

Helsinki University Library

The National Library of Finland

Annual Report 2000-2001

Helsinki University Library. The National Library of Finland

Director: Professor Esko Häkli

P.O.Box 15, FIN-00014 University of Helsinki, Finland

Phone +358 9 1912 2721

Telefax +358 9 1912 2719

email: esko.hakli@helsinki.fi

URL: <http://www.lib.helsinki.fi/hyk/hul/indexe.html>

Management of the Library

On the basis of the National Library Strategy, sub-strategies for all main functions have been prepared to make sure that the Library will achieve the goals, which have been set in the formally adopted main strategy.

An evaluation of the University's library system was carried out in 2000. The reports have been published also in the Internet. The report of the foreign evaluators can be found on the University's homepage

<http://www.helsinki.fi/arviointi/librarypanelreport.pdf>. The National Library was not included in the evaluation. Therefore, the evaluators were only looking at the ways in which the University was using its local services. The Library's services were judged very positively. On the other hand, the report surprisingly suggested a separation of the Library from the University. For budgetary reasons the top management of the University was in favour of the proposal, but the Ministry of Education has rejected the idea. On the other hand, the Ministry will investigate the possibility of revising the statutes regulating the Library's sphere of action in order to extend it to the polytechnics and public libraries.

Handling of Electronic Publications and Formats, including New Legislation

Long time preservation of electronic publications has been investigated within the project EVA III and the European project NEDLIB. The harvester application developed for NEDLIB has been tested and developed further. Programming and the development work has been made by the Finnish Center for Scientific Computing (CSC). The harvesting of the Finnish Web space started in April 2001. Archiving will be outsourced to CSC. CSC has also developed further the Nordic Web Index software, used for building a Finnish Web Index. More information about the harvesting can be found in an article written by Juha Hakala:

<http://www.ohio.rlg.org/preserv/diginews/diginews5-2.html#feature2>

The Nordic national libraries have together launched a new NWA (Nordic Web Archive; <http://nwa.nb.no>) project which is financed mainly by the NORDUNET 2 programme. An access module to the web archiving will be created, using a search engine built by the Norwegian company FAST.

In connection with the work of the CENL Working Group on Networking Standards two Internet drafts were prepared. One draft dealt with the registration of the national bibliography numbers as URN namespace, the other one, prepared together with the International ISBN-Agency, with the registration of the ISBNs as URN namespace. More information about the drafts can be found on the Working Group's homepage: <http://www.lib.helsinki.fi/cenlwg/>

The Library is seeing the standardization of metadata as one of its strategic tasks and is, therefore, actively developing standards and promoting their use in the society also outside libraries. A new national version of the Dublin Core has been prepared and this version will be published later as a national standard. Renewed guidelines for identification of electronic publications were published in December 2000. A permanent committee developing guidelines for information handling in the public administration has published a recommendation on the use of metadata. The recommendation was prepared by the Library in co-operation with the experts of the committee and it will be implemented by a great number of authorities.

Funding

The new structure of the Library's funding has been explained in the previous report. In spite of the new three years' budget period a reduction of 5 per cent in the Library's basic national library grant for the year 2001 was made. There is, however, hope that this cut will remain an exception during this one year only.

The main part of the development work is being carried out with the help of externally funded projects. Grants have been received from the Ministry of Education, the European Union, from private sources and NORDINFO. The grant needed for financing the measures required by the revised Legal Deposit Act has been included in the Library's regular budget. Additional resources for digitisation are being sought from the regional funds of the EU in order to improve employment in Eastern Finland where the Library's Centre for Microfilming and Conservation is located.

The size of the external funding in 2000 was 5,4 million FIM (little less than 1 million Euro) and the income from the charged services 5,7 million FIM. The Library's total budget in 2000 was 91 million FIM (slightly more than 15 million Euro).

Buildings

The removal of the collections into the new underground stacks was the Library's biggest single effort during 2000-2001. The main part of the long construction and renovation process was completed in February 2001. Only the rearrangements of the entrance area in the old main building remain and have to wait for financing later in the future.

During a period of five months from September 2000 to January 2001 the Library carried out its history's greatest transfer of the collections. 1,3 million books and periodical volumes and 2,5 million units of other printed material and audio recordings, altogether about 50 kilometres shelving were moved into the new underground stacks. That is about half of the Library's total size of the collections. In addition to the Library's own staff 22 people were hired from outside and the work was done in two shifts.

The transfer was planned in great detail. Due to the scattered locations and repeated removals many parts of the collections were split. They had now to be united again. Because one level of the fourstorey stack for economical reasons had to be furnished by using old compact shelving the removal had to be planned in such a way that the removal of the shelves was possible. All these complications made the removal to a great exercise in logistics. Due to the excellent planning everything went according to the blueprint and even the tight time schedule was kept.

One of the merits of the detailed planning and monitoring system was that the staff always was informed about the status and location of every individual part of the collections. This had the benefit that the collections were available to the users the whole time with the exception of those parts which at the moment were subject to physical transportation.

During a couple of years' time preparations for the removal were made also in other ways. The Library wants to keep the new stacks also physically clean. Therefore the collections to be removed were cleaned and, if necessary, encapsulated.

A book transportation system, TELELIFT, has been installed but is not yet in operation. Concentrating all collections in one place will enable the Library to give its users a far better service than before. The service will be supported in a powerful way by the large open access collections which will contain about 450.000 volumes. The final organization of these collections is now under way. In addition to the accessibility considerations about the security of the collections are also needed, because the open access areas are large and complicated, and the Library does not have staff enough to carry out efficient control during the late opening hours in particular.

In spite of the careful planning during the construction period and well defined target values some issues concerning the air conditioning still remain to be finalized on the basis of the practical experience. The main problem seems to be how to avoid the peaks caused by the extremely dry (winter) and humid (late summer) periods. The Library is collecting experiences from other national libraries with similar arrangements and it would be important to penetrate these issues together.

The Staff

The total number of permanent positions is now 179 with an increase of 7 positions compared to the year before. In addition to vacancies, which now have been filled, a number of temporary posts have been changed to permanent ones due to the legal stipulations. If tasks have proved to be of permanent nature it is not allowed to use temporary staff to take care of them. The third reason has been the necessity to strengthen the IT staff. The total number of the staff is about 200.

In December 2000 the Board approved a revision of the Library's internal organization by abandoning one organizational level. Instead of the previous two divisions the present organization is based on six main functional units, the heads of which are directly subordinate to the Director. A new unit for central planning and co-ordination was created in order to support the heads of the units. The new arrangement strengthens the position of the basic units but it also is supposed to help the Library to function as one unified organization where the day-to-day responsibilities are horizontal instead of being vertical.

A plan for the staff development was prepared where issues such as the development of professional skills, acquisition of new expertise, the support of maintaining the individual staff members' ability to work as well as the development of leadership and management were dealt with. The work goes on in order to specify the staff structure necessary for achieving the Library's strategic goals.

Training of the middle management has continued.

Information Technology and Networks

The decisions on purchasing an automated library system for all university libraries were described in the previous report. A big database server (SUN E10000, 28 CPU's, 24 GB memory) common for all universities was purchased in the summer 2000 and installed in the CSC, which will run the computer.

A formal consortium to administer the server and the use of the software was deemed necessary. During the autumn 2000 statutes and working principles for the consortium, called LINNEA2 consortium, were prepared and the universities signed a formal agreement in the beginning of 2001. The National Library functions as the executive of the consortium and represents it towards the third parties.

The LINNEA2 consortium was the first formal consortium where all universities participate. A couple of weeks later a second consortium, The Virtual University, was formed.

Together with the Endeavor Information Systems Inc. the National Library has continued developing the necessary adaptations of the software for Finnish circumstances and prepared the production loads of the databases, which have already started after thorough tests. The Finnish university libraries will in the future do the cataloguing with the MARC21 format with a couple of adaptations. Therefore, the format is called MARC21-fin. All libraries belonging to the LINNEA2 consortium as well as the National Library with all its databases will have the new software in operation at the beginning of August.

Negotiations are under way about the libraries of the polytechnics joining the LINNEA2 consortium. The Ministry of Education has granted money for hiring a planning officer for the needs of the libraries of the polytechnics who is working in the National Library.

At the beginning of 2001 the Ministry of Education, on behalf of public libraries, signed an agreement with the Library about the free use (searching) of the most important bibliographic databases and union catalogues maintained by the National Library. The arrangement resembles licensing where the Ministry is paying from central funds the price of the license. The price is based on the present volume of use in the public libraries, a sum which each library until now has paid separately.

The most prominent change in the database production is taking place with the music database VIOLA the size of which has increased substantially to 320.000 records. The use of the database has tripled. As part of the Library's efforts to set up a National Archives of Recorded Sound the Library has launched a project aiming at creating a comprehensive online catalogue of the complete Finnish recorded music production since 1901. The catalogue will be completed in the autumn this year and presented at the centenary festivities of the Finnish grammophone record production in September 2001. In addition to its own cataloguing efforts the Library has purchased music records from other institutions and set up a number of co-operative arrangements.

The quality of the union catalogue database LINDA has been improved by manually removing all duplicate records. The work, started in 1993, was completed at the beginning of 2001. In all, more than 200.000 duplicates have been removed.

All technical preparations needed for delivery of records to the CERL database have been made. The FINMARC – UNIMARC conversion table was built into the UseMARCON application.

The Digital Library

The basic library automation system and the legal deposit of electronic publications are important corner stones of a digital library. The need of a clearly articulated concept of the digital library on a national scale has been discussed and preparations are being made to start formulating the concept. The concept has to identify all the important elements, set clear goals and point out the role of the various players.

A major effort towards a national digital library is the National Electronic Library Programme, which the National Library is responsible for. Although only universities can receive shared financing out of the budget of the Programme the aim is to develop the programme to a truly national scheme. For the time being about 95 institutions have signed a contract with the Programme, including all universities, polytechnics, regional public libraries and 24 research institutes. The Ministry of Education has granted money so that the Library has been able to hire one additional staff member for the needs of the polytechnics and public libraries. Agreement has been reached on concentrating the necessary expertise in the National Library in order to create a unit which is strong enough and which offers the best possible synergy.

At present licenses to about 6.000 scientific trade journals, 90 databases as well as a number of reference works and dictionaries in electronic form have been purchased. Some of the licenses are truly national to their coverage. Negotiations with additional publishers are being carried out. Because the existing grant of the programme does not allow any new big deals discussions are going on about additional new financing models.

The work on a common portal for all electronic services continues. Close co-operation has been established with the universities' national project, The Virtual University, as well as with the project developing to the universities and polytechnics a solution for electronic identification of persons.

More information about the National Electronic Library Programme can be found on its homepage: <http://www.lib.helsinki.fi/finelib/english/index.html>. A more detailed description of the two consortia mentioned above is given in the article "Libraries in Finland establish consortia" by Esko Häkli in the *LIBER Quarterly* 11 (2001) pp. 53-59.

The development of the digitisation has been concentrated in the Library's Centre for Microfilming and Conservation in Mikkeli in South-Eastern Finland. The Library's intention is to create a permanent digitisation service which could carry out programmes on a large scale. Financing has been applied for from the Ministry of Education and the regional development funds of the EU. The Library co-operates with the Polytechnic of Mikkeli which will start training specialists in the field of digital handling of documents.

So far, the work of the Mikkeli Centre has been focused on digitising newspapers and periodicals. The Library leads the Nordic project TIDEN and its own domestic project AURORA. At present the goal is to digitise all Finnish newspapers from the beginning to the end of the 1860's by using microfilm as the intermediary media. The user will be able to make full text searches and also use a newspaper index which has been digitised in the project. Although all newspapers are OCR treated for search purposes the user will receive the facsimile of the original on the display. The aim is to continue the digitisation until 1890, where the work, so far, for copyright reasons has to stop.

The Library has co-operated with the country's biggest newspaper publisher Sanoma Oyj which is digitising the back volumes of all its newspapers until the 1990's, when the company started to archive the contents of its newspapers in electronic format as part of the editorial process. The Library signed an agreement, which gives it an electronic index to all the digitised volumes of the company's newspapers. At least in the beginning, it can be used only in the premises of the Library. The index will be a powerful tool for all users needing information published in newspapers.

The project PERI+, which is digitising a number of scholarly journals, has made good progress. Methods for handling the contents have been developed. The biggest issue, however, is the administration of copyright. The Finnish collecting agency KOPIOSTO has played a central role in taking care of that part of the project and the aim is to develop a procedure which will help in tackling the copyright issues also in the future.

Within the frame of the Helsinki 2000 festival year special financing was granted to the Library for acquisition of a powerful scanner able to combine scanning and microfilming and dealing with even big A0 formats in colours. In addition to other types of material hundreds of old valuable maps were digitised.

Some years ago the Library started a project ELEKTRA with the aim to create a database of new articles from the Finnish scholarly journals. Last year the project was taken over by the Delegation of the Scientific Societies with the aim to promote electronic publishing of the journals edited by the member societies. The database, containing at the moment about 6.500 articles, remained at the Library, which functions as the host and offers services from it. A group license was bought for the universities giving them free access to the articles. The Ministry of Education has made a similar arrangement for the public libraries and the polytechnics.

The Library maintains the database E-thesis containing the University's electronic publications.

Legal deposit

After the publication of the proposal to the revision of the Legal Deposit Act, which was reported already in last year's report, further steps have been waiting for the EU directive on copyright. The legal deposit legislation and the national copyright regulations will be revised in parallel. As described above the Library has continued creating methods and solutions for handling the legal deposit of electronic publications.

Acquisitions

According to the National Library Strategy the Library, in co-operation with the university libraries, started revising its acquisitions policy. With the exception of the National Electronic Library Programme the acquisitions funds, however, are inadequate.

Preservation and Conservation

Research in paper conservation methods has been continued. In addition to the manual conservation treatment the Library carries out microfilming on a large scale. According to the Library's experience e.g. old newspapers can be kept permanently only on microfilm because the Library has no means of treating the original printed volumes. Microfilm is more stable than the digital formats and it can be used as an intermediary when digitising newspapers. Digitisation and the OCR treatment in particular put rather high requirements on the quality of the microfilm. In connection with the digitisation projects the Library has, therefore, investigated the quality issues, purchased new cameras capable for producing adequate quality, and partly re-filmed its newspaper collections. A draft of an appendix to the IFLA Guidelines for Newspaper Preservation Microfilming about microfilming for digitisation has been prepared by the Library.

Records containing the catalogue of the Library's microform masters has been sent to the EROMM.

A "Preservation Management Summer School" supported by NORDINFO was held in June 2000 in co-operation with the ECPA.

Services to Readers

Concentrating all collections in active use in the immediate vicinity of the reading rooms and the installation of a new book transport system will improve immensely the working conditions of the readers. The number of lending transactions (loans and renewals) was about 490 000 which means an increase of 25 per cent compared with the previous year. Because the use of the open access collections is not monitored, the total increase of use is even bigger. The main reason of the increase is, of course, the opening of the enlarged and renewed reading areas.

On the other hand, opening new readers' areas has required a lot of work and caused confusion among the users. Because the University finances a major part of the Library's local services and about 60 per cent of the local use comes from the University the Library has carried out a survey of the needs of the neighbouring faculties and interviewed the relevant university institutions. The aim was to create a concrete picture of the needs and to agree on the practical arrangements, which would improve the library provision on the University's main campus. The Library is now studying the results and making up a practical plan according to which it will organize its local services.

A service agreement is being prepared.

As mentioned already above the security of the collections has been given careful consideration. Attention has to be paid to two aspects in particular. The large and complex open access area in the two buildings of the library block would require more staff than what the Library during the late opening hours in particular can afford. Therefore, collections have to be, at least partly, rearranged and part of them placed behind specially controlled gates which can be passed by using magnetic cards. Due to recent theft of a number of very rare historical maps the use of valuable and sensitive material has already been rearranged. The Special Collections Reading room will be refurnished, the conditions and ways of use have been revised and additional staff has to be placed there both for supervisory tasks and for handling the material used in the reading room. The security regulations have been revised. The Library is investigating possibilities to replace the originals of the most valuable items by surrogates, e.g. with the help of digital copies.

Because the criminality is international it would be important to create a close co-operation between the security officers of the national libraries.

Cultural Events, Exhibitions and Publishing

The major event was the large exhibition Terra Cognita which was shown in an exhibition hall outside the Library. With the help of unique maps and a multimedia programme the exhibition illustrated the increase of man's knowledge of the world. The exhibition was part of the Helsinki 2000 festival year, Helsinki being one of the

Europe's cultural cities. The exhibition received a good publicity. A lavishly illustrated book was published for the exhibition as well as a CD-ROM containing about 100 historical maps. The book was highly appreciated and was elected into the final of the national prize selection for non-fiction books.

In co-operation with the Academy of Finland (a national research council) the Library arranged an exhibition called Finland and European Learning, illustrating the scientific contacts of Finland with other parts of Europe. The exhibition was opened by Mrs. Maija Rask, the Minister of Education. From the beginning of 2001 a large exhibition of children's literature has been shown.

Series of public lectures were arranged partly in connection with the exhibitions, partly on their own. As part of the exhibition of children's literature events have been arranged also for children. All lectures and programmes have had a good audience.

The Complete Works of Jean Sibelius Project published during 2000 two volumes, which were introduced in September at a concert in the cupola hall of the Library. At the same time the change of the Editor-in-Chief of the series was announced. The previous volume, the first in the series, was given the German music publishers' prize Deutscher Musikeditions-Preis.

The Library's major publications during 2000, such as the Typographical Atlas and the work Terra Cognita were recognized with a diploma in the annual contest of the most beautiful books of the year.

Library Co-operation

The Library's mission is to promote co-operation between Finnish libraries. In other words, co-operation is not only a goal for the Library but also a working method. Therefore, the main part of the items belonging under this heading has been described already above.

On the national level the Library has established co-operation also with organizations outside the library world, such as publishers, newspaper publishers, the Finnish Broadcasting Company etc.

On the international level the Library is active in a number of fields and participates in the work of several organizations. The Library participates e.g. in the following projects: CoBRA+, CULTIVATE, DIEPER, NEDLIB, Nordic Metadata II, Nordic Web Archive NWA, ONE-2, Scandinavian Virtual Union Catalogue, TECUP and The European Library TEL.

On behalf of CENL the Library chairs the Working Group on network standards (URN, Z39.50, ISO-ILL etc.).

Publications

In addition to the Library's bibliographic publications following titles can be mentioned:

Sibelius, Jean, Solo Songs with Piano. Edited by Jukka Tiilikainen. Wiesbaden: Breitkopf & Härtel 2000. (Jean Sibelius, Complete Works. Series VIII. Works for Solo Voice. Vol. 3.)

Terra Cognita. Maailma tulee tunnetuksi. Kännedomen om världen ökar. Discovering the World. Ed. by Leena Pärssinen. Helsinki: Helsinki University Library 2000.

Terra Cognita. CD-ROM. Helsinki 2000.

The Library publishes an annual *Bulletin* in English reporting the most important developments. The Bulletin is sent free of charge to interested libraries and other institutions.