

# National Library of Latvia (NLL)

## Annual Report to the CENL 2006/2007

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

### Collection (01.01.2007)

The total holdings of the Library numbered 4 044 168 items.

	2006	2005
<b>Visits</b>	<b>605 845</b>	553 622
<b>Loans</b>	<b>1 681 691</b>	1 855 419

In the period of report the factual visits make 221 388 (620 visits per day).  
The number of remote users has grown considerably ( from 255 854 in 2005 to 384 457 in 2006, or 1080 per day).

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

According to the new Law on Legal Deposit Copies, the number of legal deposit copies for electronic publications has been diminished from two to one.

The law determinēs that all on-line publications are automated and harvested automatically by the NLL ( any publication on-line created in Latvia, which comprises common textual, visual or audiovisual information).

Publishers of on-line publications of restricted accessibility ensure the NLL Access to on-line publications for obtaining copies.

### 3.Funding

In 2006 the Library's financial position was as follows:

	<b>2006(Euro)</b>	<b>2005(Euro)</b>
State budget	3 003 062	2 071 673
Payment services	269 559	225 224
Grants	14 873	21 448
Culture Capital Foundation	191 590	296 434
<b>Income in total</b>	<b>3 479 084</b>	<b>2 614 779</b>
<b>Expenses</b>		
1.Salary fund	2 034 462	1 283 989
2.Insurance tax	465 168	285 819
3.Purchase of materials for IT	45 401	38 501
4.Purchase of the Library collection	273 184	421 272
books	197 857	351 909
periodicals	58 930	41 226
e-publications	12 813	27 275
other documents	3 584	863
Facilities	665 385	537 030
<b>Expenses in total</b>	<b>3 483 240</b>	<b>2 607 492</b>

### 4. Legislation

In 2006 the new Law on Legal Deposit Copies became operative. The essential changes refer to the number of legal deposit copies, which has been diminished from 5 to 2 printed matter, and from 2 copies to one for electronic publications. The Price List of the NLL has been approved by the Cabinet of Ministers.

## **5. Buildings**

In November, 2006 the Governmental Commission accepted the second stage of Repository Silakrogs. Organization of public services and amenities was carried out.

The premises in 5 Anglikaņu Street and 75 Tērbatas Street were brought under the control of the Ministry of Finances.

In November, 2006 the telephone exchange was modified.

By order of the fire protection supervision repair works were realized in the hall on floor 5, 14 K.Barona Street.

## **6. Staffing Matters**

On December 31, 2006 the total number of the staff according to the staff roll was 520 ( among them 47 leaders, 356 specialists and 117-the others ); the real number was 439 employees.

New staff members were hired: a Deputy Director, a PR manager, three architects of informative systems.

The salary fund in 2006 was 1181351 LVL, which is 36% more than in 2005.

In accordance with the agreement between the state agency Culture Information Systems and the NLL the Training Centre has organized Professional in-service training. 413 Latvian librarians have taken part there, among them 120 staff members of the NLL.

Five staff members work at the Training Centre.

In 2006 the conception of the Training Centre was elaborated. The Centre has participated in preparing the project for submitting to M&B Gates Foundation. Certification of the Training Centre has started at the Ministry of Education and Science. Professional in-service programme (36 h) has been coordinated with the Educational Department of Riga City Council and acknowledged to be appropriate for the requirements of the Training Centre, and the certificate is legitimate for the school libraries, as well.

Formation of the trainee database has started; training requirements in regions are acknowledged.

## **7. Information Technologies and Network**

In the field of Information Technologies adaptation of retrospective conversion programme for digitizing catalogs and card files was realized. The staff training was accomplished, as well as testing of the new programme Retro 2.0, and it was dedicated to develop an on-line service for remote users.

## **8. The Digital Library**

In 2006 the NLL launched a pilot project dedicated to the famous Latvian composer Jāzeps Vītols (1863 – 1948) which was its first attempt to utilize a digital content management system – or rather a set of Open Source applications- Fedora as a back end and fez as its front end.

A Digitization Handbook establishing standards for scanning, master and Access files, file naming conventions, and metadata- the Dublin Core TEL Application Profile, was developed.

The pilot project served several other purposes as well: it was a test bed for cross-institutional cooperation ( two other libraries have joined the Project), an

opportunity to try out different object formats, such as – text, images, sound, and video, as well as OCR-ing of Latvian text.

Among other things, the pilot project showed that the Library needed to look for an OAI-compliant Digital Object Management System (DOMS) that would safeguard to integrity of content for long term storage. Provided by a dedicated special funding from the Latvian government, an RFP ( Request for Proposals) was developed, followed by a public tender in December of 2006.

It is envisioned that the upcoming system will become a foundation for the National Digital Library Letonica, which will gradually encompass collections of other memory institutions as well.

In 2006 a number of policy documents were also adopted including a digitization strategy for 2007-2010. It defined the following criteria for digitization:

- Historically and culturally significant documents,
- Physically deteriorating intellectual property,
- Frequently used material

as well as the target audience, determined by two main directions:

- Life-long education and
- Research.

Since one of our main goals is not just preservation but also improved access to the content, the Library has recently begun to build its R&D capacity, focusing on full text indexing and semantic analyses.

## **9. Legal Deposit of Materials**

See also pp 2,4.

In 2006 the NLL has received 41 416 Latvian legal deposit copies, the price of which makes 55 604 LVL.

## **10. Acquisitions**

International exchange of documents has taken place with 61(66 in 2005) partner in 21 state.

The Exchange of documents has ceased with Bibliotheque Nationale et Universitaire de Strasbourg, Landesamt für Archeologie Sachsen-Anhalt, University of Minnesota Libraries, Asbjorn Langeland, and Museum für Volkerkunde zu Leipzig.

## **11. Preservation and Conservation**

The NLL doesn't receive state funding envisaged for the goals of collection preservation and conservation.

In 2006 a seminar and workshop "Preservation of the collection: active and passive solution" held by Head of the Department of Restoration of the Czech National Library Jerzy Stankiewicz was organized at the Training Centre of the NLL. 63 participants from all over Latvia participated at the seminar.

Digitizing process has passed successfully. In 2006 41 428 files have been scanned and data processing of 50 thousand files has been realized. 399 archive disks have been made and 47 user disks have been prepared.

For increasing the volume of digitization the question to obtain wider space is being solved.

There are four restorers, one dustman at the department and four staff members are engaged in digitization. To intensify the process an agreement has been concluded between other two operators.

The staff evaluation has resulted in increased salaries.

Formation of the Paper Conservation Centre has been included in the National Development Plan for 2007-2013.

## **12. Services to Readers**

In 2006 a great attention was paid to individualized service forms. A selective delivery service of accessions after an individual request to a reader's e-mail was introduced. The readers' training service has become more active. Several training programs have been worked out, a special training for various groups of readers was realized and the training conception for readers was elaborated.

A greater attention was paid to acquiring individual skills for information search in e-catalogs, electronic databases of the NLL and licensed databases.

Starting with 2006 the Unified Readers' Card is free of charge. Children Readers' Cards are introduced at the NLL.

## **13. Cultural Events, Exhibitions and Publishing**

In 2006 the NLL continued the tradition – to make large culture historic exhibitions. The most important exhibition in 2006 - *Five Centuries of Latvian – Czech literary ties* was performed in cooperation with the National Library of the Czech Republic and Charles University in Prague.

In April 2007 the exhibition *Visualising Wales* arranged by the National Library of Wales opened at the NLL.

In 2006 under the guidance of the NLL 6 standards were translated and 11 standards of the branch were edited.

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

The NLL continued to co-operate with several international library organizations and national libraries. In the period of the report the co-operation agreements have been concluded with the National Library of Russia in St. Petersburg, National Library of Azerbaijan, National Parliamentary Library of Georgia, and the National Library of the Republic Karelia.

On a national level the agreements with the state agency „The Latvian Academic Library”, the ministry of Foreign Affairs of Latvia and the Latvian National Commission for UNESCO were concluded.