

TARTU UNIVERSITY LIBRARY

YEARBOOK

2000

S u m m a r y

FOREWORD

Tartu University Library Yearbook 2000 consists of the following subdivisions:

- 1) About the current situation and development perspectives of the library, by Director Toomas Liivamägi.
- 2) Annual Report, containing the text and supplementing appendices (tables, statistics, lists, etc.).
- 3) Photos of library events in 2000.
- 4) *Personalia* — short articles with photos to celebrate the anniversaries of library staff members, and one obituary.
- 5) List of book donators for 2000 (persons, institutions).
- 6) Three papers written by staff members of Tartu University Library and one paper by a student intern.

General information about the library can be found on the library homepage in Estonian, English and German, <http://www.utlib.ee>

ABOUT THE CURRENT SITUATION AND DEVELOPMENT PERSPECTIVES OF THE LIBRARY

Toomas Liivamägi, Director

The development of the library is greatly hindered by the fact that the work of academic and research libraries has so far not been regulated in Estonia. The law of academic and research libraries needs to be worked out and adopted, and acquisitions to such libraries need to be co-ordinated on the state level.

Inside the library, the current situation and developments can be discussed on six levels.

Collections development has been slowed down by insufficient financing. This fact has in its turn started to hinder the advancement of teaching and research in the university. The problem can be solved only on the state level, starting with joint purchases of electronic materials for all Estonian research and academic libraries.

The registering of **university book property** and its reflecting in **the electronic catalogue ESTER** has been started. The optimal format for branch libraries of the university library should be faculty libraries, such as the present Economics Library, which is financed both from the central university budget via the university library, and from the faculty budget. The optimal model of the university network of libraries should be developed in 2001.

During the two previous years, **public services** have drastically changed due to the application of electronic circulation module of INNOPAC. The new tasks for the near future include the developing of the so-called course packages, compiled by lecturers and library area specialists; user training throughout the year; the enlarging of open collections; the developing of reference services, etc.

SUMMARY

Concerning **IT development**, the functional analysis of the library, proceeding from the integrated library system INNOPAC, should be completed.

Structural changes were initiated already in 1999, and the process needs to be completed. The implementation of information system has allowed to reduce **staff**, at the same time, new need has arisen for the additional training of staff in the fields of services psychology, services organisation and services marketing. The library itself should start offering training programs.

The library building and technological networks have been renovated according to long-time plans during the recent years; the process will be carried on, depending on financial opportunities. In the near future the library has to start focusing on the possibilities of opening its stacks to the users and on renovations needed to do that.

ANNUAL REPORT 2000

Contents of the Annual Report in Estonian

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SUMMARY

I. General

Tartu University Library (founded in 1802) is operating, according to its statutes, adopted in 1997, as a national and state universal research library. In the structure of Tartu University, the library reports directly to the Rector Prof. Jaak Aaviksoo.

Director Toomas Liivamägi, Head of Public Services Mare-Nelli Ilus and Managing Director Heiki Epner filled the administrative positions of the library.

Two new types of public services were created at the library in 2000: reference service, employing 26 specially trained consultants, and area specialists, who ensure co-operation with university faculties and departments in the acquisition of new library materials.

The Library Development Board, consisting of 13 members, was formed to discuss and solve problems related to the library.

It was decided to start the creating of digital library with the compilation of the digital archive of portrait photos of Tartu University lecturers and linking it with bibliographic entries in ESTER.

The library year of 2000 was mostly influenced by **extremely tight budget, the reducing of staff, conditioned by the budget and the restructuring of the library, the inadequate organisation of Estonian research librarianship, the advanced application of INNOPAC, and the bettering of the co-operation with the university.**

II. Budget

The total budget income of the library in the year of 2000 was planned to be 26 516 200 EEK; the total of 26 874 000 EEK came in. The additional income was the result of single-purpose financing and contracts. Constant increase in library's earnings, including the enlargement of services for a fee, has become a general trend of the recent years.

The total expenditure of the library in 2000 was 26 523 500 EEK, containing the salaries — 54,9%, acquisition sums — 29,5%, electricity and heating — 7,7%, office and management costs — 5,7%. The greatest increase occurred in office and management costs, when compared with the planned costs.

By the end of the year the total deficit was 546 800 EEK.

The functioning of the library was still guaranteed in spite of very tight financial situation.

III. Staff

As of 31.12.2000, the number of FTE staff in the library was 256 (287 staff members). The number of FTE professional staff was 194,75 (214 staff members), FTE support staff was 61,25 (73 workers). The number of FTE professional staff was reduced by 21.

Of professional staff, 154 have university degrees, 5 have graduated from colleges, and 55 — from secondary schools. 36 staff members have been professionally trained in librarianship; of them, 20 have university degrees, 5 — college education and 4 — specialised secondary education. 4 staff members have a scientific degree (two Candidates of History, two Masters).

Two new positions for professional staff were created — the Head of Reference Service and a public relations specialist.

IV. Structure

The work of regulating the structure of the library was continued. The former Book Hygiene and Restoration Department was reorganised into three structural units: Restoration Centre, Bindery and Preservation and Maintenance Service. The Preservation Department (stacks) and the Sector of Monographs Reading-Room were merged into Scientific Literature Department. Departments of Research Bibliography and Reference Bibliography were merged into Bibliography Department. Two new units of structure were created — Statistics Service and NATO Information Centre.

V. Acquisitions

Acquisition sums for 2000 were 8 445 700 EEK, being considerably smaller than the sums allocated for the year of 1999 (9 490 000 EEK). The library has been underfinanced for years. New institutes have been affiliated to the university, new curricula have been opened and the number of students has been increased, but the acquisition sums have not been enlarged accordingly. The prices of publications have risen by about 10–15% a year.

Priorities were set on the acquisition of electronic information and study materials.

The quality-speed-price ratio became an important factor in acquiring library materials.

The method of allocating acquisition sums was revised: in the budget for 2001, the sums for acquiring study materials and scientific information were allocated by faculties.

The institution of area specialists was introduced to improve co-operation in the acquisition of necessary materials between the library and the faculties. Necessary documents were drawn in the end of the year, area specialists were selected among the applicants from the library staff, special training was initiated, and first area specialists started to work.

The practical work of acquiring legal deposits of Estonian electronic publications was begun in 2000. The number of copies of Estonian printed publications acquired by the library was reduced again: from now on, the additional third or more circulation copies will be bought only when necessary for the university study and research needs. The complete collection of Estonian national publications will be built using legal deposits.

The number of subscriptions for foreign scientific periodicals remained almost the same as in the previous year. (The number has been severely reduced when compared with the year of 1996: in 1996 the library subscribed for 1300 titles, in 2000 — for 700 titles.)

The major part of acquisition sums (60%) was devoted to journal subscriptions. The number of publications acquired via foreign exchange has also been reduced (2718 items in 2000; 3240 items in 1999).

Several large collections were accepted into the library — the collection of art history books donated by the relatives of Prof. S. Karling in Sweden; books handed over by the University Art Museum and the Ophthalmology Clinic; about 600 Estonian maps for orienteering from 1962–1994.

Since the staff was engaged with more important work, the processing of reserve collection had to be postponed.

Acquisitions of the year are summed up in the Table.

SUMMARY

Table

	01.01.2000	Acquisitions	Withdrawals	31.12.2000
Books (No of copies)	2 645 278	20 604	24 397	2 641 485
Serials	603 214	11 167	83	614 298
incl. journals (Compl. sets)	166 115	3 793	18	169 890
newspapers (Compl. sets)	7 152	1 290	-	8 442
Serials (No of copies)	429 947	6 084	65	435 966
Special modes of technical literature	-	172	-	172
Cartographic documents	6 956	1 023	-	7 979
Printed music documents	3 463	102	-	3 565
Graphic documents	49 145	612	-	49 757
incl. art collection	14 430	3	-	14 433
photos	34 715	609	-	35 324
Manuscripts	29 024	2 081	-	31 105
Small prints	63 555	6 822	-	70 377
Audio documents	15 135	1 425	-	16 560
Electronic documents	7 325	444	1 788	5 981
incl. CD-ROMs	1 383	442	329	1 496
discs	4 483	2	-	4 485
other	1 459	-	1 459	-
Microforms	11 954	1	-	11 955
incl. microfiches	7 339	1	-	7 340
microfilms	4 615	-	-	4 615
	3 435 049	44 453	26 268	3 453 234
Reserve collection	303 857	5 631	2 726	306 762
Exchange collection	31 249	4 450	5 935	29 764
Total:	3 770 155 (or 63 327 linear metres)	59 534	34 929	3 789 760 (or 64 174 linear metres)

VI. Cataloguing, electronic catalogue ESTER

The first record was entered into the electronic library catalogue INGRID on Nov. 29, 1994. In 1999, the library implemented a new information system INNOPAC, and card catalogues were discontinued.

Four types of records were entered into the electronic union catalogue of Estonian research libraries ESTER in 2000:

- 1) Original records for new acquisitions — 18 647 titles.
- 2) Copied records for new acquisitions — 3 430 titles.
- 3) Short records for materials that had already been entered into card catalogue — 26 699 titles.
- 4) Retrospective conversion (conversion of card catalogues into electronic format, and the conversion of short record entries into full records) — 10 569 titles.

By the end of the year, 10,8% of all items held in library's active collections had been entered into the electronic catalogue (in 1999 — 9,3%, increase 1,5%).

Starting from December 4, the staff of the stacks enters short records for all materials published since 1945 into ESTER to allow electronic circulation. Short catalogue entries were also created for the materials in the Finnish collection, and electronic cataloguing of printed music documents was started.

Retrospective cataloguing was continued in the form of different projects in the following fields:

1) Records of Estonian-language books (1918–1940; 1980–1991) and periodicals (1989–1993) were converted in the framework of the project for retrospective national bibliography.

2) The conversion of foreign books of the textbook collection and foreign periodicals was completed.

3) Records of old foreign-language publications were converted under the contract with OSI (Open Society Institute).

The work of creating collection records for manuscript archives and photo collections was continued. Electronic cataloguing of letters was started with the entering of the collection *Lotman, Juri. Mints, Zara. Epistolary Archive*. (2011 entries).

24 204 items were subject catalogued in 2000.

The compilation (i.e. revising and improving) of Tartu University Library Thesaurus (Subject index of INGRID) was continued. INGRID contains 16 077 subject headings and 2 466 references.

About 2 200 new cards were added into the card and sheaf catalogues (alphabetic and subject) of Manuscripts and Rare Books Department.

VII. Integrating of faculty and other specialised libraries into information system INNOPAC

By 01.01.2000, 10 university faculty and departmental libraries and the library of the Baltic Defence College had joined ESTER. Five more libraries were added in 2000.

SUMMARY

Libraries of the Faculty of Social Sciences and the Department of Journalism applied electronic circulation, the library of the EuroCollege compiled a database of its users.

By 31.12.2000, electronic catalogue ESTER contained records from 15 specialised libraries and the library of the Baltic Defence College with the total of 29 320 records.

VIII. Bibliographies

In the field of bibliography, seven themes were continued throughout 2000, and files or databases were added upon. This work should mostly result in published bibliographies.

1) Tartu University. History. Biographical Bibliography of the Faculty, Staff and Alumni (1632–1710, 1802–1999→).

Relevant materials concerning the years of 1987, 1990 and 1992 have been entered into files and local computer databases. 3733 titles were added into the file during the year of 2000; 989 cards were duplicated, yielding the total of 4 722 cards. 834 cards were supplied with subject headings for the history part of the file. 280 bibliographic records concerning Tartu University were entered into electronic catalogue.

Because of the continuous reducing of staff, the continuation of bibliographing newspapers has become questionable. Bibliographing of Tartu University dissertations has been discontinued, 135 dissertations have been left aside for further processing.

304 items concerning Tartu University and its alumni were bibliographed from Estonian exile newspapers and added to the file.

2) History of Sciences in Estonia (1956–2000→).

25 cards were given subject headings and added to the file.

3) Bibliography of Estonian History (1918–1944).

1344 titles were bibliographed, 1288 cards were subject catalogued. Specifying and studying of relevant periodicals and examining of foreign bibliographies and lists of references were continued. The compilation of bibliographies of history will be continued in the electronic catalogue ESTER; the *Pro-Cite* database, used so far, will be converted into the electronic catalogue.

4) URBIS, International database, Finno-Ugric linguistics 1988–2000→ (published in the Russian areas). ARTAL. School textbooks and newspaper articles of Finno-Ugric peoples 1996–1999→

442 new titles were bibliographed, 834 records were entered and 591 titles were given subject headings.

5) ARTIKKEL (1999–2000). A union database belonging to the ELNET Consortium, an electronic catalogue of the contents of Estonian journals and serials in INNOPAC system.

20 journals and a number of serials published by Tartu University are bibliographed at the library. 1602 articles were bibliographed and given subject headings in 2000.

6) Biographical bibliography of Professor Paul Ariste 1921–2000.

New data was added into the bibliography (compiled by Mare Onga) during 2000 (mainly concerning materials about P. Ariste), until the publication of the print version, which contained 1793 records.

7) Recent Publications on Librarianship.

180 titles on librarianship, information technology and bibliography, selected from new library acquisitions, were added to the bibliographic *Pro-Cite* database.

IX. Collections management

By 31.12.2000, the library collections contained 3 789 760 different items.

Routine work was carried on in the stacks — the collections were relocated according to the need (80 linear metres on the A-floor and 30 linear metres on the B-floor in the collection of Estonian books); archival copies of Estonian newspapers were taken into stacks B-1; the shelving order was checked; damaged books were sent to the bindery and to be restored or conserved; new and retrospective archival copies of Estonian-language publications were labelled.

An inventory was carried out in the open collections of the Library of the Humanities and the textbook collection of the main library. 1244 items had been lost. The total of 34 929 items of outdated textbooks and unnecessary duplicate copies, and 1 181 volumes (51 titles) of old newspapers were withdrawn from the collections.

Materials of three personal archives were processed (K. Schlossmann, J. Uluots, J. Lotman-Z. Mints personal epistolary archive (the latter comprises of 2011 archival items, containing ca 18 000 letters from ca 2 500 correspondents)).

A number of items were transferred from the general collection into the collection of Manuscripts and Rare Books Department, such as rotary press copies of lectures on the history of law, held by Prof. J. Uluots; J. W. Goethe's and J. M. R. Lenz's works published during their lifetime; early prints from Põltsamaa; publications dedicated to and donated on the occasions of the 25th and 50th anniversaries of national Tartu University, etc. Copies of two so far unknown publications from the printers' of the Swedish Tartu University were acquired.

The preservation of collections remained one of the most serious problems in the library. Preservation conditions of Estonian publications were studied in the framework of the joint project THULE, involving Estonian research libraries, in 1998–2000. The results revealed that of four libraries under examination, the most damaged collections were in Tartu University Library — ca 22% of publications were severely damaged, and 39% of publications were damaged, i.e. endangered. In addition, the final report of the survey indicates that there are no circulation and replacement copies for these materials in the library, documents are not held in the required preservation envelopes, and preservation conditions in general do not meet the recommendations of UNESCO and IFLA-PAC. At the same time, the report points out that the collection of Estonian publications is the most heavily used collection of the library.

X. Public services

By 31.12.2000, the library had 18 200 registered patrons. 720 000 visits and 719 000 loans were registered during the year, including 476 650 in-house loans and 242 350 home loans. The open collections of the main library contained ca 70 000 volumes of books, 1500 titles of scientific journals and 150 titles of newspapers. The work conditions of the users were improved in the reading-room of textbook collection, which was renovated in the beginning of the year.

The strategy and main efforts of public services were focused on the full application of the circulation module of INNOPAC and on the revising and reorganising of library services and rules.

The most important changes in public services were:

1) The reorganisation of information and reference services. The main tasks of 26 reference librarians/consultants (from almost all library departments) are to help the library users to perform catalogue and on-line searches and to refer them to other service points in the library to find necessary information. Reference librarians need to be well familiar with the library, its services and collections, as well as with other libraries in Estonia and in Tartu, and with recent changes in librarianship.

2) Beginning from 04.12.2000, all loans to the reading-rooms and home loans of library materials published after 1945 are performed in electronic system.

3) Beginning from February, all fines for overdue books are calculated electronically in INNOPAC. The number of users, who renewed the due dates of their books by phone or via e-mail increased considerably.

4) In the end of the year the users were able to start using PIN-codes to access their personal information in the INNOPAC system (due dates, fines, etc.).

5) In May a strategic decision was made to enlarge the open collections of the library as much as possible, locating the majority of new materials in the reading-rooms to save both library resources and the users' time. The main principle of developing open collections was to meet the users' needs. First, more copies of Estonian-language publications were brought to the reading-rooms in addition to the first, main copy. The open collection of the reading-rooms of scientific literature was increased by 25%.

6) Work was reorganised in several service points, the service point in the journals' reading-room and the lending counter of textbook collection were closed.

The number of ILL orders increased slightly, reaching to 3605 (3327 orders in 1999). The number of ILL patrons increased considerably, amounting to 518 in 2000 (450 in 1999). The amount of materials supplied by TUL to other libraries increased as well — 940 orders in 2000 (750 orders in 1999) — being the result of the developing of electronic catalogue.

1180 patrons used the materials of Manuscript and Rare Book Department (474 patrons in 1999). Foreign researchers mostly came from Germany, but also from USA, Italy, Sweden, Canada, Latvia, Russia, and other countries, using materials related with the history of science and culture, history, personal histories and literary history.

810 written queries were provided with answers. Letters (the total of 195) came from Estonia, USA, Germany, Italy and other countries.

XI. Library and Bibliographic Instruction

Freshmen of the university were offered one-hour training classes at the beginning of the academic year, the number of participants, 486 students, was slightly higher than in the previous years (430 students in 1998).

IX. Research

In 1999, seven subject areas were under research.

1) User survey "What Does a Scholar Expect from the Library?"

University lectures, researchers and postgraduates were sent the questionnaire via e-mail. Of the sample of 823 questionnaires, 207 were returned with answers. The results of the survey offered complex information about the general trends in the using of library (the use of electronic services and library home page; the role of the main library collection, those of the faculties and chairs, Internet resources, etc. in research and teaching.

2) The History of Tartu University Library and Its Collections in the 19th and 20th Centuries.

Materials were gathered for the monograph on the history of the library in the Estonian Historical Archive and in the library archive (M. Ermel, H. Tankler). The preliminary manuscript was compiled to cover the years from 1802 to 1917. The monograph should be published on the occasion of the 200th anniversary of the library in 2002.

Library staff members published 13 articles on the history and contents of library collections, one more article has been submitted, but not yet published. Three presentations on the same subject were given on various occasions.

3) The History of Tartu University in the 19th and Early 20th Centuries.

H. Tankler researched the subject of special financing "Historicity and Rationality of Thinking in Philosophy and Science Studies". He compiled a collection of materials *Elmar Roots and Tartu University* (parallel texts in Estonian and German, 240 pp). Articles discussing the relations of Tartu University with foreign research institutions were published in Germany and Belgium.

4) The Development of Intelligentsia in Estonia, Livonia and Kurland and Their Academic Relations in the 17th–18th Centuries.

In the framework of the subject of special financing "Historicity and Rationality of Thinking in Philosophy and Science Studies" A. Tering continued the compilation of a reference work *The Immatriculation Book of Students from Estonia, Livonia and Kurland in 1561–1800*, working at historical archives and libraries in Germany and Poland with the stipend granted by *Volkswagen-Stiftung*. A. Tering finished the entering of short biographical articles (following the first immatriculation) into the computer; these articles will comprise the first volume of the book.

5) Early Publications in the Collections of Tartu University Library.

N. Vorobjova continued the preparation of an illustrated printed catalogue with historical commentaries, which would present the bibliographical records of early publications. She revised and complemented records *de visu*, studied the provenience of

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publications, deciphered inscriptions and compiled the foreword, offering comments on the history of printing and cultural history.

6) **The Production of Tartu University Printing Shop in 1632–1710.**

After several years of hard research E.-L. Jaanson published her work *Tartu University Printing Shop in 1632–1710. History and Bibliography of Its Production*. The research part of the book discusses the history of the printing shop, the types and languages of its production and typographic design elements. The research specified the date of the beginning of printing in Estonia, replacing the previous date 1631 by 1632, based on new evidence. All 1262 titles of publications from the printing shop's production are available for Tartu University Library users, 1204 titles have been acquired as copies of the original materials.

7) **THULE. The first subproject “The Condition of Cultural Treasures in Major Estonian Libraries.”** (A joint project together with the Estonian Literary Museum, the Estonian Academic Library and the National Library of Estonia; UNESCO project No 98, ENA 98; director M Siiner (the National Library of Estonia), consultants J. Palm (Copenhagen Royal Library) and K. Konsa (Estonian Postal Museum), staff J. Lehtaru and M. Ilus (TUL)).

The project was actually completed in 1999; final results were drawn together in 2000. J. Lehtaru published two articles in a collection of articles *The Preservation Conditions of Estonian Books. The Project Thule*.

One international conference — “Professor Elmar Roots (1900–1962).” dedicated to the 100th anniversary of Prof. E. Roots, and six other seminars, conferences and meetings were held either in the library, or library staff members were among the organisers of these events; the number of presentations given at these events was 62, eleven of which were by library staff members.

Library staff members participated in conferences and seminars in Estonia and in abroad and gave 15 presentations.

XIII. Publishing

Five large publications, all in all 92 printed sheets, appeared during 1999, thrice exceeding the usual amount of a few recent years. 20 titles of smaller materials (theses of conferences and seminars, different leaflets and advertising publications) were published as well.

1. Elmar Roots ja Tartu Ülikool = Elmar Roots und die Universität Tartu (*Elmar Roots and Tartu University*). Tartu, 2000. 240 pp.

2. Jaanson, E.-L. Tartu Ülikooli trükikoda 1632–1710 : ajalugu ja trükiste bibliograafia = Druckerei der Universität Dorpat 1632–1710 : Geschichte und Bibliographie der Druckschriften (*Tartu University Printing Shop in 1632–1710. History and Bibliography of Its Production*). Tartu, 2000. 511 pp.

3. Professor Paul Ariste biobibliograafia 1921–2000 = Professor Paul Ariste : Biobibliographie 1921–2000 (*Professor Paul Ariste. Biobibliography 1921–2000*). / koost. M. Onga (Ed. by Mare Onga). Tartu, 2000. 255, [8] pp.

4. Tartu Ülikooli Raamatukogu aastaraamat 1999 (*Tartu University Library Yearbook 1999*). Tartu, 2000. 247 pp.

5. Tartu Ülikooli Raamatukogu töid = Veröffentlichungen der Universitätsbibliothek Tartu (*Proceedings of Tartu University Library*). Tartu, 2000. Vol. 11. 224 pp.

XIV. Co-operation with other Estonian libraries

In relation with the implementation of INNOPAC, co-operation between member libraries of the ELNET Consortium has become more intensive. In addition to co-ordinated acquisitions, co-operation in cataloguing and bibliography work has also become important. Co-operation has been established in organising conferences and seminars and in participating in them, in compiling collections of articles, in research and in other questions.

ILL services have helped library users in getting materials from the Estonian National Library, the Estonian Academic Library, the Estonian Medical Library and others.

Staff members of the Estonian National Library visited the library in order to familiarise themselves with the processing of personal archives and photo collections, as well as the electronic cataloguing of such materials.

Inter-institutional committees have been set up with the Estonian Librarians' Association and the Ministry of Culture and others to solve problems common to many libraries, representatives of Tartu University Library participate in the work of these committees.

XV. International Co-operation

In recent years, the library has had exchange relationships with 320 foreign research libraries and other scientific institutions. Half of the amount of all publications sent to exchanges partners had been published by Tartu University. In the study, processing and exchange of copies of rarities the library widely co-operates with individual researchers and librarians in Latvia, Sweden, Germany, and Russia. Plans to co-operate in the study of Oriental manuscripts have been discussed with German specialist Dr. C.-P. Haase.

Book restorers have continuous virtual contacts with the Restoration Department of Graz University Library.

The library's long-time co-operation with embassies of several foreign countries regarding the organisation of guest exhibitions has given good results. This year the library organised exhibitions with the help of the Embassy of Japan and the Hungarian Institute.

More important partners of ILL are university libraries in Sweden (Stockholm, Linköping, Umeå, Lund, Uppsala), Finland (Helsinki, Turku, Jyväskylä, Joensuu, Kuopio), Denmark (Odense), Germany (Berlin) and Norway (Oslo).

During the traditional German-Estonian academic week *Academica IV*, hosted by the University of Tartu, the library was visited by Director of the University and Regional Library of Münster Dr. Roswita Poll and Referent of research libraries and electronic specialised information at Sachsen-Anhalt Regional Ministry of Culture, Chief Councillor of libraries, Dr. Jürgen Heeg, who gave four presentations on the problems of German research libraries in Tartu.

SUMMARY

Library staff members gave the total of 7 presentations at 4 international conferences and seminars and published 13 research articles or theses of presentations in foreign publications.

The library is participating in two international co-operation projects:

1) **URBIS. International database, Finno-Ugric linguistics 1988–2000→** (Published in the Russian areas). **ARTAL. School textbooks and newspaper articles of Finno-Ugric peoples 1996–2000→.**

A co-operation project with the Finnish Research Centre for Native Languages, the Institute of Linguistics at the Hungarian Academy of Sciences and Hamburg University, Germany (See VIII, 4).

2) **DIEPER (DIgitised European PERiodicals).**

An international co-operation project between Copenhagen Royal Library (Denmark), Frankfurt *ABC-Datenservice* (Germany), (Germany), Graz Karl-Franzen University Library (Austria), the publishers *Springer-Verlag Ltd & Co* in Heidelberg (Germany), Helsinki University Library (Finland), the Library of Leuven Catholic University (Belgium), the Library of René Descartes Paris Vth University (France), Patra University Library (Greece), the Department of Information Sciences of Sienna University (Italy) and Tartu University Library.

The project director is Werner Schwartz and its technical director is Norbert Lossau, both from Niedersächsische Staats- und Universitätsbibliothek in Göttingen.

The planned project duration is from November 1998 – December 2000.

The aim of the project is to create a virtual library network and central search engine, which would enable access to retrospectively digitised periodicals in different European countries or in other parts of the world.

Staff members of Tartu University Library participated in a seminar of the international workgroup in Paris and training in Göttingen. Image files of the journal sent from Göttingen (*Mathematische Zeitschrift*. 1.–2. Bd. Berlin : Verlag von Julius Springer, 1918) were processed into full text files (TEI/XML).

Tartu University Library belongs to the following international organisations:

- Association of Libraries of the Baltic Area *Bibliotheca Baltica*,
- European Association of Health Information Libraries (EAHIL),
- International Association of Music Libraries (IAML),
- European Information Association (EIA) and its branch for Baltic and Nordic Countries.

XIII. Continuous learning of staff members

T. Liivamägi and M. Poljakov participated in the MA program at the Tallinn University of Educational Sciences. K. Pai participated in the MA program at the Chair of Estonian Language and A. Metsoja — in the MSc program at the Institute of Mathematical Statistics at Tartu University.

Two comprehensive training courses for staff members were held at the library. Previous to the launching of the reference services, the future consultants were trained at a course program *Competent Reference Librarian* (72 hours, and an additional two-month

internship for those, who had never before worked as catalogue consultants). A 30-hour course in personnel work was organised for heads of departments and senior specialists. Short training sessions were held for bibliographers, cataloguers, subject cataloguers and staff members, who create short records. Computer courses were organised in the library to teach *StarOffice*, staff members also participated in courses for a fee organised at the university computing centre to learn *MS Excel*. Library staff members participated in many conferences and meetings held at other institutions.

Three senior staff members (T. Liivamägi, M.-N. Ilus, and M. Luštšik) visited University of Pennsylvania Library.

RESEARCH

LIBRARIAN WOLFGANG SCHLÜTER, OR ABOUT THE LIBRARY A HUNDRED YEARS AGO

Ruth Michelson

Wolfgang Schlüter (1848–1919) is known as one of the most outstanding librarians of Tartu University Library, his activities mark a special period in the history of the library.

He came from a printers' family of long history from Hanover, Germany. He was deeply interested in book history and studied philology at Heidelberg, Göttingen and Tartu Universities. His relations with Tartu were greatly based and developed further upon family connections.

After graduating from the university and receiving his Doctoral degree in Göttingen, Schlüter worked at Heidelberg University Library for three and a half years; in 1877 he moved over to Tartu. At the beginning he worked as a senior teacher of German at Tartu private gymnasium, but gave this position up because of health troubles in 1885.

Schlüter started working at Tartu University Library already in 1882, first being an assistant librarian. To get the post he had to acquire Russian citizenship, which was required of civil servants. Since 1888 he was a librarian, which, in fact, meant that he acted as a managing director.

In the routine library work — collection management, catalogue building and renewing — Schlüter continued the already well developed traditions of the library, which had been modelled after Western European, mainly German examples. He added his own experience acquired while working at Heidelberg University Library under the guidance of its Director Prof. K. Zangemeister. Consistent acquisition policy (although the costs exceeded the library budget many times) guaranteed relatively balanced development of collections and their enlarging with periodicals and serials via purchases as well as university publications exchange with other libraries.

SUMMARY

Schlüter's activities as the library director coincided with the launching of tsarist Russification policy in the Baltic provinces of Russia, Tartu University fell a victim of this policy starting from 1889. Continuous and deepening budget deficit; replacement of the German language by Russian in teaching and management; replacing of local student body with students from inner provinces of Russia, whose education did not meet university requirements; and replacing of former professors and teachers with lecturers from Russia charged the library with tasks, which contradicted its previous aims and practices. Here, Schlüter's greatest merit in the history of the library is that he successfully withstood all attempts to degrade the library from a scientific institution into a textbook store.

Still, the purposeful continuation of the library's traditions of more than 100 years and confrontation with the Russian-minded university administration ultimately led to the dismissal of Schlüter in 1908, although, according to the university statutes, he could have fulfilled the position for ten more years. Having left the library, Schlüter again worked as a teacher of German at local German private schools, and as a private docent of German philology at the university (he had obtained the teaching position already in 1892, after having defended his Master's degree).

Besides library work, Schlüter has studied comparative linguistics (etymology, toponymy), and published source materials concerning Estonian areas, especially Old Livonia. He participated in the work of the Learned Estonian Society (member from 1877, president of the society from 1900), founded at Tartu University in the first half of the 19th century, which brought him into closer contacts with the developing Estonian intelligentsia. His interest in Estonian people and history brought forth so many conflicts with Baltic-Germans, who formed the majority of the society's membership that in 1912 Schlüter stepped down as president, and the society ceased its activities until the emerging of independent Estonia.

Schlüter was in Germany, when the First World War broke out, and was able to return to Estonia only in autumn of 1918. When German university was opened in Tartu, which had been occupied by German armed forces, Schlüter was again invited to take the position of the library director. For three months he made every effort to recruit library staff and rebuild library collections, which had been taken to Russia in the course of the war, but in December 1918 he had to flee from the oncoming Soviet army.

Schlüter died on his way to Germany, in Königsberg hospital on Jan. 14, 1919.

OLDER THEOLOGICAL LITERATURE HAS BEEN RETURNED TO TARTU UNIVERSITY LIBRARY

Silja Härm

In autumn 1999, the Institute of Theology of the Estonian Evangelical Lutheran Church returned to Tartu University Library books, which had come into its possession in the 1940s.

The present article attempts to reflect the journey of these books, which started with the closing of the Faculty of Theology of Tartu University in August 1940. Theological

literature plays major part in the education of theologians, consequently, the fate of these books is closely interrelated with Estonian theological higher education.

The Faculty of Theology was re-established at the University of Tartu in 1991, and the returning of the books to the university became an issue, but the process was launched only in autumn 1999.

The returned collection contains about 3500 volumes mostly in foreign languages, published in the 18th–20th centuries. The most important part of the collection comprises theological literature in German and Latin, but there are also books on philosophy and linguistics. Many books discuss patristics. The collection contains also research works by professors of the Theological Faculty and materials concerning the faculty.

The return of this collection to Tartu University Library returns both the library and the faculty a part of their history.

MYTH ABOUT A LIBRARIAN, OR KNOWLEDGE ABOUT... (PERSONNEL MANAGEMENT AT TARTU UNIVERSITY LIBRARY)

Tiina Kuusik

Detailed analysis and re-evaluation of job positions was started at Tartu University Library in 1999. Such activities were caused by the fact that some work processes and operations had become more routine or technical in connection with the application of automated information system, and by the continuous underfinancing. In the course of analysis the heads of departments and other structural units were asked to describe in detail the tasks of individual staff members and groups of staff members. While analysing concrete tasks, the required knowledge, skills, abilities and responsibilities were specified and new job descriptions were drawn up.

Contrary to USA and Germany, Estonian research libraries have not applied a unified system of staff classification. The distribution of staff is different as well. In USA, the professional staff amounts to 25%, support staff to 50% and students or staff working on the contract basis to 25% of the total staff numbers. At Tartu University Library, the indicators are 80%, 20% and 0%, respectively. It followed that it would be sensible to discard the principle so far applied in Estonia, which preferred staff with academic higher education at university libraries.

At Tartu University Library, necessary qualities for fulfilling different tasks were brought into accordance with reality, the number of positions, which required higher education was reduced, a new term — technical assistant or officer — was introduced into staff classification. By now, the structure of the staff has changed: the professional staff — about 74%, support staff 25% and students or staff on contract basis — 1%. More students will be employed as support staff in the future.

Based on the university salary regulations, these changes would allow to differentiate library salaries 5:3:1, and to rise the salaries of senior specialists.

SUMMARY

TARTU UNIVERSITY LIBRARY — PROBLEMS IN INTERNAL COMMUNICATIONS MANAGEMENT

Kristel Peterson

The audit of internal communication held among Tartu University staff on 11.–29.09.2000 revealed that, according to 60% of respondents, information flow is hindered in the library. Shortcomings were found in the speed of information flow, as well as in the quality of information reaching the recipients. Library staff also lack information concerning general goals, development strategies and other problems of the library.

Although the library is well supplied with common modern means of communication, personal verbal communication is still considered to be the most trusted and reliable source of information. People also think that inadequate information flow is caused by unclear subordination and unspecified orders.

The microclimate of the library was ranked highly.