



# NÁRODNÍ KNIHOVNA ČESKÉ REPUBLIKY

*National Library of the Czech Republic*

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## 2003 ANNUAL REPORT TO C E N L

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

#### 2003 statistical survey:

	2003	2002
Holdings - number of items (total)	6 045 996	5 964 704
incl. manuscripts	14 884	14 882
microforms	19 357	19 125
audiovisuals	32 316	30 379
electronic resources	3 182	2 771
Addition	83 957	66 827
Decrease	2 665	217
Periodicals - incoming titles	7 776	8 586
Users enrolled	48 348	53 395
Loans	623 750	547 838
ILL requests	30 381	28 586
Visitors in general	583 158	563 793
Seminars, lectures, meetings etc. (No. of participants)	17 997	9 236
Seating spaces in reading rooms	529	529
Computers in public use	53	53
incl. PCs with Internet access	30	30
Publications - number of issues	81	94
Staff - positions (FTE) occupied / allotted	448/466	442/491
Expenditures	CZK 264.036 million i.e. EUR million *8.293	237.658 million *7.488
Capital investment	CZK 41.100 million i.e. EUR million *1.291	16.545 million *0.521
*Annual mean exchange rate	1 EUR = 31.84 CZK	1 EUR = 31.74 CZK

### 2. 14.2 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.

### 3. 3. Funding

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

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

	2003	2002
Acquisitions	6.0 %	6.8 %
Operation, material, energy, etc.	43.7 %	37.5 %
Staff (salaries + personal duties)	43.0 %	44.0 %
Depreciation of capital assets	7.3 %	11.7 %
Total	100.0 %	100.0 %

- b) b) As usual, the regular annual appropriation obtained from the Government (the Ministry of Culture) was lower than the amount really needed. The Library, however, achieved for the first time in six years period an active balance as a result of special measures by the Ministry of Culture aiming to cover the due amount of regular depreciation of capital assets of cultural organisations.

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

Extra funds were available for 12 Government both long-term and annual Research & Technology Development projects, and in addition 7 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/en/pages/page.php3?page=fond\\_pp\\_en.html](http://www.nkp.cz/en/pages/page.php3?page=fond_pp_en.html)

The *Digital Library* project – production, preservation, and access to digital documents, <http://digit.nkp.cz>, contributed to stabilization and development of digital access to rare collections of Czech institutions. Fast on-line access to more than one thousand rare documents was launched within the *Memoria* programme, developing a new research environment for the sphere of historical book resources (<http://www.memoria.cz>), while important preparatory work was done for the *Kramerius* programme (hybrid approach to preservation of and access to acid paper documents, mostly newspapers and journals – <http://kramerius.nkp.cz>).

A new, enlarged version of the *Uniform Information Gateway – access to library collections*, nation wide portal which integrates extensive heterogeneous information sources and databases, and unifies access to on-line library services in Czechia, was launched – see <http://www.jib.cz>.

International co-operation in the RTD area grew substantially both in the 4th, 5th and 6th Framework Programmes and *Eureka!* platforms (IDAP, VICODI, PULMAN, CALIMERA, ECH:TOPICC), and with the special support by A.W.Mellon Foundation (recovery of flood damages) and OSF (training).

### 3.3 3.3 *Pressures on resources*

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

- a) a) The proportion of the total resources (investment funds excluded):

	2003	2002
State appropriation - total	88.5 %	88.9 %
consisting of: regular appropriation	68.0 %	73.0 %
extra funds (grants, ...)	32.0 %	27.0 %
Earnings	11.5 %	11.1 %
Total	100.0 %	100.0 %

- b) b) Major part of the Library revenue earnings comes from renting premises, whether for long term or ad hoc. The selling of services and goods yields only limited amounts. According to regulations, these earnings can be used in all areas of the Library activities except for salaries and capital investment.

## 4. 4. Legislation

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

**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 Government, again, postponed the final decision.

**5.2 5.2 New buildings (partly) opened during the year**

**5.3 5.3 Interesting innovations / changes in the use of space**

**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.

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**6. 6. Staffing matters**

**6.1 6.1 Major changes in establishment numbers**

NL continued to keep ca. 18 positions (out of 466) vacant due to shortage of funds for salaries.

**6.2 6.2 Major changes in management structures**

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

All positions in the Library, both professional and technical, were re-evaluated and re-classified in accordance with a new public sector personnel salary system, effective from 1.1.2004.

**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 were 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**

**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/>

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

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**

see 3.2

### **8.2 8.2 Electronic library services**

This was last year of the programme funded by the Ministry of Education 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>

*Ask-your-library* – Czech version of electronic information service was introduced, such as *British Ask Your Librarian*, or *OCLC Question Point*.

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## **9. 9. Legal deposit of materials**

### **9.1 9.1 Changes in legal deposit law**

### **9.2 9.2 Consideration / planning of new legal deposit arrangements**

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

## **10. 10. Acquisitions**

### **10.1 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 10.2 Outstanding new acquisitions relating to national heritage / culture / patrimony / European heritage**

### **10.3 10.3 Additional commentary on acquisition of legal deposit materials if appropriate**

### **10.4 10.4 Major changes in acquisition policy**

## **11. 11. Preservation & Conservation**

### **11.1 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 11.2 Major innovations / changes of policy**

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

see 3.2

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

### **11.5 11.5 New techniques**

### **11.6 11.6 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.

### **11.7 11.7 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.

### **11.8 11.8 *Disaster planning: programmes / strategies***

A library collections rescue and restoration 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. 12. Services to readers**

### **12.1 12.1 *Charging for services: policy and changes in policy***

### **12.2 12.2 *New developments in reader services / lending services***

The percentage of users' orders realised (success rate) reached 94 %, which is more than in previous year; 70 % from all requests were submitted on-line.

### **12.3 12.3 *Major changes in use of the library, however measured***

### **12.4 12.4 *Major changes in admission rules / criteria***

### **12.5 12.5 *Document supply services to other libraries / distant readers***

*E-Do-Do* - electronic document delivery of primary materials of foreign provenience was launched.

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

## **13. 13. Cultural events, exhibitions and publishing**

### **13.1 13.1 *Major cultural events or exhibitions***

More than 20 000 tourists visited the Baroque library and Astronomical tower of Klementinum and over 30 000 people enjoyed concerts in the Mirror Chapel.

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

- - *The XIII<sup>th</sup> Prague Writers' Festival* - opening ceremony, preceded with a press conference
- - *The X<sup>th</sup> 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; this time as celebration of the access of Czechia to EU; with attendance i.a. of Czech Prime Minister and the President of Senate
- - *The IX<sup>th</sup> Book World 2003* - opening ceremony of the Prague international book fair
- - *United Nations Day* - festive meeting
- - *Bei Dao* – Chinese poet in exile; reading from his new poetry by himself; organised by the *Prague Writers' Festival*; with attendance of US Ambassador to Prague
- - *Bjørnstern Bjørnson* – the 100<sup>th</sup> anniversary of receiving the Nobel Prize - organised by the Norwegian Embassy to Prague
- - *Josef Dobrovský, 250<sup>th</sup> birthday anniversary* – UNESCO world cultural anniversary: exhibition on the founder of Slavic studies
- - *Franz Kafka in Translations* – exhibition on the occasion of Kafka's 120<sup>th</sup> birthday anniversary

- - *Estonia, a small country with great literature : Estonian literature in Czech translation* – in cooperation with the National Library of Estonia, the Embassy of Estonia to Prague etc., under the auspices of Ingrid Rüütel, wife of the President of Estonia
- - *John Wyclif and Bohemia : distant and close perspective* – exhibition of manuscripts of Wyclif's works from the collection of the National Library
- - Monthly readings and meetings with Czech writers organized by the Friends of Czech NL
- - Etc.

Participation in exhibitions outside of Klementinum and abroad, namely:

- - *Prague–Bohemia–Europe* – 1100 years of existence of a cultural, economic, and political metropolis of central Europe; Municipal Archive of Prague
- - *Der Winterkönig* – on Friedrich V., „Winter King“ of Bohemia; Amberg, Germany
- - *Prag-Wien : Zwei europäische Metropole im Lauf der Jahrhunderte* – Österreichische Nationalbibliothek, Vienna, Austria
- - *Kepler and Prague* – National Technical Museum in Prague
- - *Czech Bible in the Course of Centuries : manuscripts, prints, digital versions* – touring exhibition, starting at Charles University, Prague
- - *Charles IV and Culture between the Centre and the Periphery* – touring exhibition in Latvia, starting at National Library, Riga
- - Etc.

### **13.2 13.2 Major policy changes**

### **13.3 13.3 Funding and revenue issues relating to cultural events and exhibitions**

### **13.4 13.4 Major new publications**

- - *Guidelines for a collection development policy using the Conspectus model* (by IFLA Section on acquisition and collection development) - Czech translation
- - *Uniform Information Gateway* – a brief introduction
- - *Abbreviations in Librarianship* – ca 1600 abbreviations and acronyms with full wordings and Czech translations
- - *MARC 21 : Bibliographic Format* (by LC and NL of Canada) – Czech translation of the basic manual
- - *UDC MRF – Universal Decimal Classification Master Reference File* – the 5. English-Czech edition (CD-ROM) – 66 000 records
- - Etc.

### **13.5 13.5 Publishing policy. Innovations**

### **13.6 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.

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## **14. 14. Library co-operation**

### **14.1 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 14.2 International**

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

International co-operation in the RTD area and 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, CALIMERA, ECH:TOPICC, etc.

Participation in the work of IFLA, CENL, LIBER, ELAG, ABDOS, CERL, and other forums – see: <http://www.nkp.cz/pages/page.php3?menu=2&submenu2=9&submenu3=11>

#### **3. 14.3 Regional / local / special**

See 14.1.

#### **15. 15. Major celebrations (anniversaries and events)**

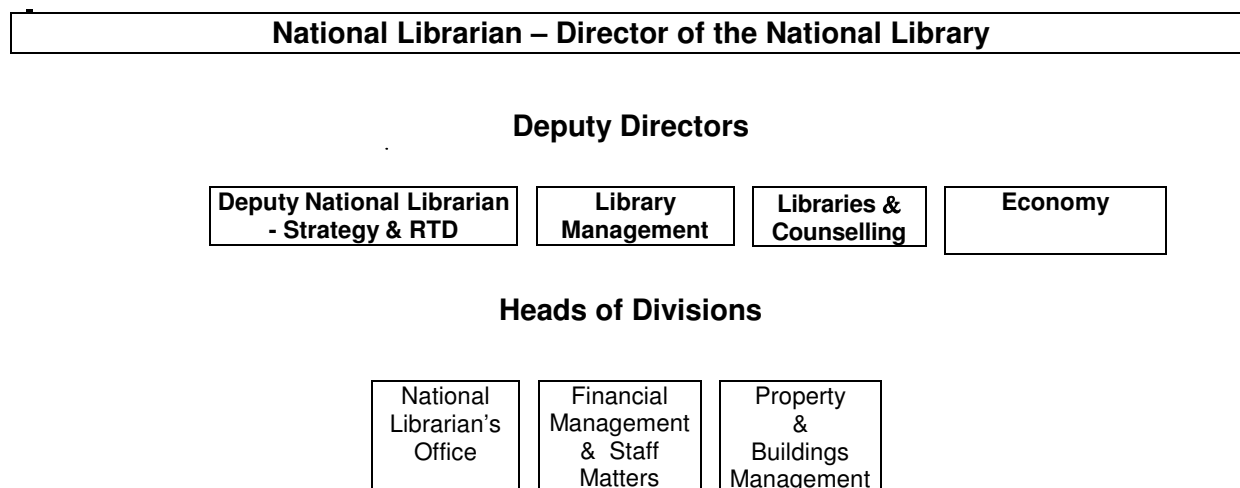
See 13.1.

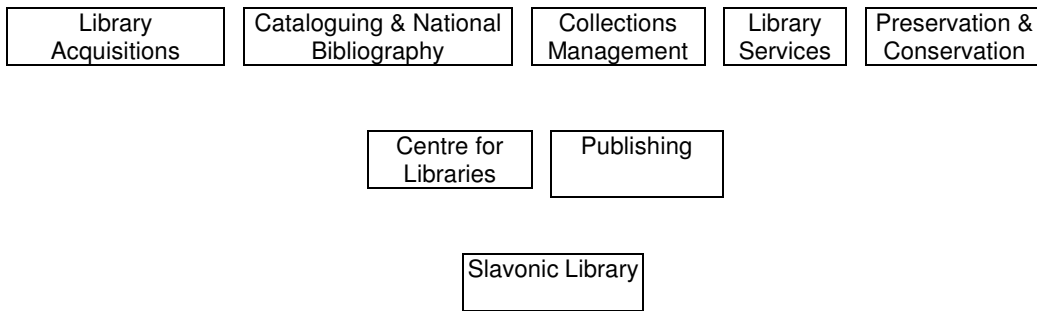
#### **16. 16. Other notable information**

Recovery of damages caused by the floods of 2002 continued. The drying process of most of books frozen has been finished, and now a great amount of them are waiting for restoration. On the other hand, the recovery of damages on the technical infrastructure of Klementinum (the main seat of the Library) has been completed, as well as precautionary measures performed, such as digitization or filming of a great amount of rare materials, and retrospective conversion of catalogues.

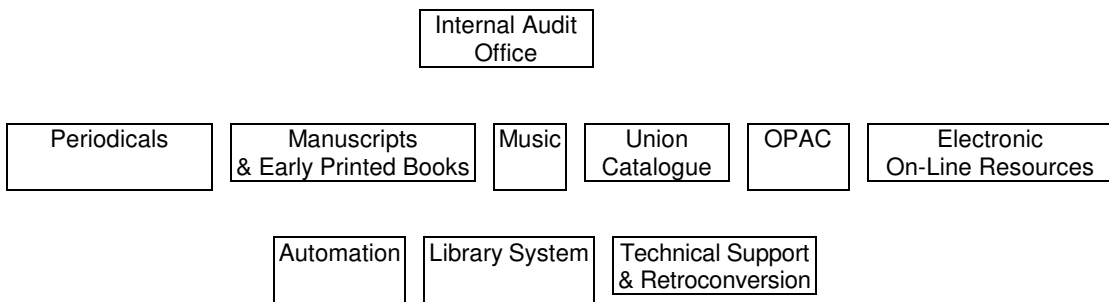
For more information see the Czech National Library Annual Report 2003 on <http://www.nkp.cz/en/pages/page.php3?menu=2&submenu2=2&submenu3=6>

#### **17. 17. Organisation chart (as of 1.1.2004)**





### Heads of Autonomous Departments



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