

Annual Report of the National Széchenyi Library for 2001

Budapest, 2002

Preface

The most significant event of the year, 2001 was the completion of the installation of the new structure which had taken two years with the addition of the accepting of the new rules of organization and operation. The core of the change was, on the one hand, the reduction of the number of functions where decision was to be made and, on the other hand, the core of the change suggested that the structure of the library should match the operation of the library. The number of the departments was considerably reduced during the two years. The competence of library directing conference to decide was considerably extended via the reshaping of the rules of organization and operation. We had made sufficient preparations to change the net of divisions into directional sections from 2005 and also to change the board of the director-general into the weekly meeting of the section directors.

The sustaining National Library Board of Trustees asked the library to summarize its objectives in a strategic plan. The board has accepted this plan in November. The sustaining ministry has accepted the operational scheme which is the basis of actualization. The most important strategic objectives are the organization of the collection and the updating of the informational appliances at the library, the remodeling of the operation of digitization. We have completed a financial scheme as part of the strategic plan which scheme is to reduce the insufficient financing of the institute and may also provide for the extension and the renovation of the building of the library. The sustainer's consent for the financial scheme was left to be made in the following year. However, it is important to point at the fact that the retrospective conversion of the book catalogue was recognized as an important outstanding programme to be promoted by the Government Committee of Information at the Prime Minister's Office.

The plan for the celebrations of the 2002 bicentenary was closely attached to the strategic plan. The basic idea is that we shall celebrate with the Hungarian National Museum together. The completion of the particular objectives of the strategic plan will make parts of the celebration.

The integrated library network (AMICUS) that has been operating without fail was extended with two important databases: the catalogue of foreign books (from 1987), and the archive of the location of periodicals that are not Hungarian yet are available in Hungary (National Periodicals Database). We have started the cataloguing of the items of the Map Collection within the integrated network.

We have made considerable steps in the digitization programme besides the extension of the Hungarian Electronic Library. The digitizational version of the library's Corvina codexes has been completed with the help of the Xerox Hungary Co. The programme, Bibliotheca Eruditionis has been launched in collaboration with the Central Library of Szeged University. Within this programme the printed books from before 1700 and the title pages and the addenda (prefaces, recommendations, poems of hail) of the books published before 1600 in Europe are to be digitalized. We have installed the digitalized version of the library of Zrínyi Miklós (1620-1664) on the Internet in collaboration with the Croatian National Library. In 2001 the digitization of the old Map Collection also started. It was an important event for the library's availability on the Internet that the breadth in which we can communicate was extended from 2 MB to 155 MB with the help of the National Informational Infrastructure Scheme. This Scheme has also been operating the database of the Hungarian Electronic Library. They have also made it possible for the library the launching of Hungary's common cataloguing project. The Hungarian National Joint Catalogue used to be

operating in the form of a society. Our library has been providing an institutional frame for this informally from the spring of 2001 and officially from December, 2001.

There are new electronic services that are not parts of the integrated network. We have put on the Internet the series of the retrospective national bibliography between 1473-1920, the catalogue of those books published during the 16th century that are available in our library, and also a segment of the catalogue of the manuscripts. These databases are operating from the server of our strategic partner, Arcanum Ltd. We also provide databases on our own servers that are not parts of the AMICUS net, like the catalogue the 18th-19th century trash literature.

There is an increasing number of services that are exclusively connected to this device: the Hungarian Online Librarian (HOL) service is working now under the supervision of our library's readers' service under the name of LibInfo (The Hungarian Libraries' Online Informational Service). The multimedia reading room has also been reshaped: readers have access to electronic documents and to local databases.

The Collection of Historical Interviews has been continuously recording the transmission of the five most important television channels and the archive is ready for the digitization of the news. The basic level segmentation of the material that the library has received from the Radio Free Europe (RFE) is completed. Now it is the turn of the various research institutes to elaborate on the classification of the material.

Our exhibitions have considerably increased the library's popularity. We could manage the impact of our appearances in the scientific and the thematic news programmes. Our extended international connections are active most of all in those districts of the Carpathian Basin that once used to be Hungarian territories. It is now impossible without this to discover and to get access to Hungarian-related documents that can only be found outside Hungary and to get them classified. Unfortunately, we have to acknowledge that within the institutional network that provides for the Hungarian communities outside Hungary the position of the national library has been declining.

Our correspondence with the libraries in Italy has obviously developed. Finally we have organized the second Italian-Hungarian meeting of librarians, and we have developed our bilateral connections to prepare for the bicentennial celebrations with Florence and Modena especially. We have also participated in the organization and realization of the Hungarian cultural season in France: we provided material for the Anjou Exhibition in Fontevraud; we organized an exhibition with the Hungarian Historical Museum in Paris. We had an exhibition of old maps in the building of the French Senate and we displayed the documents of the French-Hungarian literary connections at the Lyon City Library. We participated in conferences in Lyon and Paris. We managed to rearrange our connections with the Bavarian National Library and with the University Library of Leiden in the field of mutual patriotic research. We have been quite active in Burgenland in Austria in arranging mutual European programmes.

The Library Institute has made a unique strategic plan. The foundation of the Institute in 2000 was followed in 2001 by the affirmation of the frames of the organization. We advertised applications and accepted applicants for the directing positions. The institution's homepage is ready and so is the profile handbook. Its work has been done without fail and these have included: the publication of library statistics, education and post-graduate education, research, the editing of the periodical "Új Könyvek" ["New Books"], the publication of library-related periodicals, methodological service, and the management of the librarians' special library. The Institute is responsible for co-ordinating the European Union's programme, Cultivate in Hungary.

COLLECTION DEVELOPMENT DIVISION AND NATIONAL BIBLIOGRAPHIC CENTRE

Changes in organization and in managerial strategies

Some minor changes were made in the organization. The International Exchange Loan Service joined the Foreign Section of the Acquisitions Department. Mrs Péter Karakas, the former leader was appointed, after application, to be the head of the department that had been extended both in its staff and in its chores. The Hungarian ISBN Office moved from the Book Processing Department to the Legal Deposit Services on 1st May. While, on the other hand, the Classifying Department which had formerly been independent joined the Book Processing Department as the Book Classifying sub-section.

Standardization, the development of rules

The regulation, "KSZ/3 Bibliographical description. Periodicals" has been completed and it has also been published. It was developed by Anikó Nagy. The proposal for the rules for "KSZ/5 Bibliographical description and reference. The rules of abbreviating words and phrases recurring in bibliographical description" is ready. It has been prepared by Mrs. Tibor Gazdag. We have started the process of naturalizing the international standard, "ISO 10324:1997 Stock Data. Summary Level" - the translator is Mrs. Tibor Gazdag, the lector is Mrs. Barnabás Berke. Mrs. Tibor Gazdag has made the report on the revised version of the "ISSN handbook" and on the revised project of the rules of bibliographical description, "ISBD (CR = Continuing Resources)." The fellows of the division have contributed to the qualification of the rules as specialists. Since March 2001 Mrs. Barnabás Berke has been the president of the Committee for Library and Special Bibliography at the Library Institute and also of the "Library and Documentation" technical committee hosted by the Hungarian Board of Standardization.

COLLECTION DEVELOPMENT

Activities in Progress

That part of the budget that could be spent on stock development with the addition of other sources has made it possible for the first three quarters of the year to develop the stock and also the special collections continuously, to satisfy the requests for the auxiliary libraries, for the open shelves and for the exchange partners. In the last quarter of the year every purchase that could be delayed was actually delayed for financial reasons. We had to inform the partners whom we had supported that we should cancel the subscriptions for them from 2002.

The joining of the Foreign Section and the International Exchange Service has rationalized the working processes, it has also implied the redistribution of the different geographical language groups and has revised the conditions and the objectives.

The Home Group has reviewed the Hungarica items and has also purchased from about 30.000 items of the more than 80 auctions in Hungary. They have classified and compared the 20 boxes of minor prints from the archive of minor prints and they have also distributed some of these to the special collections. They have extended the stock of the library from the collection of the books from before 1850 and from before 1952 of the storing library. The Group has also supervised the material that the universities selected before the donation of these books. The group has acted in its two special fields without fail: it has made its suggestions to the Office for the Protection of Cultural Heritage concerning those books

that cropped up at the auctions to be protected; and it has made the specialist's report on the changes that were made twice during the year concerning the process of export permissions.

The number of cards, of the repeat orders, the amount of the digitization and printing of cards during the year, in comparison with the data from the year before, was increasing in spite of the fact that one of the two skilled fellows of the group was moved from the group to other lines of the same office in the last two months of the year.

Objectives of Priority

Thanks to the reorganization the revision of the revision of the records of national periodicals and series at the International Exchange Service has been completed. And it has also been checked and updated by the foreign exchange partners.

The department helpt to classify in major groups those books that were sent to the store room at Törökbálint as a donation in the millennial campaign for the collection of books promoted by the Minister of Social Affairs and by the Association of Hungarian Book Publishers and Book Agents (MKKE). The department also sorted the books onto shelves and packed the books in boxes according to the requests of those institutes that had applied for the books.

A card-copy section joined the activities that preceded the retrospective catalogue conversion.

A number of the fellows at the department was working as a specialist for longer or shorter periods. They got these special jobs from the Ministry of National Cultural Heritage (NKÖM) and also from the management of the institute. The colleagues also gave a helping hand in arranging meetings and exhibitions successfully.

A couple of times there have been collection revisions, weeding out and classifying the stock at Hungarian institutes abroad (Vienna, Rome, Helsinki).

We managed to collect (purchase, accounting, listing, adjustment) the items for the pack to be sent to the library in Alexandria as a present consisting of books and other documents from the ministry worth 2,000,000 HUF on time.

We have participated in the educational project that was to prepare AMICUS both as students and as teachers.

LEGAL DEPOSIT SERVICES

Works in process

The Legal Deposit Services receives the copies sent by the publishers: classification, recording, transferring them to the NSZL departments according to their type. The service also sends notice for books that have not been sent and arranges the verifications needed for the publishers' applications.

Publications were continually distributed to the National Document Provision System (ODR) libraries, to the special libraries and to the selecting libraries.

In case of the periodicals the statistics are different from the data of the preceding years because we made a cardex control and sorted out those periodicals that had not been published for a longer time and those that ceased to be published.

We have been collecting data for the Central Statistical Office (KSH) for the national statistics.

The Hungarian ISBN Office qualified typologically the documents published in Hungary, they arranged the activities in connection with the system of the numbers of ISBN (the checking of numbers, correction, ascription of numbers, the distribution of sets of numbers and book identifications; they made catalogues, and they were in correspondence

with the publishers; they also provided information), the office also developed the publishers' database. At the end of the year it was possible to set up the ISBN/ISMN number record system which had been planned for years. System specification has started to be followed by the development of the programme that may make an end to keeping records manually. The distribution of identifications from the ISMN set of numbers allocated for Hungary has started.

Promoted Objectives

The fellows of the Department participated in the course that prepared the joining of AMICUS.

Personnel

One of the fellows was on sickness leave for a long period and this lack made the recording of periodicals and the arranging of complaints difficult. This was solved by the other fellows who did extra work for which they received some temporary raise in their pay. To substitute one of the members who has been on leave for a long time we have appointed a young applicant with a contract.

One member of the Hungarian ISBN Office has retired. This position can be fulfilled only from the middle of 2002. The number of the members increased with one: the young colleague was appointed for the job from 1st July. So work went on without fail.

PROCESSING

THE PROCESSING OF BOOKS

Works in Progress

The Processing of Legal deposit Copies

Like in the years before, there have been more works sent to be processed than it had been planned. This meant that the whole production line is under pressure continuously. The processing of the material has claimed unusually much work at almost every position of the process.

According to contract, the Editorial Office for the Hungarian National Bibliography (MNB) Books has processed the copies that arrived from the Library Supply Company (KELLO) in the NEKTAR database, and those books that did not belong to the scope of the MNB were recorded with word processors. For KELLO the number of catalogue cards ready for copying was 6,975 (6,700 in 2000).

The Editorial Office selected the items to be printed in booklets, the office edited it (proofreading, corrections) and provided the manuscripts ready for print. The two booklets, MNB BOOKS LVI, vols. 3-24 and LVII, vols. 1-2., with 8,482 items were ready in time together with the year, 2000 index published on floppy disk.

The Division has been distributing the publication, "The Hungarian National Bibliography of Books on Floppy" throughout the whole year. Via the further service of the system "Siren" more than 700 school, village, city and county libraries could make use of the MNB records.

The Processing of foreign books and that of Hungarian books published before 1945

The processing of foreign books was going on via KATAL till October and via AMICUS from November. The processing of foreign Hungarica documents and series were put off until October due to KATAL's inability to process these. Their data have been recorded via AMICUS afterwards. The retrospectively purchased Hungarian books are processed continuously if slowly. The revision, however, in lack of capacity, was not launched in this year either.

Classifying

Classifying was overall in case of the books that arrived from KELLO. But in case of the legal deposit copies, the old books and the books from abroad there have been some delay. The case is the same with the course books and with lecture notes.

There were 308 hours' specialists' consultations.

Catalogues

The Department has continued the readers' and the service catalogues adding the catalogue cards of the books that had appeared before 1991. References and the corrections of mistakes were also added. The maintenance of the special catalogues (the rearrangement of drawers, their restructuring, ordering, the making of section cards, filing) was continuous. We have been maintaining the card catalogues from 1st September only with the smallest necessary amount of work according to the document, "*Directions concerning the latest agreements about how to close the readers' book catalogues (the card catalogues) at the NSZL.*"

Promoted Objectives

We could perform the tasks in connection with the transfer from the system **Dobis/Libis to AMICUS** after the change on 18th December 2000 during the first weeks of this year. There is a detailed report about this period in the article, "Hello, Amicus! or the Transfer of Systems at the Book Processing Department" written by Mr. Loránd Tóth (in: NSZL News, XLIV, 2001. vols. 1-2. pp.9-11). Some of the problems were solved only in September, like the replacement of the missing volume markers.

The database of foreign books was moved from KATAL to AMICUS at the end of October. Four members of our department took part in the works of the test for entering the documents. The processing of foreign books via AMICUS started on 5th November, 2001. During the first couple of days and weeks, while still completing the moving from system to system, we could also start the generation of the missing serial major files.

Within the activities of the retrospective catalogue conversion (via application and with subsidization) the naturalization of the MNB items began (the complementing of bibliographical items with inventory markers and with the number of copies) via the database of NEKTAR. In the first phase (February-March, 2001) 15,000 items were naturalized, in the second phase (December, 2001) 14,500 items were naturalized, and the copy data of other 15,000 items were also added to this with reference to the mobile copies.

The department has reconsidered its former practice along the line of the published disciplinary principles, standards and rules, both national and international (IFLA - FRBR, MOKKA rules. Library and special reference regulations, etc.). This was principally realized in the field of formal classification and it was making things as simple as possible basically (*Supplements to the Archive of NSZL Book Processing Regulations, 7th November, 2001*).

We have had considerable obstacles at every working level due to the regular problems of the net, and to the halts in operation.

Personnel

The personnel of the Department changed as the result of the organizational changes during the year. The director-general advertised the vacancy for the position of the head of the department. The position was taken over from Mrs. Tamás Baczoni by Mr. Loránd Tóth. Two members left the department while, at the same time, four young colleagues with degrees (three of them with special diplomas) started working - two of them work at the classifying section and one works at the book reception section while another one works at the editorial section of MNB Books. Concerning the work to be done the staff is insufficient: in the last couple of years (due, for example, to the transfer to the new system) the processing of the legal deposit copies requires extra staff.

THE PROCESSING OF PERIODICALS

Works in Process

Receiving

The Periodicals Processing Department fulfilled its objective of receiving periodicals into stock from Hungary and abroad from any source (the total of 150,535 items). They distributed the periodicals to their locations, to their processing sections. They also made the changes in the markers, labelled the year books, compared the duplicates. The items they received were 26,166 more than in the year, 2000. The chores increased and as a result of this the development of the database of the file markers in the inventory for Excel was practically put off during 2001. Yet it is accessible at **G:\szerszam\revay\periodika\JELZETEK.XLS**.

There has been a very important inventory developing from March, 2001: it contains the data of periodicals and irregular addenda (dolls, stones, toys, etc.) that enter the "Rezervbe". It is accessible at **G:\szerszam\revay\periodika\Rezervbe.doc**.

Typological Objectives

This was managed daily by the head of the department and by the appointed fellow from the Editorial Office for the MNB Repertory of Serials. In case of difficulties and ambiguities the problems were solved by the ISSN-ISBN team led by the head of the department. The team had a couple of exclusive meetings in 2001 where those members were only present who were concerned in the particular cases. The department sent further documents according to the principles of the typological list constructed in 2000 to the archive of minor prints to be processed in 2001.

The Hungarian National ISSN Centre coped with the following tasks:

- the development of the ISSN-OSIRIS database, maintained it and revised the items continually
- the ascription of the new ISSN marks for the periodicals in Hungary (partly for requests, partly for copies that had arrived as legal deposit copies),
- correspondence with publishers, editors
- international objectives

Processing for Catalogues and Bibliographies

The unity of processing for catalogues and bibliographies was actualized in the work of the department as far as circumstances were concerned. The primary bibliographical processing of the current publications has been computerized, the data are also used by the service catalogue. The primary bibliographical processing of the non-current publications is done traditionally, in the service catalogue; the data are passed to the databases and they record them.

There is still the need to use both a traditional (realized in cardex and service catalogues) and a computerized inventory until there is no accessible system at the NSZL that hopefully can be expected to be able to record the changing bibliographical and stock data of periodicals - appearing in more sub-sections during the year - as well as the store files that consist of items received.

Computerized Processing

Computerization was processed via IKB in the National Periodicals Database and via the IKBK in the foreign Periodicals Database by the Editorial Office for the MNB Repertory of Serials, and by the Actualizing Section. The databases are accessible online via the NSZL net among the files "the databases of the National Széchenyi Library" - and this provides the readers' catalogue function in connections with every periodical. Besides this the IKB - Hungarian Periodicals Database is also accessible on the homepage of NSZL.

The processing of the new periodicals has been ready, there has been no delay. The maintenance of the databases have been continuous and this process involves:

- the standardization of items,
- the completion of temporary data,
- the recording of changes in data,
- the closing of items for periodical that have ceased to appear and for those that have changed their titles,
- the correction of data.

Each new publication is given an item (data card) with a detailed description and with a catalogue marker with location for the Cataloguing Section. Notes (abbreviated data type) items have been made of the modified records (like in case of the change of markers) and also of the records of finished publications for the Cataloguing Section and for the Stacks Management.

The recording of the data of the first copies of items to arrive during the year has been going on for the sake of informing the readers and the users fast.

The phase of the process might only be cancelled if the receiving of the publications is also computerized which would imply the online accessibility of the newly arrived copies.

The Editorial Section has been selecting the processed publications for the national bibliography. The manuscripts of the annual 12 booklets of the *Hungarian National Bibliography. New Periodicals* have been made ready for print, the CD-ROM has been revised twice.

The Building of the Service Catalogue, the Revision of the Catalogue

The service catalogue of the periodicals was developed according to the practice of the previous years. New data cards were filed about the year books printed from the databases,

and this was also the case with publications that were processed in sets. Current collation has been weekly. There has been no delay. The material that has been relocated from the Historical Special Collection has been recatalogized.

Mrs. László Kocsy has made a report on the visit on the spot at the Hold utca store when checking the stock of periodicals. She was also the member of the Committee for the Protection of Stock.

Promoted Objectives

IKB/AMICUS Project

The Department of Applied Computer Technology had constructed a specification with the help of which the modification of the items in the IKB and IKBK databases started (partly with external financial support) for the sake of the HUNMARC conversion. Mrs. Tibor Gazdag was working with the project, Nektar/AMICUS to perform its special tasks: she supervised the construction of the tables of codes and helps needed for the installation of the programme's next version.

Personnel

The positions at the Department were 26 by September 2001. With this the number of jobs was now identical with the number of jobs before the changes in 1998.

We started 2001 with two vacancies. Later in this year two fellows left the department. We managed to fulfill the 4 vacancies with young colleagues. Three of our colleagues were away on maternity leave, their work was done by proper substitutes. One of our fellows who worked in computer processing was on sickness leave for nearly 9 months, this job was impossible to substitute. This is visible in the working load done.

EDITORIAL OFFICE FOR THE MNB REPERTORY OF SERIALS

Works in Progress

The office selected those items from the periodicals that were published in Hungary and the ones that were sent as legal deposit copies of newly published periodicals (1,542 titles) that belonged to the scope of the repertory. The office processed (bibliographical description, classifying, key words) the articles in the humanities and in the natural sciences that belonged to its scope. It edited the manuscripts of the booklets ready for print (LVI. vols. 1-10) containing the total of 9,286 items . It also passed the 263 items that belonged to the co-operating partner. It generated 152 items from the delayed periodicals for the database, IKER.

We have done the testing of the MNB database that was to be transferred to CD-ROM.

We operated our databases (IKRF, REPEN, FUZET, IKER, UTAL) and maintained and developed them in collaboration with the fellows at the Department of Applied Computer Technology.

Promoted Objectives

We made the database, IKER (number of records: 119,089) available on the Internet.

Personnel

The Department had difficulties because of the unusually long sickness leaves and because of the vacancies due to postgraduate training.

Issuing of the publications of current Hungarian bibliographical system

- Hungarian National Bibliography. Bibliography of Books, LVI, in 24 volumes,
- Hungarian National Bibliography. Bibliography of Books, LV, cumulative index (on floppy),
- Hungarian National Bibliography. New Periodicals, XI, in 12 volumes,
- Hungarian National Bibliography. New Periodicals, LVI, in 10 volumes, (two booklets were delayed for 2002),
- Hungarian National Bibliography, Hungarica Appearing Abroad. Books, New Periodicals, 1997.
- Hungarian National Bibliography, Hungarica Appearing Abroad. Articles, 1991.
- Hungarian National Bibliography. Books 2001/1, 2001/2, CD-ROM,
- Hungarian National Bibliography. Periodicals 2001/1, 2001/2, CD-ROM,
- Hungarian National Bibliography. Repertory of Periodicals 2001/1, 2001/2, CD-ROM,
- Hungarian National Bibliography on Floppy, VI, in 24 volumes.
- Hungarian National Bibliography. Bibliography of Books - WWW [Electronic Document].

RETROSPECTIVE NATIONAL BIBLIOGRAPHIES

The Retrospective Bibliography Department continued the generation of **Magyar Könyvészet [Hungarian Bibliography] 1921-1944, Vol. VIII.**

The will consist of three parts: 1. Corrections. 2. supplementing. 3. Alphabetical index.

Corrections to vols. I-VII.

The "Corrections" section corrects the failures in data detected in the title descriptions - especially when making the index - of the volumes I-VII. The inventory made by word processor increased with 195 items. With this the number of corrected items became 3,700. We continuously inform the Book Processing Department about the failures that are to be corrected in the catalogues of the NSZL.

Supplements to vols. I-VII.

The title descriptions of the items of the supplement are the results of the supplementing data collection of the department and they were also recognized when new books were purchased. The listing of the 2,967 items was done during the year, so the indices referring to this material can be generated in the next year. The items listed in the sorting order of the basic volumes, with the addition of the publication variants, contained more than 3,600 publications.

Alphabetical Index for the Volumes I-VII, and for the Supplements

This consists of the alphabetical indices of the volumes, I-VII. of Bibliography, and the supplements issued in volume VIII are also included: the authors and the title of the work, title word segments, contributors, names of persons and boards, indexical elements of geographical-administrative names with reference to the volume, page number and column number, and also the necessary concordance. The persons with the same names are distinguished by their date of birth or death, if possible.

The Development of the Database, HOKOM

The material of the volumes, I-VII has been entered into the HOKOM (The Index of the Horthy Age) MicroISIS database.

Item/HOKOM	Plan/2001	Facts/2001	Total in Database
1st proof-reading	72,000	82,709	166,081
2nd proof-reading*	72,000	59,805	120,482
Editing/ Checking**	67,000	30,234	86,205
The Total Number of Records in Database/ 31st December, 2001			181,091

* We stopped making the second proof-reading in order to make the process faster.

**We entered 735 items and cancelled 2,709 items while editing and checking in this year. The HOKOM database contained 181,091 from the proof-reading after having done the editing and checking corrections. The programme of the database can generate the manuscript of the index ready for print.

Retrospective Conversion

Hungarian National Bibliography. Prints Published between 1801-1920

The Department has to arrange the bibliographical items of the books published in Hungary or anywhere else in Hungarian between 1801 and 1920 into database according to the conception issued in 2000, within the programme for conversion. The transfer, besides the conversion of the catalogue, is to provide a basic inventory by the confirmed national bibliography to be accessible on the net for the scientific research concerning the period, and on the other hand, for the retrospective catalogue conversions of the libraries in the country and abroad.

The first segment of the project started during the last quarter of the year with the restructuring of the items that had been processed via the data processor programme of the "Hungarian Bibliography," CD-ROM Folio News. 30,693 items of the 215,833 items of the CD-ROM have been transferred. At the end of the year one extra pair of helping hands joined us in computerizing from the Development Department: Ms. Katalin Tar. So next year we can automatize most of the process of conversion.

Other Objectives

Dr. Eszter Deák reviews and selects the Czech, Polish and Slovakian bibliographies for the Foreign Section of the Acquisitions Department according to the requirements of the NSZL's collection policy.

Personnel

One new member joined the department on 1st September: Dr. Eszter Deák. A vacancy was replaced by the arrival of Dr. Mária Rózsa from another department on 1st November. Both new members worked exclusively with the conversion of the items of the CD-ROM from 1801 to 1920.

OBJECTIVES FOR THE HUNGARICA DOCUMENTATION

Works in Progress

The databases for Hungarica have been under construction: **Hungarica information, Hungarica index of names, Hungarica WWW.**

Database for Hungarica Information (HUN)

We have continued the generation of the integrated database for Hungarica relying on inner sources. The activities of the department have incorporated the collection of data which activity had formerly been done via external sources with the help of a tender. We have been rethinking the chores, the sources and the scope of collection of the integrated bibliographical database (and its possible extension and conversion).

The volume of the Hungarian National Bibliography, Hungarica Appearing Abroad. Books, 1997; and the volume of Articles, 1991 were published. The editing of the volume, Hungarian National Bibliography, Hungarica Appearing Abroad. Books, 1992 is ready (it is virtually ready for print and is waiting for further decision).

The indices of the following volumes were under construction in relation to the editing activities. The programmes and the lists had been prepared by the fellows of the Department of Applied Computer Technology for the testing.

The generation of the Index of Names in Hungarica went on; it was maintained and was updated on NIF processor.

The processing of sources was extended by the inventory of Internet sources. Quite a number of biographical databases became accessible in this way and the press review broadened with sources from outside the Internet.

The extension of **Hungarica WWW** was impossible in 2001 because the members of the staff were engaged in the generation of the database for Hungarica Information.

Promoted Objectives

It was an important objective in 2001 to complete the development of the electronic bibliography generated from the integrated database of the Hungarica Information. The preparation of the transfer for HUNMARC and the format specification are ready. The

HUNMARC manual is ready and the testing of the programme for the transfer is going on. The new method of generating key words has been launched. The maintenance of the key words in English is continuous. The thorough revision of the present stock of sources has started and the search for other possible sources. This search has been going on in 2002 with the listing possibly of the entire range of periodicals to be processed, with the careful consideration of the processing and with the consideration of co-operation that can possibly be arranged for the processing both in Hungary and abroad.

The Hungarica Index of Names

The development of the Internet connection of the database: the mapping and the exploiting of homepages, Internet sources have been important in collecting data and in the developing of stock sources. The experiences have been providing a sufficient basis for the realization of the plans for development.

Applications

The Department had won 500,000 HUF at the OKTK tender for the mapping of sources and also for the information-processing of Hungarica.

We received a status with one of our objectives at the NSZL competition for transferring data to the Internet. We shall revise the objective if we win the application.

Personnel

Dr. Ilona Kovács who founded the Hungarica Documentation Department has retired. She was spending her release period until the end of the year.

Correspondence with library and information networks in Hungary and abroad

Co-Operation in Hungary and Abroad

Mrs. Barnabás Berke was present as the member of the supervisory board at the MOKKA (Hungarian National Joint Catalogue) Assemblies and has arranged a proposal for the MOKKA to be integrated to NSZL.

Hungarian National ISSN Centre

The database ISSN-OSIRIS has been developed, the number of items in it has increased from 21,635 to 22,918. The annual increase has been 1,273 records. The change in those items already in the database that were related bibliographically to the new records, and in some cases their withdrawal related to 1,064 records. The updating of the database has been exported to Paris to the ISSN International Centre via e-mail in attachment. The number of new records sent and the modified ones together was 2,242. With the help of hiring a member with contract we managed to recover the delay in the retrospective conversion of data for the database. We managed to go on with the ISSN registration of the online publications with the exploitation of the co-operational agreement made with Paris International Centre in the form of a three months' project hosted in Paris. Another 150 new periodicals have been processed with the help of the list we received from the database, Web-cat of the Neumann House. At this moment the database consists of 420 online publications, 70 of which have been appearing exclusively on the web. There are 100 more publications on the list to be processed. We need extra sources for the further development because the entering of the bibliographical data, the printing of the sources and the archivalization, notifying those who are concerned about the identifications exceed our means.

Mrs. Tibor Gazdag, director of the Hungarian National ISSN Centre gave a lecture at the international workshop, "Electronic Publications at the Libraries" held between 18th and 21st April, 2001. She also participated at the 67th IFLA Assembly and Conference in Boston as the member of the Standing Board of Periodicals Section, she was appointed the post of the co-ordinator of information. At the 26th Session of the ISSN Directors she represented Hungary in the international network. And besides this she represented Hungary at the 9th Meeting of the OSIRIS Users and at the 6th Session of the Work-Group for the Revision of the ISSN Manual in Bern.

The Objectives in Connection with the Systems ISBN and ISMN

Mrs. Barnabás Berke participated for the first time at the 9th International ISMN Advisory Board Meeting in Prague, 18-19th April as the representative of the NSZL that had joined the ISMN network.

She made a report in English about the activities of the Hungarian ISBN Office and she was present at the 29th International ISBN Panel Meeting in Luxemburg. The "Manuals" for both identification numerical systems have been constructed and they will be published, after revision, at the beginning of 2002. We have twice sent new and revised data of publication, and marked ISBN numbers for publication for the International ISBN Agency for the publications and also for the Publishers' International ISBN Directory Database.

Participation in the IFLA 2001 Conference

Besides these, Mrs. Tibor Gazdag was present at the 66th IFLA Conference in Jerusalem as the member of the Standing Board of Periodicals Section as the co-ordinator of information.

INFORMATION AND DOCUMENT PROVISION DIVISION

READERS' SERVICE AND INFORMATION

The Reference and Readers' Service has done its job successfully in collaboration with the other departments. Besides this the department made a number of important professional and organizational steps in the fields of the service's activities for the development of providing the readers with documents and information.

Within the general activities the department arranged the reader's registration and giving the readers a general introduction to the library. They provided the general readers' service for the library's stock sources, they arranged the inner official service and the professional service for research, and also arranged the library loans. The department maintained the central information service. They took care of the traditional and the electronic catalogue service. They were in charge of monitoring the general reading room, the professional reading sections (history of literature, history), the supplement library of information, and the press archive's reading room. They maintained the reference libraries in the reading rooms, and also the stock of the current press reading room (development, record, continuous management, extraction). They provided information with reference to the service's stock and also with reference to other sources of the library that were accessible. In some cases the service provided information and documentary service for money, primarily supplying as a reference library Hungarian literary history and Hungarian historiography. They prepared supplements and lists, and participated in the making of the library's exhibitions. They supported PR activities and made the statistics of readers' and documents' circulation. (The concrete figures of the department's general tasks are in the Appendices 1 and 2.)

Documents' Service

Amicus provided sufficient help for the readers' selection of documents. The regular stoppages in the in-library computer network caused recurring problems. In these cases the stock of the last 15 years is inaccessible in the store. We still support the installation of the Amicus loan system as far as the long-lasting loans are manageable with it. We also support the total entering of the data of copies from before 1987 and also the entering of the free shelves' stock in the reading rooms. This could make considerable improvement in the documents' service.

We have completely separated the ordering and handing out of books and periodicals for the better, more adequate readers' service. The want of space in case of the readers' service for periodicals has considerably increased because of the stock catalogues and the various inventories. The location of the press archive's reading room and the reading room for history had to be changed. The readers of history now had the same circumstances that the readers of literary history had already had. We introduced new noiseless readers' notice boards in each room on the 7th floor which notifies the reader separately about material accessible at the books and at the periodicals' counter. The new standard three-copy call card also serves both the readers' convenience and the security of the material. With this now again, after many decades, we can introduce the store markers for the items that have been transferred for readers' service. The new call card is also to be used when items are transferred within the library and there is a new form for the export of books. The rules of the readers' and the professional use that change and become stricter due to the circumstances will be summarized in a regulation for the circulation of documents. The change of legal measures and the change in the circumstances of circulation have made it necessary to construct a new readers' service

regulation, the full "codex of readers' service" will be handed in for the board in charge of decision in April 2002.

We relocated the stock of microfilms that is used more and more: we have put it right above the microfilm reading room. We have put in a new tele-lift station there. And since the requests for microfilms are to be handed in right here the fast access to the films has increased the circulation of microfilms. And this also implies the protection of the original copies. The figures in the report of the readers' service also marks that while the number of books requested from the store has been decreasing visibly, the use of microfilms has doubled. The reconstruction of the reading spaces on the 7th floor has been finished. The rooms have been reshaped for the new users' expectations. The microfilm reading room's space has been enlarged and its functions have been extended. The Historical Special Collection does not function any more, it has been replaced by the introduction of the multimedia reading room. The changes will be completed with the introduction of the new information boards and with the revision of maps for the anniversary celebrations, the Hungarian Librarians Association (MKE) congress included.

Other Sites of the Readers' Service

Registration has become faster: there are now two computers for the entering of data and for the records; the revolving gate and the card scanner at the entrance can exactly record and select in files the number of those who come in according to the type of card they have. The registration fee has been raised to 3,000 HUF and to 1,500 HUF while the day ticket has become 400 HUF. The reduced day ticket remained 200 HUF. The figures of circulation show that the readers' use of the library has been coming close to the optimal level due to the arrangements and to the obvious change in the library supply in the capital: both the researchers and the students, and also the readers who use the library for studying can use the required reading place without delay and profit from the library's services. The inspection of the call cards show that the number of those readers who can satisfy their requests of documents primarily or exclusively by the national library has been increasing. And the number of those who use the library simply for a place where they study has decreased to the minimum.

The library has been satisfying the more and more sophisticated readerly demands on 265 days with opening hours, 12 hours daily. For an experiment, the library was testing the gradual opening hours with 8 hours daily. The opening hours have been settled from September: the library is open till 9 p.m. every day, while on Saturday the library is open till 5 p.m. - following the practice of other European national libraries. There is shelves' service till 6 p.m. on weekdays and until 2 p.m. on Saturday. At the same time we introduced for our researching readers the service of books from the shelves prior to their arrival via their requests on e-mail.

The fellows at the department contributed to the generation of the NSZL's exhibitions and to the finding of the contents and the technique of the national millennial exhibition. And besides this they have made a couple of smaller exhibitions featuring the precious items of the NSZL's collection in the catalogue hall on the seventh floor: Religio - church press in Hungarian, Cserépfalvi memorial exhibition, Correspondents from the Front in World War I., University Press, Hungarian Winners of the Nobel Prize, Woman and Society - 20th Century Panorama.

Information

The members of the staff have done their job with absolute reliability in the various fields of the information service satisfying the extremely complex list of demands using computer devices that have not increased in number the way it was required: central information service, the maintenance of the supplement library and that of the reference libraries in the reading rooms, professional information service in the reading rooms, the satisfaction of demands for information generally and in special fields (literature and history), the editing of informational sheets, giving help in actual library use. The open shelves reference library has been traditionally on a high level. And this has been badly influenced by the fact that the growth of the collection could not cope - according to the demands - with the challenge of the increasingly widening book market. Most of our new young colleagues have got sufficient competence in computing when joining us so our fellows now work with the external and the internal sources of data, and handle the services of the Internet sources more and more naturally.

MIT-HOL – LibInfo

It is an outstanding achievement in the scope of the information service's new objectives that the service has adopted the Internet information service, LibInfo and the programme has been developed. The service, that was called MIT-HOL (What and Where) earlier worked in Hungarian Electronic Library (HEL) exclusively in January. The NSZL readers' service was contributing to the programme's activities between February and June (testing period) but it did not yet have a self-contained working place (with a computer and a schedule for duty). From July the information service was working on a day-service basis, with a self-contained operating place, but it did not yet have the format of a syndicate. In August the NSZL and most of the other institutes were closed. Work was done by the members of the information service exclusively. In September the syndicate system started operating in which the NSZL plays the roles of the moderator and provides information. The service became open, and this has been reflected in the sharp increase of the number of questions received. At this moment the service includes as participants: the NSZL, 19 county libraries, The Metropolitan Ervin Szabó Library, 11 professional reference libraries, 18 libraries from the higher education, two town libraries and four individual persons, representing their institutes. The group of the syndicate extended with the official joining of reference and higher educational libraries. Due to the moderating system one question may receive more partial answers - so the number of answers may exceed the number of questions. See the figures of the service in Appendix 3.

There is an outstanding publication among the supplements that have been the results of the informational activities: *The Inventory of the Location of Hungarica Periodicals and Newspapers that Were Published in Hungary in Hungarian or in a foreign language and those that Were Published Abroad, 1850-1952*. It has been issued in parts. The complete edition of the publication may be expected to be one of the series that are going to be published to celebrate the bicentenary of the library.

ELECTRONIC DOCUMENT PROVISION

The activities of the department developed professionally and in its means in 2001. We could finally find the right place for the increasingly developing archive of electronic documents. We provided the means of use in the multimedia reading room that was opened in November with 30 seats.

At the same time with the opening of the reading room we have opened for service the network of electronic documents' service. Its introduction increased the quality of the service for the users both inside and outside the library.

The negotiations for the distribution of chores that were mentioned in the Report for 2000 have not been completed, not the least because of the problems that rose while preparing the scheme.

The furnishing of the stack room remained for 2002 together with the purchase of further appliance that will make services viable.

In terms of personnel it has been a step forward that there has been a person hired for the duties of the multimedia reading room, although we could not hire a computer system administrator. The circumstances have become more problematic by moving one of our colleagues to another position within the division from the beginning of the new year. We have to find a new colleague to stand in for her activities. The details are included in the list below.

The Fulfillment of the Plans in Connection with the Division

We have done the duties of the Electronic Document Provision Department (EDD) as follows:

The extension of the access to the online catalogues,

the standardization of the informational network for the services,

the development of the access to the electronic documents.

The EDD's objectives on the scale of the department and their realization

The realization of the objectives for 2001 at the Electronic Documents Service Department was carried out as follows:

Tasks of collection.

Plan: The archivalization for the electronic documents published on floppy disks for the sake of protection, the stock safety protection of the documents in the collection of the department. The maintenance of the inventories.

Facts:

The stock safety protection via archivalization has been completed after the preparatory activities and the purchasing of the appliances needed. The whole stock of electronic

documents - received on floppy - has been archivalized on CD. The records have been revised continually and the facts are featured in the table below:

Electronic Documents 2001

	CD	3 1/2 floppy	5 1/4 floppy	Video	Cassette	Total
Monographic	115	41	1		15	172
Periodical	387	2	7			396
Monographic electronic document	352	31	9			392
Electronic periodical	521	43				564
Total:	1375	117	17	0	15	1524

The Objectives of Securing Access

The testing of the maintenance of the network will be completed by the end of this year or, perhaps, by the beginning of 2002. The result of this test can be exploited in preparing the distribution of objectives between the Department of Applied Computer Technology and EDD.

Objectives of users' support

There was no training in 2001 for either the fellows or the readers though it had been planned long before.

The Duties of Providing Electronic Information

We have been recording the requests that have arrived to the electronic addresses at the division. This activity has been in operation as the supplement of MIT-HOL service.

Tasks of Digitization

The digitization of the repertory of Vasárnapi Újság. The activities have been continuing with the preparation and the digitization of the photographs in 2002 with the help of new financial sources won in competitions.

This year we have participated in a couple of jobs via the enterprise of the Széchényi Library that involved digitization and arranging for print.

Other Objectives

We have participated at professional conferences and once we gave a lecture on the service of electronic documents at the MKE Technical Section.

DEVELOPING MICROFILMS - SERVICE, THE COLLECTION OF PHOTOGRAPHS

Promoted Objectives

This year we considered the most important job to record on microfilm those Hungarian periodicals from the former Historical Collection that were published abroad (USA, Canada, etc.) that are invaluable and are in a bad condition and to make them available. We went on with the processing of the Hungarian broadcasting of the Szabad Európa Rádió [Radio Free Europe] (SZER) and with the processing and recording on microfilm of the heritage of those personalities who had worked at the radio. We have started to enter the 1.5 million pages' documents that have been on microfilm to the computer system, Amicus and the scanning of the microfilms that have been made about the broadcast material in chronological order. In transferring the special collection to microfilms within the programme, Bibliotheca Eruditio we have entered the old books that had been put on microfilms or that had been scanned into databases with digitalized pictures. We have also been developing with special attention the Contemporary Photography Centre in the section of the Collection of Microfilms and Photographs at 6. Hold utca with the financial help of the NKÖM. We have also set up an inventory of the film strips and the art photos transferred from the Film Strip Corporation and from its legal successor, the Film Script Ltd at the special demand of the NKÖM. Besides this we had to do our basic job: to do yearly stock protectional microfilm programme's works (see the figures of the activities of the Collection of Microfilms and Photographs in Table 15).

Newspaper Stock Protection Microfilm Programme

The newspaper processing section has done its plan with the processing of 860,048 pages (the original plan contained 850,000 pages) of which the processing of the newspapers of the former Historical Special Collection gave 400,000 pages, e.g.: Amerikai Magyar Világ [Hungarian World in America.], Kanadai Magyarok [Hungarians in Canada]. 300,000 pages were made of the SZER sources and of the microfilming of the heritage of Borbándi Gyula, Mikes Imre and other important personalities. We also went on with the microfilming of the filed material marked H 17,000: Esti Újság [Evening News], A tenger [The Sea], etc. We have prepared for the transfer to microfilm the recatalogized current newspaper, like Napi Magyarország and Népszabadság with the addition of those papers that the readers' service had required, among which there have been papers, Igazság, A művészeti ipar. We have processed the papers, Oedenburger Zeitung and Die Lupe that were in German from the Sopron City Library to supplement our own stock.

The Section of Photographers

They have done their plan with making 500,351 photos (the plan had been 500,000). 565,527 readers' film positive have been made and transferred to the readers' service (the plan had been 550,000). The most important amount we have transferred was coming from the Historical Special Collection. We have made 600,108 pages while transferring the periodicals for the sake of protecting the stock. We have recorded the periodicals, Élet, and Budapesti Szemle - two periodicals that have often been required - on 1,140 microfilm pages. And we have made our plans.

Microfilming of Special Collections and Works with the museum pieces

The activities of protecting the stock of the special collections has, on the whole, decreased because there have not been enough documents for the collection. The programme, **Eruditio** has been outstanding among these, in which Old Hungarian Printings (RMNY), Old Hungarian Libraries (RMK), Antiqua and other books were transferred to microfilm in 8,000 microfilm

shots. We have made somewhat less for the Music Collection and for the Collection of Theatre History. We have been transferring the coloured graphic posters for colour negatives and colour positives for the Collection of Small Prints to protect the stock: we have made 1,500 negatives and 3,000 positives of the posters from 1973. We have microfilmed those monographs that cannot be circulated because of the state of the copy. We have satisfied every demand of this kind coming from the readers' service.

Microfilm Readers' Service

The most outstanding event of the year has been by all means that the 55,000 scrolls of the microfilm positive collection have been transferred from the Stack Section to the Collection of Microfilms and Photographs after the summer close with the obligation of satisfying every job concerning both the stack room service and that of the readers' service. A new telelift station has to be constructed for this in the microfilm reading room. Our collection was transferred into the stack room on the 8th floor, above the reading room. The realization of this plan has had important results: the time to wait has been reduced from the regular one hour to twenty minutes. The readers have appreciated the change quite much. The readers' circulation has not been reduced in spite of the fact that in 2001 the library has had shorter opening hours for 6 months. The figures of circulation reflect the growing need for microfilms. We had 9231 readers in 2000 and 9338 in 2001.

Editing Microfilm Publications

We have continued to develop the database of the microfilms: the so called FM database. We have completed the editing and we have published the volume, **The Inventory of the Titles of Microfilms. New Series. Periodicals, vol. 11** in print which we have distributed to the libraries. We have also started to edit volume 12 which is to be completed in 2002.

Scientific Research

We have been processing the microfilm recordings made on the spot of manuscripts and old books that could be found abroad: the manuscripts of the Diocese of the Reformed Church Near Küküllő, and also the collection of photography from World War I. We also finished the processing of newspapers, *Muraszombat és vidéke*, *Alsólendva*, *Muravidék*. These had been microfilmed before in Slovenia and we have attached these to the documents of the NSZL. It is also Alsólendva where our activities to republish the collection sermons, **Postillák by Kulcsár György** published in 1574 belong to.

Digitization from Microfilms

Besides the basic activity of microfilming we have also digitalized from the microfilms. Primarily the 6x7 microfilms of manuscripts (codexes marked cod.lat. 10-14.16), old books (The New Testament in Hungarian by **Pesti Gábor**, published in 1536), manuscript maps (400 pieces donated by Count Széchenyi Ferenc) have been digitalized for the purpose of publishing them for the 200th anniversary of the NSZL. Among others, we have transferred the newspaper, *Hortobágy* published in the 1800s.

Photo Service, Reprography

We have been satisfying the needs of the readers and researchers from Hungary and abroad. More and more people have been interested in the Canon copies made of the microfilms and the Agfa colour copies have also been more and more popular. We have to manage to get the colour copy machine changed next year because of the intensive use. There has been a great number of orders for microfilm negatives (50,000 shots). We have introduced the service of digitalizing colour and black and white photo negative films and the popularity of the service has been increasing.

Exhibitions, meetings, publications

A few excellent exhibitions have been opened this year at the NSZL and also in other institutes arranged by the NSZL: Verdi and Wagner Exhibition arranged by our Music Collection, the Exhibition of Hungarian maps in Paris, the Oláh Gusztáv exhibition at the Ernst Museum arranged by the Collection of Theatre History, Széchenyi documents arranged by the NKÖM, the complete pictures of the Hungarian Baths Almanach and its editing supplemented by the papers of the authors who work at the NSZL.

Centre for Contemporary Photography and Documentation

This year there has been improvement at the Collection of Microfilms and Photographs for the sake of the new organizational section with the financial support of NKÖM provided for this objective. We have arranged the section in collaboration with the Association of Hungarian Artists of Photography. The collection has been considerably growing not only via individual donations of the artists but also with the complete collections of exhibitions, like the Press Photography 2000 exhibition, the collection of the Hungarian Millennial Review of Photography from Múcsarnok. At the same time there have been exhibitions in a couple of places from the collection of the Contemporary Art Photography. The colour booklet, **Collection of Contemporary Art Photography and Documentation** with 16 pages for information. It has been launched at the assembly of the Association of Art Photography.

The Collection of Film Strips

According to the statute of the NKÖM the complete art collection of the Film Strip Corporation, later the Film Script Ltd has been moved to the Collection of Microfilms and Photographs at the NSZL: the educational and art film strips made between 1957 and 2000 and the graphic boards that had been made in preparation of the film strips (paintings, graphics, photographs of drawings, photo collages, negatives, colour negatives and colour film strips). We have completed the inventory of the collection that consists of a hundred thousand items this year. Next year we shall have to start processing the collection for computer database and also the scanning of the items of art works so as to make them available for research this way.

Improvements, Investment

The microfilm reading room has been reshaped and a new telelift has been installed, new stack room has been attached and has also been filled. A new film scanner has arrived this year for the programme, Eruditio, and two new computers have been installed. There are now three computers for the realization of the programme, SZER in the Amicus computer system.

CENTRAL DOCUMENTATION

The Document Provision Service has been working since 1st June 2001 after the joining of the Central Catalogue of Books and the Inter- Library Loan Service.

The department has had the following duties within the fram of the National Document Provision Service:

1. The inventory of the location of documents and the supplying of information for those who need it from this inventory.

Information about location relying on the central catalogue of books and on other sources.

The requests received: 19,188, hits: 9,219: the ration of hits: 48%
Inter-library requests: 6,565 34%
Fax: 71 0,3 %
Letter: 280 1,4%
Email: 6,034 31%
Phone: 5,643 29%
Personal: 595 4,3%

The core of the activities of the members of the staff has moved from the developing of catalogues to the bibliographic information service and to the monitoring of locations relying on the national and foreign central and individual databases that have been available on the Internet and also relying on the department's own catalogue. It is remarkable that last year they had 19,000 requests for information and in more than 9,000 cases out of this they could provide information about location in Hungary.

2. The reception of requests for document supply via printed and web call cards, on email or via fax.

Aspects of the document supply:

Number of requests recorded	10,958	(2000: 11,340)
Requests from Hungary	10,330	(2000: 10,640)
Requests from abroad	628	(2000: 700)

The number of customers who use web sites and the number of requests sent this way has been increasing because the request via the web is much faster, more convenient and more reliable than via mail while the feedback on orders makes the recording of the requests much easier.

The 67% of the recorded requests (7,291) was about book loans, 31% (3,412) about copying articles, 2% about other types of documents (music scores, manuscripts, etc.).

3. The transfer of requests to locations, the circulation of documents.

The transfer of requests

The transfer of requests within the country: 3,913 requests. 2,840 of these to locations settled, back to the customer (in lack of location in Hungary transfer abroad has not been ordered): 1,073 requests. Requests from Hungary abroad: 7,356 requests. 5,086 out of these for loans, 2,270 for requests for copies.

The terminal libraries for the majority of requests have been ODR libraries: libraries in higher education, in public education and national reference libraries. They have been receiving the 76% of the requests. Yet it must be noted that in 34% there have been non-ODR libraries as locations, like the CEU Library, smaller professional reference libraries, libraries at archives, in museums, and the libraries of the churches. This marks the fact that we cannot ignore the contribution of the non-ODR libraries, especially with reference to documents published abroad.

The terminal libraries for the requests are those libraries abroad that have the widest range of professional books available, where the hyper markers are easily available and the means of service are comfortable: Germany, Great Britain, USA, Canada, The Netherlands, Sweden.

The circulation of documents

There have been 5,691 documents coming in for the requests from Hungary. 3,816 of these for loan and 1,875 for permanent residence. The loans from abroad have been sent by post, more than half of the documents for permanent keep have been arriving electronically.

The answering of requests from abroad

We have sent 743 documents abroad, 154 for loan, 589 for permanent keep. The ODR libraries have been always ready to satisfy the requests from abroad with original copies.

4 Document service from the stock of the NSZL

The number of documents that have been handed out is 1,401. We have lent 8 documents in the country, and we have passed 1,393 documents in copies (166 for Budapest, 685 to the country, 542 abroad). Within the national document supply network the NSZL has been in a unique position because of its stock. This has installed extra duty on us. We have had to shape our services to be fast and updated and to keep our prices marketable. It is important that possibly the data of the majority of the stock should be available from other places for those who are interested.

The income and the expenditure of the service

We have paid 10,545,544 HUF in foreign currency for the services abroad. We have made use of 2,437 international post coupons worth 816,395 HUF and 381,5 IFLA vouchers worth 854,560 HUF. The total expenditure has been 12,216,499 HUF. We have got 618 international post coupons from the customers abroad worth 228,660 HUF and 167 IFLA vouchers worth 374,080 HUF.

We have charged 1,983,800 HUF (7,085 US\$).

We have charged the Hungarian customers 5,494,411 HUF for the requests answered from abroad.

We have charged 2,228,660 HUF for the contribution to the international inter library loan service. The NKÖM has supported this activity.

We have charged 232,756 HUF for copies made for requests from Hungary. The total income without the NKÖM support has been 10,542,367 HUF.

The number of the users of web requesting has increased (262), the web requests recorded have been 5,914, the 54% of the total number of requests recorded.

The electronization of the circulation of requests and documents has also increased. The 90% of the requests for abroad, the 53% of the circulation of documents have been going on via the net. We have had access to the central database and libris located at the server of the Royal Library in Stockholm. With the help of this we can launch requests in Germany, Great Britain, USA, Canada, the Netherlands, and Sweden via the network. Out of the 154 documents lent for abroad 134 have been loans realized within ODR, this has been 87% of the total of documents on loan.

NATIONAL PERIODICALS DATABASE

The National Periodicals Database enters Amicus

There has been a total change of the systems in the life of the National Periodicals Database in 2001: NPDB has been filled into the NSZL's integrated library net within the project, NEKTAR. The following data has been transferred: 743 locations (libraries) and their data, 46,101 bibliographical records (titles), 145,871 data of the stock.

The basic condition for the transfer of NPDB was the conversion of the MicroISIS records to HUNMARC records. For this there had been the HUNMARC conversion programme that was possible to run from the NPDB CD-ROM. So after the closing of the data on the CD-ROM, from May to October, until the download Amicus the members of the staff worked with the preparing of files to be recorded later. During this period everyone did the course in Amicus cataloguing. The new record manual was completed, the training has finished.

The change at NPDB has implied three important changes: the use of the data of stock and the data of the library have changed, and so has the use of the thesaurus. The preparation, the specification operations and the testing were performed from May till September.

In the old MicroISIS database we published the informing libraries' codes annually or in the volumes. The stock conversion program has been completed with the agreement of the project manager according to the specification that had been generated by the NPDB. This generated stock data by individual library codes. The stock confirmed has been transferred into the subfile verified by ELIAS, which shall be transferred to their proper standardized location when time has come for it.

The location codes had also had to be changed provisionally according to the new international standard: the library codes that we had had used before have been changed into capital letters without accent punctuation and without space by a programme.

To download the stock and location specifications had the prerequisite of recording the data of the 743 libraries that report to the NPDB in the Amicus inventory of partners (the name of the library, its abbreviation, address, postal address, the name of the librarian, e-mail address, phone number, fax number, the Internet access of the library, its basic services). This was recorded by the fellows at the NPDB.

The Osztaurusz markers (file marking system for periodicals with thesaurus) in use at the NPDB have been converted via a programme into key words at the NSZL. We have been the first to make this change in Amicus. The programme could generate a key word to the 70% of the database (to 32,274 records). The rest of 13,827 records have been ascribed key words since then. We have defined 5610 records with 12,000 key words till the end of December - by now we have recorded 3,539 of these.

The construction of NPDB and its exploitation in information services

The NPDB has been extended with the bibliographical description of 811 new titles and their locations. 660 records of these have been current, 151 from the old stock (from before 1981). The small number of new records is due to the fact that we had to put off recording from May to October for the sake of downloading into Amicus.

In 2001 we sent feedback list about 30,192 titles to 462 libraries for actualization. The lists have come back from 305 libraries about 22,120 titles by 20th January, which we have been processing since then.

The number of the data of location recorded form lists was 27,500 in 2001 (22,366 in MicroISIS + 5,134 in Amicus). We have renounced 881 records in MicroISIS; this datum has not been transferred to Amicus because of the change in the paradigm of handling stock data.

The number of questions on the phone were 1,475 in NPBD (1,628 year). We have given information about 179 titles (about 202 years) on fax. We have identified 202 titles via e-mail (252 years).

The number of requests for inter library loans were 2,636 out of which there were 2,296 current titles, and 340 retrospective ones. The number of retrospective requests has increased.

The score of current titles: 660 titles got a location (29,8%). There was no location for the required year of publication in 571 cases (24,9%), and in 1065 cases there were no locations at all (46,4%). The score of retrospective requests: there have been locations for 146 titles (43%), there was no location for the year required in 60 cases (17,6%). There have not been any location in 134 cases (39,4%).

Access to NPDB on CD-ROM and on the Web

The 9th edition of the NPDB on CD-ROM with the scope of 1665-2001 was published in May. We have sold 86 copies of the CD like in the year before. The listing of orders, the bills and the packing for delivery has been made at our department.

25,724 users have entered the main web page of the NPDB which has been available via the central computer of the NIIF (in 2000: 18,184). With this the number of NPDB researches on the Internet has been increasing fast. There have been altogether 60,128 entrances to the NPDB database from January 1998 to 31st December 2001. With the transfer of NPDB to Amicus the NPDB has lost its novelty (it contains data from February 2000). We shall not update this any more.

The database of the location of CD-ROMs

The "database of CD-ROMs with the locations of libraries" (CD-ROM location database) has been under further maintenance at our department in Access database processor. The libraries have been sending in their growth of CD-ROMs besides the NPDB stock feedback lists yearly. The number of libraries that provide data: 147. By the 31st December 2001 there had been 1,070 titles and 1,154 analytics in the database. The database of CD-ROMs with the locations contains the locations and the main bibliographical data of monograph CD-ROMs and periodical CD-ROMs published in Hungary and the data of monograph CD-ROMs from

abroad. The server of the location CD-ROM database on the web - voluntarily updating the base yearly - is the Neumann János Cultural Service Company. The last updating was on 2nd August 2001.

THE STORING OF THE CORE COLLECTION

Arranging the Stack Room and Moving

The Stacks Management has been arranging the store both inside and outside so as to keep the order of the stock, to provide the service for the readers and to protect the stock. The Stacks Management has moved the Reserve Store from room 808 in the building to the 11th floor of the tower store as part of the great summer rearrangement managed by the Information and Document Provision Division of store space in the summer to match the readers' demand better. The move had been indicated by stock security reasons. The vacant room was refurnished with the store boxes for microfilms. Two colleagues have moved from the Stacks Management to the Collection of Microfilms because the circulation of microfilm has been transferred to the Collection.

Room had to be secured for the Stock Collection in the inner stack room: 500 running shelf metres of stock - mostly foreign non-Hungarica - periodicals and 700 running shelf metres of Cutter numbered and "J" labelled notes have been moved to Törökbálint. The four-floored Western stack which is for the keep of material of museum value room is full. The notes that are not used much by the readers have had to be moved for the sake of providing safe room to keep the museum pieces. The circulation of the material that has been moved is weekly.

The newspaper stock of the stock collection which had been in boxes since 1972 because of the lack of space was sorted between 17th November 2001 and 7th December in the cellar store at Hold utca. The newspapers belonging to the stock collection are still stored in the store in Hold utca because of the lack of space and the readers provision is made from this location. The colleagues at the Stacks Management unpacked 457 wooden boxes. After checking the newspaper by item (title, copies/year - checking the figures of lists) the documents were moved to the space closed with bars at the cellar store. They have refused the items that were not needed any more relying on the lists and checking the notes of the Stock Developing Department. The refuse record has been made by the Stock Developing Department. They circulate the stock collection newspapers that have been moved to shelves on certain day of the week since 2nd January 2002 with the consent of the Readers' and Information Service. To secure space for the growth of the collection - especially in case of stock growing periodically - 2,266 running shelf metres of documents have had to be moved.

The reconstruction of the library of Count Ferenc Széchényi, founder of the national library has been finished. This year the director-general has asked Mr. Sándor Óvári who has been in charge of the special collection to select from the stock collection the works that have been stamped by the founder (300 running shelf metres). The Bindery and the Restoration Department have started to restore and clean those books (3,000 items) that will be the basis of the permanent exhibition from April 2002.

The director-general has employed two members of the Stock Protection Council to check the storing spaces of the main building of the library in May and June 2001. They have been looking for rooms that may be changed into storing spaces for the stock.

In view of the problems in storing the Stacks Management will arrange that the special collection should get space in the inner stack rooms. They are trying to keep the circulation of the stock on an optimal level. They move only those segments of the stock the moving of which would result in better conditions concerning readers' service and stock security. The possibility of moving to external stack rooms is limited in case of the stock collection: it

depends on the museal price of the documents in the segment and also on its impact in readers' service circulation.

Circulation in the Stock Collection

The department has been circulating the documents for readers and for inside library loan and professional circulation. The readers' service impact of the stock collection has been according to the feedback statistics 180,829 copies (2000: 270,663). The Book Processing Department has asked 831 copies for bibliographical revision (2000: 2,058). The Collection of Microfilms and Photographs has returned 1,734 copies after recording (2000: 833). The impact of the Reserve Store has been 875 books (2000: 1,128). The traffic of the periodicals that have been moved from the Historical Special Collection and which have not yet been transferred has been 210 items (2000: 65). The current periodicals store collated 7,986 periodicals and passed them to the Periodicals Processing Department, to the cataloguing section (2000: 9,146). For replacement and repair and to fill the cardboard boxes the circulation of the periodicals that have been reclaimed was: 2,410 items (2000: 2,193). The periodicals that have been moved from the Historical Special Collection have been transferred to the cataloguing section. They have provided the copies from the stock collection necessary for the occasional recataloguing of newspapers: 2,746 items (2000: 3,058).

The stock collection developed with 19,881 books and with 8,721 periodicals in 2001 (2000: 26,509; 11,854).

The store directory of the documents that enter readers' circulation was changed during the closing period in the summer. Watch tickets mark the documents that have been out of the store. The Reference and Readers' service has received two colleagues from the Stacks Management and has undertaken to record electronically the documents that are away from the store permanently (standby, recording on photos, exhibitions, inner loan, etc.), and they also take care of transferring the readers' requests via telelift to the proper loci in the stores. Consequently, the two places at the counter delegated by the Stacks Management has been cancelled.

The opening hours at the stores have been reduced with 13,5 hours weekly. The decision had been indicated by the limited readers' presence during the evening hours and the extra working load which had been the result of the transfer of two members from the department.

The Maintenance of the Incurrent Material

The Incurrent Section (the former *Surplus Copy Centre*) at the Hold utca estate was abolished in 2001. The members of the section sorted out about 40,000 books (50 cubic metres) and mixed (newspaper and book) and 24,000 items of small prints and separate prints (8 cubic metres) and weeded them out from the second storey in the cellar. The books and the newspapers to be kept (120 boxes, about 8,400 volumes) were moved to the Régi Főti út, while the small prints were sent to the Collection of Small Prints for comparison and also for the Stock Developing Department. It is common knowledge that after the leaking in the summer in 1999, due to the constantly high degree of humidity a very aggressive moulding had started. The Municipal Medical Office (ÁNTSZ) declared the place unfit for labour. Work could start again after the floor and the inner space had been sterilized a couple of times. The documents have not been disinfected because of the high price. And instead of this the colleagues who were doing the weeding out volunteered at the suggestion of a stock protection specialist to go on with the sorting out in protecting garments (mask and rubber gloves). Ms. Ágnes Salgó, head of the Collection of Early Books and Mrs. József Tóth the deputy head of the Acquisitions Department have been on the spot to check the ruined

unidentifiable surplus volumes from before 1850. The result of their activities was reviewed by the head of the Collection of Early Books at the scientific session on 11th December 2001. The old books - from before 1850 - stored on the second storey of the cellar that had once been the property of the church have been returned by 17th April 2001. The holy orders have moved 7682 books from Hold utca.

The members of the Cataloguing Section at the Store and Periodicals Processing Department sorted out the spare copies of periodicals on the first storey of the cellar to substitute the missing copies of the stock between 2nd April 2001 and 19th June. The material consists of the periodicals published after 1945 abroad and between 1920 and 1944 in Hungary that used to have been in the former Historical Special Collection and were defined as spare copies. The 25 boxes of scattered newspapers and the 6 sealed boxes were sorted out according to titles and they have been checked via the stock collection. 165 titles have matched, at 71 titles there were 638 volumes that could be used for substitution and for the replacement of ruined volumes. In case of the periodicals that are had been waiting for recatalogization there were 250 volumes for 18 titles until the processing of the material to be sorted by items. We were checking the 9,000 spare copies of the Historical Special Collection with the help of the Acquisitions Department the whole year. The fellows of the section have arranged the material that had been sorted according to the initials of titles into close alphabetical order they have copied the cover page and sent them to the Acquisitions Department. These activities will provisionally have been finished in the first half of 2002. The old books that have belonged to the great Hungarian families of nobility have been moved from the Hold utca to Régi Fóti út between 22nd August and 17th December; and also the volumes of the formerly blocked copies that had either been already checked in their majority or were still waiting for identification; and the other old books from the 1st storey of the cellar that had been sorted out according to their owners' names. On 17th December the emptied offices of the Hold utca estate were handed over with the exception of the office furniture that had been necessary).

A couple of university libraries (Károli Gáspár Reformed Church University; Pázmány Péter Catholic University; the University of Pécs) were selecting through the whole year from the stock under weeding out at the Törökbálint Store House. Since there had not been an official decree of the abolition of the stock the items selected had to be exited from the accession register one by one. This slowed down the operation and delayed transport. It has been problematic that the material from before 1952 had not been checked at the catalogue of deziderata - consequently the copies sorted out by the university libraries have had to be transported to the Acquisitions Department for checking. Parallel with this the old books from before 1850 had been transferred in blocks of 300 copies to the Acquisitions Department for checking.

1,000 running shelf metres of spare copies - mostly considering law - that could still be usable for other libraries were transported to the Régi Fóti út with the help of external capacities for transport and loaders between 15th and 31st May 2001. The members of the Incurrent Copies Section sorted out 50 cubic metres of large size spare copies of newspapers between 5th and 13th 2001. 6 cubic metres of accumulated periodicals were transferred to Régi Fóti út and selected them into the files that had already been classified in alphabetical order. 44 cubic metres of newspapers were refused.

The National Széchényi Library participated in the campaign for the collection of books launched by the Association of Hungarian Publishers and Book Agents within the programme, The Year of Reading, on 8th September, 2001. The members of the Sales and Acquisitions Department received the books collected, they sorted them and then selected from them according to the interests of those who had requested from them (the collecting scope of libraries) and packed them into boxes. Out of the 60,290 books 34,244 have been given to 125 Hungarian libraries, schools and other organizations in Hungary and on the other

side of the border. 26,046 copies were grouped into units of 50-150 copies and they have been provided for families who are fond of reading and for social institutes. The boxes were delivered by the Service of Malta.

At Régi Főti Út they were receiving the arrival of spare copies throughout the whole year. They were grouping and arranging parts of the material that were arriving because of liquidations. Arranging is going on in 2002. They separated space at the stack room for the books belonging to the major families of the nobility. They have completed the lists of the documents. They have displayed the books belonging to other owners on shelves, and also the formerly blocked spare copies.

9,141 books were returned to the churches from this estate. Altogether 16,823 books were returned in 2001. The process of returning the books belonging to the churches and to the holy orders has been completed. 24 books have been given the right to select free. The libraries have selected and taken 7,459 books; 2,306 periodicals; the total of 9,765 documents.

BOOKBINDING

The Bindery has fulfilled its schedule for the year, 2001. We did our jobs in an order which has been regularly negotiated with the departments and considering the measure of the use and the danger of ruining the copies. We have had to exploit the conditions at our disposal and to arrange a system of co-operation with the other departments to satisfy the aspects of protecting the stock. The figures of the activities are summarized in a table.

Our basic activity has been the provisional protection of the stock, that is, to delay the physical deterioration and the ruining of copies and also to satisfy the demands for repair and restoring within the institution on a high level.

An outstanding task was during the closing period in the summer the conservation of the books in the General Reading Room on the spot, dusting and doing the minor repairs. The number of the manuals that have been ruined and torn by readers has increased considerably.

We have repaired, bound, distributed or packed to boxes, according to the demands, the quite deteriorated, acidy, crisp newspapers that had been checked by the Cataloguing Section from the former Historical Special Collection (Magyar Hírmondó, Buffaloi Híradó, Új Kelet, etc.).

Besides the schedule we have started the conservation and repairing of the extremely polluted books of the Ferenc Széchenyi Collection for the great exhibition that is to celebrate the 200th anniversary of the library. Our work has been financed by the institute.

The closing of the History Reading Room was unexpected. It was a very difficult professional challenge to restore 71 books that had been soaked very much.

The Bindery has given help to the following exhibitions:

- Hungarian Illustration of Books in Hungary and outside Hungary from 1918 till today
- Teréz Endrsz naive painter
- Exhibition of Swedish Children's Books
- the exhibition of Ilona Hesse-Ruckriegel marble paper artist in collaboration with the Manuscript Collection
- the relics of the Hoffhalter Press
- Verdi in Hungary
- The 1000 Years of Hungary in Pictures

The types of the 1,830 bindings for the stock: 1,401 cloth, 310 half-cloth, 79 half-leather, 23 paperback, 6 leather, 5 velvet, 5 silk, 1 palimpsest.

The copy machines, Minolta 8602 and Xerox 1025 that are located at the department have made 196,035 pages (2000: 255,501 pages). The binding of copied material has increased (gathering, folding, piercing, spiraling). The tasks are more sophisticated and there are more copying in few copies.

INFORMATICS DIRECTORATE

The Improvement Department and the Department of Applied Computer Technology have been acting under the name, Informatics Directorate.

The Development of NEKTAR (National Comprehensive Informational Network)

The main objective in 2001 was the securing of the running of Amicus 3.2 online. It is an integrated operational system for databases that works within the informational network of the NEKTAR. There has had to be a strengthened librarian and computer technology supervision.

- We have been coping with the problems resulting from the leaving the Dobis/Libis system.
- We have arranged the online Amicus database to be copied from time to time, this is the so-called Ami Supplement. Every change, correction, download is tested and controlled in this base before their installation to the online system.

The joining of databases:

- We have entered the NPDB database after shaping its conversion programme for the stock data and file markers of the NPDB and checking the view for the Amicus central catalogue.
- After the necessary preparations the database of foreign books was moved from Katal to Amicus. This way the generation of analytic items has become possible with reference to our purchases from abroad.

The entering of single classes, special collections, and other types of documents:

- The Map Collection was the first to start and operate in Amicus. We have also generated their branch library and helped in the making of the regulation for processing.
- We have arranged the activities of the Legal Deposit Services and of the Hungarian ISBN Office in Amicus, we have designed the routine and produced the manual, trained the fellows.
- We have checked the regulation of the catalogizing of the video documents with the Collection of Historical Interviews. We have completed the final version of the home regulation for the cataloguing of video documents.
- We have constructed the new regulation for the processing of the Radio Free Europe documents in Amicus, we checked it with the members of the Collection of Historical Interviews and with the competent fellows of the Collection of Microfilms and Photographs. We put the regulation into its final form and we helped to train our fellows.
- We joined at the appropriate stage the preparations to connect the Music Collection and the Eruditio databases to the network.
- We have arranged the introduction of the system, Amicus at the Library of the Hungarian National Museum (the review of the status of the library, training, the construction of regulation, schedules, problem solving).
- We generated the bogarAM failure check system, and we have trained the Amicus users to use it.
- We have improved the LibriVision 1.8.5. version (codes of locations, making downloading easier, etc.). We have been in contact with the fellow specialists at the Information and Document Provision Division in connection with the questions about the application of LibriVision. We have generated a word listing programme from the translations of the LibriVision 2.0, and we have started to install the 2.0 version of LibriVision.
- We have been maintaining and developing the MicroISIS databases. We have changed the structure of data and the data, the qualification of data referring to the filing titles to prepare the HUNMARC conversion of the IKB database. We have generated a reference basis as an accompaniment to the IKER database; and we have designed a search page for it. We have supplemented data and data files on the HUNGarica database. We have rationalized the operations of processing and we have generated different kinds of information lists. We have passed the generation of the final reference from the HOKOM database to the Retrospective Bibliography Department for testing. The serial numbering of the items of the supplement

book, The Bibliography of the Horthy Age has been finished. We have standardized the picture-design-costume (kdj [pdc]) filing structure.

Software-Hardware Maintenance, Care, Operation

- We have been working on the maintenance of the databases, on the operation of the servers, and on the supervising of the networks all the time. The installation of new appliances (72 new PCs, the change of very old machines with less aged ones), their tuning, and the necessary testing have been done without fail. We have corrected the failures cropping up. We have had to reinstall 54 computers this year for various reasons, mainly because of virus infection. The removal of virus infection was considerable in 2001. We have been keeping the NSZL virus watching system updated.
- After the testing of new applications, and after the arranging of the soft wares to be installed on the Novell server we have arranged the automatic installations.
- We have arranged the NSZL's new system administrative system, its realization is delayed till 2002.

Objectives of Methodology and Other Tasks

- The HUNMARC that will appear as library regulation. We have arranged the plan of the data change format of bibliographical records for negotiations, we have rearranged it according to the suggestions and have posted it for comments. We have been doing everything in connection with the objectives that are related to the format maintenance of the data change via HUNMARC.
- We have made the 1.0 version of the NSZL Thesaurus. We have arranged a NSZL Thesaurus maintenance (designing, generating and training the site), we have been inspecting the operational maintenance. We have designed the web pages of the NSZL Thesaurus and that of its supplements, we have located it on the homepage of the NSZL. We have provided a training in the use of the Thesaurus.
- We have been publishing the inner regulations in connection with Amicus on the homepage of Amicus. We arrange the background of training for Amicus.
- We have been continually generating our products according to the demands:
MNB BOOKS and MNB BOOKS - WWW booklets twice a month. Kello catalogue cards generally twice a week. MNB [MNB] Books CD-ROM twice a year. Twice for Szirén, for MOKKA.

HUNGARIAN ELECTRONIC LIBRARY DEPARTMENT

Current activities:

- There have been 626 electronic documents joining the stock of the EL. The size of the stock by 31st December 2001 was 3,990 documents. About 511,564 entered the pages of the EL this year downloading the average of 1,200,000 files monthly.
- In connection with the requests for the "documents discovered on the Internet" we have managed to establish official connections with the Hungarian National Bank and with the MTA [Hungarian Academy of Sciences] Institute of Economy.
- Some publishers and scientific workshops have already sent their publications occasionally in electronic form, e.g. Terebess Press, Shark Print Publishers Ltd., Archive of War History.
- The digitalizing volunteers have contributed a few works by Hungarian literary classics. The initiative of the Librarianship Department of the Juhász Gyula Teacher Training College is

worth mentioning with emphasis. Ms. Melinda Simon lecturer arranged that they sent basic books in book history, library history and cultural history in digitalized form to the EL.

- Last year we had mostly the Hungarian classics' texts checked and proofread within the scope of our financial means of the budget. We increasingly have to take care to secure the quality of the texts not only in case of texts digitalized by volunteers but also with "ready-made" documents downloaded from the Internet, not to mention the electronic works received from the publishers.

- The correspondence with the publishers has resulted in a new task: the satisfactory conversion of the electronic documents that arrive in formats that are not ready for public circulation (e.g., Quark Xpress, PageMaker, HTML from Ventura formatted documents, the generation of PDF). This demand seems to be increasing in the future, so there is a need to secure extra sources.

The conversion of the documents already existing in HEL for a long time is connected with the things mentioned above. A small amount of mainly WinWord formatted files have been converted to HTML and PDF format.

- The members of the EL had participated in the activities of MIT-HOL online information service. We have gradually passed the operation of the service to the Reference and Readers' Service. The department of HEL will be providing technical help and assistance for the information service, e.g., with the mailing list already mentioned.

New Tasks:

- We bought a new server in April and we started to operate it with LINUX operational system.

The Internet address of the new server: MEK.OSZK.HU

First we fully saved the IIF version of HEL on the server with the interactive functions related to the services besides the stock (e.g. catalogue, full text search, guest book signature).

- Our system designers have developed a new full text search system on the new server in their own context of improvement. This secures the faster and more efficient feedback in our textual files in the full texts.

- We have installed a programme on the server that is ready to operate the mailing lists (*MAILMAN*). We have generated a number of lists for inner use with the help of this.

- According to our contract with ARTISJUS (Office of copyright) we make statistics of downloading and we have made these accessible on our board.

- we started to archivalize in an experimental version some online periodicals with free access under the name EPA (Electronic Periodicals Archive). - <http://epa.oszk.hu/>

- We have initiated co-operation with Hungarian organizations on the other side of the border to establish Hungarian electronic libraries abroad. We were present at a professional symposium at the Verseggy Ferenc County Library in Szolnok on 13th-14th October with the financial support of a National Cultural Fund (NKA) application where we discussed the basis of the construction of electronic libraries, including its first steps.

- *Questionnaire*

1st October - 30th November we made a questionnaire available online on the homepage of the HEL. We were curious about the readerly habits, some aspects of the readers' social disposition, about their experience with HEL, about their suggestions and opinions in this test via questionnaires. We received nearly 1,500 forms filled in during the two months.

- ***Virtual Library***

As supplement activity at the HEL we have been continually collecting and actualizing

- the online public access catalogues (OPAC) of Hungarian Libraries, the addresses of their homepages on the HUNOPAC page.

- the availability of Hungarian electronic periodicals

We have been planning the generation out of the inventory of titles of a more developed database with more detailed data in 2002.

- addresses of publishers of e-books.

We started to record and circulate the homepage addresses of the new e-book publishers.

- Besides operating the HEL the Department of HEL receives the **legal deposit copies of e-books**. It is for 2002 to work out the mechanism of the reception of e-books, their catalogizing and their localized circulation.

- also besides the content observation service of the HEL one of the members of the department - Ms. Andrea Góczán - is the responsible editor of the NSZL homepage. The renewal of the homepage started in the autumn with special attention paid to the celebrations of the bicentennial in 2002. Mr. János Káldos, another member of the department joined the activities.

Promoted Objectives:

The Construction of HEL 2.0

We started to generate the long-planned 2.0 version on the new server in 2001.

A broader record structure that matches the standards of the library had been completed for the new HEL version in the summer. We checked the record structure in the plan with **HUNMARC**, and we checked it via the recommendation, **Dubline Core** which is generally used on the Internet. We also generated the **XML** version of this structure.

We created a model database via the MySQL database operator installed on the new server relying on the old record structure. The data input bills and the programmes are ready for the database, and their testing started in the autumn.

We have installed on our server a full and structured text indexing programme for the sake of open Internet service. This is able to do **Z39.50** server service besides the future catalogue functions. Besides the installation of programmes we started to operate, test and develop according to the perspectival demands the HEL 2.0.

It is an outstanding objective for 2002 to complete the 2.0 application, the sorting of the documents, and the recatalogizing.

Conferences, exhibitions:

We have been to the **Professional Book Exhibition organized by Saldo Co.** on 21st-22nd March at the University of Economy in Budapest. On the one hand we had a stall of our own

at the exhibition where we displayed the services of HEL, on the other hand, we gave a lecture for those interested about our activities.

eFestival

At the request of the Chamber of Hungarian Database Servers we declared our intention to participate at the *eFestival* organized by the Webigen Co., the Empire Communicational Agency and the MAK. We did not get any prize at the competition, but in the autumn, at the closing assembly of the festival the competition work of HEL was displayed before many representatives of high esteem in the profession.

SPECIAL COLLECTIONS DIVISION

Works in Progress

The development of the collection

In 2001 we had very little money from the budget for the development of the collection. Two factors have basically determined the final figures of the development of the collection.

One was the high number and value of documents presented. Out of the 15,200,000 HUF growth of the Manuscript Collection there had been 6,500,000 HUF presents. Out of the 6,072,795 HUF growth of the Collection of Theatre History there had been 4,508,000 HUF documents that had been received as presents.

We were able to buy manuscripts with increasing prices and other documents for the special collections only with the help of NKÖM and the Corvina Foundation. These have been occasional sources and the lack of support from the ministry or the change of attitude at the foundation may make the conditions of the developing of the library impossible. The development expenditure from the budget is indispensable. The number of legal deposit copies has increased considerably in each collection concerned.

The tasks of the development in progress:

the monitoring of documents in the scope of the collections both in case of purchase and presents

negotiations and the monitoring of heritages,

the checking of documents offered,

the offers for purchase and the indication for them,

establishing prices,

the reviewing of catalogues at auctions (for professional decisions), checking with stock catalogue,

registering in the inventory,

correspondence on purchase in the country, occasionally also with institutes abroad,

official competences.

The generation of protection lists for NKÖM, the description and indication of the priority purchases for reasons of protection have been made. The negotiations that had been going on for years were not successful. The fellows of the office had been demanding more and more supplements - without reason from our point of view. This has been the cause for repeated correspondence and quarrel, yet the points of view have not matched each other.

The listing of the significant new items from both presents and purchase are in the department reports.

There have been quite significant findings in the Surplus Centre done in difficult circumstances.

Disclosure of documents

The activities of disclosure and processing at the special collections is quite variable. The mixed documents have to be sorted out prior to the processing. Checking with stock inventory, registering, the mapping of data that are missing, stamping, refuse follow. Next there is full, simple and analytic recording of titles, classification, the rearrangement of heritages, location in pallia, packing in boxes, registering for entering for the stock at the stack room for reasons of processing.

Bibliographical activities, catalogues

The generation of descriptions for the booklets of the MNB [Hungarian National Bibliography] at the Map Collection and at the Music Collection, and editing, classifying, the generation of references and concordance have been done.

The digitization of the cards of the modern Latin legal deposit copy manuscripts and their revision have been done in collaboration with the Arcanum Publishers.

The operation of the fourth volume of RMNy [Old Hungarian Prints] has begun.

The professional activities in connection with the disclosure of copies of unknown Hungarica from before 1801 (in collections in Vienna, Transylvania, Slovakia) have been continuous.

We have been working on the construction of the history of printing database, "Clavis typographorum".

The fellows of the Bibliographic Editorial Office for Early Hungarian Books have been maintaining the central catalogue of foreign prints from before 1801.

A professional bibliography of books and of the history of books has been generated for ABHB.

We have been providing data for the international theatre bibliography database (IBT, New York).

We have been collecting data with the financial help of OTKA about the period 1712-1800.

The works of the catalogue of the collections of 16th century antiqua have been going on.

The maintenance of the collection

The revision of the stock at the Collection of Small Prints has been going on with 35,051 items (the total has been: 2,475,026).

24 boxes of scattered material have been sorted out at the same place.

Zirc: except during the winter months, as far as the visitors' presence had allowed, the mixed stock and the periodicals were sorted out. The revision of small prints has started. They have been receiving books from the provenance of the Cistercian Order. The operations of renovation have been continuous. It is managed by the head of the library, including the supervision of the research rooms.

Readers' Service and Information

We have been supervising the reading rooms, we have provided information both verbal and written, processed documents, we have checked loans inside and inter library, we have arranged the loans, the opening hours, we have ordered and produced copies, we have produced permissions for copy rights for quoting, participated at exhibitions both in Hungary and abroad, and received Hungarian and foreign guests, we have been displaying the collections at the special sections. College and university students' groups, ambassadors, participants of library and other professional conferences, lecturers and students from foreign universities and others have been visiting our collections.

The Zirc Historic Library received 33,819 visitors.

The members of the Music Collection have been arranging concerts every two weeks for the students of the Music Academy in the series, Concerts of Young Talents.

Protection of Stock

Operations of bookbinding, repair, conserving, restoration, and microfilming have been going on in installments that have been negotiated with the other departments. The pieces of material for the protection of collection has been selected, recorded, and classified for the store and then has been relocated. The members of the Restoration Department have been repairing the documents of the special departments and the preparation of newspapers for microfilming besides the urgent tasks that come unexpected. The activities at Hold utca have been delayed by the operations of renovation. See the figures of restoration included in the table in the appendix.

New Objectives

We have been preparing for the joining of the integrated library network. We have also been preparing the home regulation for the printed music scores and for the standardized title format at the Music Collection.

The home regulation for the joining of AMICUS database at the Map Collection has been completed. The preparations for the production of the project "Bibliotheca Eruditorium 1500-1700" have been going on at the division: arranging material, selection, construction of the database, check before print, revision.

The manuscript of the booklet about the Collection of Small Prints has been completed as part of the preparations for the anniversary.

Promoted Objectives

Digitization

The digitization of the maps from the 17th-19th centuries representing Hungary has been going on, and so has been the preparation for the Internet service.

The processing and the digitization of the manuscript maps belonging to the former library of Ferenc Széchenyi.

We have digitalized the complete Corvina collection with the help of Xerox Hungary Ltd.

The selection of material for the NSZL picture book.

The 65 pages long manuscript of the ISBD/A home regulation has been completed.

Exhibitions:

Preparations for the celebratory exhibition, "Potentates and Corvinas"

Exhibition of Maps in collaboration with the Hungarian Institute in Paris

Verdi Jubilee Exhibition

Béni Egressy Memorial Exhibition

Beautiful Hungarian Maps 2000

Selection of the Purchases in 2000

Globes and Celestial Globes

Gusztáv Oláh, the Magician of the Stage

Sketches for Stage Design and Costume for the Performances of Dramas by Gyula Illyés

Millennial Exhibition, Symphonia Hungarorum in collaboration with the Budapest History Museum

Donations and Donors

Exhibition of Ilona Hesse Ruckriegel marble paper artist

History of the Press Exhibitions in storers on the 5th floor and also in memoriam of István Széchenyi

Publications

Chapters from the history of Hungarian printing in the 17th century

Conferences

Participation and lectures in Jyvaskyla at the 5th International Conference of Hungarology (Mrs. Pál Somogyi, Ms. Szilvia Bánfi).

Conference and exhibition, "The History of Printing in Lendva" (Ms. Szilvia Bánfi)

Applications

The furnishing of the recording room - Japanese application "The Japanese Grant Aid"

Széchenyi Plan - see the applications at the reports by the Collection of Theatre History, Map Collection and Bibliographic Editorial Office for Early Hungarian Books.

Editorial Office for Early Hungarian Books, OTKA support

IKTA-4 application (Ariadne Project)

COLLECTION OF HISTORICAL INTERVIEWS

1. Works in Progress

- interviews made belonging to the basic activities of the Collection (24 interviews altogether, 72 hours of usable recordings)

- the computer transcription of the interviews, the preparation of interviews

- We have developed the Moving Pictures Collection with two years' news material and document films (the years, 1939 and 1947) and with 10 years' video master cassettes of interviews in collaboration with the Hungarian National Film Archive and the Hungarian Television.

We have transcribed the collected material to VHS, the processing was directed to the Access database of the Collection of Historical Interviews.

- There have been lectures on the spot for college and university students on the film as historical source supplemented with samples of films.

- We published the booklet, "Radio Free Europe" in 2001 for the Radio Free Europe Conference on 5-6. October, 2000 and we have sent it to the participants.

2. Promoted Objectives

- We made a video installation for the "Kaiser and König" exhibition (8th March - 2nd May) held at the Austrian National Library in the millennial series of the Collegium Hungaricum Vienna. We transcribed the audio documents of the Radio Free Europe from 1956 on VHS research cassettes. We have prepared the compact digitalized version.

3. Applications

The National Széchényi Library's Collection of Historical Interviews received programme financing.

- The continuous recording, processing for research purposes and the digitization of the news of the programmes of five nationwide television programmes

- OTKA purchase of appliance (microfilm scanner)

For the Learning of the Hungarian Moving Pictures Archive Foundation has won the following applications:

- Interview processing - Informatics Government Committee

- Rejection, Integration, Awakening (Tibor Tüskés, Tamás Bécsy portraits - Hungarian Historical Film Foundation)

- Pogány, - the ten years of a Hungarian farm (Hungarian Moving Pictures Public Fund)

LIBRARY INSTITUTE

The Library Institute has been fulfilling its programme that it started after its reorganization. The personal conditions of the new structure had been established: after application Miklós Fehér, Ágnes Rácz, Györgyi Hölgyesi were appointed to the statuses in the management.

The new homepage of the institute is ready, its planning started at the beginning of the year. The profile manual of the institute was ready at the same time with the homepage. The editorial works of the English and the Hungarian versions of the brochure of the Institute started.

The strategic plan of the Library Institute had been completed - in correspondence with the national library strategy.

The National Library Advisory Board has affirmed the activities of the Institute and has consented to the strategic plan.

The Institute has been managing the Cultivate Programme of the European Union.

We arranged an international conference for the participant countries in September.

We made a contract with KELLO for the further publishing of the periodical, "Új Könyvek" [New Books] for one more year.

A new class-room has been made for computer training.

THE ACTIVITIES AT THE SPECIAL LIBRARY FOR LIBRARY SCIENCES

Readers' Service:

The number of readers registered: 640. The number of visits to the library: 4,890. Both figures have decreased in contrast with the figures of the previous year. Besides this the number of loans from the library has increased (from the 1810 loans of 2000 to 1,987 in 2001). However the number of loans of original documents has been decreasing (from the 4,456 of 2000 to 3,771). 22,005 documents were used on the spot. We made 7,773 copies for readers' orders (1,100 pages less than in the previous year).

The figures of inter-library loans are similar to that of the previous year: 64 genuine documents and 525 copied pages of documents. We have asked 7 documents from other libraries.

We have had 571 Hungarian (170 more than in the previous year) and 72 foreign librarians and students with a library major.

Information Service

The use of our information service has increased this year, basically because of the bibliographical researches necessary for the Institute's activities. Besides the reference service we have actively participated in the MIT-HOL computer informational service with replying to the library-oriented questions.

Within the topics monitoring service we have been sending bibliographical lists about the reference literature processed in the MANCI [Hungarian National Database of Articles] database in every quarter of the year.

We have been operating the following information services via the new homepage of the Institute:

- the online catalogue of the Reference Library in the NEKTAR network of the NSZL
- MANCI database for librarianship articles, the WWW site search page of which we managed to develop in 2001 (the choice of downloading records, the matching of key words with bibliographical items)
- The selected annotated growth list of the Reference Library's purchases from abroad.
- The contents of the Hungarian library periodical.

Developing the Collection:

The HUF budget of the development of collection did not change. The 96,6 % of our budget was for the subscription of periodicals in 2001 which had to be supplemented with money left from the 2001 ODR support. We bought 135 thousand HUF altogether from the budget for the purchase of books. The ODR support was 1,109,901 HUF. 94,47% was spent on periodical. The growth credit together with the support is not enough for the scheduled development of the collection (we cannot renounce further titles from the subscription of periodicals in order to preserve the standard of document and information supply).

Our exchange activities have also decreased because we do not have publications fit for exchange (the HLISA has been suspended for financial reasons) neither do we have money for the purchase of documents.

Processing for catalogues:

The pace of library processing has been slow because of problems in the staff. The fourth member has taken over the operation of catalogizing within the last two years. The processing of new books is updated - since the growth of books has been considerably decreasing -, the processing of older presents and heritages is slower than required.

Special Collections:

The development of the special collections has been suspended. They grow only via presents (67 M.A. theses, small prints, library brochures).

The article collection has developed with 1,467 items. They have been processed selectedly via MAKSZAB.

Documenting Activities:

- The database, MANCI has gathered 3,073 new items (1,951 Hungarian, 1,122 from abroad). Reviews of 35.8% of the foreign articles have been made for the foreign periodical monitoring section of the Library Review.

- The processing of current foreign Hungarica has been suspended for reasons of staff.

- We have been processing the retrospective processing of Hungarian periodicals of librarianship.

- We have been generating a bibliography of the national library for the 200th anniversary of the NSZL. Works started this year.

The Library Database of Chronology:

We have been extending the chronological database of library history retrospectively: the events of the periods between 1960 and 1970, 1802 and 1920 are included now.

The Development of Infrastructure:

The supply of computers increased in 2001. The fellows at processing and development have been given larger screens and we bought an ink print for the readers' service. The terminal necessary for the computerized loan service is ready. We bought the Library Institute a mobile CD writer for data saving and archivalization. We extended the computer-digitalized copy machine complex that we had bought earlier with a fax modem for the better document service for the inter-library service with the support of ODR. This has made it possible that we can send copies of digitalized documents via fax for those who ordered them.

ACTIVITIES OF THE DEVELOPMENT OF COLLECTION. THE EDITING OF ÚJ KONYVEK

- The Új Könyvek [New Books] advisor for the development of collections that is published every two weeks has been edited in 26 numbers and we have sent them in a ready for print format to the Library Supply. We reviewed 7,541 titles during this year. This magazine is the only one in Hungary that reviews new books on this scale.
- We have been editing the computer database about the books reviewed in the magazine, " Új Könyvek" [New Books] since 1994.
- We have been partners with the MNB in the provision of cards for libraries.
- We have had a test among the libraries that have been subscribing for the magazine, Új Könyvek about their use of this booklet for the development of collection and its use in the actual development of collections. We have produced the figures of the test in tables and we have been making use of the results.
- We have been arranging for CD-ROM edition the seven years of Új Könyvek 1994-2000. We have provided the aspects of the computer classification and we also have been testing it and supplementing the CR-ROM with its documentation (it will be published at the beginning of 2002).

EDUCATIONAL ACTIVITIES

We have been continuing the following projects of non-academic postgraduate library training:

- the secondary level special one year long training for *library assistants* with an OKJ (National Educational List) degree

We have launched twice two groups for A level one year long OKJ special training in *computer operation and computer use* with 12 people in each group. We have arranged the exams of these courses and also the distribution of the certificates. We have collected all the necessary permissions and arranged the verification of certificates.

We have been participating in the organization and operation of the higher level training launched in February 2001 for book and paper restorer specialists (the course was led by Beatrix Kastaly.

We have successfully run the course "Traditional and Computerized Formal Classification," accredited among the post gradual trainings for teachers for librarians in school libraries.

We have prepared the schedule for a programme for a possible higher level OKJ specialist training connected with the course for library assistants: the training for assistant librarians. We have issued it for wide professional discussion to establish professional consensus.

We started to test the demand in the working areas for the courses that provide non-academic certificates, their possible and necessary levels and the shaping of the whole system of specialist training for librarians.

In 2001 we sent questionnaires (with the help of the county training locations) to the cc. 1,000 persons who had got a certificate in the secondary level assistant training to detect the problems, contradictions, values and benefits of the assistant profession.

Accredited Courses

This year we had the first chance to carry out the directives of the decree 1/2000. The following programmes have been applied at the Library Accreditation Committee, and they have been accredited:

- Traditional and Computerized Formal Classification (90 hours) establishing and launching
- The Use of the Internet in Everyday Library Work (30 hours) establishing and launching
- Mental Hygiene (30 hours) establishing and launching
- The service of the gipsy minority (30 hours) establishing and launching
- Securing Equal Chances in Library Service (30 hours) launching (founder: the Library Department at Eötvös Loránd University, Teachers' Training College)
- Children's Libraries and Children's Librarians (60 hours) founding (launched by the Veszprém County Library)

RESEARCH AND ANALYTIC ACTIVITIES

Attila Nagy carried out a research, "The Reading Culture of Students in Secondary Education" with 1,200 people via questionnaire. (between 15th April, 2001 and 10th May) in the age span of 15-17 years. He has already published parts of the figures of the research, and he has talked about them in his lectures.

Attila Nagy has worked out a research proposal under the title, "The Public Library and Its Social Setting" in collaboration with Ragnar Audunson (Oslo) Norwegian and Joachim Hansson (Göteborg) Swedish colleagues. They try to map the forms of the fixed and the flexible forms of the public library that can match the social circumstances that change fast. They do their research partly in field work, partly they shape their project with the help of librarians. Their target groups are the pupils in primary and secondary schools, the parents and the teachers (with special attention paid for the ones with gipsy origin).

The launching of research to test the library provision of small places. The first results of the research had been summarized in a lecture by Miklós Fehér which was also published in the October 2001 volume of "Könyv, Könyvtár, Könyvtáros" ('Library Supply in Small Places').

The points of discussion about electronic service have been completed by Ilona Hegyközi with the contribution of István Hegyközi.

Specialists' literature review, "Trends of Telematics Development in European Countries in the Last Three Years" (Ilona Hegyközi).

The change of the most important library figures, 1989-1999 (Ferenc Vidra Szabó = "Könyv, Könyvtár, Könyvtáros" No. 4/ 2001).

Background Analysis for the preparation of the special regulation that specifies the operation of the directories defined by the 2001/ LXIV Act - 'About the Protection of Cultural Heritage.' (Miklós Fehér)

Lectures at the Scientific Session of NSZL (Attila Nagy, Miklós Fehér, Péter Dippold).

METHODOLOGICAL, DEVELOPMENTAL AND ORGANIZATIONAL ACTIVITIES

- The operation of the directory, The List of Public Libraries (NYKJ). The completion of the lists 3 and 4. The entering of requests in the database. The preparation of decisions. The preparation of the publication of NYKJ in the bulletin.
- The conversion of Library Minerva and List of Public Libraries database into the MsAccess database. The operation of the conversion, the checking of the converted set, the correction of the conversion failures. The entering of the data received during the time of conversion into the new database. The locating of the database on a homepage, the making of the search site.
- The maintenance of the National Library Statistics. The collection of statistics data for 2000, their control, and arrangement into tables. The editing and publishing of the booklet, Library Figures.
- The operation of centrally advertised applications and supports (NKÖM, IKB) - e.g. the raise of interest support, support for libraries of public education -, the checking of data received, suggestions for the sums of support.
- Information for and correspondence with the libraries in Hungary and abroad. Participation in county conferences, and at local trainings, lecturing, education.
- The making of a specialists' board for the promotion of electronic data service in Hungary.
- The Board for the Measurement of Library Performance had its first meeting on 14th November, 2001. The generation of the homepage that helps in the activities of the Board.
- To begin the operation of the board at the library that interprets and applies the standard MSZ ISO 11620 "Library Performance Measures" so as to give practical help for the libraries (in higher education and in the counties) in their performance testing activities.
- The checking of the provision of statistics data on the spot. The control involves 6 counties and 74 libraries.
- The operation of the office for library standardization.

Meetings and conferences

- The organization of the meeting, "Cooperation for the development of training at the turn of the library systems" for the tutors of the college and university library departments, where we had invited the members of the Board of Library Accreditation and the members of the educational operational board of IKSz-MKE (the head of the Library Department of NKÖM gave a lecture).
- The sharing of experience among the representatives of the non-academic training programmes.
- We arranged a provisional professional supervisory course for the library specialists. 150 specialists can receive the certificate that enables them to take a supervisor's post after the passing of the written examination.
- The institute participated in the Nyíregyháza Congress with lectures and with an exhibition of posters.
- Péter Dippold participated in the Boston IFLA Conference as the representative of the national library.
- Organization of a conference for the librarian delegation from Kosovo (Ilona Hegyközi and Eszter Fazokas).
- The setting up of an educational stall at the Educatio 2001 Exhibition about the non-academic training of librarians.
- We have arranged a number of meetings with the title "Informational Days at the Library Institute."

- The fellows of the Institute have been to a number of conferences in the country and they gave lectures.

Publications

- The publication of *Könyvtári Figyelő* [Library Review] has not become any faster. We could only secure the publication of the periodical from the NKA ministerial fund in 2000. The chief editor of the periodical became director Péter Dippold. We have extended further the archive on the homepage of the periodical. The electronic version of the papers published in the periodical have been generated from the year, 1995.

- Because of difficulties at the printing office the publication of the national reference bibliography, "The Reference Bibliography of Hungarian Librarianship" was delayed at the end of the year.

- The editing and the publishing of the reference periodical, "Hungarian Library and Information Science Abstracts" was suspended for the year, 2001 for financial reasons. We received money from the ministerial NKA fund of intervention from which we may hopefully substitute the numbers of 2000 and 2001.

- We have started a series with the title "*Booklets for the Non-Academic Special Training for Librarians*" with which we could solve the problem of course books we had had for years before. In contiguity with the printing capacities the first 10 booklets can get published either by the end of 2001 or by the beginning of 2002. Another five booklets have been prepared for publication.

- The Institute became the official editor of the professional periodical, "*Könyv, Könyvtar, Könyvtáros*."

Contests

- The Reference Library of Librarianship received support as a member of the ODR in 2001: we received 1,109,901 HUF for the development of the collection, and 600,000 HUF for the development of the infrastructure. Their use has been detailed above. We bought a computer for the colleague who has been working to develop the shared database of the Library Institute and the NKÖM from the support for the improvement of the infrastructure.

- The Library Review received 3 million HUF from the NKA ministerial fund for the operation of the magazine.

- We got the chance within the programme, OSI-NLP (Open Society Institute – Network Library Programme) to continue the LICENCE Application from April 2000 in collaboration with the Dániel Berzsenyi College.

- We started a series from the money we won from the NKA ministerial fund under the title, *Booklets for the Non-Academic Special Training for Librarians*.

- We have been partners in the arranging of the NSZL Contest for the Support of Hungarian Libraries Abroad and in the construction of the application handed in for the Illyés Public Fund. And also in the application for Széchenyi Plan for the development of ETO.

Personnel

The fellows of the Institute have been: Éva Bartos, Miklós Fehér, Barbara Payer, Alice Mihály, Andrea Tóth, Ágnes Farkas. Zsuzsa Benkő, László Urbán, Erzsébet Győri left the Institute, and Miklós Fogarassy retired. Laszlo Nagypál left with transfer.

Erzsébet Győri was given the Széchenyi Memorial Plaque

FINANCIAL MANAGEMENT

The Management's activities were characterized by the rearrangement of its own fields, by the establishing of floating economy, the solving of the problems due to fluctuation and the change into the PIR system and also by the double processing besides managing of the daily "normal" transactions.

We could secure the conditions of the library's professional operation coping with the changes in the structure of the organization and with the surplus tasks due to the result of these changes (the redistribution of budget locations, the director general's directions, moving, etc.).

Special attention was paid to the general renovation of the building, to its maintenance, infrastructural improvement which was also promoting professional objectives, updating and modernization.

The purchase of the considerable amount of appliance has also been important and we realized them according to the requirements of the professional sections.

The reference system has been launched and it serves the immediate and flexible co-operation among the different sections.

The Financial Management has been carrying out all those activities that have been negotiated with the Ministry ("F" training support, millennial publishing, refunding postal expenses.

The management applied successfully at inner infrastructure contests for support and got extra support for the institute.

We could realize as a related objective to the construction of the deep stack rooms the design for the concrete substructure and for the pile-driving operations of the castle wall, and for the temporary arrangement of the ground with the winning of the extra source of 95 million HUF.

With the contract made with the Property Management of the Treasury we could get 9,5 million HUF for the protection of finds which promotes the archeological disclosure together with the arranging of the ground.

We can give further help for the sections of the profession with the increase of the standard of readers' service (the replacement of the sign board, the renovation of the halls, updating) and also with the arranging of various exhibitions both in Hungary and abroad, and in publishing books.

It was a big challenge to rearrange the inventory of applications, their operation, the checking of their financial settling, the regulation of office work - which was for the benefit of us all.

Our management is profitable. We managed to get rid of two of our storehouses that operated with deficiency (Vas utca, Rózsa utca), we had let the estate on Régi Főti út, the income of which has been 900,000 HUF/ year. We have also raised the prices of our different services. These operations had helped to improve our liquidity status.

Our financial-accountancy and wages administration activities are not without problems. The introduction of the new integrated office transaction system (TÜSZ) and the wages-employment programme (NEXON, BERENC) have caused considerable extra work for the

colleagues working in the field. This was multiplied by the PIR (Financial Integrated System) programme initiated by the Ministry which meant a double work load for the colleagues working in the financial section. During the transitory period the continuous work could only be secured by regular extra work, and in many cases this was only enough for the most urgent duties, a kind of a fire-drill practice.

TECHNICAL AND MAINTENANCE DEPARTMENT

The department is to provide the continuous technical operation of the library, the basic supply of material, satisfying the demands for transport and for the moving of appliance, and the operation of the janitor and caretaker service.

Further duties:

- The scheduling and arranging of the necessary repairs.
- The mapping of larger objectives of restoration and their scheduling.

The department managed its duties on a sufficient level, and it could improve the standard of cleanness.

The following renovations have been realized in 2001:

- The change of waives on the division joints of the air conditioners, the reinstallation or the installation of air-filters, the lining of tubes.
- The exchange of the unserviceable air moisturizers in the air conditioners of the Map Collection and the tower stack rooms.
- The installation of water-coolers for the air conditioners of the tower stack rooms.
- The repair of elevators (2: 750kg for various use, and another for the newspaper reading room, 50kg). The colour-washing of the building "F" (entresol and offices on the 9th floor, corridors, staircases)
- The painting of the section in Hold utca with the necessary repairs of the walls.
- The lining of the newly painted windows in the Hold utca section.
- The replacement of the carpet floor on the reading room portico in building "F", in the reference reading rooms and in offices.
- The renovation of the ladies' and gents' toilettes next to the main entrance on the 5th floor in the building "F".
- The replacement of the master switch for lighting in building "F".
- Repairing the lapping of the roof in the DEPO book store room in Törökbálint and its painting for UV protection.
- Zirc, the Antal Reguly Historic Library's repair works that could not suffer any delay.

We have suspended the repair and the crystallization of the marble cover of the 5th and 6th floors in building "F" because of the bicentenary in 2002 for the first quarter of the year, 2002. We have done two other jobs that had been pressing instead of this.

- The renovation of the information boards at the readers'service (RAVISZ).
- The construction of a special computer training room.

The department was satisfying the unusual demands from the other departments at the Institute as far as the department's means had allowed.

We have provided help and data for the long-range reconstructional and locational operations.

TABLES

TABLE 1

Summary of the Data at the Readers' Service

	2001	2000
Registration		
Readers registered	23.015	27.717
Input of the fee of registration (HUF)	11.593.300	12.636.000
Readers' impact		
Users of the library	200.000	230.000
Number readers requesting from the stack room	59.985	74.111
The Circulation of documents with readers		
Books requested from the stack room	96.293	141.695
Periodicals requested from the stack	53.366	69.988
Microfilms requested from store	65.642	34.177
Total	215.301	245.860
Institutional loan		
Loan from other institutions	426	333
Personal loan at the institute	7.045	7.182
Books for inner professional loan	7.742	9.184
Periodicals for inner professional loan	8.821	10.597
Fast copy		
A4 copies	197.744	216.178
A3 copies	2.011	2.800
Income/ year	3.047.595	3.365.410

TABLE 2

Stack Room Circulation

month	A	B	C	D	total reader	Use Unit
Books						
January	881	620	591	1998	4090	10423
February	935	552	517	1065	3069	8442
March	748	646	563	1385	3342	10096
April	790	462	510	1683	3445	8374
May	983	521	572	1693	3769	9564
June	857	679	586	2124	4246	11406
July	1462	680	302	957	3401	9115
August	0	0	0	0	0	0
September	789	518	355	1035	2697	6022
October	819	535	645	1767	3766	8494
November	775	562	699	1695	3731	8050
December	592	384	546	1245	2767	6307
Total:	9631	6159	5886	16647	38323	96293
Periodicals						
January	428	274	211	503	1416	5325
February	360	261	177	332	1130	5042
March	394	263	145	405	1207	5057
April	291	232	179	453	1155	4401
May	350	206	136	476	1168	4805
June	423	264	105	342	1134	4793
July	444	246	190	331	1211	6607
August	0	0	0	0	0	0
September	366	175	109	268	918	3887
October	422	208	206	343	1179	4541
November	334	264	172	343	1113	5226
December	232	87	91	283	693	3682
Total:	4044	2480	1721	4079	12324	53366
Microfilms						
January	339	178	72	220	809	6754
February	480	251	102	310	1143	4239
March	433	227	93	279	1032	6009
April	308	161	66	200	735	5300
May	329	172	70	212	783	5218
June	275	144	59	176	654	4381
July	397	208	85	256	946	7967
August	0	0	0	0	0	0
September	306	160	65	197	728	6174
October	357	187	77	230	851	8031
November	393	206	84	252	935	5886
December	303	159	65	195	722	5683
Total	3920	2053	838	2527	9338	65642
Books, periodicals, Microfilms, total:	17595	10692	8445	23253	59985	215301

TABLE 3

LibInfo/ MIT-HOL

Number of questions and answers 2001

Month:	Number of questions	Number of answers	At the OSZK	Answers from elsewhere:
January	172	200	2	198
February	232	302	74	228
March	317	369	64	305
April	225	266	47	219
May	218	232	47	185
June	128	140	76	64
July	106	109	77	32
August	119	98	46	52
September	270	349	144	205
October	437	348	104	244
November	511	991	494	497
December	298	447	298	149
Total:	3.033	3.851	1.473	2.378

TABLE 4

CIRCULATION DATA AT THE STOCKS

The stock growth of the stock collection		2001	2000	
	Books	19.881	26.509	
	Periodicals	8.721	11.854	
The circulation data of the stock collection				
Readers' service impact		180.829	270.663	
Volumes to be sent back to KFO		831	2.058	
Other circulation:	Reserved stock	875	1.128	
	Collational:	Current catalogue	7.986	9.146
		Incurrent catalogue	2.746	3.058
		Replacement	2.410	2.193
Bookbinding data				
bookbinding	Books	533	481	
	Periodicals	656	840	
	Newspaper	702	419	
Location in Teka		4.561	4.868	
Packed in cardboard box		947	926	
Packed in prespan box		58	14	
Fast repair		1.064	1.187	
Making Teka		5.061	3.697	
Making boxes		54	5	
Watch sign (Széchenyi Collection.)		4.000		

TABLE 5

EXHIBITIONS

CORVINA EXHIBITION HALLS	
Meeting Childen – Swedish children’s books exhibition	2 nd February – 31 st March. (Room I)
Hungarian Illustrations of Books beyond the Borders of Hungary from 1918 till Today	19 th April – 2 nd June
Hungarian Art Collectors 3. – form the Collection of Lajos Szántai	14-30 th June.
Digitalized Copies of Corvina	18-27 th September (Room II)
Giuseppe Verdi and Hungary	25th October – prolonged
ARS LIBRORUM	
Gruber Béla Memorial Exhibition from His Works in Private Collections	prolonged – 6th January
Iran Interoduces Herself – Handmade works of art and pictures	24th January – 24th February
Beautiful Hungarian Maps 2000.	23 rd March to 5 th May.
Helsinki from a Writer’s Point of View	3 rd May – 5 th June (in front of the gobelin)
The Research and Reparation of Memorials beyond the Border – 2000	7th-30th June
Boros Lajosné Endresz Teréz Naive Artist’s Exhibition	4 th July – 8th August
The Photo Exhibition of the Escher Károly Group of Artists	24 th November – 10 th December
6TH FLOOR, CONFERENCE HALL	
The Book Exhibition of Prospero’s Books Budapest Ltd.	25 th September – 6 October
MANUSCRIPT COLLECTION AND COLLECTION OF EARLY BOOKS	
Henrik Major’s Panoptics	prolonged – 15 th January
Donations and Donors	7 th March – 30 th June
The Exhibition of Ilona Hesse-Ruckriegel Marble Paper Artist from Leipzig	23 rd August – prolonged
COLLECTION OF THEATRE HISTORY AND MUSIC COLLECTION	
An Unknown Copy of the Magic Flute from 1796	prolonged – 19 th May
Egressy Béni (1814-1851) – 150 th Anniversary of the Death of the Composer of Szózat	30 th May – prolonged
MAP COLLECTION	
Country and County Maps 1550-1750	prolonged – 1 st March
New Collections 2000	8 th March – 30 th November
Globes	14 th December – prolonged
COLLECTION OF SMALL PRINTS	
Still Lives from the Mid-War Period	prolonged – 3 rd March
„Get the Press Free...” – News Advertisements from the 18 th and 19 th Centuries	12 th March – 15 th September
„He Lives in Every Hungarian’s Good Heart” – István Széchenyi (1791-1860)	25 th September 25 – prolonged
THE CATALOGUE HALL ON THE 7TH FLOOR	
Religió – Selection from the Church Press in Hungary	Prolonged - 27 th January
Cserépfalvi Memorial Exhibition	2 nd March – 4 th May
Reporters in War	7 th May – 31 st July
University Magazines	3 rd September – 18 th October
The Hungarian Nobel-prize Winners	19 th October – 7 th December
The Woman in Society – A 20 th Century View	8 th December – prolonged
THE READING HALL ON THE 5TH FLOOR	
Chinese Photography Exhibition	8 th -18 th October
THE CORRIDOR ON THE 5TH FLOOR	
The National Library of Hungary Introduces Herself	The whole year
PERMANENT EXHIBITIONS	
Gallery on the 8 th floor – The Library of the Nation – The Workshop of Service (NSZL Museum)	
Fast Lift Corridor, 5 th Floor – Buda Castle – A Member of the World Heritage	

TABLE 6

EVENTS

Dates provided for the Association of Hungarian Librarians: 02. 13., 02. 28., 03. 21., 05. 17., 09. 10-11., 10. 04., 11. 05., 11. 06., 11. 12., 11. 13., 11. 29., 12. 04.

Dates provided for the Association of Informatics and Librarianship: 01. 25., 02. 20., 03. 22., 04. 03., 05. 24., 11. 14.

JANUARY	
01. 09.	NEKTÁR The meeting of the Application Council
01. 10.	Concert
01. 15.	AMICUS presentation
01. 18.	The meeting of the Board of Standardization
01. 23.	MTA (HAS) The meeting of the Committee of Cultural History
01. 24.	Concert
01. 30.	Meeting of the Board of the History of Books
FEBRUARY	
02. 02.	Swedish Conference on Children's Rights and on Children's Literature
02. 06.	AMICUS press conference
02. 06.	NEKTÁR The Meeting of the Application Council
02. 07.	Concert
02. 21.	Concert
02. 26.	The Ministry of Education Presents the CD-ROM, "Web of Science"
02. 27.	Meeting of The Council of State Employees
MARCH	
03. 01.	Session of the Hungarian Electronic Library
03. 03.	Internet fiesta at the libraries – Libraries on Behalf of the Promotion of Digital and Internet Culture
03. 05.	Meeting of the Council of State Employees
03. 06.	NEKTÁR The Meeting of the Application Council
03. 07.	Concert
03. 08.	HUNRA Council Meeting
03. 12.	Session of the Restaurator Section of the Technical Society of the Paper and Print Industries
03. 19.	Conference of the Postgraduate Training of Culture Specialists
03. 21.	Concert
03. 23.	Meeting of Cartographers
03. 26.	Conference on Children's Rights
03. 30.	Seminar for ONE-2 Users
APRIL	
04. 03.	NEKTÁR Meeting of the Application Council
04. 04.	Concert
04. 06.	Professional Session of the Newspaper Librarians
04. 09.	LibriVision training in theory
04. 18.	Session of the Scientific Committee
04. 18.	Concert
04. 19.	Conference on Boo Illustration over the Border

04. 20-21.	EUROPRIX - multimedia conference
04. 23.	MIT-HOL session
04. 24.	MTA (HAS) The Meeting of the Cultural History Committee
04. 26.	Ferenc Széchenyi Memorial Day
MAY	
05. 02.	Concert
05. 03-04.	HUNMARC SYMPOSIUM
05. 08.	HUNRA council meeting
05. 08.	NEKTÁR Meeting of the Application Council
05. 10.	The Second Symposium of the Collections of Book with Museal Value
05. 14-15.	HUNMARC symposium
05. 16.	Concert
05. 17.	The Meeting of the Editorial Board for Heti Válasz
05. 23.	The Conference of Lecturers at Library Departments
05. 28.	MTA (HAS) The Meeting of the Cultural History Committee
05. 28-29.	HUNMARC symposium
JUNE	
06. 02.	Oxford University Press Presents Prizes
06. 05.	Meeting of the Tutors of assistant librarians
06. 05.	NEKTÁR The Meeting of the Application Council
06. 07.	HUNMARC symposium
06. 13.	National Conference of Methodology
06. 22.	Session of the Key-Word Board
06. 27.	Session of the Key-Word Board
06. 30.	NSZL Choir – end of the season concert
JULY	
07. 12.	Donation of Blood
AUGUST	
CLOSED	
SEPTEMBER	
09. 05.	Conference of Methodologists
09. 10.	KI (Library Institute) General Assembly of Employees
09. 11.	NEKTÁR The Meeting of the Application Council
09. 14.	Cultural Innovation and the Search for Information: The Digitalization of Finno-Ugrian Heritage and Its Automatic Mapping - Conference
09. 18.	The Joined Press Conference of Xerox Hungary and NSZL
09. 24.	The “Prospero Könyvei Budapest Kft.” (Prospero’s Books Budapest Ltd.) Conference
09. 28.	The Professional Meeting of Newspaper Librarians
OCTOBER	
10. 01-03.	CULTIVATE project conference
10. 04.	The Meeting of the Restaurator Section of the Technical Society of the Paper and Print Industries
10. 06.	Széchenyi documents – their honorary presentation
10. 09.	Matáv Conference
10. 10-11.	Preparatory Conference of Supervision
10. 11.	The Meeting of the Board for the Protection of Stock

10. 15.	Session of the Alliance of Librarian Teachers
10. 16.	MTA (HAS) Session of the Cultural History Committee
10. 17-18.	Conference for the Bibliographic Inventory of Electronic Documents
10. 19.	The Afterlife of the Classical Heritage in the Hungarian and Italian Cultures in the 16th-18th Centuries
10. 24.	Concert
NOVEMBER	
11. 05.	The Prize Giving Day of the Bethlen Foundation
11. 06.	NEKTÁR The Meeting of the Application Committee
11. 07.	Concert
11. 12.	Session of the National Library Curators
11. 14.	Session of the Board for the Measuring of Performance
11. 15.	HUNRA Council Meeting
11. 20-22.	Conference Organized by the Library Institute
11. 21.	MIT-HOL the signature of the contract
11. 21.	Meeting of the Standardization Board
11. 23.	Session of the Key-Word Board
11. 24.	Meeting of the Alliance of Hungarian Photographer Artists
11. 26.	The Hungarian Electronic Library Introduces Itself
11. 27.	The Press Conference of the NSZL and the Hungarian National Museum
DECEMBER	
12. 04.	HUNRA council meeting
12. 04.	NEKTÁR The Meeting of the Application Committee
12. 04-06.	NSZL Thesaurus Training
12. 05.	MEK (HEL) Assembly of the Society
12. 06.	Meeting of the Board of State Employees
12. 10.	NSZL Scientific Session
12. 11.	National Statistics Conference
12. 12.	Session of the Society of Music Librarians
12. 13.	Donation of Blood
12. 14.	The Professional Meeting of Newspaper Librarians
12. 17.	Trade Union forum
12. 19.	Session of the Scientific Board
12. 19.	Concert
12. 22.	The Presentation of the Hungarian Heritage Prize

VISITS TO THE LIBRARY IN GROUPS

With Fee:

<u>Visitors in groups:</u>	<u>1652 person</u>
Total:	1652 person

Visitors free:

Students with Library Major:	277 person
Librarians:	150 person
Hungarians from over the board:	348 person
Visitors of exhibitions:	255 person
<u>Other (guests of the NSZL):</u>	<u>124 person</u>
Total:	1154 person

Visitors together: 2806 person, at altogether 156 occasions.

TABLE 8

1. Development of Collection

1.1. Purchase of books	Planned volumes	Actual Number
Current Purchase from abroad and Retrospective Replacement	3.000	3.487
Legal deposit and Multiple Copies	30.000	29.709
Total:	33.000	33.196

1.1.1. Types of Purchase from Abroad and Retrospective Replacement with Reference to the Mode of the Purchase		
		Volumes
Buying	598	643
Exchange	759	832
Present	547	594
Occasional collection	1022	1063
Own Print	28	31
Reordering the Stack Rooms	75	99
Legal Deposit Copy	223	225
Total:	3252	3487

337 items in 390 volumes of these went to the supplement library

1.1.2. Classes of Foreign Books with Reference to the Mode of Purchase			
	Purchased in Hungary	Purchased from Abroad	Total
Purchase	2 volumes	231 volumes	233 volumes
Exchange		832 volumes	832 volumes
Present	236 volumes	755 volumes	991 volumes
Total:	238 volumes	1.818 volumes	2.056 volumes

1.1.3. Sections of Purchase from Abroad with Reference to the Place of Publication	
Hungary	1.431
Austria	217
Benelux Countries	42
Bulgaria	48
Czech Republic and Slovakia	39
France	25
Yugoslavia and the Post-Yugoslavian Countries	351
Poland	6
Great Britain	101
Germany	457
Italy	16
Spain and Portugal	1
Romania	313
Scandinavia	18
Switzerland	24
Post Soviet Countries	182
Other Countries in Europe	1
Israel	4
China	7
Asia	34
USA	143
Canada	23
Other American Countries	4
Australia	-
Total	3.487

1.1.4. The section of purchase in Hungary with reference to catalogue classes		
ETO		section
volume		
0	General works	113
01/02	Bibliographies, Catalogues, Libraries, Librarianship	183
1	Philosophy, Psychology	52
2	Religion, Theology	163
3	Social Sciences	300
39	Folklore, Ethnography. Ethnology	22
5	Mathematics and Natural Sciences	84
6	Applied Sciences and Mechanical Sciences	79
61	Medicine	16
63	Agriculture, Forestry, Animal Breeding, Hunting, Fishing	3
7	Arts, Entertainment. Sports	217
80	Linguistics, Philology	113
82	Literary Theory, Literature	425
820/899	Individual languages – nations, peoples – and their literature, national literatures, literature	663
91	Geography, Travel	84
93/99	History	579
	Works before 1850	391
		3.487

1.1.5. Segments of Legal Deposit Copies and Multiple Copies from Hungary with Reference to the Mode of Purchase					
				ebből többes	
	work	copies	volumes	copy	volume
Obligatory	12.669	27.346	27.650	526	549
Purchase	811	1.321	1.550	1.582	1.611
Present	312	503	509	396	434
Total:	13.792	29.170	29.709	2.504	2.594

1.190 volumes of which have been deposited in reference libraries and on open shelves
369 of which are course-books and university notes in 371 volumes
102 volumes have been bought for use

1.1.6. Current Tasks in Connection with the Purchase of Books:

53 lists from the International Exchange Agency: for which on 1,200 pages 64 items requested

Requests passed on to International Exchange: 29 desiderata

Received from International Exchange: 151 works

Correspondence Abroad, Orders, Requests. Thanks: 210 cases

1.2. Purchase of Periodicals	Plan		Actual	
	Year		title	Year
Retrospective Replacement	400		254	731
Current Obligatory Copies				
- Full Volumes			5.597	8.176
- Multiple Copies			363	443
- Processed in Groups			94	94
Current Periodicals from Abroad	900		938	1.009
Total	1.300		7.246	10.453

1.100 titles of which have been new series, in 1.507 years

1.2.1. Other Tasks of Purchasing Periodicals:

- - Launch in the Incurrent Line: 91 titles, 208 years
- - Requests for Replacement for Missing Numbers: 252 letters
- - Duplicates on the list: 7.807 items checked, other checks 3.071 items

1.3. The Purchase of Other Documents

This has been performed according to the special requests of the special collections.

1.4. The Data of the Total Collection at the NSZL at the end of 2001

	Stock 31.12.2000.	Growth in 2001	Loss in 2001	Stock 31.12.2001.
Books*	2.392.444	33.283	554	2.425.173
Periodicals *	349.085	10.453	79	359.459
Manuscript	1.016.562	6.469		1.023.031
Music	190.157	1.982		192.139
Map	191.638	548		192.186
Small Print	2.748.852	15.146		2.763.998
Standard**	47.476			47.476
Patent Description**	1.521			1.521
Picture, Engraving	313.094	990		314.084
Microfilm negative, (in inventory items)	141.505	2.157		143.662
Microfilm Positive (in inventory items)	124.869	2.195		127.064
Educational Film Script, Feature Film Script for Children	13.760	26		13.786
Film Script Cartoon Board Collection (piece)***		51.393		51.393
LP, Tape	42.554	9.662		52.216
Other Documents (photo, xerox)	56.206	1.055		57.261
Video Cassettes	9.742	1.357		11.099
Total:	7.639.465	136.716	633	7.775.548

*Electronic documents are included in the data of books and periodicals.

**The library does not collect patents. According to the valid regulations of the fields of collection.

***The whole stock of cartoon boards - we have received in the form of donation from the state - from the Film Script Ltd. Consists of 1,142 items, with 51,393 pieces.

1.5. Details of the Growth of the Stock with Reference to the Mode of Purchase								
	2000	2001	2000	2001	2000	2001	2000	2001
	Books		Periodicals		Special Collections		Total of Library Items	
Purchase	2.230.	2.214	686	577	4.648	11.493	7.564	14.284
Exchange	849	832	631	652	1.133	1.045	2.613	2.529
Present	2.201	2.331	723	954	14.816	10.095	17.740	13.380
Legal Deposit Copy	23.759	27.875	7.088	8.270	13.154	14.475	44.001	50.620
Made at the NSZL	9	31			964	4.453	973	4.484
Total	29.048	33.283	9.128	10.453	34.715	44.561	72.891	85.297

The figures of the tabel do not include neither the growth of the Reference Library of the Library Institute nor the growth of the museal libraries and the copies deposited in the extra stock and the copies for use.

1.6. Detailed View of the Growth at the Special Collections						
	Purchase	Exchange	Present	Legal Deposit	Made at the NSZL	Total
Manuscripts (db)	3.778	1	2.690			6.469
Musical Compositions (piece)	343	9	1.218	412		1.982
Maps	22	3	130	393		548
Forms for Official Use (piece)						
Small Prints	349	1.029	3.156	10.612		15.146
LP, Tape (piece)	6.896	1	1.012	1.753		9.662
Picture, Engraving	52		938			990
Photo, Xerox	46	2	949		58	1.055
Microfilm negative (inventory item)					2.157	2.157
Microfilm Positive (inventory item)	7				2.188	2.195
Video Cassettes			2	1.305	50	1.357
Total:	11.493	1.045	10.095	14.475	4.453	41.561

1.7. A 2001. expenditure from the yearly growth budget				
	Budget Spent	Left	Overspent	Budget Accepted
NSZL Collection	26,507.524			
Museal Library	268.510			
Other books and periodicals (copies for use)	1,299.224			
Total:	28,075.258	2,924.742		31,000.000

The table does not contain the data of the International Exchange Agency and that of the Librarianship Reference Library

1.8. 2001. Other section of the budget used for the year				
	Used	Left	Overspent	Accepted
NKÖM promotion for second hand books and auctions, 2000	1,825.469	440		1,825.909
ÁPV Shareholding Promotion	794.479		44.479	750.000
NKÖM promotion Kovács LP Collections Sarkadi heritage, Babits manuscript	5,724.900			5,724.900
The Priority Purchase of items at auctions from the Office of the Protection of Cultural	3,710.550			3,710.550
Corvina Foundation	3,185.000	15.000		3,200.000
Corvina Foundation 1 %	187.200	800		188.000
ITHAKA Promotion	1,500.000			1,500.000
Total:	16,942.598	16.240	44.479	16,899.359

1.9. Work done at the card copy office in 2001

Card copying: Book Processing Department, Music Collection, Collection of Early Books, Collection of Small Prints, Periodicals Processing Department, Hungarian ISBN Office, Microfilm Collection

Entering data of cards and small print: Book Processing Department, Music Collection, Collection of Early Books, Collection of Small Prints

Repeated order for each department that works with a card catalogue.

Data Input	10.305 title descriptions
Printing	11.412 cards
Copying	157.832 cards, and folios, lists
Formatting	4.266 mastercopies
Sorting	6.681 mastercopies

1.10. International Publications Exchange

1.10.1. Partners	2000	2001
Number of Exchange and Paying Partners	438	436
Number of Supported Partners	649	465
Total:	1.087	901

1.10.2. Sources for the Exchange of Publications	Million HUF
From the NSZL budget for the exchange of publications	5,42 million
Payment by paying partners done on behalf of NSZL	5,22 million
Payment by paying partners for the account of Corvina Foundation	1,99 million
Left from Illyés Competition	0,26 million
Sources in Total:	12,89 million
2,607 books have been bought from the sources above	5,25 million
We have subscribed for 880 periodicals	6,69 million
Total spent	11,94 million

1.10.3. Figure of the Exchange of Publications		
Spent		
Exchange Partners	2.868 documents	3,04 mHUF' worth
Supported Partners	6.434 documents	0,26 mHUF' worth
Paying Partners	1.376 documents	2,64 mHUF' worth
Subscription for periodicals	884 periodicals	6,69 mHUF' worth
Total worth of documents sent		12,63 mHUF

1.10.4. Arrival in 2000		
From exchange partners abroad	5.220 dokuments	5,69 mHUF' worth
	327 periodicals (full years)	5,26 mHUF' worth
Total worth of the documents that arrived		10,95 mHUF

Received from Paying partners to the account of NSZL	5,23 mHUF
Received to the accoung of Corvina Foundation	1,99 mHUF
Total Payment:	7,22 mHUF

(*Purchase done in December will hopefully be paid 2002..)

In Details:

Sending	2000	2001
Documents sent in exchange	3.445	2.868
Documents sent as a form a support	4.037	6.434
Total:	7.482	9.302

* 1827 was included in the budget of Illyés Competition, 83 of which we have bought from the remains of the competition budget, worth 0.26 mHUF in 2001-ben, another 3489 books were presents from publishers, we have not had to pay for them..

Periodicals sent (full years)	1.154	884
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Received	2000	2001
Books received from exchange partners	1.399	2.237
Books received from supported partners	84	
Small Prints	2.153	1.816
Periodicals (spare copies)	1.182	1.087
CD-ROM, poster, photo, manuscript, xerox	501	80
Total:	5.319	5.220

Documents Received (full years)	327	327
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Purchase of Books	2000 / volumes	2000 / HUF	2001 / volumes	2001 / HUF
For exchange and paying partners	4.400	7,0 million	2.419	4,99 million
For support (Illyés Foundation) *	1.548	3,8 million	183	0,26 million
Stock	773	1,24 million		
Total:	6.721	12,04 million	2.607	5,25 million

Subscription for Periodicals	Million HUF 2000	Million HUF 2001
From NKÖM support	2,9	
From the Illyés foundation	1,0	
From other competitions	0,2	
From payments	2,9	
Total:	7,0	6,69

1.11. Figures in Numbers at the Legal Deposit Service

1.11.1. Types of Documents	Work/Title	Total number of copies received
Books and CD-ROMs (in inventory)*	12.000	71.583
Periodicals**	5.587	491.136 ***
Material in groups	6.490	38.940
Hired service	1.278	4.362
Musical composition, scores	213	1.025
Maps	552	3.312
Technical small prints	4.327	25.962
Other small print (invitation cards, postcards, match labels, death notes etc.)	68.000	204.000
Poster	483	1.627
Separate print	765	2.595
Supported books	183	1.086
Books from abroad****	44	143
MC	293	879
CD (audio)	773	2.320
VHS	683	687
DVD	31	31
Film script	26	26
Floppy	20	44
The total number of documents received	101.748	849.758

* Out of which the number of CD-ROM: 388 works in 1.164 copies

** Out of which the number of new ones: 1194

*** Actual number of booklets

**** Only the ones that have not arrived straight to the Foreign Section of the Acquisitions Department

1.11.2. Complaints

	Number of Complaints	Of which we have received	
		title	Copies
Books	1.830	973	5.701
Book supplements	22	22	144
Replacement of faulty copies	20	20	20
Duplicates sent back	8	8	35
Periodicals	5.521	4.328	25.968
CD-ROM	176	176	538
CD (audio)	502	502	1.484
MC	110	110	350
VHS	167	167	167
DVD	19	19	19
Maps	35	35	210
Total	8.410	6.360	34.636

1.11.3. Receipts of Applications

NKA, MKA, Soros Foundation, ORTT, Moving Pictures Foundation, NKÖM, The Cultural Committee of the Mayor's Office	844 receipts
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1.11.4. Figures in Numbers at the Hungarian ISBN Office in 2001

ISBN numbers issued and checked	21.224
Cancelled, corrected	1.370
New publisher's identity	164
Class numbers (phone, letter or in feedback)	3.682
Author's Identity	719
Construction of ISBN catalogues	
- by title	12.507 cards
- order for numbers	24.111 cards

*The Hungarian ISBN Office is operates as the organizational section of the Legal Deposit Service. The ISBN Catalogue is generated by the fellow of KFO.

TABLE 9

2. BIBLIOGRAPHICAL AND CATALOGUE-ORIENTED CLASSIFICATION

2.1. BOOKS	Plan	Actual
2.1.1. Typological Classification, Selection, Cardex, Launching for Processing (Publications from Hungary)		
- from basic material (the number of listed material: 9.986)	10.000 items	10.440 items
- from hire labour (material reviewed: 1.060)		9 items
- from grouped material (material reviewed: 6.316)	700 items	1.261 items
- from periodicals	100 items	109 items
- from presents and from purchase		175 items
Total:	10.800 items	11.994 items

2.1.2. Reception, entering the stock	Terv	Tény
Ordering by items		
- - Basic material (KELLO: 5.202, legal deposit: 6.113)	10.500 items	13.136 items
- course book/ note*	3.000 items	2.102 items
Obligatory Copies and Multiple Copies (in Amicus)	30.000 volumes	14.503 titles 966 volumes
Material from Abroad and Retrospective Material from Hungary (inventory)	3.000 titles	3.193 titles 3.490 volumes

*We did not have sufficient staff for this the whole year.

2.1.3. The Processing of Obligatory Copies in the data base, NEKTÁR	Plan	Actual
Basic Material – Legal Deposit Copies and KELLO - description* (of which KELLO: 6.919 titles/7.352 items)	10.000 titles 12.000 items	12.275 titles 12.990 items
- revision** (of which: KELLO: 7.128 titles/7.668 items)		11.732 titles 12.503 items
New Series, Changes in Titles	200 items	271 items
Partial Documents (analytic descriptions) (revision: 506 items)	3.000 items	2.163 items
Course-book/ Notes - description*** (out of which KELLO: 232 titles/268 items)	2.500 titles 3.200 items	2.102 titles 2.317 items
- revision**** (out of which KELLO: 183 titles/199 items)		1.724 titles 2.059 items

*Delay: cc.3.800 titles

**Delay in the checking of books: cc. 6.200 titles

***Delay: cc. 1.300 titles, we did not have enough staff for it the whole year

****Delay: cc. 5.200 titles

2.1.4. The Processing of Foreign and Old Hungarian Material in the data bases, KATAL and NEKTÁR	Plan	Actual
Description	3.000 titles 3.500 items	2.319 titles 2.761 items
Revízió		2.328 titles 2.777 items

Note: 2,600 partial documents, cc. 7,000 Hungarica partial documents, cc. 4,250 file pages of foreign series have been waiting for provisional computerized classification. Altogether cc. 13,850 descriptions.

2.1.5. The Construction of Card Catalogues	Plan	Actual
Operations of revision (readers' and service catalogue economy)	3.200 cards	927 cards
Sorting Cards (old and new reference catalogues)*	5.000 cards	2.499 cards
The Restructuring of the Reference Catalogue		61 drawers

*Card print is extinct.

2.1.6. Classification (according to ETO)	plan	Actual
Basic material (obligatory and KELLO)		
- - classification*	10.000	12.434
- - revision**	12.000	8.443
Course-book and notes	2.100	-
Foreign and Hungarian material		
- classification***	3.200	1.954
- - revision****	5.200	651

*Delay: cc. 990 titles

**Delay: cc. 4.500 titles

***Delay: cc.. 500 titles

****Delay: cc.. 3.000 titles

2.2. PERIODICALS		
2.2.1. Hungarian ISSN Office, National Hungarian ISSN Centre	Plan	Actual
- issuing new ISSNs (928 periodicals, 339 series)	1.200 titles	1.267 titles
- refusal of ISSN qualification	160 titles	307 titles
- control of ISSN substitution of numbers, correction	1.900 titles	1.911 titles
- phone, fax, letter, e-mail (number of encounters)		2.800 cases
- phone, fax, e-mail (number switches)		2.200 cases
Processing on the data base ISSN-OSIRIS – new records	1.200 records	1.174 records
- modification, cancelled	1.000 records	1.064 records
Exporting to the International ISSN Centre in Paris		2.242 records

2.2.2. Reception (Cardex) – in partial groups	Plan	Actual
- periodicals in Hungary (obligatory copies)		128.955
- foreign periodicals (purchase, exchange, present)		15.637
- other material (bought copies, copies let)		5.943
Totla:	6.000 titles 120.000 segments	6.528 titles 150.535 segments

2.2.3. Other Works	Plan	Actual
- The ascription of markers for new publications, making cardex		1.354 titles
- modification of markers		2.512 volumes
- labelling the year/volumes, passing them for the stack room		2.119 volumes
- checking duplicates, their distribution		456 volumes

2.2.4. Processing in the data bases, IKB and IKBK	Plan	Actual
Current and new publications' (primary) processing	1.800 titles	1.354 titles
Incurrent publications' (secondary) processing	250 titles	94 titles
Correction, modification, completion	2.000 items	2.888 items
Actualization	5.000 items	4.229 items
Revision of temporary items, cancellation	1.500 items	1.035 items

2.2.5. Catalogization (collationing) at the service catalogue	Plan	Actual
Current catalogization (collationing) – in stock units	8.000	8.186
The generation of new service units – titles	1.300	1.448
Replacements into already existing stock units	1.000	1.173
Correction of catalogue entries	1.300	1.521
Incurrent purchases and their catalogizing (collationing, replacement) – in stock units and via spare copies	2.000	2.716
Incurrent titles in purchase and their primary processing – title	250	94
Recatalogizing – in stock units	3.000	2.746
2.2.6. Catalogue activities		
Prior selection of service catalogue, sorting	20.000	16.848
Location catalogue – provisional selection, sorting	3.000	6.300

2.3. Editorial Office of the MNB Repertory of Serials	Plan	Actual
Bibliographic items	12.500	9.285
Exclusively in the Database		152
Cooperating partners	500	263
ETO classification	12.500	9.437
Key word ascription	11.000	8.803
The computer processing of the items coming in		6.054

The number of items in the IKER data base rose to: 119,089-re.

2.4. Hungarica databases

2.4.1. Construction of integrated foreign Hungarica databases	Plan	Actual
Processing	2.000	2.078
Entering data	2.000	2.038
1st and 2nd proofreading	3.000	2.100
Revision	2.000	1.878
Generating References	3.500	3.475
Classifying for bibliography	2.000	2.138

The number of items in the data base, HUN (including sub files): 38,778

2.4.2. Hungarica inventory of names and archive	Plan	Actual
Newly processed	2.000	1000
Supplemented and correction	2.500	2200
Revision and proofreading	2.000	4300
Operation with archival material	500	300

The number of items in the Hungarica Inventory of Names data base 35.752.

TABLE 10

**GROWTH IN THE SPECIAL COLLECTIONS
(WITH REFERENCE TO THE SOURCES)**

2000 total number		2001				
		purchase	exchange	present	legal deposit	Total
Manuscript Collection	4559 17.303.520 HUF	3.513 8.700.000 HUF		2.720 6.500.000 HUF		6.233 15.200.000 HUF
Collection of Small Prints	10.423 2.267.810 HUF	296 868.668 HUF	880 168.950 HUF	1.996 380.600 HUF	10.187 2.447.100 HUF	13.359 3.866.718 HUF
Collection of Early Books	53 2.669.343 HUF	21 5.709.295 HUF		102 2.059.000 HUF		133 7.768.295 HUF
Collection of Theatre History	5.247 5.038.730 HUF	718 1.397.595 HUF	191 69.400 HUF	3.148 4.508.000 HUF	427 97.800 HUF	4.484 6.072.795 HUF
Map Collection	1.872 11.612.289 HUF	22 1.114.725 HUF		128 1.159.100 HUF	393 848.900 HUF	543 3.122.725 HUF
Music Collection	7.773 6.123.277 HUF	726 991.799 HUF		707 938.750 HUF	2.280 4.976.800 HUF	3.709 6.907.349 HUF
Zirc Historic Library	69	4		184		188

TABLE 11

Processing Documents in the Special Collections

2000		2001	
Processing documents		Constructing catalogues	
Manuscript Collection	24.451	20.452	
Map Collection	16.686 (titles, classifying, alphabetical sorting)	22.450^{1[1]} (titles, classifying, alphabetical sorting)	2100
Collection of Early Books	305	131	3.114
Collection of Theatre History	3.760 (titles, classifying)	5.831^{2[2]} (titles, classifying)	3 500
Map Collection	2.550	841	
Music Collection		13.830 (short and full titles)	
Zirc Historic Library	25.896	24.689 (recording titles)	28 709

^{1[1]} A Kisnyomtatványtár feldolgozási adatszámában nem tartalmazza gyászjelentések, a csoportos anyag, valamint egyéb dokumentum rendezések számát. Összesen: 77.516 db

^{2[2]} Megtörtént 32 doboz irattári anyag feldolgozása, előrendezés, behasonlítás naplózás.

TABLE 12

READERS' AND DOCUMENT CIRCULATION IN SPECIAL COLLECTIONS

	Readers' Circulation		CIRCULATION OF DOCUMENTS	
	2000	2001	2000	2001
Manuscript Collection	1.753	1.859	115.821	130.397
Collection of Small Prints	1.883	1.890	800.000	750.000
Collection of Early Books	980	937	4.006	3.906
Collection of Theatre History	1.156	1.174	80 000	80 000
Map Collection	912	946	10.760	14.494
Music Collection	1.454	1.154	12.000	70.000
Zirc Historic Library	33.526 165	33.819 161	1.201	1.264

TABLE 13

COPIES IN SPECIAL COLLECTIONS

Copies	
Manuscript Collection	4712
Collection of Small Prints	2524
Collection of Early Books	539
Collection of Theatre History	4918
Map Collection	273
Music Collection	5082
Zirc Historic Library	

TABLE 14

REVISION IS SPECIAL COLLECTIONS

REVISION	
Manuscript Collection	
Collection of Small Prints	35.051
Collection of Early Books	
Collection of Theatre History	
Map Collection	
Music Collection	
Zirc Historic Library	

FIGURES OF THE COLLECTION OF HISTORICAL INTERVIEWS

1. Organized guided tours – visiting students

5 cases lectures on the spot with the topics, “Film as Historical Source” for college and university students.

2. Operations Abroad

- – 31st January – 3rd February – Pöcking – Otto Habsburg Interview
- – 5th-7th March - Vienna, Kaiser und König video installation
- – 19th-24th March, Vienna: Kaiser und König Exhibition with professional guides
- – 18th-22nd – Vienna, The Inventory of Tibor Hanák’s heritage
- – 29th-30th – Vienna, Kaiser und König Exhibition, the undoing of the video installation
- – Packing the heritage of Tibor Hanák and its transfer to NSZL
- – 5th-6th October Collegium Hungaricum, – 1956 in the mirror of new sources (Gábor Hanak’s lecture)

3. Growth with reference to the mode of purchase

Legal Deposit Copy items (3.921.000.- HUF),
NSZL publishing 50 items (150.000.- HUF)

4. Readers’ Service and Information

The readers’ and researchers’ service at the Radio Free Europe and the Moving Pictures Collections

TABLE 16

THE PRODUCTION AT BOOKBINDING IN FIGURES PER 2001

	2000. ACTUAL NUMBERS	2001. ACTUAL NUMBERS
WORKING HOURS IN HOURS	23.323	23.651
Bindings for the Collection		
- book/volume	1.790	1.830
- newspaper/volume	522	784
- periodicals/volume	1.385	1.063
- musical score/volume	5	17
- maps/volume	8	11
- diary/volume	83	84
- brossures/volume	31	52
Partial Bookbinding Activities		
- lamination/page	1.506	1.891
- repair/voumet	2.824	3.875
- overall repair/volume	1.288	1.319
- paper making/page	604	245
- restoration/volume	83	85
- restoration/letter	604	293
- acid control/page	12.280	10.697
Bookbinding		
- boxes, files/ piece	100	423
- prespan boxing/piece	17	58
- cardboard boxes/piece	896	945
- stack of notes/piece	350	270
- mounting/piece	3.263	3.678
- palliation/piece	5.280	10.618
- mount/piece	18	26
- teka – making/ piece	3.878	5.262
- teka/piece	4.954	4.561
- cardboard cutting/piece	202.000	116.000
- detaching/volume	135	322
- map/piece	42	46
- paper file/piece	1.150	1.000
- spiralling/piece	1.520	1.610
- numbering by hand	2.500	4.700

Figures of Bookbinding

Division	2000. actual numbers/ hour	2001 planned number/hour	2001 actual numbers/hour
Special Collections Division	2.147	1.200	1.324
Collection Development Division and National Bibliographic Centre	187	300	439
Information and Document Provision Division	19.118	19.550	19.562
Library Institute	208	300	351
Copying, Bookbinding	871	900	922
Others (exhibitions, etc.)	792	900	1053
Total	23.323	23.150	23.651

TABLE 17

THE PRODUCTION OF THE COLLECTION OF MICROFILMS AND PHOTOGRAPHS IN 2001 IN NUMBERS

	<i>2000 actual</i>	<i>2001 planned</i>	<i>2001 actual</i>
I. Protection of collection			
1.1 Newspaper processing			
(RFE material 300.000 + Newspaper 560.048)	1.003.524 pages	850.000 pages	860.048 pages
	217 titles		253 titles
Film processing	667.718 shots	500.000 shots	432.708 shots
Catalogue cards	800 cards	1.000 cards	1.000 cards
Film positives	730 scrolls	1.000 scrolls	518 scrolls
The transfer of microfilm positives	1.500 mfl.	1.000 mfl.	
1.2 Negative microfilm processing			
Film negative making for the protection of the stock (see in details below)	16.211 exposures	50.000 exp.	15.206 exp.
FM1 Manuscripts	1.428 exp.	15.000 exp.	102 exp.
FM2 Early Books	12.254 exp.	15.000 exp.	2.913 exp.
Eruditio			4.233 exp.
FM3 periodicals	514.256 exp.	500.000 exp.	500.351 exp.
FM3 Hungarica replacement photographs from abroad (Muraszombat)	4.200 exp.		
ML3 Periodicals	1.098 exp.	1.000 exp.	1.140 exp.
FM4 Musical Compositions	-	10.000 exp.	1.946 exp.
FM5 Maps	-	-	-
FM6 Dramas	655 exp.	10.000 exp.	1.157 exp.
FM7 Modern Prints	1.874 exp.		1.345 exp.
FM 8 Posters (colour)	1.500 exp.	1.500 exp.	1.500 exp.
FM9 Monographs (published after 1711)		5.000 exp.	3.510 exp.
FM1 Manuscript (colour)	-	-	-
FM2 Hungarica replacement foreign maps (RMNY) Prague	3.600 exp.		
Total:	539.767 exp.	601.500 exp.	533.403 exp.
	1.098 mfl.	1.000 mfl.	1.140 mfl.

	<i>2000 actual</i>	<i>2001 planned</i>	<i>2001 actual</i>
1.3 Making Microfilm Positives Microfilm Positives for the Protection of Collection (see in details below)			
	16.211 exp.	50.000 exp.	10.973 exp.
FM1 Manuscript	1.428 exp.	15.000 exp.	102 exp.
FM2 Early Books	12.254 exp.	15.000 exp.	2.913 exp.
FM3 Periodicals	584.281 exp.	550.000 exp.	565.527 exp.
ML3 Periodicals	1.198 mfl.	1.000 mfl.	1.140 mfl.
FM4 Musical Compositions	6.530 exp.	10.000 exp.	1.946 exp.
FM5 Maps	-	-	-
FM6 Drama	655 exp.	-	1.157 exp.
FM7 Modern prints	1.874 exp.	-	1.345 exp.
FM8 Posters(colour)	3.000 exp.	3.000 exp.	3.000 exp.
FM1 Manuscript (colour)	-	5.000 exp.	-
Total:	610.022 exp.	648.000 exp.	572.975 exp.
	1.098 mfl.	1.000 mfl.	1.140 mfl.
1.4 Ozalid microfilm			
FM3 Periodical publication	12 scrolls	150 scrolls	-
ML3 Periodical publication	1.110 mfl.	1.000 mfl.	1.087 mfl.
1.5 The number of works filmed for collection protection reasons in 2000.			
FM1 Manuscripts	5 titles		1 title
FM2 Early Books	59 titles		574 titles
FM3 periodicals	217 titles		253 titles
ML3 periodicals			2 titles
FM4 Musical compositions	99 titles		56 titles
FM5 Maps	-	-	-
FM6 Dramas	1 title		1 title
FM7 Modern prints	34 titles		20 title
FM8 Posters(colour)	1.500 titles		1.500 titles
FM9 Monographs			12 titles
FM1 Manuscript (colour)			12 titles
Total	1.915 titles		2.419 titles
II. Photo Service, reprography			
2.1 Negative microfilm			
31 Orders	42.347 exp.	-	43.228 exp.
32 Orders from departments	939 exp.	-	448 exp.
33 Inter-Library	4.634 exp.	-	4.315 exp.
Total:	47.920 exp.		47.991 exp.
2.2 Positive microfilm			
31 Orders	7.581 exp.	-	6.217 exp.
32 Orders from departments	11.403 exp.	-	5.320 exp.
33 Inter-Library	84 exp.	-	300 exp.
Total:	19.068 exp.		11.837 exp.

	<i>2000 actual</i>	<i>2001 planned</i>	<i>2001 actual</i>
2.3 Reprography services			
Photo reproductions	2.872 exp.	-	2.778 exp.
Enlarging	2.574 pieces	-	2.036 pieces
Canon-copy	115.096 pieces	-	119.847 pieces
Xerox-copy	73.548 pieces	-	55.833 pieces
Archival-copy	12.051 pieces	-	7.381 pieces
Total:	206.141 f/p		187.875 f/p
2.4 Colour services			
Negative exposures	1.364 exp.	-	1.169 exp.
Film Scroll Positives Exp.	1.854 exp.	-	2.492 exp.
Enlarging	1.411 pieces	-	1.742 pieces
Agfa-copy	6.822 pieces	-	7.812 pieces
Total:	11.451 f/p		13.215 f/p
2.5 Number of orders			
Orders paid	4.937 pieces	-	4.157 pieces
Orders from departments	290 pieces	-	244 pieces
Inter-Library Loans	129 pieces	-	138 pieces
Total:	5.256 pieces		4.539 pieces
III. Photographing for reasons of public education			
Exhibitions			
Gábor Oláh Exhibition	130 pieces of colour Xerox		
Verdi Exhibition	80 pieces scanned		
	200 pieces of colour xerox		
Wagner Exhibition	130 pieces of colour xerox		
Exhibition in Lyon	260 pieces of colour xerox		
Exhibition at the National Museum from the Széchenyi documents bought by NKOM	160 pieces of colour xerox		
Hungarian Baths Almanach	300 exp. Colour film script		
	160 pieces black-white enlargement		
	400 pieces colour xerox		
For the Office of PR and Cultural Affairs	80 exp. Colour film script 6x7		
	360 colour xerox		
IV. Figures of the Microfilm Readers' Service		2000 actual	2001 actual
4.1 Number of readers	9.231 persons	9.338persons*	
4.2 Films read	72.633 scrolls	65.642 scrolls	
4.3 Number of titles read		7.638 items	
4.4 Information	4.769 items	4.889 items	

*In spite of the limited opening hours of the library in 2001..

TABLE 18

VISITS ABROAD

NAME	DATE	PURPOSE OF VISIT	DESTINATION
Andrási Áron	2001. 06.09-12.	TEL seminar	Ljubljana
Beck Ivánné	2001. 05. 06-20.	Research	Zagreb
Belitska-Scholtz Hedvig	2001. 10. 27-31.	Participation at a conference	Rome
Bencze Júlia	2001. 09. 03-09.	ADLUG	Rome
Berke Barnabásné	2001. 07.01-09.	Conference LIBER 2001.	London
Berke Barnabásné	2001. 04.17-19.	Cnference ISMN Meeting	Prague
Berke Barnabásné	2001. 10. 27-31.	Participation at a conference	Rome
Berke Barnabásné	2001. 10. 14-17.	29e Réunion Internationale des Agences Nationels d'ISBN	Luxemburg
Boka László	2001. 08. 04-09.	Participation at a conference	Jyvaskyla
Borsa Gedeon	2001. 07. 08-21.	Research– Brukenthal Múzeum	Nagyszeben
Czigler Mária	2001. 09. 25.	Negotiations for Cooperation	Güssing, Austria
Dippold Péter	2001. 05.22-24.	Matica Slovenska	Slovakia
Dippold Péter	2001. 06.21.	Conference	Vienna
Dippold Péter	2001. 05. 16.	Symposium of Librarians	Zenta
Dippold Péter	2001. 08. 18-23.	IFLA conference	Boston
Ecsedy Judit	2001. 05.24-31.	Research	Bratislava
Ecsedy Judit	2001. 11. 07-10.	Conference Participation	Lyon
Ecsedy Judit	2001. 10. 07-14.	Reseach – Teleki Téka	Marosvásárhely
Ecsedi Viktória	2001. 12.05-09.	Organizing an exhibition – conference participation	Lyon
Farkas Csilla	2001. 10. 27-31.	Conference participation	Rome
Farkas Pál	2001. 08. 31.	Sorting heritage	Vienna
Fehér Miklós	2001. 11. 25-29.	training	Romania
Fehér Miklós	2001. 05. 08-12.	Marketing training (Romaniai MKE)	Csíksomlyó
Földesi Ferenc	2001. 12. 03-12.	Hungarica research	Marosvásárhely
Gazdag Tiborné	2001. 04. 18-21.	Conference Electronic Serials in Libraries	Zagreb

NAME	DATE	PURPOSE OF VISIT	DESTINATION
Gazdag Tiborné	2001. 09. 09-16.	ISSN conference	Bern
Gazdag Tiborné	2001. 08. 17-25.	IFLA conference	Boston
Hegedús Péter	2001. 01. 30-02.04.	ONE-2	Stockholm
Horváth Ádám	2001. 06.09-12.	TEL seminar	Ljubljana
Horváth Ádám	2001. 06.13-16.	Conference	Helsinki
Horváth Ádám	2001. 09. 03-09.	ADLUG	Rome
Horváth Ádám	2001. 01. 30-02.04.	ONE-2	Stockholm
Horváth Ádám	2001. 10. 10-14.	ONE-2	Copenhagen
Horváth Ádám	2001. 12. 08-11.	ONE-2 conference	Rome
Karakas Péterné	2001. 05.15-26.	Control of stock	Rome
Karakas Péterné	2001. 05.07-10.	Control of stock	Vienna
Karakas Péterné	2001. 09. 04-07.	Control of stock	Helsinki
Kastaly Beatrix	2001. 06.21.24.	Workshop and conference	München
Kovács Ilona	2001. 09. 15.	Scholarship	New Brunswick
Kovács Ilona	2001. 08. 05-12.	Conference participation	Jyvaskyla
Krasznai Márta	2001. 02. 17-22.	OCLA course	Birmingham
Kürti Lászlóné	2001. 06.27-07.01.	Course participation	York
Kürti Lászlóné	2001. 09. 30-10. 06.	Interlending and Document Supply – conference	Ljubljana
Lázár Istvánné	2001. 01. 17-19.	Research	München
Moldován István	2001. 03. 23.	Szakmai megbeszélés	Szabadka
Moldován István	2001. 10. 30-11. 01.	International Society of the Hungarian Language and Culture – conference	Szatmárnémeti
Monok István	2001. 06.19-30.	Conference	China
Monok István	2001. 05.31-06.03	Conference	Rome
Monok István	2001. 04.22-24.	Negotiations for Co-operation with the Croatian National Library	Zagreb
Monok István	2001. 05. 16.	Assembly of Librarians	Zenta
Monok István	2001. 05. 11-12.	Erdélyi Múzeum Society	Kolozsvár
Monok István	2001. 05.07-08.	Bayern-Ungarn Exhibitions	Passau
Monok István	2001. 04.06-09.	Co-operational negotiations	Paris
Monok István	2001. 05. 16-19.	Frankesche Stiftungen	Wolfenbüttel / Halle
Monok István	2001. 06. 11. 15.	Conference	Paris
Monok István	2001. 03. 29.	Co-operational negotiations	Martin
Monok István	2001. 02. 12-16.	Study trip	Gössing

NAME	DATE	PURPOSE OF VISIT	DESTINATION
Monok István	2001. 02. 27.	Negotiations for shared applications	Zabreb
Monok István	2001. 03. 08.	Participation at an exhibition	Vienna
Monok István	2001. 01. 17-18.	Bayerische Staatsbibliothek – negotiations	München
Monok István	2001. 09.20.	Negotiations of co-operation	Lendva
Monok István	2001. 09. 25.	Negotiations of co-operation	Güssing and Kismarton
Monok István	2001. 08. 04-12.	Conference participation	Jyvaskyla
Monok István	2001. 07.12-18.	International Leadership Conference	Washington
Monok István	2001. 10. 27-31.	Conference participation	Rome
Monok István	2001. 10. 24.	Negotiations for co-operation	Vienna
Monok István	2001. 09. 26-30.	CENL – conference	Riga
Monok István	2001. 10. 07-10.	Research	Paris
Monok István	2001. 11. 19-20.	Konferencián való részvétel	Párizs
Monok István	2001. 12.05-09.	Organization of an exhibition and conference participation	Lyon
Monok István	2001. 11.22-23.	Conference participation	Sofia
Nagy Zoltán	2001. 03. 21-25.	CEBIT	Hannover
Nagy Zoltán	2001. 09. 19-21.	Transfer of loans	Lendva
Németh Gabriella	2001. 05.31-06.03.	Conference	Rome
Németh Gabriella	2001. 01.	Research	Italy
Németh Gabriella	2001. 10. 27-31.	Conference participation	Rome
Németh Gabriella	2001. 10. 07-09.	Transfer of material	Italy
Nyíri Béla	2001. 05.18-22.	Tibor Hanák's heritage - sorting	Vienna
Paulusz Richard	2001. 08. 31.	Heritage - sorting	Vienna
Pavercsik Ilona	2001. 09. 24-10. 03.	Research	Nagyenyed
Pavercsik Ilona	2001. 10. 25.		Martin
Payer Barbara	2001. 11. 11-16.	Course participation	Torun / Poland
Perger Péter	2001. 05.7-27.	Research, university library	Kolozsvár
Perger Péter	2001. 07. 08-21.	Scholarship Monumenta Germanicae Historica	München

NAME	DATE	PURPOSE OF VISIT	DESTINATION
Plihál Katalin	2001. 10. 05-07.	Organizing an exhibition	Paris
Rády Ferenc	2001. 05.22-24.	Matica Slovenska	Slovakia
Rády Ferenc	2001. 09. 25-27.	Negotiations for co-operation	Székelyudvarhely
Salgó Ágnes	2001. 06.	Transfer of codexes for an exhibitions	Paris
Salgó Ágnes	2001. 05.07-08.	Bayern-Ungarn Exhibition	Passau
Schertlin Péter	2001. 03. 21-25.	CEBIT	Hannover
Simándi Irén	2001. 05.18-22.	Tibor Hanák's heritage - sorting	Vienna
Simándi Irén	2001. 03. 19-24.	Tibor Hanák's heritage - sorting	Vienna
Simándi Irén	2001. 08. 31.	The sorting of heritage	Vienna
Sipos Márta	2001. 09. 03-09.	ADLUG	Rome
Somogyi Pálné	2001. 08. 05-12.	Conference participation	Jyvaskyla
Stemler Ágnes	2001. 05.22-24.	Matica Slovenska	Slovakia
Szilágyi Ottó	2001. 06.21.	Driving Dippold Péter	Vienna
Szilágyi Ottó	2001. 05.31-06.03.	Driving Monok István and Németh Gabriella	Rome
Szilágyi Ottó	2001. 05. 22. és 24.	Driving Rády Ferenc, Dippold Péter, Stemler Ágnes	Slovakia
Szilágyi Ottó	2001. 04.24.	Driving Monok István	Zagreb
Szilágyi Ottó	2001. 05. 16.	Driving Monok István és Dippold Péter	Zenta
Szilágyi Ottó	2001. 05. 11-12.	Driving Monok István	Kolozsvár
Szilágyi Ottó	2001. 05.07-08.	Driving Monok István és Salgó Ágnes	Passau
Szilágyi Ottó	2001. 05. 16-19.	Driving Monok István	Wolfenbüttel / Halle
Szilágyi Ottó	2001. 03.29.	Driving Monok István	Martin
Szilágyi Ottó	2001. 03 .23	Driving Moldován István	Szabadka
Szilágyi Ottó	2001. 02. 27.	Driving Monok István	Zagreb
Szilágyi Ottó	2001. 03. 08.	Driving Monok István	Vienna

NAME	DATE	PURPOSE OF VISIT	DESTINATION
Szilágyi Ottó	2001. 09. 20.	Driving Monok István	Lendva
Szilágyi Ottó	2001. 09. 25.	Driving Monok István	Güssing and Kismarton
Szilágyi Ottó	2001. 09. 03.	Driving Urbán László	Bezdán
Szilágyi Ottó	2001. 07. 09. és 21.	Driving Borsa Gedeon	Nagyszeben
Szilágyi Ottó	2001. 10. 25.	Driving Pavercsik Ilona	Martin
Szilágyi Ottó	2001. 10. 24.	Driving Monok István	Vienna
Szilágyi Ottó	2001. 10. 07-09.	Driving Németh Gabriella	Italy
Szilágyiné Bánfi Szilvia	2001. 09. 19-21.	Transfer of book loans	Lendva
Szilágyiné Bánfi Szilvia	2001. 08. 05-12.	Conference participation	Jyvaskula
Szór Ildikó	2001. 05. 18-22.	Tibor Hanák's heritage - sorting	ViennaBécs
Tamás Kincsó	2001. 07. 08-21.	Ösztöndíj Monumenta Germanicae Historica	München
Török Sára	2001. 10. 27-31.	Conference participation	Rome
Urbán László	2001. 09. 03.	Professional visit	Bezdán
Vásárhelyi Judit	2001. 07. 09-15.	Research in Teleki Téka	Marosvásárhely
Vekerdi József	2001. 08. 04-12.	Conference participations	Jyvaskyla