

1999 ANNUAL REPORT TO C E N L

1. Management of the library: performance indicators, planning, decision-making, evaluation, mission statement (Special topic 2000)

a. 1999 statistical survey:

	1998	1999
holdings - number of items (total)	5,718,773	5,777,170
addition	71,621	65,113
decrease	3,403	6,716
users enrolled	29,005	35,634
visitors	639,435	812,510
loans	571,207	597,308
publications - number of issues	109	89
staff - occupied positions (FTE)	444	446
expenditures (Kč million)	168.700	191.341
(i.e. USD million)	5.600	5.538
capital investment (Kč million)	18.900	23.316
(i.e. USD million)	0.628	0.675
<i>Annual medium exchange rate</i>	<i>1 USD = 30,12 Kč</i>	<i>1 USD = 34,55 Kč</i>

b. A new NL Strategic plan for 1999 - 2003 period approved by the NL Board. In this a.o. five main strategic long-term research and technological development projects of the NL have been defined, and submitted to the Government RTD Committee, concerning the areas as follows:

- digital library (production, preservation, and access)
- complex information system (mainly large data files produced during retroconversion)
- merging and linking analytical records to full-text digital documents (articles from periodicals)
- enlargement of the Union Catalogue
- classical conservation and preservation

c. Three amendments to the NL Statutes (mission statement) approved, as follows:

- among documents that the Library shall collect and made accessible are explicitly mentioned those acquired on-line from information network
- the Library is explicitly charged to be active as the research and technological development centre in the field of library and information systems, digitisation, and preservation and access
- university theses are eliminated from the NL acquisition profile (and the State Technical Library takes over charge of all of them)

2. Handling of electronic publications and formats, including new legislation (Special topic 2000)

From all kinds of physical media digital publications, the existing legal deposit law mentions explicitly only audio CD publications, and NL is obtaining them and building CD archives. On the other hand, the legal deposit law does not specify the information carrier to be remitted as legal deposit, so it is rather a question of interpretation and applicability of the existing law to compel publishers to remit legal deposit of electronic publications.

3. Funding

1. *Cuts in funding; impacts and measures taken to live with a reduced budget*

a. The structure of the National Library expenditure (capital investment excluded):

	1998	1999
purchase of literature incl. subscription	11 %	10 %
operation etc.	39 %	40 %
staff (salaries + personal duties)	47 %	47 %
depreciation of capital assets (payment realised)	3 %	3 %

b. Again, the regular annual appropriation obtained from the Government (the Ministry of Culture) was lower than the amount really needed, the more so that the Czech Koruna (Kč) suffered devaluation. The Library, therefore, had only very limited funds in most areas ranging from literature purchase to staff policy. The due amount of regular depreciation of capital assets for which the Library fell behind with payments, continued to increase. Lack of funds for running costs and especially upgrade or replacement of obsolete technology were again the main problem, as well as funds for reconstruction of the main building.

2. *Benefits of increased funding; how the extra funds have been applied*

- a. Extra funds available only for RTD projects and other special projects on the basis of public calls for proposals., i.e. 8 RTD projects, 5 research programmes, 5 other state grants.
- b. Eleven RTD projects submitted for 2000, hopefully continuing some research programmes – not yet confirmed; applied for 3 other state grants. Smaller projects completed on the basis of private sector grants.

3. *Pressures on resources*

4. *Revenue earning: percentage of total resources earned by the library from sales of goods, services etc.*

a. The proportion of the total resources (investment funds and donations excluded):

	1998	1999
appropriation - total	91 %	91 %
i.e. regular appropriation	82 %	79 %
extra funds	9 %	12 %
earnings	9 %	9 %

b. The major part of the Library revenue earnings comes from renting premises whether for long term or ad hoc. This kind of resources is allowed to use for maintenance and repairs of the same building exclusively. Selling services and goods brings only limited amounts, even if

larger than before as higher prices have been put on both registration fee and services; these earnings can be used in all areas except for salaries and capital investment.

4. Legislation

1. *Major changes in legislation, which affect the library and its formal relationships with government or its status.*

- a. As to the Statutes of the NL - see above 1 c).
- b. Discussions continued between the group of directors, the Ministry of Culture, and the public on the proposal of special policy and rules relating to the largest national cultural institutions, included the National Library. This is in the context of a transformation envisaged of cultural services organisations into more independent public-law non-for-profit institutions.

5. Buildings

1. *New buildings or renovations planned: progress*

- a. No progress in the planned reconstruction of the Klementinum, as the funding of it still did not restart after the previous year's interruption.
- b. Progress in partial repair and renovation of buildings: a.o. the main baroque frontage of the Klementinum (eastern part) has been completely refurbished.

2. *New buildings (partly) opened during the year*

3. *Interesting innovations / changes in the use of space*

- a. Southern part of Klementinum's ground floor corridor adapted for the NL Reference Centre - see hereafter 12.2.
- b. Completed first part of the project of adaptation of Klementinum's central baroque premises and astronomical tower. Regular access of the public to be launched in 2000.

4. *Major problems relating to buildings and plant*

Urgent need of reconstruction and renovation of historical buildings belonging to the National Library.

6. Staffing matters

1. *Major changes in establishment numbers*

NL had to close (keep vacant) 50 positions due to shortage of funds; on the basis of a more recent analysis, it has been stated up that there are no more reserves in staff; the 50 positions frozen should remain as such also in 2000.

2. *Major changes in management structures*

In place of one only position of Deputy Director with overall responsibility for professional library activities, two new deputy positions have been created: one for library management (i.e. collection development and management, cataloguing, and services), another one for strategic planning and RTD.

3. *Major changes in contractual arrangements / salary structures etc., ...*

6. **Major problems: e.g. trade union difficulties, strikes, labour shortages**
7. **Staff development and training programmes**

More both basic and advanced / special training programmes organised for staff to attain skills in using IT and applications.

7. **Information technology and networks**

1. **Major new strategies/ strategic planning for IT**

- a. started building a digital library (storage, access, and delivery of important products of especially in-house digitization activities)
- b. decided to strengthen antiviral control (an efficient firewall to be implemented in 2000)
- c. decided to enlarge capacity of the structured network in the main building (from 10 Mbit/s up to 100 Mbit/s)

2. **Important new investments in hardware/ software/ systems**

- a. a new AlphaServer DS20 for the new ALEPH 500 library information system (ALEPH 500 to be implemented in 2000)
- b. a new Sun 450 Enterprise server and a new ADIC Scalar robotic (magnetic tape) library for the digital library
- c. Union Catalogue definitely moved on the in-house developed ORACLE-based system and a separate server
- d. SAM-FS and AIP SAFE systems for running the digital library

3. **Staffing issues relating to IT**

Serious problem in managing and maintaining the ever increasing number of workstations and applications, along with inability to hire highly specialised staff for operating network, etc.

4. **Automation of housekeeping: financial and accounting, building management services, etc.**

No major changes; going slowly ahead.

5. **Networking / internet / www. initiatives**

- a. Completed building of the local physical structured information network
- b. Re-featured the main web pages web services:

- www.nkp.cz (main server)
- katif.nkp.cz (scanned catalogues)
- digit.nkp.cz (digitization programme)
- www.caslin.cz (Union Catalogue)
- [www.cd.h.nkp.cz (digital library) – test site in Czech only]

6. **OPAC provision**

Routine work, but expecting changes with ALEPH 500; due to increasing amount of records and routines performed response by the server slowed down (see above 7.2. - new server with a new system).

7. **Retrospective conversion of catalogues**

- a. Czech national bibliography of 20. century – added over 100,000 records covering 1928-1944 (total at the end of 1999: ca 300,000 records covering period 1928 to present)

- b. All the major NL catalogues (total ca 5 mil. records) scanned and available on Internet
- c. 60,000 records from the NL scanned catalogues entered the database

8. Backlogs

No serious backlogs; a small backlog only in cataloguing special non-book materials; a backlog in bookbinding of periodicals due to shortage of funds.

8. The digital library

1. Digital programmes / digitising of text / images etc

- a. In-house digitisation - two programmes performed:
 - o Memoriae Mundi Series Bohemica - digital access to rare library materials (cultural heritage); this programme has been included as a component part into a new National Cultural Policy (accepted by the Government in April 1999) and other Czech institutions are taking part in it
 - o Digitisation of Preservation Microfilm - component part of the hybrid approach to preservation of and access to acid paper documents (mostly newspapers and journals); the documents are filmed first and digitized after for access

Both of the programmes use the SGML-based DOBM format (Digitisation of Old Books and Manuscripts) as common metadata container for complex compound digital documents. This format has been also adopted by UNESCO for the same purpose under the Memory of the World programme.

Basic components for running a large digital library were installed (starting capacity 2.3 TB) for storage of and access to produced digital documents – full access over Internet expected in April 2000.

Test of emerging digital formats: 1-bit compression schemes as well as wavelet formats. Our DjVu application on samples from Arabic manuscripts declared the DjVu Site of the Month (September 1999).

- b. External network electronic resources – two programmes performed:
 - o Bibliographic control of Czech electronic documents – preparation for launch in 2000
 - o Access to full texts of newspaper and journal articles on the basis of produced analytical bibliography - successful test period in 1999, continuation in 2000

2. Electronic library services

Electronic document delivery services from in-house materials to be launched with full functioning of the digital library (in April 2000).

9. Legal deposit of materials

1. Changes in legal deposit law

A new law passed on publishing periodicals; legal deposit of periodicals newly refused to a number of libraries, but confirmed again to the NL and several others.

2. Consideration/planning of new legal deposit arrangements

No plans for new arrangements, but efforts to urge publishers to remit legal deposit of electronic publications (mostly a practical problem of interpretation and applicability of the existing law) - see above 2.

3. *Matters relating to the success or failure of legal deposit as a source of acquisition*

Both of legal deposit acts (for monographs and periodicals) contest the legal deposit as a source of acquisition, which caused the strong restriction of number of those entitled to obtain the free copies from legal deposit.

10. Acquisitions

1. *Commentary upon the adequacy of acquisitions funds in terms of purchased material: books, periodicals/serials; audio-visual materials, digital/electronic texts*

- a. The crisis in the acquisition budget more serious than ever before.
- b. A programme supporting access to foreign digital information materials (journals) as resources for RTD has been announced by the Ministry of Education, so several library consortia (some of them co-ordinated by the NL) will have access to quite a number documents for 3 year's period.

2. *Outstanding new acquisitions relating to national heritage / culture/ patrimony / European heritage*

3. *Additional commentary on acquisition of legal deposit materials if appropriate*

4. *Major changes in acquisition policy*

11. Preservation & Conservation

1. *Adequacy of funds for conservation*

Persisting lack of funds for running routine programmes.

2. *Major innovations / changes of policy*

- a. Several RTD projects submitted and realised concerning conservation of special materials (leather) and climate conditions to be created in old buildings.
- b. A new policy launched to appoint individual collection managers / curators.
- c. More stress put on acid paper issue (especially material of 19th century) – replacements, reparations, microfilming (more systematic work started).

3. *Major microfilming or digitisation programmes for preservation started / completed / planned*

- a. See above 8.1 a) for digitisation programmes.
- b. Preservation microfilming of important periodical titles is co-ordinated nation-wide, being recently declared as a National programme. Much RTD capacity involved in this area.
- c. Preservation microfilm is digitized by the NL for access (TIFF-CCITT G4); other documents use JPEG format – all structured in DOBM. Tests of new data formats for delivery are performed.

3. *New equipment purchased (major items) or new accommodation for conservation studios etc*

No new classical equipment, only IT-related (see above).

5. *New techniques*

Modern climate monitoring system in the old building.

6. ***Staff issues relating to conservation: adequacy of numbers / skills etc. / training / salary grades etc.***

Shortage of staff for routine work due to lack of means. Inability to hire highly specialised staff, like in the IT area, etc.

7. ***Commentary on problems, changes, developments***

8. ***Disaster planning: programmes/strategies***

A new strategy adopted setting goals and outlining medium and long term steps and measures. Only little can be done immediately because of lack of means.

12. **Services to readers**

1. ***Charging for services : policy and changes in policy***

- a. Launched a new list of prices for library services; especially the inscription fee was increased substantially, but the amount is still far to be prohibitive. Different inscription fee categories (for students, pensioners, ...) don't exist any more except for seniors of age over 70 - free access.
- b. Free access to internet is generally included in inscription fee, but immensely increasing volume of data transmitted may lead to consider charging for internet access in the future.

2. ***New developments in reader services / lending services***

A new Reference Centre as a gateway for library reference services opened; its further building is going on as funds enable it.

3. ***Major changes in use of the library, however measured***

4. ***Major changes in admission rules / criteria***

No major changes: the services of the NL still available for all, except for youth under 18.

5. ***Document supply services to other libraries/ distant readers***

NL is one of the major Czech centres for document supply services. Document delivery from our resources depends on digital library functioning (see above 8.2).

6. ***Reader's charters / service agreements / service standards (newly introduced / successes / failures/ etc...)***

Innovated version of Rules and Regulations of the National Library adopted and issued reflecting all recent aspects and reality relating to library services. A new price list of library services (see above 12.1) and special regulations comprised (see www.nkp.cz/info). No substantial change in general.

13. **Cultural events, exhibitions and publishing**

1. ***Major cultural events or exhibitions***

- a. Traditionally, the opening celebration of the Prague Book Fair with the presence of political authorities and notable personalities took place in Klementinum in May. On this occasion the NL opened the doors of the baroque Library to the public for several days.
- b. Annual meeting called Day of Europe being of political and social importance co-organised again by the NL in its premises in May.

- c. The NL hosted several prestigious prize-giving celebrations: for literature, poetry, or journalism.
- d. About 15 exhibitions were realised on various cultural, mainly literary personalities, or other cultural themes and phenomena.

2. **Major policy changes**

Agreement with Czech public TV has been signed on co-operation giving the Library floor for more publicity on TV in exchange for opening Library's premises and collections for production of TV cultural programmes.

3. **Funding and revenue issues relating to cultural events and exhibitions**

4. **Major new publications**

- o DOBM standard on CD-ROM
- o Catalogue of Arabic manuscripts with image samples on CD-ROM

(both publications have also their Internet versions)

5. **Publishing policy. Innovations**

The printed form of the national bibliography no more supported, since 2000 there is only its electronic version (CD-ROM, Internet).

6. **Publishing costs / revenues / profits**

14. **Library co-operation**

1. **National**

- a. All major programmes of the NL are co-operative: retrospective conversion, Memoriae Mundi Series Bohemica as digital access to rare library materials, preservation microfilming + digitization of microfilm, etc.
- b. Several consortia co-ordinated by the NL, e.g. for Union Catalogue, for current national bibliography, for access to foreign information resources, etc.
- c. Several working groups co-ordinated by the NL, e.g. for cataloguing policy with its special branches, for library services, etc.

2. **International**

- a. co-operation agreements with a number of libraries: exchange of publications, exchange of exhibitions, exchange of specialists, training, etc.
- b. active involvement in European programmes: MASTER, LIBECON
- c. active involvement in the UNESCO Memory of the World programme
- d. participation in the work of IFLA, CENL, LIBER, ELAG, ABDOS, and other forums

3. **Regional / local / special**

Better co-ordination and responsibility distribution among public, general research, and special libraries both in country and in municipal level is highly desirable, so that the services become more effective and better targeted to appropriate segment of population, and the means used more effectively.

15. **Major celebrations (anniversaries and events)**

16. Other notable information

- a. LIBER Annual General Conference and Exhibition was hosted by the NL in Klementinum in July.
- b. International Library Legislation Experts Workshop was hosted by the NL in Klementinum in November, in co-operation of the Ministry of Culture and under the auspices of Czech Commission for UNESCO.

17. Organisation chart

Director of the National Library (National Librarian)
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Division Directors and Autonomous Department Heads	Deputy Librarian - Deputy Director for Strategy & RTD	Deputy Director for Administration	Deputy Director for Library Management	Deputy Director For Library & Information Community Affairs
Financial Management Division	Automation Department	Office of the Director of NL (Division)	Library System Department	Librarianship Division
Property Management Division	Union Catalogue Department		Periodicals Department	
Staff Department			OPAC Department	
Acquisitions Division			Technical Support & Retroconversion Department	

Cataloguing and National Bibliography Division				
Collections Management & Preservation Division				
Library Services Division				
Manuscripts and Rare Printed Books Department				
Music Department				
Publishing Division				
Slavonic Library (Division)				

Explanatory notes:

Department = elementary organisation unit

Division = organisation unit of higher level comprising two or more departments

Autonomous department = department which is not part of any division

Deputy Directors are responsible and competent throughout the Library within the sphere of activity assigned; besides, they have some either divisions or autonomous departments directly subordinated.