1. Management of the library: performance indicators, planning, decision-making, evaluation, mission statement

2002 statistical survey:

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holdings - number of items (total)</td>
<td>5 964 704</td>
<td>5 898 094</td>
</tr>
<tr>
<td>incl. manuscripts</td>
<td>14 882</td>
<td>14 868</td>
</tr>
<tr>
<td>microforms</td>
<td>19 125</td>
<td>19 096</td>
</tr>
<tr>
<td>audiovisuals</td>
<td>30 379</td>
<td>27 959</td>
</tr>
<tr>
<td>electronic resources</td>
<td>2 771</td>
<td>2 285</td>
</tr>
<tr>
<td>Addition</td>
<td>66 827</td>
<td>73 246</td>
</tr>
<tr>
<td>Decrease</td>
<td>217</td>
<td>3 338</td>
</tr>
<tr>
<td>Periodicals - incoming titles</td>
<td>8 586</td>
<td>7 795</td>
</tr>
<tr>
<td>Users enrolled</td>
<td>53 395</td>
<td>46 035</td>
</tr>
<tr>
<td>Loans</td>
<td>547 838</td>
<td>656 267</td>
</tr>
<tr>
<td>ILL requests</td>
<td>28 586</td>
<td>22 744</td>
</tr>
<tr>
<td>Visitors in general</td>
<td>563 793</td>
<td>785 544</td>
</tr>
<tr>
<td>Seminars, lectures, meetings etc. (participants)</td>
<td>9 236</td>
<td>9 965</td>
</tr>
<tr>
<td>Seating spaces in reading rooms</td>
<td>529</td>
<td>529</td>
</tr>
<tr>
<td>Computers in public use</td>
<td>53</td>
<td>52</td>
</tr>
<tr>
<td>incl. PCs with Internet access</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Publications - number of issues</td>
<td>94</td>
<td>92</td>
</tr>
<tr>
<td>Staff - occupied positions (FTE)</td>
<td>442</td>
<td>444</td>
</tr>
</tbody>
</table>

Expenditures

<table>
<thead>
<tr>
<th></th>
<th>CZK million</th>
<th>EUR million</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>237 658</td>
<td>*7 488</td>
</tr>
<tr>
<td></td>
<td>245 883</td>
<td>*7 221</td>
</tr>
</tbody>
</table>

Capital investment

<table>
<thead>
<tr>
<th></th>
<th>CZK million</th>
<th>EUR million</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 545</td>
<td>*0.521</td>
</tr>
<tr>
<td></td>
<td>10 491</td>
<td>*0.308</td>
</tr>
</tbody>
</table>

*Annual mean exchange rate

1 EUR = 31.74 CZK
1 EUR = 34.05 CZK

2. Handling of electronic publications and formats, including new legislation

No special new result of efforts at improving the existing legal deposit law, which is still rather weak basis for claiming the legal deposit of electronic publications from publishers. In spite of that, some additional publishers started to deliver their physical media electronic publications.
The project *Registration, Preservation, and Access to Czech Electronic Internet Resources* continued, aiming at setting up conditions for inclusion of the remote electronic resources into Czech National Bibliography as well as to deal with the related issues concerning long-term preservation of the Czech Internet resources and making access to them with respect to copyright – see: [http://webarchiv.nkp.cz](http://webarchiv.nkp.cz).

### 3. Funding

#### 3.1 Cuts in funding; impacts and measures taken to live with a reduced budget

a) The structure of the National Library total cost (extra funds, e.g. grants from projects included):

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>6.8%</td>
<td>6.7%</td>
</tr>
<tr>
<td>Operation, material, energy, etc.</td>
<td>37.5%</td>
<td>42.9%</td>
</tr>
<tr>
<td>Staff (salaries + personal duties)</td>
<td>44.0%</td>
<td>39.0%</td>
</tr>
<tr>
<td>Depreciation of capital assets</td>
<td>11.7%</td>
<td>11.4%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

b) Again, the regular annual appropriation obtained from the Government (the Ministry of Culture) was lower then the amount really needed. The Library, therefore, had only very limited funds in most areas ranging from literature purchase to staff policy. The due amount of regular depreciation of capital assets for which the Library fell behind with payments, continued to increase, exceeding 100 million CZK (ca. 3.1 million EUR). Lack of funds for running costs and especially upgrade or replacement of obsolete technology (namely ICT) were again the main problem, as well as funds for reconstruction of the main building.

#### 3.2 Benefits of increased funding; how the extra funds have been applied

Extra funds were available for 17 Government both long-term and annual Research & Technology Development projects, and in addition 12 projects in the framework of the Government grant program *Public Information Services of Libraries* within the areas such as digital library, uniform information gateway for heterogeneous resources, national union catalogue, retrospective conversion of catalogues, access to foreign electronic resources, integration and archiving of on-line documents, access to analytical information material (articles), national name authority file, development of subject authority file equivalent to UDC system of notations, etc. - see: [http://www.nkp.cz/o_knihovnach/English/LPISindex.htm](http://www.nkp.cz/o_knihovnach/English/LPISindex.htm)

Both of the official National programs made good progress, again: *Memoriae Mundi Series Bohemica* (digital access to rare library materials) - see: [http://digit.nkp.cz](http://digit.nkp.cz), and *Digitisation of Preservation Microfilm* (component part of the hybrid approach to preservation of and access to acid paper documents, mostly newspapers and journals; filming for preservation, digitisation for access).


### 3.3 Pressures on resources

#### 3.4 Revenue earning: percentage of total resources earned by the library from sales of goods, services etc.

a) The proportion of the total resources (investment funds excluded):
b) b) Major part of the Library revenue earnings comes from renting premises, whether for long term or ad hoc. This kind of resources is allowed to use for maintenance and repairs of the same building exclusively. Selling services and goods brings only limited amounts. According to regulations, these earnings can be used in all areas except for salaries and capital investment.

4. 4. **Legislation**

4.1 4.1 Majord changes in legislation, which affect the library and its formal relationships with Government or its status.

A new Library Act under the title Law on Libraries and Terms of Operating Public Library and Information Services effective from 1 January 2002 - see the English version on http://www.nkp.cz/o_knihovnach/English/ZakonAng257.htm. As regards Czech NL, the Library Act assigns to it central role and tasks within the system of libraries, ranging from coordination, technical, information, educational, analytical, research, standardisation, methodological and advisory responsibilities to such agendas as national union catalogue, national bibliography, negotiation with collective administrators of copyright on behalf of libraries, etc.

5. 5. **Buildings**

5.1 5.1 New buildings or renovations planned: progress

There has been no major progress in preparing the reconstruction of Klementinum, the main seat of the NL, as the new Government, as well as did the previous one, postponed the final decision, making it dependent on the feasibility of the move out of State Technical Library out of Klementinum.

5.2 5.2 New buildings (partly) opened during the year

5.3 5.3 Interesting innovations / changes in the use of space

Further progress in partial repair and renovation of buildings: other part of Klementinum’s roofs and façades renovated.

5.4 5.4 Major problems relating to buildings and plant

Urgent need of reconstruction and renovation of historical buildings belonging to the National Library.

6. 6. **Staffing matters**

6.1 6.1 Major changes in establishment numbers

NL continued to keep ca. 50 positions (out of 491) vacant due to shortage of funds.

6.2 6.2 Major changes in management structures

6.3 6.3 Major changes in contractual arrangements / salary structures etc.

6.4 6.4 Major problems: e.g. trade union difficulties, strikes, labour shortages

6.5 6.5 Staff development and training programmes
A number of both basic and advanced / special training programmes again organised for staff to attain skills in using IT and applications.

7. 7. **Information technology and networks**

7.1 7.1. **Major new strategies / strategic planning for IT**

The migration to higher (14.2) version of ALEPH 500 library integrated system was accomplished.

7.2 7.2 **Important new investments in hardware / software / systems**

Only partial investments realized; new functions of the firewall implemented.

7.3 7.3 **Staffing issues relating to IT**

Persisting serious problem in managing and maintaining the ever increasing number of workstations and applications, along with inability to hire highly specialised staff for operating network, etc.

7.4 7.4 **Automation of housekeeping: financial and accounting, building management services, etc.**

7.5 7.5 **Networking / internet / www. initiatives**

7.6 7.6 **OPAC provision**

7.7 7.7 **Retrospective conversion of catalogues**

For general information see: [http://nkp.2b.cz/retrokon/](http://nkp.2b.cz/retrokon/)

National System for the Retrospective Conversion of Catalogues continued, allowing efficient coordination and management of individual and different retrospective conversion projects in libraries.

Major continuing projects:

*Retrospective conversion of General catalogues of Czech NL (those of Universal collection and Slavonic collection) – ca. 84 000 new records added.*

*Retrospective conversion of Foreign Periodicals Union Catalogue – now ca. 80 000 titles available on Internet, covering the period from 1547 up to now.*

Continued retrospective conversion on the fly, i.e. any publication being lent without a record in OPAC catalogued on the minimal level.

7.8 7.8 **Backlogs**

No serious backlogs; still a small backlog only in cataloguing special non-book materials, while a major backlog in bookbinding of periodicals due to shortage of funds.

8. 8. **The digital library**

8.1 8.1 **Digital programmes / digitising of text / images etc**


National Programme of Preservation Microfilming of and Digital Access to Documents Endangered by Acid Paper Degradation (called “Kramerius”) - continued: digitisation of preservation microfilm - component part of the hybrid approach to preservation of and
access to acid paper documents (mostly newspapers and journals); the documents are filmed first and digitized after for access.

8.2 Electronic library services

Programme funded by the Ministry of Education continued supporting access to foreign digital information materials (journals) as resources for RTD: several library consortia (some of them co-ordinated by the NL) have got access to quite a large number of documents for 3 years’ period. Those of them under the lead of the NL are e.g. OCLC First Search Service, Access to Fulltext Databases of Foreign Periodicals (Open Society Institute EIFL Direct Programme) – see: http://nkp.cz/eifl

9. Legal deposit of materials

9.1 Changes in legal deposit law

9.2 Consideration / planning of new legal deposit arrangements

9.3 Matters relating to the success or failure of legal deposit as a source of acquisition

10. Acquisitions

10.1 Commentary upon the adequacy of acquisitions funds in terms of purchased material: books, periodicals / serials; audio-visual materials, digital / electronic texts

Still serious lack of means in the acquisition budget.

10.2 Outstanding new acquisitions relating to national heritage / culture / patrimony / European heritage

10.3 Additional commentary on acquisition of legal deposit materials if appropriate

10.4 Major changes in acquisition policy

11. Preservation & Conservation

11.1 Adequacy of funds for conservation

Persisting lack of regular operating funds for running routine programmes after closing their extra funding from Government programmes.

11.2 Major innovations / changes of policy

11.3 Major microfilming or digitisation programmes for preservation started / completed / planned

Going on: National Programme of Preservation Microfilming of and Digital Access to Documents Endangered by Acid Paper Degradation (called “Kramerius”) – see 8.1; RTD programme Development of Protective Boxes for Rare and Endangered Library Holdings

11.4 New equipment purchased (major items) or new accommodation for conservation studios etc.

Three vacuum-packing machines obtained from the British Government (on the initiative of the British Council in Prague) for drying rare and historical documents soaked.

11.5 New techniques

11.5 Staff issues relating to conservation: adequacy of numbers / skills etc. / training / salary grades etc.

Shortage of staff for routine work due to lack of means. Inability to hire highly specialised staff for the IT area, etc.

11.6 Commentary on problems, changes, developments

Serious acceleration of disintegration of acid-paper materials observed on the national scale, even of those rarely or never used.
11.7 Disaster planning: programmes / strategies

The floods showed the necessity to invest money and organisational effort into prevention. In addition to existing disaster plans, a more detailed flood (water) disaster plan is under preparation. Besides, a library collections rescue centre is intended to be built at the National Library (to be funded by the Government), equipped with necessary facilities (rooms for storage and freezing of documents, rooms for vacuum freeze-drying and other drying capacities, rooms for sterilization of contaminated documents etc.).

12. Services to readers

12.1 Charging for services: policy and changes in policy

12.2 New developments in reader services / lending services

12.3 Major changes in use of the library, however measured

12.4 Major changes in admission rules / criteria

12.5 Document supply services to other libraries / distant readers

Continued project on electronic document delivery services from in-house materials.

12.6 Reader’s charters / service agreements / service standards (newly introduced / successes / failures / etc.)

13. Cultural events, exhibitions and publishing

13.1 Major cultural events or exhibitions

Again, the NL hosted several prestigious prize-giving celebrations: for literature, poetry, or journalism.

Exhibitions were organised presenting various cultural, mainly literary personalities, or other cultural themes and phenomena; and number of seminars, meetings and other cultural events; these were among others

- Prague Writers’ Festival - opening ceremony, preceded with a press conference
- The Day of Europe - annual festive meeting with the representatives of European Commission and the Association for the European House to support the idea of pan-European cooperation; with attendance i.a. of Czech Minister of Foreign Affairs
- The Book World 2002 - opening ceremony of the Prague international book fair
- Dmytro Cyzevs’kyj (1894 – 1977) - conference and exhibition on the most prominent Slavist of the 20th century and a great Ukrainian philologist and cultural historian
- Apollinaire – an Open Book - international symposium and exhibition on the occasion of the 100th anniversary of Apollinaire’s journey to Prague
- Library of the Year 2002 – festive prize-giving to small public libraries
- Utilitas Matheseos : Jesuit Mathematics in Klementinum 1602 – 1773 - exhibition presenting Jesuit mathematics in wider aspects, as it had been studied and taught in the Klementinum College
- Multilateralism in the Post Cold War World - festive meeting with a lecture held on the occasion of the United Nations Day
- Five Centuries of Czech and Croatian Literary Relations in Mutual Translations - exhibition prepared in cooperation with the National and University Library in Zagreb and the Croatian Embassy to Prague under the auspices of Stjepan Mesić, President of the Republic of Croatia, who personally opened the exhibition
– Monthly readings and meetings with Czech writers organized by the Friends of Czech NL
– Etc.

Participation in exhibitions abroad, namely:
– Europas Mitte um 1000 (Centre of Europe around 1000 A.D.) – international exhibition installed by turns in main Central-European cultural capitals
– Lumières et ténèbres : les deux visages de l’art baroque (Lights and Shades: Two Faces of Baroque Art) – the exhibition held in Lille, France, within the framework of the cultural event Czech Cultural Season in France
– Le Livre miroir de l’autre : la France vue de Bohême et la Bohême vue de France, du 15e au 18e siècle (A Book as the Mirror of the Other : France in the Eyes of the Czechs and Bohemia in the Eyes of the French between the 15th and the 18th Centuries)
– Les deux premiers siècles du livre imprimé en Bohême sous la bannière des temps modernes / Under the Torch of the Modern Era : the First Two Centuries of Book-Printing in Bohemia – the exhibition, originally held at the Czech National Library, reinstalled and adapted at National Library of Luxembourg

13.2 Major policy changes
13.3 Funding and revenue issues relating to cultural events and exhibitions
13.4 Major new publications
– AACR2R/UNIMARC : Accepted Czech Interpretations of AACR2R, chapters 23 and 24 : February 2002 – contains chapter 23 – Geographic names, chapter 24 – Corporate body name)
– Functional Requirements For Bibliographic Records : final report (IFLA recommendation) - Czech translation
– UDC : Universal Decimal Classification (CD-ROM) – bilingual English-Czech version
– Etc.

13.5 Publishing policy. Innovations
13.6 Publishing costs / revenues / profits

In accordance with the Statutes of the Czech NL, the publishing is considered as one of statutory activities, so it comes to category of non-for-profit agenda.

14. Library co-operation
14.1 National

All major programmes/projects of the NL are co-operative - see above
Several consortia co-ordinated by the NL, e.g. for Union Catalogue, for current national bibliography, for access to foreign information resources, etc.
Several working groups co-ordinated by the NL on national level, e.g. for cataloguing policy with its special branches, for library services, etc.

14.2 International
Co-operation agreements with a number of libraries: exchange of publications, exchange of exhibitions, exchange of specialists, training, etc.

Active involvement in the programmes such as European Register of Microform Masters Consortium – EROMM, MASTER (creating shared catalogue of medieval manuscripts), PULMAN (support of development of public libraries), UNESCO Memory of the World, Improved Damage Assessment of Parchment – IDAP, Visual Contextualization of Digital Content – VICODI, etc.

Participation in the work of IFLA, CENL, LIBER, ABDOS, CERL, and other forums – see: http://www.nkp.cz/PublicRel/O_Narodni_knihovne/clenstvi.htm

14.3 14.3 Regional / local / special
See 14.1.

15. 15. Major celebrations (anniversaries and events)
See 13.1.

16. 16. Other notable information
The main seat of the Library was seriously affected by tremendous floods in August 2002, so after one month of regular summer break the Library had to close down for four other weeks. In spite of that, the Library immediately assumed the coordination of the help and expert assistance in recovering damages caused by floods to book collections of about fifty other Czech libraries - see: http://www.nkp.cz/fondy/English/floods.htm

17. 17. Organisation chart

National Librarian – Director of the National Library

Deputy Directors

<table>
<thead>
<tr>
<th>Deputy National Librarian</th>
<th>Administration</th>
<th>Library Management</th>
<th>Libraries &amp; Counselling</th>
</tr>
</thead>
</table>

Heads of Divisions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Acquisitions</td>
<td>Cataloguing &amp; National Bibliography</td>
<td>Collections Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preservation &amp; Conservation</td>
</tr>
</tbody>
</table>
Explanatory notes:

Deputy Directors are responsible and competent throughout the Library accordingly the sphere of activity assigned; besides, some either divisions or autonomous departments come to their direct subordination.

Division = organizational unit of a higher level comprising two or more departments

Autonomous department = department which is not part of any division