

**NATIONAL AND UNIVERSITY LIBRARY  
LJUBLJANA, SLOVENIA**

**ANNUAL REPORT TO THE CENL  
2003**

**MANAGEMENT OF THE LIBRARY**

The National and University Library (NUK) is a public institution within the cultural field. As regards its status it is defined by the new legislation, which is harmonised with the European Union legislation. On the basis of the new legislation the government of the Republic of Slovenia has (in 2003) adopted a decree, which established a new organisational structure and management of the library. In accordance to the new legislation the leadership of NUK has also been subject to changes. With the decree issued by the Minister of Culture MA Lenart Šetinc was appointed (on 18<sup>th</sup> March 2003) as the managing director of the National and University Library for a period of five years. The NUK management body is composed of the director and three deputies: deputy director of library programmes, deputy director of the University of Ljubljana library system and deputy director of financial and general matters.

**Amongst the Library bodies belong also the library committee and professional library committee. The library committee is a supervisory body that supervises the legality of the work and operation of the library and monitors, analyses and evaluates the operation of the library, while the professional library committee monitors and evaluates the expert work of the library.**

**We have produced a draft of the organisation act. We have started with the preparations for the strategic plan for the period ranging between the years 2004 and 2008.**

In 2003 the National and University Library became an associative member of the University of Ljubljana with contractually specified activities and services, which the library will perform for the needs of educational, scientific and research activities of the University and its library system. As NUK is a university library it has mainly taken care of building the basic Slovenian and foreign literature collection necessary for the teaching process and the scientific research process within the University; of building and managing the collection of faculty works by students and employees of the University. It has also co-ordinated the operation of the library system within the Ljubljana University and tried to rise the information literacy of the students and employees. Last, but not least it has co-ordinated the purchase of electronic sources and offered professional advice for the employees in the University libraries.

**FINANCE AND FUNDING**

**In 2003 NUK received 1,378,341,000.00 SIT (= 5,773,156.00 Euro) from the budget of the Republic of Slovenia. The library income amounted to 147,906,000.00 SIT (= 619,502.00 Euro), out of which the largest share was received from EU project financing (40,853,000.00 SIT = 171,112.00 Euro). NUK used 127,197,000.00 SIT (= 532,762.00 Euro) for purchasing library materials, out of which 19,544,000.00 SIT (= 81,859.00 Euro) was spent for the purchase of electronic sources or ensuring access to these sources.**

**LEGISLATION**

The activities and tasks of NUK are defined by the Act on Librarian'ship (2001). In 2003 these tasks were supplemented by more precise definitions and new tasks that were brought forth by the sub-legal acts, which define the basic library services, the conditions for performing library activities as a public service and the operation of the central regional libraries.

## **BUILDINGS AND INVESTMENTS IN INFORMATION TECHNOLOGY**

In 2003 NUK used 53,743,000.00 SIT (= 149,709.00 Euro) for investment maintenance and the purchase of computer equipment. We continued with the renovation of the Main Reading Room, the renovation of the roof and we also performed the most important investment and maintenance works. In order to update our computer hardware and software we purchased (among others) a new server, a disk field HP/B 3000 1 TB, 2 LCD data/video projectors, 16 personal computers and 4 printers as a replacement of the existing equipment and 22 new PC stations that replaced the old computer equipment in the computer lecture room.

## **STAFFING MATTERS**

At the end of the year NUK employed 140 workers (two workers are employed in Information and Documentation Centre of the European Council – financed by the EC in Strassbourg, 3 workers are employed on PAPYLUM, InkCor and LEAF EU projects). Amongst the 135 workers financed by the Ministry of Culture 78 employees have university education or higher (4 PhD's 13 MA's). The year 2003 did not differ from the other years as regards the employees who took advantage of various forms of continuing education and expert courses. The most common fields of continuing education could be found in the field of library management, building and managing library collections, bibliographical processing of library materials and information science.

## **ACQUISITIONS**

In the year 2003 the Library received 407,673 items of library materials among them 368,367 legal deposit copies (96,163 or 15% were retained in our collections, 311,510 or 85% items were passed onto other libraries). The intake of materials was linked to the national production and was also dependent on the success at collecting legal deposit materials (publishers fail to deliver approximately 10% of the materials). The process of collecting legal deposit copies is dissatisfactory. On one hand this can be attributed to the inappropriate and outdated legislation and on the other hand to the increasing number of new publishers who are obliged to send copies of their publications. One of the problems of the old legislation, which deals with the collecting of legal deposit, is that it does not define electronic publications, which belong to SLOVENICA.

At the end of the previous year the library collections amounted 2,385,621 items of library material.

## **CONSERVATION / PRESERVATION OF COLLECTIONS**

Paper remains the main carrier of records that we have to preserve, for records printed on paper represent over 90% of all material. Due to the planned preservation procedures we have (during the past few years) performed an intense inspection of the damage that occurred to the manuscript materials. In comparison to the short lasting contemporary paper, this paper can be preserved for much longer. We have thus discovered that increased paper acidity endangers merely 6% of the inspected manuscripts, the corrosion of iron gall inks endangers 15% of the manuscripts, physical damage is present at 13% of the manuscripts, and biological

damage can be found on 5% of the manuscripts. This inspection of the manuscripts situation enabled the restoration department to prepare a plan to protect these materials. Further biological damage will be prevented by appropriate conservation within the new controlled climate warehouse, while preserving the materials in new high quality boxes made out of appropriate materials will prevent mechanical damage. In 2003 our partners and we developed (within the frame of the international project InkCor – 5<sup>th</sup> frame programme of the European Commission) a non-water method for stabilization of documents written by iron gall ink, which should take care of the problem of further disintegration of such documents.

In the continuation of the inspection of the condition of the NUK collection we will focus on contemporary materials printed on paper. On the basis of the inspection results we will decide for the scope of de-acidifying the paper or the transfer onto longer lasting carriers (digital form or microfilm). The project will take place within the frame of the already approved project of the 6<sup>th</sup> frame programme of the European Commission.

**In 2003 we continued with the transfer of newspaper material onto microfilm. We have made 100,667 microfilm copies, which is on an annual basis sufficient for 10 titles of newspapers, but it by no means suffices for the preservation of the entire newspaper collection. Due to the lack of funds we have also not started with the planned microfilming of the emigration press.**

**We successfully completed the digitization of the collection of portrait photographs of famous Slovenians and the digitization of approximately 50% of the Slovenian territory maps (between the years 1548 and 1871). In 2003 we also created Internet homepages that present both of these collections.**

**In 2003 we started implementing the plan to ensure conditions for regular collecting, bibliographical processing and storing Slovenian electronic publications. Archiving of electronic publications will be enabled by the new hardware – disc field SAN/NAS, while their collecting on the Internet will be performed by the WebBird robot, which was created by the Slovenian Scientific Institute. An electronic deposit data base for bibliographical descriptions and permanent storage of Slovenian electronic production is also in preparation.**

## **THE DIGITAL LIBRARY**

In 2003 we defined the concept of the Slovenian Digital Library. Our starting points could be found in the strategies, memorandums and national programmes of Slovenia for the field of information society, culture, life-long learning and science as well as international declarations, expert standards and recommendations. On the basis of the modern library and information science findings we have separated the most important factors, which will influence the future development of European scientific libraries and defined four strategic goals:

- - ensuring regular collecting and archiving of Slovenian publications, published in electronic form, and offering our users access to the archive of Slovenian electronic publications;
- - providing access of materials published on classic carriers through the Internet;
- - providing access to information on all materials through the Internet;
- - providing access to information services through the Internet.

We plan to implement the strategic goals by the year 2008.

## RESEARCH AND DEVELOPMENT

NUK co-operates in a number of international projects: TEL (The European Library), LEAF (Linking and Exploring Authority Files), PAPYLUM (the development of a non-destructive method for evaluating the extent of paper disintegration), InkCor (development of a non-water based method to stabilise documents written with iron gall inks). All of the above mentioned projects are financed within the 5<sup>th</sup> frame programme of the European Commission. In 2003 we have continued with the activities on the international project Multilingual Dictionary of Library Terminology, which will include 16 or more European languages. The activities were mainly oriented towards ensuring the preparation of individual language versions. Through the use of a dictionary interface the materials in 11 languages are already available on the Internet.

Amongst the important domestic projects are projects, which represent the groundwork for the digital library. As a continuation of the digitization of the old materials preserved in NUK we have started digitising and automating the processing of articles by Slovenian authors. We have also started with the project of preparing a methodology of gathering and archiving Slovenian electronic publications on the Internet and of designing and analysing the collection of the Slovenian digitised publications and electronic publications of national importance. The aim of this project is to develop an application for merging various publications on various carriers and providing them through simple electronic access.

The project related to the improvement of the user (or purchaser) access of Slovenian publications or publications issued by Slovenian publishing houses is also of great interest. The intention of this project is to research the possibilities of the use of the Slovenian co-operative catalogue respective the database of Slovenian bibliography in order to create a database, which will be accessible on the Internet and will offer information on publications, their accessibility on the market and price.

## CATALOGUING

NUK's contribution of bibliographical records within the co-operative national bibliographic system COBISS was on the same level as in 2002. In 2003 NUK contributed over 23,000 records. In 2003 we introduced cataloguing with a normative control of authority headings. Due to the introduction of the normative control into the COBISS system NUK co-organised single day courses, that had to be attended by all employees who work on cataloguing in Slovenia. NUK also ensured appropriate instructions, translations of the manual for UNIMARC/ format for normative data, Guidelines for Authority Records and References and others. In preparation are also guidelines for normative control of subject headings in the national co-operative bibliographic system.

**In the field of subject classification we continued with the addition of the Slovenian General List of Subject Headings with new subject headings and an addition of UDK numbers. We paid special attention to the General on-line List of Subject Headings, which can be accessed since 2002 by all libraries from NUK's homepage. In 2003 we prepared its revised and improved version, which includes over 13,000 subject headings.**

## EDUCATION AND TRAINING

**The Library Educational Centre took care of the implementation of the continuing education for librarians and library users, organisation of qualifying examinations and procedures for obtaining professional titles. In 2003 1,732 librarians attended various forms of expert training and continuing education (41 courses, 58 repetitions). Qualifying examinations were successfully completed by 91 librarians and 36 professional titles were granted.**

Within the frame of the international project 'Training Centres for Continuing Education of Librarians' the Centre prepared, organised and performed various expert workshops for librarians in Sarajevo, Priština, Belgrade and Podgorica.

## **SERVICES TO READERS**

In 2003 the library lent 361,407 items to its members (within the library 146,423; at home 214,984), which is an average increase of 7% as regards the previous year. In the previous year we started to introduce on-line ordering of materials. We also lent 10,208 items to other libraries.

At the end of 2003 the library had 12,911 active members (a 2% increase as regards the previous year), amongst which students were most numerous (9,971). The library was visited by 190,138 visitors, of which 2,104 visitors visited the library in guided tours (130 tours).

In 2003 library workers responded to 53,266 referral questions (a 5% decrease as regards the year before) and 61,712 information were given (a 7% decrease as regards the year before). The reduction in the number of searched information is on one hand a consequence of Internet access to various electronic sources and on the other hand a result of the more intensive training of users for independent searching for information.

**In 2003 the NUK homepage was visited by over 666,000 users, the most common visited part of the homepage was the NUK catalogue and the information sources.**

In 2003 we intensively worked on ensuring a broader and improved offer of information sources. Thus we established COSEC (Consortium of Slovenian Electronic Collections) on the national level, which will aid the purchase of electronic sources and make them cheaper to obtain.

## **CULTURAL EVENTS, EXHIBITIONS AND PUBLISHING**

In 2003 we prepared five exhibitions at which we mainly presented our own materials. Especially popular were the exhibitions that we prepared to celebrate the anniversaries of important Slovenian artists: the writer Vladimir Bartol, poet and writer Tine Debeljak and painter Nikolaj Pirnat. Of great importance was also the exhibition on Baroque 18<sup>th</sup> Century cartography and prints of Carniola, which we prepared in co-operation with the National Museum. We also hosted four exhibitions that were set up by other organisers: an exhibition on the field-marshal Svetozar Borojevič esq. from the first world war and an exhibition of the internationally famous designer Oskar Kogoj.

In 2003 NUK continued with the publishing of the Slovenian national bibliography, periodicals in which it informs the professional public as regards current events and news, translations of manuals and international standards, exhibition catalogues, etc.

We also published a rich (content and picture wise) monograph on the treasures that are preserved in NUK.

## **LIBRARY CO-OPERATION**

**Our international activities are very diversified. The library is a member of numerous international organisations and associations (IFLA, ELAG, FIF, etc.), we co-operate in international institutions (ISSN, ISBN, ISMN) and every year we send records to the UNESCO international bibliography of translations (Index Translationum – 638 records in 2003). We have also sent 4,538 records on Slovenian production to the largest world wide catalogue OCLC.**

NUK experts participated in annual conferences and meetings of international associations and organisations in which they are members or play a role in their management bodies or work groups. With their papers they participated at international meetings and symposiums (16 active participations).

In the field of international co-operation the organisation of the annual meeting of the European Commission of Preservation and Access (ECPA) deserves a mention. At this meeting the most important topics included the following: microfilming and digitising of materials, disaster management, guidelines for preservation of audio-visual materials. The meeting was organised at the end of the international symposium 'Exhibiting Archive and Library Material and Work of Arts on Paper', which was organised in co-operation between NUK, the National Gallery and the Archive of the Republic of Slovenia. The symposium was very successful, for over 200 participants attended, papers were held by 18 experts, amongst which one could also find an expert from NUK.

In relation to the preservation of materials NUK co-organised also an international workshop on the protection of photographic material, which was lead by Clara von Waldthausen, a photography restorer with international experience.

Director  
Lenart Šetinc