

NATIONAL LIBRARY OF ESTONIA Annual Report 2005

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Statistics

Collections (1 January 2006)

Total holdings 3 359 047

Books 1 990 258

Serials 302 221

Audi visual documents 41 343

Microforms 28 341

Cartographic documents 19 482

Printed music 116 783

E-documents 1 711

Manuscripts 150

Active readership 26 835

Visits 214 392

Remote visits 2 340 041

Loans 130 568 (use of literature on open shelves is not registered)

Management of the library

The library continued to modify its structure in order to better interlink the work processes, use the labour force more efficiently and economise on administrative costs. In February the Collection Department was established on the basis of former departments responsible for the management of collections and reader services (Archival, Rare Book, Collection Management Departments). The new department has 46 employees.

Major developments were undertaken in organising internal and external communication. A new structure was designed for the in-house electronic newsletter which also underwent profound technological changes. In January the library launched its new web site based on AutomatWeb which is more user-friendly, efficient and has better development potential. Along with the new design and software, the contents of the website was also renewed both in Estonian and English.

Funding

The library's budget for 2005 was tight but the increased state allocations and grants, better budget analysis and stable income from paid services enabled to improve the condition of the library building and to develop the basic work processes. A number of major grants were received: the Ministry of Culture gave 25 575 EUR for foreign acquisitions and 51 150 EUR for IT, the Government of the Republic of China supplied computers for a new training classroom in the amount of 21 675 EUR.

The library also successfully joined a number of EU projects which brought along additional funding in particular for digitisation and improving access to collections.

	2004 (EUR)	2005 (EUR)
Income		
State budget	4 269 980	4 851 833
Paid services	473 885	509 936
Grants	166 254	315 282
Total	4 910 119	5 677 051
Expenditure		
Staff costs (incl. social tax 33%)	3 079 286	3 317 473
Acquisition	489 172	530 714
ICT	121 019	172 487
Other	1 220 642	1 656 377
Total	4 910 119	5 677 051

Legislation and standardisation

The library was actively involved in drafting amendments to the following legal acts:

- the National Library of Estonia Act (passed in 2006, amendments specified its research and development activities, administration and co-ordination of Estonian library network co-operation, and rules for users of the library)
- Legal Deposit Copy Act (amendments specified the archiving of online publications)
- Copyright Act
- Public Libraries Act (amendments specified the Estonian library network co-operation and the work organisation of public libraries).

Two new Estonian standards were issued: EVS-ISO11799:2005 *Information and documentation – Document storage requirements for archive and library materials*, and EVS-ISO 14416:2005 *Information and documentation – Requirements for binding of books, periodicals, serials and other paper documents for archive and library use*.

Buildings

For the first time since the new library building was opened in 1993, allocations from the state budget for 2005 contained 201 407 EUR targeted for the renovation of the building and its utility systems. That enabled to renovate the transformer substations and lighting in the stackrooms, replace the security gate at the main entrance and order a project for the new ventilation and air conditioning system.

The former Periodicals Reading Room on the 6th floor was rebuilt into an exhibition and training area comprising a large exhibition hall, an auditorium and a classroom with computers.

Staffing matters

On 31 December 2005 the staff of the library was 438, among them 348 librarians. 13 new work positions were created for new labour consuming tasks, and 4,75 work positions were terminated. The providing of quality services requires competent personnel, thus the library has facilitated further professional education. The staff includes 348 members with higher education (BA) and 16 with MA.

Information technology

The increased financing for IT enabled to purchase 4 new servers and renew the existing 13 ones. 100 PCs were replaced by new ones, the library presently uses 403 PCs and 16 OPACs. Despite of that 26% of the existing PCs are outdated and need to be replaced. The WiFi area was extended, now covering all training classrooms, the General Reading Room, the Art Reading Room and the Music Reading and Listening Room. In June the transition was completed to the new version MILLENNIUM Silver of the library system Innopac. Extensive software programming was required by the EU project ReUSE.

The digital library

For facilitating information search, the licences for two administration tools for e-journals were purchased. A-Z enables to search the databases by title, EJS enables the search by article.

The second part of **BIE** (*Bibliographia Iuridica Estonica*) was opened in the web, covering the years 1918 to 1940. The third part (1941 to 1944) will be completed and made accessible in 2006.

The development of the digital archive under the project ReUSE resulted in the archive **DIGAR** which was opened for the users in 2005.

The database **DEA** (digitised Estonian newspapers) was supplemented by the annual sets of 9 titles, amounting to 252 460 pages altogether.

A digital collection of scanned historical maps was purchased from the map company *Regio*.

The library also continued to digitise book illustrations, the corresponding e-exhibition was supplemented by 226 illustrations from 25 authors.

Acquisitions

Notably successful was the acquisition of national publications. Co-operation started with the Estonian Central Archives in Canada for supplementing the library's collection of audiovisual materials. The Archival Collection received 640 first copies of printed publications; the Map Collection was supplemented by 143 historical maps (93 of them being private donations). The grant from the Cultural Endowment of Estonia enabled to establish a video collection of Estonian and international dance performances.

Foreign acquisitions enjoyed the positive impact of Estonian EU membership.

Purchased items arrive faster and customs procedures are notably less complicated.

The proportion of donations and exchange of publications is continuously diminishing.

Foreign periodicals subscribed for the library included 1031 titles of journals and magazines, and 53 newspapers.

The library offered access to 20 foreign databases (13 of them universal, 16 of social sciences and the humanities). The following new databases were purchased: collections of electronic magazines from *SAGE Publishing* (Sociology, Political Science, Communication and Media Studies), *Emerald Fulltext*; *JSTOR* collection *Arts & Sciences IV*; *Electronic Union catalogue of Russian XIXc. Book*; *Hein Online*; *Keesings Online*, *Columbia Gazetteer of the World Online*.

Retrospective conversion continued successfully. Although the conversion process has achieved efficient organisation and speed, the volume of the remaining card

catalogue is still very large and thus the employment of additional staff resources is under consideration.

Preservation and conservation

The most important undertaking was the balancing of the freezers which enabled to achieve the required stable temperature and moisture content. For ensuring efficient preventive preservation, two new technicians were employed who would be responsible for cleaning the documents and monitoring the biological damage in stackrooms. 7342 linear metres were cleaned in stackrooms, and a list was drawn up of further items requiring cleaning.

A considerable improvement in the conservation technology was the installing of the hydraulic press in co-operation with the Danish entrepreneur Per M. Laursen for conserving large-format documents. Altogether 15 044 sheets and 332 bindings underwent conservation in 2005 and were archived in the digital information system *Säilik*. In order to ensure the preservation of audio cassettes, 1550 hours of audio recordings were checked and 95 hours of them re-recorded on CD. The Binding Department employed an additional technician for paper repair work which has considerably accelerated the binding process and increased the number of repaired volumes.

Technical problems with the microfilming camera unfortunately persisted and required numerous re-filmings. However, the number of pages filmed in 2005 amounted to 230 562 (258 rolls of film altogether). The microfilming team started to make preservation copies, those for 8 titles of journals (28 film rolls) and 14 titles of books (2 film rolls) were prepared.

Services to readers

The amount of readers registered during 2005 was similar to that of the previous year, the average number of daily visits was 750. In 2005 the library paid special attention to the protection and authentication systems of personal data. The basic requirements for readers' database were also laid down. The main problem in this area is the fact that all libraries who are members of the Estonian Libraries Network Consortium and use the integrated system Innopac use the same database which makes the personal details of the readers of one library partially visible to all other network libraries. The National Library thus reduced the personal details required upon registration as reader: the submission of the level of education, workplace and field of activity are now optional. The users of e-services are not identified but the visits to the e-library are counted. The general use of e-services is increasing constantly.

Some innovations were applied to the electronic catalogue ESTER:

- readers are now reminded of the expirations of loan terms electronically,
- readers can order microfilms, CDs and videos electronically.

The Newspapers Reading Room and the Open Internet Access Point merged into the Newspapers and Internet Room. The Information Sciences Reading Room got new spacious premises on the 6th floor.

A new service was introduced – readers can now order digital copies.

The library worked out new principles for user education and corresponding new training programmes which target both beginners and advanced learners and fall into 4 groups: information search for beginners, e-library, professional information and tailor-made training programmes. The first training sessions were carried out in the second half of the year and were well received.

Development projects

ReUSE (ends in 2006) is an EU co-operation project aiming at creating free pre-print files of Estonian publishers and a digital archive storing, collecting and making accessible web publications. In 2005 the project team created the archive environment, established a contract system with publishers of the public sector and started to archive documents received from them. By the end of 2005 the archive contained the files of 553 publications from 34 contractual clients.

TEL-ME-MOR is another EU project launched with the aim of assisting the national libraries of the 10 new EU member states to join the portal *The European Library* (TEL). The National Library of Estonia is responsible for the work package of information dissemination and PR, including the website of the project. The library started to describe its databases and translated into Estonian the user interface of TEL, accession to TEL took place at the beginning of 2006.

EAW (European Arrest Warrant) aims at creating a pan-European search system to provide fast information exchange between the member states. The National Library of Estonia is the project co-ordinator in Estonia.

Web Cultural Heritage is a sub-project of EC Culture 2000. The purpose of it is to harmonise the selection criteria of electronic publications. The task of the National Library of Estonia is to analyse these criteria for North-American electronic publications and to test archiving software.

Europe Direct Information Relay programme has been initiated by the European Commission. Under this programme 5 regional information centres were set up in Estonia, the one covering Tallinn and its surroundings located in the National Library. The relays inform the wide public about EU matters and disseminate information materials.

CENL commissioned the National Library of Estonia to create its new official website. This proposal was inspired by the efficient design of the TEL-ME-MOR project's website.

Cultural and professional events, exhibitions, publishing

In 2005 the library organised and hosted a number of major professional events. The **9th Interlibrary Loan and Document Delivery International Conference** was organised in co-operation with the IFLA Document Delivery and Resource Sharing Section under the title "*Making library collections accessible locally and worldwide*". The conference was held under the auspices of IFLA and gathered 175 library professionals from 29 countries.

The key word of the **3rd Information Policy Forum** "*Information society – for whom?*" was *user-oriented e-services*.

The international seminar "**Digital memory**" focused on the collecting, archiving and bibliographic recording of web resources.

The **2nd Nordic and Baltic meeting in library statistics** discussed issues related to the evaluation of digital library and e-services.

At the beginning of December the library held the traditional **book fair** featuring over 60 local publishers and enriched by a cultural programme (meetings with writers, poetry recitals, book presentations, etc). Within the programme all those interested could attend the international literary forum "The Library of Babel", organised in co-operation with the Estonian Writers Union and the Nordic Council of Ministers Office in Estonia.

Another tradition is the *Print and Publishing Conference*, organised with the Estonian Publishers Association and discussing topical issues in the publishing business.

Major exhibitions included: *Travelling in the 17-19th centuries* (travel books and albums from the library's collections, also displayed as an e-exhibition on the library's homepage); *The 18th century intaglio paintings* from the library's collections; a special exhibition was prepared to celebrate the *70th anniversary of the library's Archival Collection*; *The history of the Estonian ABC book* (the display was prepared as a travelling exhibition, the library's calendar for 2006 was also designed on the basis of ABC books); *The most unbelievable* was dedicated to the 200th birth anniversary of Hans Christian Andersen and consisted of 3 parts: books, bindings and illustrations. Co-operation partners were the Royal Danish Embassy, the Danish Cultural Institute, and several associations of Estonian artists.

Traditionally the jury selected the 25 most beautiful Estonian books and 5 most beautiful Estonian children's books published in 2004 for being exhibited in Estonia and abroad.

30 exhibitions compiled by the library were displayed on other premises than the library, 10 of them abroad.

International co-operation projects worth mentioning included: *Chinese Script* (in co-operation with the Embassy of the People's Republic of China), *the month of Austrian Art* (comprising 3 exhibitions and organised with the Austrian Embassy), *Goya* (digital images of his engravings, organised with the Embassy of Spain).