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

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

The library continued to fulfil its task in the field of electronic publications: to store, register and make available all types of electronic documents received as deposit copies, and to manage and make available the electronic documents created through the complex digitisation activity in the library.

3. **Funding**

The funds from our maintainer for 2004 made possible only to fulfil the library’s basic duties, i.e. to pay the overhead expenses and the wages, which was leading to a drawback to the professional work. The library made efforts to compensate this lack by getting hold of financial support from other sources, i.e. through applications, sponsoring agreements/contracts.

4. **Legislation**

No major changes in legislation.

5. **Buildings**

During the year a modern bookshop has been formed within the library building. The museum of the national library has been moved to its final place on the fifth floor of the library. The lighting in the corridors has been changed into an energy-saving system.

6. **Staffing matters**

**Major changes in establishment numbers**

*Persons in the employment of the library on January 1, 2005, by qualification:*

- Academic doctor (Dsc): 0 person
- Candidate (Csc), PhD: 14 persons
- Tertiary librarian: 273 persons
- Tertiary specialised
(information science, communication specialist) 21 persons
Tertiary, non-librarian
(economics, technical, administration) 22 persons
Tertiary restorer 7 persons
Secondary librarian
(assistant, assistant librarian) 42 persons
Secondary restorer 16 persons
Secondary, other
(storage, economic-technical administrative worker, employees in administration, maintenance, operation, skilled worker, etc.) 140 persons
Other (unskilled labourer, auxiliary worker, etc.) 38 persons
Total: 573 persons

Major changes in management structures
There were no constitutional changes in our library in 2004.

Major changes in contractual arrangements / salary structures
There were no constitutional changes in our library in 2004.

Staff development and training programmes
Training programmes for the library staff are realised within the framework of a Plan of further education (2000–2006) based on a ministerial decree of the Hungarian Ministry of Culture. That means that employees under 55 can participate in some form of education (college, university, postgraduate studies, language course etc.) if the qualification in question is related / needed to his/her work.

The library organised free in-house IT further training for staff with the participation of the Training Department of the Library Institute.

7. INFORMATION TECHNOLOGY AND NETWORKS

Important new investments in hardware/software/systems
With the help of the Ministry of Informatics, 100 new computers have been installed in the Reading Rooms. On the so-called Readers’ Professional Workstations readers have access to different databases and to the Internet, they can be used for mailing, document processing, etc.

Retrospective conversion of catalogues
With the help of a successfull application to the Ministry of Informatics and Telecommunication, the National Széchényi Library could make significant progress in the field of retroconversion. Documents published between 1952 and 1976 has been processed in 2004, which means 405688 records.

8. THE DIGITAL LIBRARY

Digital programmes / digitising of text/images
The Hungarian Electronic Library Department (HEL Department) continued its work started in 2001, i.e. to generate and complete the long-planned 2.0 version of the new server, and to sort, supervise and recatalogize the entire electronic library.

Acquisitions of the HEL in 2004: 921 documents

The HEL’s collection consists of totally 2186 documents.
Visitors of the HEL’s website in 2004: 2,437,855

Sources of accession:
- documents found on the Internet
- documents sent by the author
- documents offered by the author and digitised with own devices
- electronic documents sent by publishing companies
- works digitised by volunteers

Electronic library services
Within the frame of the HEL 2.0 we started a new service called Book search, a search engine communicating with the database of other library catalogues (NEKTAR, ODR, MOKKA), online bookstores and the Neumann Digital Library. Moreover we have developed a database for electronic periodicals.

We have launched the "Világhalló" system, is an open source online reading software, which makes any text audible on the Internet in spoken language. Recently the „Világhalló" is connected to the blind-friendly website of the Hungarian Electronic Library (VMEK) and reads its texts.

9. LEGAL DEPOSIT OF MATERIALS

There were no major changes in legal deposit law in 2002.

<table>
<thead>
<tr>
<th>Types of Documents</th>
<th>Work/Title</th>
<th>Total number of copies received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and CD-ROMs (in inventory)</td>
<td>13,000</td>
<td>75,732</td>
</tr>
<tr>
<td>Of which CD-ROMs</td>
<td>143</td>
<td>429</td>
</tr>
<tr>
<td>Periodicals</td>
<td>7,659</td>
<td>667,820**</td>
</tr>
<tr>
<td>Other periodicals (without ISSN number)</td>
<td>3,550</td>
<td>10,650</td>
</tr>
<tr>
<td>CD-ROMs launched as a periodical</td>
<td>241</td>
<td>723</td>
</tr>
<tr>
<td>Material in groups</td>
<td>4,734</td>
<td>28,404</td>
</tr>
<tr>
<td>Hired service</td>
<td>940</td>
<td>3,408</td>
</tr>
<tr>
<td>Musical compositions, scores</td>
<td>353</td>
<td>2,118</td>
</tr>
<tr>
<td>Maps</td>
<td>890</td>
<td>5,340</td>
</tr>
<tr>
<td>Technical small prints</td>
<td>4,676</td>
<td>28,056</td>
</tr>
<tr>
<td>Phone books, schedules (for the whole country, cities and regions)</td>
<td>150</td>
<td>900</td>
</tr>
<tr>
<td>Other small prints (invitation cards, postcards, match labels, death notes etc.)</td>
<td>35,000</td>
<td>105,000</td>
</tr>
<tr>
<td>Posters</td>
<td>435</td>
<td>1,454</td>
</tr>
<tr>
<td>Separate prints</td>
<td>345</td>
<td>1,737</td>
</tr>
<tr>
<td>Supported books</td>
<td>190</td>
<td>1,141</td>
</tr>
<tr>
<td>Books from abroad</td>
<td>42</td>
<td>247</td>
</tr>
<tr>
<td>MC</td>
<td>177</td>
<td>531</td>
</tr>
<tr>
<td>CD (audio)</td>
<td>414</td>
<td>1,242</td>
</tr>
</tbody>
</table>
10. ACQUISITIONS

Based on the acquisition statistics we can point out that the actual number of the acquired books and periodicals exceeded the planned numbers in 2004.

Purchase from abroad has been difficult due to financial and staff-related problems.

The straitened circumstances caused great anxiety in the field of international exchange, in purchasing book for free usage in the reading rooms and purchase by auctions. Financial support from different sources (see the table below) lightened the situation, but it also required an extensive organisational work for our staff.

<table>
<thead>
<tr>
<th>Details of the Growth of the Stock – Books</th>
<th>Planned</th>
<th>Realised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrospective supplements</td>
<td>3 000</td>
<td>2 370</td>
</tr>
<tr>
<td>Acquisition from abroad</td>
<td></td>
<td>2 937</td>
</tr>
<tr>
<td>Legal deposit copies</td>
<td>30 000</td>
<td>28 578</td>
</tr>
<tr>
<td>Total</td>
<td>33 000</td>
<td>33 885</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the Growth of the Stock – Periodicals</th>
<th>Volume</th>
<th>Title</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrospective supplements</td>
<td>500</td>
<td>238</td>
<td>641</td>
</tr>
<tr>
<td>Current legal deposit copies</td>
<td>8 100</td>
<td>5 831</td>
<td>9 515</td>
</tr>
<tr>
<td>Current periodicals from abroad</td>
<td>1 400</td>
<td>816</td>
<td>969</td>
</tr>
<tr>
<td>Total</td>
<td>10 000</td>
<td>6 885</td>
<td>11 125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the Growth of the Stock –Special Collections</th>
<th>Purchase</th>
<th>Exchange</th>
<th>Present</th>
<th>Legal deposit</th>
<th>Own production</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old rare books</td>
<td>6</td>
<td></td>
<td>35</td>
<td></td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>1 317</td>
<td>4</td>
<td>11 722</td>
<td>13</td>
<td>13 056</td>
<td></td>
</tr>
<tr>
<td>Musical documents</td>
<td>29</td>
<td>212</td>
<td>440</td>
<td>681</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartographical documents</td>
<td>8</td>
<td>6</td>
<td>119</td>
<td>717</td>
<td>850</td>
<td></td>
</tr>
<tr>
<td>Small Prints</td>
<td>114</td>
<td>72</td>
<td>410</td>
<td>22 637</td>
<td>23 233</td>
<td></td>
</tr>
<tr>
<td>MPs, tapes, CDs</td>
<td>104</td>
<td>8</td>
<td>10</td>
<td>1127</td>
<td>1 249</td>
<td></td>
</tr>
<tr>
<td>Pictures, engravings</td>
<td></td>
<td></td>
<td>108</td>
<td>12</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Photo, xerox</td>
<td>3 259</td>
<td></td>
<td>15</td>
<td>3 274</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microfilm - negatives</td>
<td></td>
<td></td>
<td></td>
<td>142</td>
<td>142</td>
<td></td>
</tr>
<tr>
<td>Microfilm – positives</td>
<td></td>
<td></td>
<td></td>
<td>118</td>
<td>119</td>
<td></td>
</tr>
<tr>
<td>Video documents</td>
<td>1</td>
<td>2</td>
<td>9</td>
<td>1 166</td>
<td>1 178</td>
<td></td>
</tr>
<tr>
<td>DVD</td>
<td></td>
<td></td>
<td></td>
<td>928</td>
<td>928</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>1 579</td>
<td>92</td>
<td>15 885</td>
<td>27 027</td>
<td>288</td>
<td>44 871</td>
</tr>
</tbody>
</table>
Outstanding new acquisitions relating to national heritage / culture / patrimony / European heritage

Abbildung der Ungarischen Edlen Bandenisten wie sie im Jahr 1790... Leipzig, Pest, Ofen und Kaschau, 1791

Aubuisson de Voisins, Jean F. d': Traité de géognosie... Vol. 1-2. Paris, 1819

[Bethlen Kata]: Búdósásnak emlékesztőkéve, melly Krisztus Jézus szentséges nevének dicséretére... Jav. és bőv. kiad. Komárom, 1855

Buache, Philippe: Considérations geographiques et physiques... Paris, 1753

Cellarius, Christoph.: Notitia orbis antiqui... Tom.1. 2. ed. Lipsiae, 1731, Tom.2. Lipsiae, 1706

Charpentier, Johann von: Essai sur la constitution geognostique des Pyrénées. Paris, 1823

Coxe, William: Nouvelles découvertes des Russes... Neuchatel, 1781


Gallerie der Menschen beim Bilderbuch...über Länder und Völker... Neue verb. und verm. Aufl. Pesth, 1804

Gyöngyösi Pál: Dissertatio medica inauguralis... Ed. 2. Lugduni Batavorum, [1753]


Hay, John: De rebus Laponiacis, Indiciis et Pervanis... Antverpia, 1605

Histoire de ce qui s’est passé es royaumes de la Chine et du Japon...es années 1619, 1620 & 1621. Paris, 1625

Histoire de ce qui s’est passé au royaume du Japon es années 1625, 1626 & 1627. Paris, 1633

Humboldt, Alexander: Geognostischer Versuch über die Lagerung der Gebirgsarten in beiden Erdhälften. Strassburg, 1823

Jugel, Johann Gottfried: Mineralischer Hauptschlüssel... Zittau - Leipzig, 1753


Keratio, Louis-Félix Guinement de: Histoire de la guerre entre la Russie et la Turquie... St. Petersbourg, 1773

La Métherie, Jean Claude de: Théorie der Erde. Bd. 1-2. Leipzig, 1797

Lang von Hanstadt, Johann Nep.: Anleitung zur Markscheidekunst. Pesth, 1835

Lenhossék József: Des déformations artificielles... Bp. 1880

Memoires de l’ Amerique septentrionale... 2. ed. Amsterdam, 1728

Newton, Isaac: Arithmetica universalis... Vol. 1-2. Amsterdam, 1761

Oeffner Joseff úrnak... az himlőnek a’ jubokban való bé-alattásról írt oktatása. Kolosvart, [1803]

Ozanan, Jacques: Méthode de lever les plans et les cartes de terre et de mer... Paris, 1693

Philippe: Itineraarium orientale... Lugduni, 1649

Reichetzer, Franz: Anleitung zur Geognosie... 2. umgearb. Aufl. Wien, 1821

Renneville, René-Auguste-Constant de: Recueil des voyages qui ont servi... Vol. 1-5. Amsterdam, 1702-1706

Rotman, Paulus Olofsz: Kort verhael, van d’ avontuerlike voyagien en reysen. Amsterdam, 1657

Schmidt, Johann Christian Lebrecht: Theorie der Verschiebungen älterer Gänge... Frankfurt Am Main, 1810

Vietz, Ferdinand Bernhard: Icons plantarum medico-economico-technologicarum... Bd. 1-10. Wien, [1800-1819]

Wallerius, Johan Gottschalk: Systema mineralogicum... Tom. 1-2. Vindobonae, 1778

Werner, Abraham Gottlob: Abraham Gottlob Werner's letztes Mineral-System... Freyberg - Wien, 1817
Közönség - a Vajdasági Magyar Művészeti Szövetség Tájékoztatója, Szabadka (megjelenik 150 példányban)
Tábori misénk emlékfőzeti, 1995-1999. (periodikum)
11. PRESERVATION & CONSERVATION

Preservation and Conservation Activities of the Restoration Department in 2004

<table>
<thead>
<tr>
<th>Works for the Special Collections Department (restoration and conservation)</th>
<th>2003</th>
<th>Planned for 2004</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript Collection</td>
<td>1,797 hrs</td>
<td>1,700 hrs</td>
<td>1,490 hrs</td>
</tr>
<tr>
<td>Old prints and Rare Books Collection</td>
<td>2,035 hrs</td>
<td>1,900 hrs</td>
<td>1,751 hrs</td>
</tr>
<tr>
<td>Map Collection</td>
<td>559 hrs</td>
<td>800 hrs</td>
<td>700 hrs</td>
</tr>
<tr>
<td>Theatre History Collection</td>
<td>926 hrs</td>
<td>800 hrs</td>
<td>690 hrs</td>
</tr>
<tr>
<td>Small Prints Collection</td>
<td>5,565 hrs</td>
<td>5,500 hrs</td>
<td>11,002 hrs</td>
</tr>
<tr>
<td>Music Collection</td>
<td>934 hrs</td>
<td>800 hrs</td>
<td>624 hrs</td>
</tr>
<tr>
<td>Works for the Readers’ Service and Information Department</td>
<td>6,926 hrs</td>
<td>8,500 hrs</td>
<td>6,695 hrs</td>
</tr>
<tr>
<td>Repairing or Restoration of Periodicals before Microfilming</td>
<td>6,879 hrs</td>
<td>8,000 hrs</td>
<td>6,277 hrs</td>
</tr>
<tr>
<td>Reparation of book bindings, rebinding of books, restoration</td>
<td>47 hrs</td>
<td>418 hrs</td>
<td></td>
</tr>
</tbody>
</table>

12. SERVICES TO READERS

Tasks of the Readers’, Information and Document Provision Services at the NSZL in 2004

- Providing information on the location of documents in Hungary for outside enquirers in person, by phone, fax, mail and e-mail, on request forms for Interlibrary lending on the basis of its own catalogue and other common and individual databases accessible on the Internet. Within the framework of the National Document providing System complying with 11,919 requests, most of them concerning interlibrary loans (both originals and in form of copies) in Hungary and abroad.
- In co-operation with MOKKA, entry of bibliographic and location data for libraries not building an online catalogue.
- Daily receipt and registration of requests arriving on printed request forms, by mail, fax and electronically (e-mail, WWW, Ariel);
- Maintaining the union catalogue of books and using it to provide information on locations in Hungary.
- Preparing the functional further development of our electronic partner and request registration and invoicing system together with Integra Rt.
- Forwarding requests in Hungary and abroad, as far as possible in the form of online search and document orders;
- Registration of activity in the electronic records.
- Registering and invoicing documents arriving at the department by mail, fax and electronically (e-mail, FTP, Ariel), forwarding them to the clients, wherever possible electronically. The return in time of documents received as loans, sending reminders to late returners, invoicing penalties for lateness.
- Building contacts with old and new partners in Hungary and abroad, seeking out and testing new possibilities for providing electronic services, registering and informing new partners as web users.
- Seeking and testing mutually advantageous financial constructions (deposit, collective account).
- Providing documents from our own holdings sent either electronically or in traditional form.
- Operation of the LibInfo online information system within the framework of a consortium, establishment of foreign contacts, collection and classification of Internet sources of use in the service.
- Operation of the Readers’ Professional Workstation system

LibInfo: Number of questions and answers 2004

<table>
<thead>
<tr>
<th></th>
<th>Number of questions</th>
<th>Number of answers</th>
<th>Answered at the NSZL</th>
<th>Answers from elsewhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>3,297</td>
<td>3,614</td>
<td>2,497</td>
<td>1,092</td>
</tr>
</tbody>
</table>

Number of Readers at NSZL in 2004

<table>
<thead>
<tr>
<th></th>
<th>Readers with yearly card</th>
<th>Readers with daily card</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174,175</td>
<td>12,890</td>
<td>187,065</td>
</tr>
</tbody>
</table>

13. CULTURAL EVENTS, EXHIBITIONS AND PUBLISHING

EXHIBITIONS

<table>
<thead>
<tr>
<th>Exhibition</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>„Klimt, Schiele, Kokoschka and the art of dualisme – The world of yesterday” Exhibition organised together with the Hungarian National Gallery and the Budapest Historical Museum</td>
<td>19 March – 6 September</td>
</tr>
<tr>
<td>„Maps of Europe 1520–2004”</td>
<td>1 October – 23 December</td>
</tr>
</tbody>
</table>

PUBLICATIONS

Libri de Libris
(published jointly with Osiris Publishing House)
Gyurgyák, János – Környei, Anikó – Saly, Noémi (ed.): Élet a régi Magyarországon [Life in the Old Hungary] 8

National Collection
(published jointly with Osiris Publishing House)
Nagy Attila: Hát tal a jövőnek? - Középiskolások olvasás- és művelődésszociológiai vizsgálata [With their backs to the future? Reading habits of secondary school students]
Stemler Ágnes: Nyelvrokonság és nyelvtörténet - Mátyás Flórián nyelvtudományi munkássága
[Linguistic affinity and language history – The scientific achievements of Flórián Mátyás in the field of linguistic]

Nagy Attila, Péterfi Rita: “A feladatra készülni kell!” A cigányzság kulturális integrációja és a könyvtár [The Roma cultural integration and the library]

Bibliotheca Hungarica Antiqua
(published jointly with Balassi Publishing House and the HAS Institute of Literary Studies) 
(distributed by Balassi Publishing House)
Újfalvi Imre: Keresztyéni énekek. Debrecen, 1602. [Christian songs]
(with an essay of Pál Ács) (facsimile text edited for publication by Péter Köszeghy)

Amor Librorum
(published jointly with Kossuth Publishing House, distributed to club members only)
Sz. Molnár Albert: Discvrsus de svmmo bono, Az legfőbb iorol.... [Discvrsus de svmmo bono, About the greatest good....] Lőcse, 1630
Haller János: Hármas Istória, [Threefold tale] Cluj Napoca, 1695
Nemes Fábián József: Visgálódó és oktató értekezés a szőlő-művelésről, [Investigating and didactic study about the grape-growing] vol. I-II., Veszprém, 1813-14
Molnár Ferenc: Jász-Berény várasában lévő Leel kürthénék vagy jász-kürthnek esmérete, Béts és Posony, 1788 [Knowledge of Leel's horn, also known as jász-horn, kept in the city of Jász-Berény, Vienna and Pozsony, 1788]

Beyond the series, jointly published with Kossuth Publishing House:
Nostradamus, Michael: Nostradamus mester próféciai 1557 [The prophecies of Master Nostradamus, 1557]
Benyovszky Móric madagaskári jegyzőkönyve 1772-1776 [Protocol of Maurice Benyovszky from Madagascar 1772-1776]

Margaritae Bibliothecae Nationalis Hungariae
(published jointly with Vincze Papermill)
Apácai Csere János: Magyar Encyclopaedia, [Hungarian Encyclopaedia. A nice neat ordering of all true and useful wisdoms] Amsterdam, 1653

Hungarian Helikon
(published jointly with Alföldi Printing House and Blende Bt.)
Salgó Ágnes (ed.): Hirneves magyarok arcképcsarnoka [Portrait gallery of famous Hungarians]

Exhibition catalogues, folders, other information material

Lecture notes for the training course for book and paper restorers
Rozsondai, Marianne: A könyvkötés művészete nek rövid története [A short history of the art of book binding]

Booklets for specialised training of librarians outside the school system
Nagy, Attila: Az olvasásismeret alapjai [The basics of reading studies] 2004
Mrs. Ferenc Balogh: A gyerekkönyvtári munka [Work in the children’s library]
Törökné Jordán, Katalin: Könyvtári jogalomtár [Concepts in librarianship]

Further training at the highest level
Bényei, Miklós: Genius loci - A helyismereti tevékenységről [Genius loci: About activities for exploring local history]

Other publications
Somogyi József: Mérés, adat, statisztika [Measuring, data, statistics]
Monok, István (ed.): A holló jegyében - Fejezetek a corvinák történetéből ["In the name of the raven" Chapters of the history of Corvinas] (published jointly with Corvina Publishers)
Holl, Béla: A váci püspöki egyháztárgyalás jegyzőkönyvek protestáns vonatkozású bejegyzései a 18. században [Protestant notes in the church visit protocol of Vác from the 18th century] (jointly published with MTEM)

Electronic publications

EVENTS
9-10 February 2004  MINERVA conference
13-14 April 2004  The library is for everyone – 3rd British-Hungarian Seminar
10 June 2004  Opening of the Collection of European Book History

14. OTHER NOTABLE INFORMATION

15. ORGANISATION CHART

See our website:
http://www.oszk.hu/frame_en.htm?/eng/konyvtar/szervfel/szervfel_index_en.htm