

CHECKLIST FOR CENL ANNUAL REPORTS

1. **Management of the library: performance indicators, planning, decision-making, evaluation, mission statement**
2. **Handling of electronic publications and formats, including new legislation**
3. **Funding**
 - Cuts in funding; impacts and measures taken to live with a reduced budget
 - Benefits of increased funding; how the extra funds have been applied
 - Pressures on resources
 - Revenue earning: percentage of total resources earned by the library from sales of goods, services etc.
4. **Legislation**

Major changes in legislation which affect the library and its formal relationships with government or its status.
5. **Buildings**
 - New buildings or renovations planned: progress
 - New buildings (partly) opened during the year
 - Interesting innovations/changes in the use of space
 - Major problems relating to buildings and plant
6. **Staffing matters**
 - Major changes in establishment numbers
 - Major changes in management structures
 - Major changes in contractual arrangements / salary structures etc
 - Major problems: e.g. trade union difficulties, strikes, labour shortages
 - Staff development and training programmes
7. **Information technology and networks**
 - Major new strategies / strategic planning for IT
 - Important new investments in hardware / software / systems
 - Staffing issues relating to IT
 - Automation of housekeeping: financial and accounting, building management services, etc
 - Networking / Internet / www. initiatives
 - OPAC provision
 - Retrospective conversion of catalogues
 - Backlogs
8. **The digital library**
 - Digital programmes / digitising of text / images etc
 - Electronic library services

CENL Secretariat

Deutsche Nationalbibliothek • Adickesallee 1 • 60322 Frankfurt am Main • Germany

Telephone +49 69 1525 1541 • Fax +49 69 1525 1010 • E-mail cenl@d-nb.de

The CENL is registered at the Chamber of Commerce Haaglanden, NL, # 27177490

9. Legal deposit of materials

- Changes in legal deposit law
- Consideration / planning of new legal deposit arrangements
- Matters relating to the success or failure of legal deposit as a source of acquisition

10. Acquisitions

- Commentary upon the adequacy of acquisitions funds in terms of purchased material: books, periodicals / serials; audio-visual materials, digital / electronic texts
- Outstanding new acquisitions relating to national heritage / culture / patrimony / European heritage
- Additional commentary on acquisition of legal deposit materials if appropriate
- Major changes in acquisition policy

11. Preservation & Conservation

- Adequacy of funds for conservation
- Major innovations / changes of policy
- Major microfilming or digitisation programmes for preservation started / completed / planned
- New equipment purchased (major items) or new accommodation for conservation studios etc
- New techniques
- Staff issues relating to conservation: adequacy of numbers / skills etc / training / salary grades etc
- Commentary on problems, changes, developments
- Disaster planning: programmes / strategies

12. Services to readers

- Charging for services: policy and changes in policy
- New developments in reader services / lending services
- Major changes in use of the library, however measured
- Major changes in admission rules / criteria
- Document supply services to other libraries / distant readers
- Reader's charters / service agreements / service standards (newly introduced / successes / failures etc)

13. Cultural events, exhibitions and publishing

- Major cultural events or exhibitions
- Major policy changes
- Funding and revenue issues relating to cultural events and exhibitions
- Major new publications
- Publishing policy; innovations
- Publishing costs / revenues / profits

14. Library co-operation

- National
- International
- Regional / local / special

15. Major celebrations (anniversaries and events)

16. Other notable information

17. Organisation chart

