

# NATIONAL LIBRARY OF ESTONIA

## Annual Report 2003-2004

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Director General: Mrs. Tiiu Valm

### Management of the library

In September 2003 the Supervisory Board of the National Library re-elected Mrs Tiiu Valm Director General for the next term of 5 years.

The *Riigikogu* (Parliament) appointed new members of the library's Supervisory Board. The previous membership of 10 was reduced to 7.

### Statistics

Collections (01.01.2004)

In comparison with 2003 the collections have increased by 63 160 items.

Total holdings 3 195 654 items

Among them:

Books 2 024 694

Serials 287 882

Audio visual documents 71 406

Microforms 27 600

Cartographic documents 16 801

Printed music 116 028

E-documents 997

Manuscripts 150

Other documents 650 096

Readership 41 430

Visits 1 354 065 (including 1 104 141 remote visits)

Loans 238 354

### Finance and Funding

In 2003 the Library's financial position was as follows:

#### Income

	2003 (EUR)	2002 (EUR)
State budget	3 969 936	3 969 936
Paid services	416 115	405 414
Grants	96 433	170 255

**Total 4 482 484 4 545 605**

#### Expenditure

Staff expenditure (incl. social tax 33%)	2 472 165	2 469 108
Maintenance	934 331	952 166

Acquisitions

445 860

426 369

The budget allocated for 2003 enabled the library to maintain the existing level of basic library services, primarily thanks to the increase of revenues earned by the library and to the stability of targeted financing. The increase of state support enabled to raise the salaries by an average of 12%. The grown maintenance expenses had to be covered from the revenues earned by the library.

### **Legislation**

The library prepared 2 draft acts: a new draft of the Legal Deposit Copy Act, adding the obligation to submit legal deposit copies of web publications, and the Act on Accession of Estonia to the Convention concerning the Exchange of Official Publications and Government Documents between States.

### **Library standardisation**

The technical committee of standardisation *Information and Documentation* was formed. A new standard was compiled: *EVS-EN ISO 2789:2003 Information and Documentation. International Library Statistics*.

9 new draft standards were prepared for opinion polling.

### **Buildings**

For improving the preservation conditions of national publications, the Government authorised the library to take a bank loan of 320 000 EUR. This enabled to carry out profound renovation in the stackrooms on the 3rd floor where the legal deposit collection is stored. 6 stackrooms were provided with new air-conditioning system, 2 cold rooms were built for damaged and endangered printed matter, lighting and shelving were replaced.

### **Information technology**

The information technology environment of the library was developed according to the strategic plan adopted in 2002 - *Development projects of the National Library of Estonia and Development Plan for 2002-2006*.

23 new work places were built for the users, enabling to use laptops. The area of wireless internet (WiFi) was opened in the library's foyer and in the Conference Centre.

62 outdated PC-s were replaced by new ones.

The longest and most work-consuming projects of the library are the **information system INNOPAC and the electronic catalogue ESTER**. The introduction of a UNICODE-supported web catalogue solved the problem of using cyrillic alphabet in the web catalogue.

The library also took into use a number of new systematic solutions in the web catalogue: licence of unlimited use, UNICODE-supported web catalogue, Advanced Keyword Searching (which replaced the existing word indices), the programme *Patron API* enabling to register library visits in real time, a register compiled on the basis of a personal identification code. Advanced Keyword Searching is the only solution which has not yet been installed. The search result was supplemented by photos showing the type of the material, the front page of the catalogue was re-designed and the instruction for use was completed.

The library started to test a new product with 3 independent components - MAP (Millennium Access Plus) created by *Innovative Interfaces*, the manufacturer of the system INNOPAC. Transition to the new web-based version *Millennium* continued but was slower than planned, hampered by the lack of resources to replace outdated computers (512 MB recommended for workplaces).

The year 2003 brought two major version updates, the replacement of shareware *Netterm* with freeware *TeraTerm* continued.

Worth mentioning is the retrospective indexing of Estonian books published between 1991 and 1998. Nearly 50 per cent have been indexed in two years, prognosing the term of this project reducing to 4 years instead of the initially planned 5 years. The *Addenda to the Estonian Universal Thesaurus* was published on-line.

### **Re-cataloguing projects**

The five-year project *Estonian-Language Books 1918-1944* was completed, achieving 90% of its objectives. The year 2003 also marked the completion of the project *Estonian Periodicals 1941-1944* and the input of 50% of Russian-language journals and newspapers with limited edition published during 1941-1997.

The library continued the retrospective conversion of the card catalogue of foreign literature in the electronic catalogue ESTER. During 2001-2003 altogether 21 697 records of foreign-language books (except Russian) were converted and 18 181 item records were added. The corresponding numbers for Russian-language literature were 33 717 converted records and 45 504 item records.

In order to increase the efficiency of cataloguing, the capacity of copy cataloguing has been increased during the past years, yet it has failed to produce a significant improvement. The aim is to reduce the original cataloguing of foreign-language documents to the minimum by using records from foreign databases. In 2003 the library tested different databases offering copy cataloguing services - specified the amount, price and formats of records to be purchased, carried out test loading, created a converter. The testing helped to identify the best databases suitable for copy cataloguing (OCLC, BookWhere, the database of the Book Chamber of Russia). Their purchase, however, has to be postponed due to the lack of finances.

An agreement concluded between the ELNET Consortium (uniting major Estonian research and public libraries) and the Helsinki University Library gave the possibility for free copy cataloguing of records from Finland.

Preparations continued to open the *Estonian National Bibliography database* in the web environment: the Articles of Association of the database was supplemented, the software was programmed and the loading of data was commenced. The database contains information on national publications since the first Estonian-language book dating from 1525 up to the present day.

### **The Digital Library**

The number of files on the library's web page increased to 3000 (2000 files in 2002). Scarce resources have prevented the complete updating of the English-language version of the website. Nevertheless the link of e-services was translated into English in 2003 and will be opened in 2004.

**A new link of digital collections was opened at the web page, providing access to the digitised materials from the library's collections (maps, city plans, book illustrations).**

Under the project MIDAS initiated by the ELNET Consortium, the National Library started to digitise old Estonian newspapers with the aim of making the image files accessible via the web. The selection of the newspapers to be digitised was based on their physical condition and frequency of use. The following newspapers were digitised (with the total capacity of ca 50 000 image files): *Perno Postimees* (1857-1885), *Postimees* and its supplements (1886-1919), *Päevaleht* (1905-1908), *Tallinna Teataja* (1917-1919), *Vaba Maa* (1918-1920). A user interface was created enabling to browse the newspapers via the internet.

## Development Projects

The project **ERIK@** (*Estonian Resources on the Internet: Cataloguing and Archiving*) remained in the so-called investigation stage. In 2003 the selective collecting of on-line publications was tested with the system NEDLIB, and a programme was created for making the collected material accessible. A free programme *WinHTTrack Website Copier* version 3.23 was introduced for archiving monographic on-line publications. The archiving of periodical on-line publications is still waiting for a solution.

The software of the **database of articles ISE** (*Index Scriptorum Estoniae*) was supplemented and updated.

The software of the **National Bibliography Database**, created in 2002, was developed and updated for creating registers, carrying out register search and complex search, and enabling to view different records (short record, full record, MARC record). The input of data began at the end of 2003 and the database was opened in the web at the beginning of 2004.

Under the **Subject Gateway** project the library tested new software and transferred the data in a new server.

A new web-based software was created for the project *Bibliographia Iuridica Estonica*, followed by the input of the records into the database and testing.

## Acquisitions

The supply of legal deposit copies of Estonian documents improved; problems still persist with the production of new publishers and videotapes. A Government regulation on legal deposit copies issued in 2001 provides for the **supplying of postal stamps to the National Library from the beginning of 2003**.

The acquisition of foreign documents and the preparation of user copies of national publications followed the needs of the National Library as a research library for the humanities and social sciences, and as a parliamentary library. In 2003, the **user licences of 18 databases/database systems was extended and access was opened to the following databases**: *Westlaw International*, *Grove Music Online*, *Kluwer Online*, *Oxford Reference Online*, *Cambridge University Press e-journals* (funded by the British Council), *Digesta* (decisions of the Supreme Court). The users of the National Library now have access to 34 licenced databases/database systems. According to experts, the library provides access to all major databases and full text scientific online journals in the field of the humanities and social sciences. High price has so far prevented the purchase of additional JSTOR archives of online scientific journals.

**The Rare Book Collection** was supplemented by 31 Estonian-language titles, and 100 West-European and *Baltica* publications. Two new *Baltica* purchases are worth mentioning: the bundle with dated binding consisting of seven regulations of the Tallinn City Council and one manuscript, and the collection of plays consisting of 44 volumes (Leipzig, 1827-1829) by the Baltic German playwright A. von Kotzebue who lived in Estonia. Another new acquisition is of historic value - a well preserved bundle consisting of the History of Livonia by C. von Ceumern (*Theatridium Livonicum...* Riga, 1690) and five legal treatises on marital law published in Germany during the first half of the 18th century.

One of the West-European purchases, the Swedish Peerage Matricula (*Matrikel Öfwer Sweriges Rikes Ridderskap och Adel*. Stockholm, 1731), is closely connected with the history of the Baltic states. The library also purchased two Elzevirs (Erasmus from Rotterdam. *Liber utilissimus...* Leiden, 1645, and Laet, J. de. *De imperio Magni Mogulis...* Leiden, 1631).

The number of Russian-language rare books grew by 20 titles. The new purchases included three cyrillic publications in Old Slavonic, the oldest of them being the 18th century reprint of *Руно орошенное* (Чернигов, 175?) by metropolitan Dmitri Rostovski (1651–1709), a

Russian saint. Worth mentioning is also the Old Believers' issue of *Цветник* (Гродно, after 1802) by father Dorothei (?–620), a Syrian clergyman.

The library has subscribed for **1021 titles of scientific journals in printed form**, among them 511 titles on social sciences and 510 titles on the humanities. Along with journals included in databases (11 909 titles altogether), the electronic catalogue offers access to 132 additional online journals. **All-in-all the users of the National Library of Estonia have access to 12 041 electronic journals.**

At the end of 2003 the library purchased software for administering electronic journals - A-Z and EJS which enable access to journal articles according to a uniform list, i.e. via a common search engine searching in all electronic journals regardless of the database where they are included.

The acquisition of new foreign literature has been improving year after year but insufficient financing is still hampering the proper development of collections according to the needs of the humanities and social sciences.

### **Preservation and conservation**

The library completed a project *Analysis of preservation activities and action plan for 2004-2007*. Evaluation of the condition of collections identified an extensive need for cleaning, disinfecting and conservation - over 30% of publications require paper conservation. The library's conservation technology and financial and human resources would enable the annual treatment of only 0,5% of those publications.

In 2003, the number of conserved sheets amounted to 16 074 (77% of them underwent full wet treatment of paper conservation and the number of conserved books was 381.

A large amount of conserved publications which are difficult to position on the shelves due to their shape will be placed in special archival boxes. The library ordered about 8000 boxes to be prepared for both preservation collections and circulating collections, in addition to them 2975 boxes were prepared for irregular-shaped items.

For the conservation and documentation of the most endangered items, a special methodology is used which has been worked out under the project THULE. A special information system (called SÄILIK) was created for documentation, its database already contains the data and digital photos of 1522 items.

### **Microfilming**

Since 1993, the long-term preservation of endangered items has been ensured by microfilming them. 37 current annual sets and 6 old annual sets of newspapers were filmed in 2003, the total capacity amounting to 199 237 pages. Those new 219 rolls of microfilms have been used for making user copies and their data have been recorded in the register of microfilms.

### **Services to readers**

Another step in developing specialised information services was the renovation of the former catalogues hall into a new Reference Reading Room in 2003 which now adjoins the EU Information Centre and Social Sciences Reading Room, thus making the use of information services more convenient for the users. At the beginning of August 2004, the library opened the newly renovated Main Reading Room which accommodates also newspapers and journals previously located in the Periodicals Reading Room.

When in 2003 Estonia held its national referendum about accession to the European Union, the EU Information Centre and the EU information telephone actively participated in the corresponding awareness campaign.

The library revised the *Rules for Users of the Library* and the *Rules for the Use of Computers in the Library*. The new versions of these documents considerably limited the restrictions on the use of the National Library's collections.

In 2003 the library carried out a survey ***Information society and libraries: expectations of users*** with the aim of learning how the users understand the information society, the tasks of the state in executing the information policy, the role of libraries in the information society, and to get their assessment of public services provided by major Estonian research libraries.

**According to the results of the survey, the National Library should undertake the following improvements:** acquisition - as the library has not been able to acquire enough new books and periodicals; advertising of new services and information products - as nearly 60% of users are not aware of them.

In 2003 the library started a **survey of the target groups of the humanities** with the aim of identifying their information needs and satisfaction as well as getting their assessment of the quality of the library's services, working conditions and rest rooms/accommodation areas, accessibility of information resources and new library services. The survey will continue in 2004.

#### Cultural events, exhibitions, publications

In July 2003 the National Library held the Annual Conference of IAML (*International Association of Music Libraries*) - so far the largest library conference in Estonia with its 335 participants.

The year 2003 marked the 85th anniversary of the National Library of Estonia. On this occasion the Estonian Post issued specially designed envelope and stamp.

In co-operation with the Estonian Writers' Union, Estonian Publishers' Association, Estonian Booksellers Association, Estonian Children's Literature Information Centre and two children's magazines the National Library organised *The Week of Books* in December 2003 - a major project including over 20 events: lectures on literature, meetings with writers, book presentations, a poems night. Topical problems were discussed at a round table on the theme *Estonian book - the interests of publishers, booksellers and buyers* and at an information day treating royalties to authors for library lending.

The number of exhibitions organised by the library amounted to 121, of these 19 were held on other premises than the library building (15 travelling exhibitions were displayed abroad).

Two online exhibitions were opened at the library's home page: *The Time of Chronicles – the Early Historiography of the Baltic States* and *The Power of Pictures – the Catalogue of the Tallinn Illustration Triennial Exhibition 2003*.

The library continued its active co-operation with cultural institutions, foreign embassies and the Estonian Ministry of Foreign Affairs. The following co-operation projects are worth mentioning: *1000-Year-Old Hungary on Maps* - a map exhibition from the National Library of Hungary; *Riga 800* - a book exhibition brought to Estonia by the Embassy of Latvia and the National Library of Latvia; *Latvia and Tartu University* organised by the Embassy of Latvia; *The Power of Pictures – the Tallinn Illustration Triennial 2003* - a contest-exhibition initiated by the National Library of Estonia and the Estonian Graphic Designers Union. The aim of the triennial was to support the development, preservation and publicizing of original illustrations of Estonian children's books, to celebrate the book as a part of intellectual culture, and to celebrate book illustrations as a part of the applied arts. The triennial showed book illustrations from Estonia, Latvia, Lithuania, Germany, Russia, Poland, Finland, Sweden, Norway and Denmark. The international jury of the contest awarded the first prize to Harald

Nordberg from Norway. The exhibition was introduced by a printed catalogue and a virtual catalogue on the home page of the National Library.

The major **publication** of the library was another volume from the series *National Library's Proceedings "ACTA 10: 20th Century Libraries in the Baltic Sea Region"*.

### Library co-operation

25 in-service training events were organised for 520 Estonian librarians.

The library joined the Consortium of Legal Resource Centers and Legal Information Specialists.

Preparations started for joining the co-operation project reUSE under the European Commission framework programme E-Content in 2004.

### Organisation chart

