with the total amount of 190 627 sheets. To provide a smooth running of microfilming, the library needs a new camera and a better coordination of work processes (microfilming, digitising, recording in databases) ensuring the survival of original newspapers and access to information.

29 803 copies of aged or inadequate literature were eliminated from the collections of the library.

Services to readers

The stability in the number of visits (250 467) and the decrease in the number of active readers (by 24,89 %) points to the emergence of permanent membership, the majority of which frequently visit the Library. A slow decrease in the number of readers, as compared with the 1990s, might be explained by the earlier intensive registration, as a result of what most potential readers are already users of library services.

Widely used are e-services: the website of the subject gateway, library science, reader services and Conference Centre being visited more frequently.

One of the major changes in reader services was the **reconstruction of the General Reading Room**, when the Periodicals Reading Room merged with the General Reading Room. The open shelves of the reorganised reading room now hold Estonian and foreign newspapers, Estonian journals, foreign journals on general subject and books that don't fit the profile of the specialised reading rooms (education, natural sciences, agriculture, health care, sports, domestic science, etc). Computers for reading e-newspapers and using databases, four reader terminals and forty work places for laptops and new microfilm readers Indus can be found in the renovated hall.

The waiting time for items to be delivered from the stacks was shortened from 40 min to 30 min. From 2004, making colour photocopies is available.

There was a considerable rise (10,4 %) in using ILL services, as the ordering of items became less expensive (the reader now has to pay the return postage costs only). Also, the price of photocopies ordered through the ILL was equated to the price of regular copies and the cost of printouts was lowered.

The development of a systematic user training started. The current user training includes tours of the library, lectures on information products and services and the use of e-library. The completed survey of the readers of the Humanities and Social Sciences Reading Room revealed that e-services (such as subject gateway and the database ISE) need more publicity. On the whole the services of the Humanities Reading Room were assessed positively, especially the assistance of consultant librarians. Among the drawbacks were: poor ventilation, the noise produced by copiers, insufficient number of books on open shelves. Another survey questionnaire is under completion.

Preparations were made for a common reader survey "Performance measurement: services and their quality in the research libraries of Estonia 2005-2007" with the final aim of coordinating the procurement of information resources and standardising the quality of services.

Development projects

Estonia's accession to the European Union and NATO opened new perspectives also for the National Library, creating opportunities for participating in UN projects.

In 2004 the Library joined the project **ReUSE** with the aim of creating free pre-print files of Estonian publishers and a digital archive which will collect, store and make web publications accessible. For the project, software FEDORA (*Flexible Extensive Digital Object and Repository Architecture*) was chosen - as a result of testing more frequently used digital archives software. Also, a conception for the future digital archive was worked out and as well as the usage and functionality of the system were prepared. In June 2005 the testing of the digital archive DIGAR was opened to the readers of the Library.

The participation in the project **CALIMERA** (*Cultural Applications: Local Institutions Mediating Electronic Resource Access*), embracing libraries, museums and archives, continued.

LIBECON continued collecting Estonian library statistics for international benchmarking and advocacy. The principles for data exchange and analyses were worked out. Also, research into library economics in cooperation with UNESCO, ISO IFLA and other organisations continued.

The responsibility of the National Library of Estonia in the project **TEL-MI-MOR** (*The European Library: Modular Extensions for Mediating Online Resources*), is to direct providing information on the common web site of the project and the web sites of the Member States, and publishing newsletters.

The **EAW (European Arrest Warrant)** project aims at creating a pan-European search system to provide a fast information exchange between the Member States. The role of the National Library is to be an Estonian coordinator and correspondent.

The National Library's projects

It was decided to create a **web portal of Estonian research libraries** within the ELNET Consortium assembling the databases, catalogues and web services produced by the libraries, and at the Research and Development Department of the National Library to open a **consolidated portal** for library and information sciences.

ERIK@ (Estonian Resources on the Internet: Cataloguing and Archiving). The monitoring and selection of web publications according to the agreed selection criteria continued. The information on the catalogued web publications was provided in the e-catalogue ESTER and the Subject Gateway, therefore completing the list of Estonian web publications on the homepage was discontinued.

In 2004 the content and the schedule of the new **ERK (Bibliography of Estonian Librarianship)** project, aiming at assembling publications on library and information sciences issued in Estonia in an online database, was specified.

Cultural events, exhibitions and publishing

The Tallinn Day of the 23rd Annual Course on International Law Librarianship held in September 2004 gave the opportunity to introduce the National Library of Estonia to a wider international public.

The second Information Policy Forum, *National Information Policy – a Myth or Reality*,

was organised to discuss the issues of the acquisition and preservation of national information resources.

The top event of 2005 will certainly be the IFLA Interlending and Documentation Supply International Conference (**ILDS**) held in the Conference Centre of the National Library of Estonia on 20-23 September.

Among the exhibitions introducing the collections of the Library was *Art Nouveau in the Book Design* where publications with original as well as borrowed design, Art Nouveau bindings and book plates were displayed.

At the exhibition, incl e-exhibition, and in the 2005 calendar *Bestsellers of the Past... Very Beautiful, Horrid and Sweet Stories* the first Estonian bestsellers translated from German into Estonian in the 19th century - love stories, historical adventure stories, song books - were introduced. Also, children's books, collections of myths and fairy tales.

At the exhibition the *Maps Saved from Destruction* 15 maps (oldest from 1578 and the newest from 1990) and 7 atlases conserved at the National Library of Estonia were displayed, among them unique script maps.

The 17th century intaglio paintings from the collections of the National Library were systematised and identified. Works by twenty masters, French authors Jacques and Claude Vignon, Italians Salvatore Rosa and Stefano della Bella and others among them, altogether more than 160 prints give a fascinating account of the 17th century graphics. Among the major international exhibitions was the travelling exhibition *Theatre Under the Northern Light* produced in cooperation with the Estonian Theatre and Music Museum and the Széchényi National Library of Hungary.

The Best Designed Books from 19 countries awarded in 1991-2003 were exhibited in cooperation with the Book Art Foundation in Frankfurt and the German Embassy. The exhibition about *the Restoration of the Viipuri Library Designed by Alvar Aalto*. The Viipuri Library is included in the list of the hundred most endangered cultural monuments.

The Lithuanian State Awards 1918-2004 exhibition was organised in cooperation with the Lithuanian Embassy in Tallinn.

The publication *Acta Bibliothecae Nationalis Estoniae 10: The 20th Century Libraries in the Baltic Sea Region* was entered in the ABC-CLIO publisher's bibliography of educational and reference resources.

The reference publication *Summaria Europensia* started coming out to give an overview of the EU issues, available both in print and electronic form.

Library cooperation

An agreement with the Faculty of Law of the University of Tartu was concluded, aiming at providing better law information services to students.

At the international level a partnership with the National Library of Wales was developed in the field of digitisation and marketing, and the exchange of law information.

A cooperation with the University of Washington Music Library Seattle was initiated with the aim of assisting the Music Library to build up an extensive collection of Estonian choral music and for the National Library of Estonia to acquire modern American music. Active cooperation continued with the national libraries of Latvia,

Lithuania, the Czech Republic, Poland, Hungary and Russia according to the concluded agreements.

Organisational chart of the National Library of Estonia

