

TARTU UNIVERSITY LIBRARY

YEARBOOK

1999

S u m m a r y



FOREWORD

The Yearbook '99 consists of the following subdivisions:

- 1) Annual Report, containing the text and supplementing appendices (tables, statistics, lists, etc.).
- 2) Photos of library events in 1999.
- 3) *Personalia* — a retrospective article by the former library director; the programs and CVs of the new Director and the Head of Public Services; short articles accompanied with photos to celebrate the anniversaries of library staff members, and three obituaries.
- 4) An article on the 100th anniversary of the Humanities Library — the oldest branch of Tartu University Library.
- 5) List of Donations for 1999, the main part of which is an excerpt from the donations' register of the library "*Liber daticus Bibliothecae Universitatis Tartuensis*" (the donations' register has been maintained during almost the whole history of the library).
- 6) Twelve papers written by staff members of Tartu University Library and other Estonian research libraries.

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

ANNUAL REPORT 1999

Contents of the Annual Report in Estonian

- I. General
- II. Staff
- III. Structure
- IV. Information technological development
- V. Acquisitions
- VI. Cataloguing, electronic catalogue INNOPAC
- VII. Integrating of faculty and other specialised libraries into information system
INNOPAC
- VIII. Bibliographies
- IX. Collections management
- X. Public services
- XI. Library and Bibliographic Instruction
- XII. Research
- XIII. Publishing
- XIV. Co-operation with Estonian libraries

SUMMARY

- XV. International co-operation
- XVI. Library committees, councils and boards
- XVII. Continuous learning of the staff
- XVIII. Trade Union

A p p e n d i c e s

- I. Collections (ISO 2789)
- II. Acquisitions in 1995–1999 (ISO 2789)
- III. Acquisition sources in 1999 (ISO 2789)
- IV. Acquisitions (statistics)
- V. Use of acquisition sums in 1997–1999 (thous. of EEK)
- VI. Growth of the collections
- VII. Bibliography files (31.12.1999)
- VIII. Electronic databases created in the library (31.12.1999)
- IX. Archival collections processed in 1999
- X. Public services (statistics)
- XI. Circulation (with the help of staff)
- XII. Restoration and conservation (statistics)
- XIII. Exhibitions and patron events (statistics)
- XIV. Exhibitions
- XV. Patron activities in the library
- XVI. Publications
- XVII. Articles, bibliographic lists and news articles published by staff
- XVIII. Electronic publications by staff
- XIX. Presentations made by staff
- XX. Lectures and lecture courses held by staff
- XXI. Conferences, seminars, meetings
- XXII. Business trips and travels abroad
- XXIII. Reports on business trips and travels abroad
- XXIV. Structure of the library and the list of staff (01.01.1999 – 31.12.1999)
- XXV. Staff members with academic degrees (31.12.1999)
- XXVI. Members of ELA (31.12.1999)
- XXVII. News

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.

Peeter Olesk (Director until 15.03.1999), Toomas Liivamägi (Deputy Director until 28.03.1999; acting Director since 29.03.1999; Director since 01.07.1999), Mare-Nelli Ilus (Head of Public Services since 17.05.1999) and Managing Director Heiki Epner filled the administrative positions of the library.

The total debit of the library in the year of 1999 was 35 637 100 EEK; 34 011 200 EEK came from the state budget, 1 625 900 EEK came from other sources. The total credit of the library in 1999 was 35 637 100 EEK; acquisitions amounted to 9 542 600 EEK, salaries to 14 144 100 EEK, and other expenses to 11 950 400 EEK.

The year of 1999 could be characterised by two key words: **INNOPAC** and **the intensification of co-operation with the university**.

II. Staff

As of 31.12.1999, the number of FTE staff in the library was 285,75 (326 staff members). The number of FTE professional staff was 215,75 (242 staff members), FTE support staff was 70 (84 workers). The number of FTE professional staff was reduced by 11,75.

Of professional staff, 174 have university degrees, 5 have graduated from colleges education, and 63 — from secondary schools. 36 staff members have professional education, of them, 27 have university degrees, 5 — college education and 4 — specialised secondary education. 7 staff members have a scientific degree.

III. Structure

The work of regulating the structure of the library was begun in 1999. To make the processing of library materials easier and quicker, acquisitions and cataloguing processes were joined, as they were already very closely connected in the information system INNOPAC. On the basis of the former five departments, four new departments were created, dealing with acquisitions and cataloguing, classification and the conversion of card catalogues into electronic format.

Since September the library has a new branch library — the Library of Biomedicum.

IV. Information technological development

In 1999, the LAN of the library was developed onto such a level to enable the implementing of the public services module in September. The service points in the reading-rooms and the stacks were provided with computers, new computers were installed at library materials processing departments as well.

The new *Release 12* of INNOPAC was applied in the library, solving some problems related to the old release. The greatest improvement was the implication of the public services module and the beginning of electronic loaning. A pilot model was worked out for conveying the whole loaning process into electronic format, the model will be applied in 2000. An IT model for the library materials processing departments was created as well. An important step forward was the implication of the integrated library system in several libraries of university institutions.

V. Acquisitions

Acquisition sums for 1999 were 9.5 million EEK, being considerably larger than the sums allocated for the year of 1998 (7.0 million EEK). This sum was extended to pay also for databases, barcodes, security elements, and for ILL services.

Main stress was laid to the optimised use of acquisition sums, co-ordinating journal subscriptions with other Estonian libraries and with the faculties and chairs of the university and their libraries.

For the first time, network licences were bought for the use of scientific databases (56) and electronic journals (1459) all over the university computer network.

The number of acquired copies of Estonian publications was gradually reduced to 3–5 copies in addition to the legal deposit copies. Textbook acquisition was co-ordinated with the lecturers, considering the number of students for each separate course.

Just as in the preceding years, the major part of acquisition sums (58%) was devoted to journal subscriptions, limiting the purchase of foreign textbooks and monographs.

The principles of acquiring Russian-language materials were revised, discontinuing the acquisition of reference works for children and adolescents and the translations of works of fiction.

The greatest book donation of the year, consisting of 759 volumes of *Gmelin Handbook of Inorganic and Organic Chemistry*, was received from *Deutsche Forschungsgemeinschaft*, the total price of the donation exceeded 3 million EEK (1/3 of the acquisition sums of the year!)

The filling of gaps in the collections was mostly concerned with *Estica*-books and Estonian publications.

Acquisitions of the year are summed up in the Table.

SUMMARY

Table

	01.01.1999	Acquisitions	Withdrawals	31.12.1999
Books (No of copies)	2 634 357	26 403	15 482	2 645 278
Serials	605 391	9 495	11 672	603 214
incl. journals (Compl. sets)	173 323	3 190	10 398	166 115
newspapers (Compl. sets)	6 339	813	-	7 152
Serials (No of copies)	425 792	5 492	1 274	429 947
Cartographic documents	6 003	954	1	6 956
Printed music documents	3 406	58	1	3 463
Graphic documents	48 839	306	-	49 145
incl. art collection	14 381	49	-	14 430
photo collection	19 255	167	-	19 422
photos in manuscript coll.	15 203	90	-	15 293
Manuscripts	28 691	333	-	29 024
Small prints	57 522	6 033	-	63 555
Audio documents	14 622	513	-	15 135
Electronic documents	5 699	1 920	294	7 325
incl. CD-ROMs	1 220	457	294	1 383
discs	4 479	4	-	4 483
Electronic journals		1 459	-	1 459
Microforms	10 454	1 500	-	11 954
incl. microfiches	7 339	-	-	7 339
microfilms	3 115	1 500	-	4 615
	3 414 984	47 515	27 450	3 435 049
Reserve collection	298 060	6 174	377	303 857
Exchange collection	30 590	5 494	4 835	31 249
Total:	3 743 634 (or 63 209 linear metres)	59 183	32 662	3 770 155 (or 63 327 linear metres)

VI. Cataloguing, electronic catalogue INNOPAC

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, with the exception of card catalogues of special collections of the Department of Manuscripts and Rare Books. Only 762 titles were entered into card catalogue in the beginning of the year, 710 of them were in Russian.

The application of electronic catalogue much increased the individual responsibility of cataloguers. Earlier, the work of cataloguers was edited *de visu*; now the cataloguer herself, supervised and controlled by a senior specialist, bears the responsibility for the correctness of her work.

Four types of electronic catalogue records were created during the year:

1. Original records for new acquisitions — 12 709 titles.
2. Copied records for new acquisitions — 1308 titles.
3. Short records for materials that had already been entered into card catalogue (starting from 01.09.1999, short records were created for all materials that were checked out of the library) — 46 683 titles.
4. Retrospective conversion (conversion of card catalogues into electronic format, and the conversion of short record entries into full records) — 7262 titles. A special database was created in INNOPAC for old publications (printed before 1830), by the end of the year the database contained 333 records.

The success indicator of cataloguing work is the number of retrospective conversions. By the end of the year, 9,3% of all items held in library collections (original data for calculation: electronic catalogue contains 319 328 item records, circulating collections contain 3 435 049 copies) had been entered into the electronic catalogue.

Electronic cataloguing introduced a number of changes in the cataloguing procedure, e.g. supplements issued with newspapers are now entered in the bibliographic record of the newspaper.

The entering of Russian-language records into INNOPAC (INGRID did not allow Cyrillic alphabet), and the electronic cataloguing of manuscript archives and photos was begun.

19 350 items were subject catalogued (18 558 in 1998). It became obvious that the importance of subject headings increases with the use of the electronic catalogue (searches made in INNOPAC in September fell as follows: subject heading — 36%, author — 30%, title — 22%).

About 2500 new cards were added into the card and sheaf catalogues (alphabetic and subject) of the Department of Manuscripts and Rare Books, lists were made for five personal archives.

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

In addition to the main university library and its five branch libraries there are a number of specialised collections within faculties, institutes and chairs, which in many cases contain new and valuable scientific information. The development plan of the university library purposes the creation of a union catalogue of the book property of the university. The year of 1999 marks the beginning of this work. Several specialised collections started entering the records of their materials into the library catalogue INNOPAC.

By 31.12.1999, 11 specialised collections had entered 17 820 titles into INNOPAC.

VIII. Bibliographies

In the field of bibliography, eight themes were continued throughout 1998, 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 →).

In the compilation of Tartu University file a complicated situation arose with the implementing of the electronic catalogue, as no computers and software had been provided for the creation of a relevant database. The database was not created and materials bibliographed during the year can be found in a card file and in the union database of Estonian libraries ARTIKKEL.

6965 titles were bibliographed during the year of 1999 (about 1200 less than in 1998), 2358 cards were duplicated, 9434 cards were added into the file. 1679 cards were supplied with subject headings for the history part of the file. Materials concerning the years of 1987, 1990 and 1992 can also be found in a Pro-Cite database. 12 different bibliographic yearbooks of Tartu University were in different stages of completion in 1999, but none of them were published. The most complete among them is the bibliography of works published in 1992 (3200 records).

2) History of Sciences in Estonia (1956–1999 →).

78 cards were added to the file.

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

Studying and bibliographing of Estonian-language books, periodicals and bibliographies and Estonian and foreign periodicals was continued, as well as the searching and studying of foreign materials in the field of history. 1066 titles were bibliographed, 1492 titles were systematised, 2423 cards were added to the file. By the end of the year the file contained 21 424 titles.

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

SUMMARY

673 new titles were found for the database, 901 titles were given subject headings, by the end of the year the database contained 4837 records. New items were added to the list of subject headings for URBIS.

Neither of the databases is accessible via computer network, so they cannot be used for individual study purposes.

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

25 journals and a number of serials published by Tartu University are bibliographed at the library. 1312 articles from 52 issues were bibliographed during 1999.

6) Biographical bibliography of Paul Ariste.

A database was created on the grounds of an existing card file, the main part of the database is completed, but it still needs some work. The Estonian-German subject index is completed. The electronic and published version should appear by the summer of 2000, in relation with the Year of Estonian Book and the international Congress for Finno-Ugric Studies.

7) Recent Publications on Librarianship.

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

8) Bibliography of the works of natural scientists who worked at Tartu University in 1802–1918.

Bibliography was compiled as a *Pro-Cite* database in 1997–1999, with the support of the Estonian Science Foundation grant no 3063. In 1999, the records of the database were revised, in many cases the correctness of the data had to be checked in German libraries, the work was carried out by H. Tankler. The database will be made electronically available in 2000.

Reference archive, short lists

In 1999, the *Pro-Cite* database "*National Geographic*" was closed, databases "Countries of the World", "Folk Medicine" and the electronic list "National Customs", located on library home page were continued. Although the amount and accessibility of information in the electronic format increases continuously, the interest in thematical card files and lists is still high. 36 subject area files were continued, 1909 cards (including 1854 annotated cards) were added into the file of the reference archive. Reference archive offered materials on about 300 subjects and on 100 persons.

Following both written and oral inquiries, 11 subject lists were compiled (449 titles): "Rectors and Vice Rectors of Tartu University in 1919–1999. Annotated list" (52 names); "Materials published on N. Gogol in Estonia since 1980" (82 titles); "Karl Dehio's works in the collections of Tartu University Library" (61 titles); "Different editions of 'Reynard the Fox' in Estonian" (16 titles); "Translations of Solomon's Song in the collections of Tartu University Library"; "Materials about v. Wahl's family in the collections of Tartu University Library", and others.

IX. Collections management

By 31.12.1999, the library collections contained 3 770 155 different items.

Routine work was carried on in the stacks — the collections were relocated according to the need (426 linear metres in the collection of Estonian books, 1890 linear metres in periodicals collections, the total of 3691 linear metres), the shelving order was checked, damaged books were sent to the bindery and to be restored or conserved. The duplicity of publications sent back to the library from the chairs and laboratories of the university was checked against the catalogues. New archival copies of Estonian publications were labelled, the same was done with older materials; materials from the donated collections and personal archives were cleaned and disinfected.

As the most important area of work was the creating of short catalogue entries for circulating materials, the number of withdrawals from the collections was less than in 1998 — 32 662 items were withdrawn in 1999 (63 860 in 1998, 35 515 in 1997).

In 1999, Estonian Science Foundation continued to support the project "Scientific and technical revision of the personal archive of Prof. Juri Lotman and the creating of an appropriate database in Tartu University Library". The cataloguing of J. Lotman's correspondencies was completed (the total of about 15 000 letters from about 1800 persons comprises a separate archival collection, f. 135), and the final processing of the items was begun. Of the materials in J. Lotman's personal archive (f. 136), documents concerned with his biography and work at the university, as well as the manuscripts of monographs and articles have been thoroughly studied.

Materials of five personal archives were processed (T. Christiani, R. Blum, E. R. Poom, O. E. Seesemann, E. J. Saareste); addressees were specified in the F. L. Schardius's collection of autographs, and 79 letters in Latin and 29 letters in German were deciphered for annotation.

New arrivals to the collection of rare books (85) were registered in inventories and catalogued. New arrivals of the year of 1999 and some earlier arrivals were added into the photo collection (49). The collection of photonegatives was revised.

A practical a system was developed, and more than 12 000 small prints the library has received according to the Law of Estonian Legal Deposit Copies, adopted in 1997, were processed.

Temperature and air humidity were measured in 26 locations in the library once or twice a week.

A water pipe burst in the library on the night of December 20, this is the greatest disaster in the library history. A part of the archival collection of Estonian newspapers and a number of Estonian books published in 1930–1965 were destroyed, many books and maps from the *Estica*-collection, among them the only copies held in Estonian libraries, were severely damaged.

SUMMARY

X. Public services

By 31.12.1999, the library had 23 412 registered patrons, among them 20 115 with borrowing privileges, 2996 without borrowing privileges, and 301 library staff members. 802 450 visits and 742 457 loans were registered during the year, including 460 717 in-house loans and 281 740 home loans.

The INNOPAC circulation module was applied in the summer of 1999; the replacing of old library cards with new cards with bar codes was begun in August, by the end of the year 10 500 new cards had been issued. Electronic circulation was gradually applied starting from September until 15.12.1999. Electronic circulation of the textbook collection was begun on 09.11.1999, that of the monograph collection on 01.11.1999. To enable electronic circulation, each book had to be supplied with bar code and all open-collection books had to be entered into the electronic catalogue, short records were created for all borrowed books.

By the end of the year the volume of the open collection reached about 4123 linear metres, 1830 of them in monographs reading-room, 483 in textbook reading-room, 492 in Economics Library, 20 in the newly opened Biomedicum Library. About 1900 journal titles and 100 newspaper titles were available in the periodicals reading-room. New issues of 246 titles of scientific journals were first sent to branch libraries and faculty libraries for three weeks to make them better accessible for users.

The choice of materials for the monograph collection reading-room was based on the following principles: to reduce the amount of study materials and Russian-language popular science materials, and to increase the amount of monographs, materials of scientific conferences, dissertations, biographies and bibliographies. 9% of the open collection materials were withdrawn from reading-rooms and sent to the stacks.

The amount of electronic information accessible to the users was enlarged — licences were bought for the use of 36 on-line databases and 1459 electronic journals over the university computer network; 52 different scientific databases on CD-ROMs are available in the library.

9 consultants helped the users in the monographs reading-room, answering their questions and helping them to search the Internet.

The number of ILL orders remained almost the same as during the previous year — 3327 orders in 1999, 3345 orders in 1998.

474 patrons used the materials of Manuscript and Rare Book Department (5000 loans, 2320 visits). Foreign researchers mostly came from Germany, Latvia, Finland, Russia, and the USA, using materials related with the history of science and culture, history, personal histories and literary history.

The electronic information service, introduced during the previous year, received 648 queries (252 in 1998). Queries arrived from 18 different countries, but 85% of the total were sent by university faculty members.

The majority of written queries, the total of 191 letters, came from Germany, Estonia, Russia and France, but also from Austria, Finland, Sweden, Norway, Holland, Canada, and Ukraine. 1323 answers to queries were sent by mail, and 6 personal lists were made.

Problems concerning the further development of public services were under discussion at the reassembled public services committee and at three seminars. The latter analysed the

expediency, cost and quality of public services, productive and unproductive services, the necessity of central reference services, library identity problems, relations with the university, staff training, etc.

XI. Library and Bibliographic Instruction

Freshmen of the university were offered 89 hours of training classes at the beginning of the academic year, taught by 14 library staff members. The most active participants in these classes were from the faculties teaching the humanities. Staff of the monographs reading-room held individual training classes for new library patrons, introducing reading-rooms, services and circulation rules. Each time new databases were acquired to the library, the patrons were taught how to use them. Staff of Information Department taught special courses on information sources in the particular fields of science according to the wishes of different faculties.

XII. Research

In 1999, eight subject areas were under research.

1) User surveys.

A user survey (a questionnaire and expert inquiry using different methods) was carried out concerning public relations of the library. 350 users and 23 experts were issued the questionnaires. Results of the survey were presented at a seminar "Public relations in the library — what do they consist of and what is expected of them".

A questionnaire was compiled for determining the satisfaction of the faculty with the library, the survey itself will be carried out in 2000.

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 wrote a survey of the library history for a collection of articles published in the USA *International Dictionary of Library Histories*. L. Dubjeva received her MA degree for the thesis "The Development of Traditional Information Systems in Tartu University Library in the End of the 19th and the beginning of the 20th Centuries", discussing the history of library catalogues.

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", publishing articles and giving presentations. Financed by a grant from the Estonian Science Foundation, he compiled an English-language collection of articles on Estonian science philosophy and science history that will be published in the series *Boston Philosophical Transactions*.

4) The Development of Intelligentsia in Estonia, Livonia and Curonia and Their Academic Relations in the 17th–18th Centuries. (Fulfilled by A. Tering).

A. Tering continued the compilation of a reference work "The Immatriculation Book of Baltic Students in 1561–1800", working at historical archives in Germany. In addition to collecting biographical data, he made copies of the portraits of about 200 persons and specified about a dozen of new students from the Baltic provinces.

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

E.-L. Jaanson revised and specified data in a bibliographical database and wrote an introductory chapter "Ways of Designing Publications".

6) Early publications in the collections of Tartu University Library.

N. Vorobjova started the preparation of an illustrated printed catalogue with historical commentaries, which would present the bibliographical records of early publications in the format that would give the "copy" the title page and the traditional short record. During the previous years a collection of about 600 titles of early publications has been separated and given preliminary catalogue entries.

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).

The goal of the project is to modernise and unify methods used for monitoring library collections, to determine the state of the collections, to analyse preservation conditions and to find the most endangered collections.

The objects of the study are Estonian publications from the oldest up to the contemporary ones, preserved at four major Estonian libraries. The selection was made by the systematic elimination method. 1500 titles and 1550 copies of books were examined at Tartu University Library. In addition to visual examination, also pH level of paper was identified for all, and the lignin and rosin content for some books.

8) Estonian Riddles. (The compilation of *Monumenta Estoniae antiquae*, Ser IV, a scientific publication of Estonian folklore) (a joint project together with the Estonian Language Institute, director of the project — Prof. A. Krikmann).

R. Saukas represents Tartu University Library in the preparation of this publication. He marked file cards with redaction inscriptions and marked the texts that will be cited in the paper editions (50 boxes of cards, subject headings 'kaljanõu' to 'lumesõda').

Two international events were held at the library, a seminar EAHIL '99 and an international conference "Goethe in Tartu", and four seminars and meetings; the number of presentations given at these events was 57, twelve of which were by library staff members.

The library published xero copied theses of most of the presentations, the theses were also accessible via the library home page.

Library staff members participated in conferences and seminars in Estonia and in abroad and gave 55 presentations.

XIII. Publishing

Three publications, all in all 24 printed sheets, appeared during 1999. 20 titles of different leaflets and advertising publications, mostly photocopied in the library, were published as well.

XIV. Co-operation with other Estonian libraries

In relation with the implementation of INNOPAC, the co-operation between member libraries of the ELNET Consortium has become more intensive. In addition to exchange relationships and co-ordinated acquisitions, also co-operation in cataloguing has become important, staff of the participating libraries have familiarised themselves with the organisation and problems of other members. Co-operation in organising conferences and seminars and in participating in them, in compiling collections of articles and in research has become a fact. ILL services have helped library users in getting materials from the Estonian National Library, the Academic Library, the Estonian Medical Library and others.

Contributing to the Estonian retrospective national bibliography, 10 637 item records were created for "Estonian Book 1980–1991", and a total of 6870 item records were created for "Estonian Periodicals 1941–1944" and "Estonian Periodicals 1945–1993".

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

Exchange of publications with foreign research libraries and other institutions has been stable throughout the years, the number of foreign exchange partners of the library remained almost the same (about 520 partners). The cost of publications the library acquires for sending to its partners is about 500 000 EEK a year. A half of all publications sent to exchanges partners has been published by Tartu University. To some extent, university faculties are also engaged in exchanging publications with their partners, but mainly it is the university library who disseminates the scientific achievements of university faculty and researchers.

On the request of M. Garleff from Germany, K. Taal and L. Teedemaa compiled 55 annotations of books published in Estonia in the field of the humanities in 1995–1998 for a publication *Berichte und Forschungen: Jahrbuch des Bundesinstituts für ostdeutsche Kultur und Geschichte* (München).

The Department of Manuscripts and Rare Books received help from several Russian libraries and archives in searching for autographs missing from F. Schardius's collection, and from Poznan in searching for manuscript items that had been borrowed from the library during WWII.

More prominent 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).

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 of the works of artists and photographers from Hungary, Germany, Israel and Japan.

The President of the German Journalists' Union Dr. H. Meun, the Director of Lüneburger Ratsbücherei G. Hopf, and the Director of Niedersächsische Staats- und Universitätsbibliothek (Göttingen) Prof. E. Mittler held lectures at the library.

The staff of Restoration Department participated in the Baltic and Nordic Conservation and Restoration Conference and Exhibition in Tallinn on Oct. 6–9, 1999. A student of Vantaa University Tõnu Uusküla had his internship at the department.

Library staff members gave the total of 14 presentations at 10 international conferences and published 17 research articles or theses of presentations in foreign publications.

Co-operation project was under discussion with the Finnish Depot Library, a co-operation agreement was discussed with Göttingen University Library.

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

1) **"Handbuch des personalen Geleghenheitsschrifttums in europäischen Bibliotheken und Archiven"**.

An agreement of international co-operation for registering, describing and micro-filming the 16th–18th century German language occasional prints was signed with Osnabrück University and Olms Publishers in 1996. The planned microfilming of items in two databases "Tartu" and "Dorpat", completed in 1998, containing all in all 5277 entries, and in lists compiled by M. Klöker and K. Hagen was not carried out, as the necessary equipment arrived from Germany only in the end of 1999.

2) **URBIS. International databases, Finno-Ugric linguistics 1988–1999→ (Published in the Russian areas). ARTAL. School textbooks and newspaper articles of Finno-Ugric peoples 1996–1999→.**

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).

3) **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.

Tartu University Library belongs to the following international organisations:

- Association of European Research Libraries (LIBER),
- 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.

XVI. Continuous learning of staff members

Ljudmila Dubjeva defended her MA thesis "The Development of Traditional Information Systems in Tartu University Library in the End of the 19th and the Beginning of the 20th Centuries".

Ü. Must and O. Teder participated in the Doctor's program, and T. Liivamägi and M. Poljakov in the MA program at the Tallinn University of Educational Sciences. K. Pai participated in the MA program at the Chair of Estonian Language at Tartu University. I. Kukk completed her MA thesis "The 17th Century Dutch Drawings in the Collections of Tartu University Library. History and Problems of Attribution".

Training sessions for staff members were centred upon INNOPAC thematics — USMARC records, cataloguing according to an international standard ISBD and cataloguing rules AACR for cataloguers and creators of short entries, preliminary course in cataloguing for those who started creating original entries.

Computer courses were organised in the library to teach *Excel*, *Word* (for beginners and intermediate) and the Internet, staff members also participated in courses for a fee organised by the university.

13 staff members went to a study trip to Helsinki University Library, 6 staff members — to Stockholm University Library. 4 staff members participated in the information event "EU Fifth Framework Program" at Helsinki University, 3 staff members participated in a seminar jointly organised by ELA Old Publications Committee and Helsinki University Library. M. Liivamägi and M. Meltsas held longer Fellowships at the Library of the University of Pennsylvania, K. Kaugver and Ü. Mölder spent a training period in Göttingen and M. Davõdov in Graz.

RESEARCH

SHALL WE TAKE BOOKS WITH US INTO THE NEW MILLENNIUM?

Anne Valmas

Estonian Academic Library

Although we have reached the computer age, the need for books has not lessened. More and more people use libraries and read books, but now it is time to start thinking about new prospects. Microfilming and digitisation allow the libraries to economise storage room and guarantee the better preservation of original materials. This work is very expensive, economic calculations and co-ordination between libraries are a necessity.

Could the access to the electronic catalogue of Estonian research libraries be arranged through Estonian or world's best-known Internet portals, so that information we have created was available for everybody?

Compiling bibliographies we have to decide what materials need to be printed on paper and what materials should be held in currently updated databases, considering the proportion of users.

Texts meant for reading with deep concentration should be available on paper.

LIBRARY IN (20)00 AD — ITS ESSENCE AND APPEARANCE

Jüri Järs

Tallinn Technical University Library

This is a reflection on the fact that the essence of library has not significantly changed neither during our lifetime, during the previous century nor during the previous millennia. The appearance of library has considerably changed with times, due to the development of different technologies, which have, in their turn, allowed to use different new information carriers.

Examining different information carriers (clay tablets, papyrus, parchment, paper, microfilm, electronic media) the libraries have collected and preserved through the times, we can understand that not the media are essential, but the value of information carried by these media. As long as there is the need for knowledge, there remains the need for library as the mediator of information. S. R. Ranganathan has summarily and precisely formulated the essence of library in his five laws in 1931.

My article gives an overview of more important milestones in library automation in the world, and offers comparative data concerning the implication of information technology and services based on it in major Estonian libraries. I discuss the problem, whether computers will replace books and libraries — which already existing technologies can be used and which technologies need further developing, and whether the information user is

ready for such changes. I stress that electronic, digital or virtual library cannot be treated as an immaterial object, which enables to economise substantial sums of money.

The turn of the millennium in Estonian libraries is observed as a total conversion in its widest sense, prerequisites of which are adherence to rules of the game, and strong will for co-operation. The following of international standards of information technology and librarianship is of essential importance. In the conditions of underfinancing, the division of tasks between libraries is a key question, its aim being the optimal use of resources. The activating of a national program of acquiring new materials, and evaluating and developing library collections, based on unified methods, is of crucial importance.

ESTONIAN NATIONAL BIBLIOGRAPHY ON OF THE CHALLENGES OF THE NEW MILLENNIUM

Janne Andresoo

National Library of Estonia

The history of Estonian national bibliography extends over a century and a half. The current national bibliography has been compiled under three different titles — *The General List of Estonian Books* (covering 1918–1939), *Book Chronicles* were published for the next 50 years, for the last decade the bibliography has been known as *Estonian National Bibliography*. Some parts of retrospective national bibliography have also been compiled.

Since the beginning, Estonian national bibliography developed into the bibliography of Estonian-language publications. In the recent years it also embodies all materials published in Estonia, regardless of their language, and materials published in Estonian outside Estonia. Problems related to *Estonica* are among the most polemical subjects of the national bibliography, the solving of which will extend into the next millennium.

Presently, the national bibliography is issued only in printed format, consisting of the following series: books, periodicals, music, official publications, and maps. In the near future, there will be on-line access to the database of the national bibliography, and it will be published on CD-ROM or using some other modern medium.

The retrospective projects initiated by the National Library will be continued: 1) retrospective conversion of Estonian books published in 1945–1991; 2) retrospective cataloguing of Estonian-language books published in 1918–1940, and 3) retrospective cataloguing of Estonian periodicals published in 1945–1993.

The project of specifying and analysing electronic on-line publications and their publishers has been started.

HOW TO IMPROVE THE LIBRARY TYPOLOGY?

Peeter Olesk

Riigikogu, Parliament of Estonia

The typological description of libraries now used in librarianship is not adequate to characterise the present state and to substantiate the further development of academic libraries. Proceeding from the fact that the role of academic libraries in society has been considerably enlarged, meaning that academic libraries have grown out of their typological suits, I am fully convinced that these libraries are entitled to legislative protection. My article presents the characteristics, according to which it is possible to measure the performance of such libraries: 1) open-access collections; 2) universality of collections; 3) satisfaction of users of all levels; and 4) application of the principle of the national library.

BENCHMARKING AS THE MEANS OF QUALITY MANAGEMENT IN LIBRARIES

Aira Lepik, Professor

Tallinn University of Educational Sciences

The present article discusses benchmarking as the means of comparative analysis and as the modelling and comparison aid. Benchmarking is analysed in the library context, relating it primarily with the analysis and evaluation of library performance quality.

The article compares different definitions of benchmarking and follows the use of the process in the librarianship. The general overview of different types of benchmarking is provided, including organisational, competitive, functional and general or process benchmarking.

Stress is laid on the main steps in organising benchmarking (planning, team building, gathering and analysis of data, follow-up according to the results), and the possibilities of the adaptation of benchmarking in the process of quality management and performance evaluation mainly in research libraries.

The main applications of benchmarking in libraries are analysed on organisational, analytical and practical levels. Such treatment enables to continue the development of a model for the analysis of the performance of Estonian research libraries and the optimisation and evaluation of their work.

The analysis has been carried out with the support of the Estonian Science Foundation (Grant No 4039; Performance Measurement and Quality at Estonian Academic Libraries).

ON PUBLIC RELATIONS AND ONE TARGET GROUP — THE LIBRARY USER

Urve Tõnnov

Tartu University Library

In recent years the libraries' interest in the opportunities of improving their financial position and gaining new users through public relations has greatly increased. The public relations of Tartu University Library and marketing surveys carried out in the library are aimed at defining the role of the library in the changing teaching, research and developmental activities of the university, and at finding ways of better meeting the needs of library users.

One important target group of a library's public relations is its users, both the already existing and the future ones. To offer good services to the user, the library has to know him well — to be aware of his information needs, of his skills and habits of information search, his need for training, his satisfaction with the library as a work environment, his attitudes towards the services the library offers him, etc.

The article gives an overview of more important user surveys at the library since 1965. Changes in the structural groups of the users show that the number of professors and researchers among the library users is continuously lessening and the number of students is growing. The average age of the users is lowering as well, being 24 years at present. The balance between women and men among the library users has also changed: of the total number of the users in 1983, 50% were men and 50% were women; in 1999, 30% of them were men and 70% were women.

The article gives data about the use of the library homepage in the Internet and the electronic catalogue INNOPAC in September 1999. Both the homepage and the electronic catalogue are new features in the dialogue with library users. Both of them were heavily used, but the data needs specification and further analysis is necessary.

RESPONSES TO A USER SURVEY CONCERNING PUBLIC RELATIONS OF THE LIBRARY

Ilona Smuškina, Tiina Matsulevitš

Tartu University Library

In 1999 a user survey was carried out with respect to the public relations of the library. The survey contained a sixteen-point questionnaire and an expert questionnaire consisting of seven questions put to 23 specially selected people.

The survey was held at the end of the academic year, one week prior to the beginning of exams. 400 questionnaires were distributed, more than 350 were returned with answers.

The majority of respondents visited the library either daily (170), or at least once a week (142). The number of students among the respondents was 270 (77%), the average age of the respondents was 21–22 years.

The respondents get information about different library events from the information posters and leaflets in the main hall of the library, from their acquaintances, only after that from the "Postimees" and still less from the university newspaper. They seldom participate in such events, often they are not aware that the events are organised by the library. The most popular events organised at the library are book sales.

Each year the library organises ca 60 different book exhibitions, ca 35 art exhibitions and 3–4 major guest exhibitions.

98,7% of the respondents visited book exhibitions, 53,6% of them saw art exhibitions, 15,1% saw guest exhibitions. The book exhibitions rated very high — 46,2% of the respondents considered them 'very interesting' and 'interesting'. The locations of the exhibitions, their design and explanatory texts were also considered satisfactory. But the overall design and appearance of the library building was mostly found lacking.

The respondents of the expert questionnaire were the members of the faculty, but also some public figures (the director of the art college, a member of the city council, a writer), who mostly answered using e-mail, or orally. All experts stressed that the atmosphere in the library is generally pleasant, and they were very much satisfied with the helpfulness of library staff.

The user survey confirmed the fact that it is essential to change and improve the work, structure and staff of the public relations department of the library.

THE LIBRARY AS THE PRESERVER OF MANUSCRIPTS OF UNIVERSITY FACULTY MEMBERS

Mare Rand, Aili Bernotas

Tartu University Library

Tartu University has collected and preserved manuscripts since the reopening of the university in 1802, and continues this activity according to historically and internationally established practice. Besides collecting manuscripts of wider cultural historical context, the main focus is set upon the archival materials of university professors and lecturers. Acknowledging the cultural, scientific and historical value of such materials, professors themselves have transferred their materials to the library (F. Giesè, K. Morgenstern, J. Reinet, O.-M. Klaassen, V. Masing and others), but mainly, such materials are acquired from the heirs (J. W. Krause, J. V. Veski, F. Klement, H. Normann, H. Ligi and others) or with the help of the colleagues of the late professors and other historically minded people (A. Rull, A. Tomingas, J. Tammeorg and others). During the recent decade, archives of a number of exile scientists have been brought to Estonia after the regaining of independence (E. Poom, R. Indreko, A. Soom, N. Maim and others). In addition to university library, personal archives are also held at the Estonian Literary Museum and at the Estonian Historical Archive. The number of personal archives held in both of these institutions exceeds the number of those held at the university library, but the number of personal archives of faculty members or people connected with the university amounts to about a dozen for each of these institutions.

By 01.01.2000, the collection of manuscripts contains 29 024 items, holding also 135 personal and family archives. 30 of them have not yet been fully processed. Besides the creation and developing of lists of archival materials, alphabetical and subject catalogues, preparations are made for entering manuscript archives into electronic catalogue of the library on the level of collection entries.

NO LIBRARY, NO UNIVERSITY. AN INSIGHT INTO THE YEAR OF 1918

Malle Ermel

Tartu University Library

On Feb. 24, 1918 the armed forces of Imperial Germany occupied Tartu. The German powers closed the Russian university and started to organise *Landesuniversität* in its stead. As the properties of the university, including the 420 000-volume library, had been evacuated to Russia in 1915–1917, a commission was formed with the Headquarters of the 8th Army to acquire literature and teaching aids. The appeal the commission issued to local governments, the nobility and wide public of the occupied territory was met with a warm response in local Baltic-German circles and in Germany as well. The editors of newspapers and journals of the Baltic countries agreed to donate free copies of their publications to the library. The list of donators from August to November 1918 contained 77 persons and institutions; the largest donation was the 4288-volume *Baltica* collection of professor of history Richard Hausmann, obtained with the help of J. v. Seidlitz. The attitude of Estonian intellectuals toward the German university was not favourable.

Wolfgang Schlüter (1848–1919), who had worked in Tartu in 1882–1908, was invited from Germany to fulfil the position of *Oberbibliothekar*.

The relations with larger vendors in Germany (J. Koehler, G. Fock, A. Lorenz's bookshop in Leipzig), who had supplied the library before the war, were restored by the autumn. The librarian started to re-establish exchange relationships with German universities and scientific societies. As the restoration of the library proceeded slower than expected, the option of incorporating the libraries of the Learned Estonian Society and the Estonian Naturalists' Society was considered. It was still not done due to the opposition of Baltic-German professors.

The moving of the library to a new faculty building in Aia (now Vanemuise) Street was also under consideration. The Curator of the university T. Schiemann stated that the question of moving has to be solved in co-operation with the future province government.

Landesuniversität was closed in November 1918, the university library contained ca 27 000 volumes at that time.

ON PRINTERS' PRIVILEGES IN THE BALTIC COUNTRIES IN THE 17TH–18TH CENTURIES

Tiiu Reimo

Estonian Academic Library

The printers' privileges, certain privileges in founding printing shops and publishing books, were established in Europe in the first decades after the invention of printing.

The privileges related to printing shops and printers depended on the will of higher officials and on the state and town laws. Privileges prohibiting reprinting were issued to guarantee the recovery of the expenses of publishing, printing and distributing of books.

The first privileged printers of the Baltic countries were Riga town printer Nicolaus Mollyn (active in 1588–1625) and Tallinn town printer Christoph Reusner (active in 1634–1637). Their privileges consisted of fixed annual salaries and taxation advantages, determined by town councils, they were also exempted from civic duties. Nicolaus Mollyn received his privilege protecting the publications of his shop from reproduction from King of Poland in 1590 and from King of Sweden in 1621. The later owners of the Riga printing shop had to have the publishing privilege reaffirmed, as the printing shop was not owned by one and the same family through generations.

The first printer in Tallinn Christopher Reusner had received his privilege in 1614, printer Adolph Simon received his privilege in 1672. After the death of Simon, one and the same family owned the printing shop until the end of the 18th century. The publishing privilege was renewed by Axel Heinrich Lindfors in 1770.

The privileges of Baltic town printers protected both the printing shop and the materials published in the shop. The privileges were given for unspecified duration of time and depended on the fact, whether some members of the family continued the publishing or printing activities. The printers had no right to delegate their privileges to other persons.

COUNT BOBRINSKY'S LIBRARY IN PÖLTSAMAA

Larissa Petina

National Library of Estonia

In larger Estonian libraries one can come across books that have once belonged to the owner of Põltsamaa Castle, Count Aleksey Grigorjevich Bobrinsky (1762–1813), who is known in Russian history as the illegitimate son of Catherine II and Grigory Orlov.

Already as a student at Land Forces' Nobility Corps, he started to create his library, acquiring new items during his travels in Russia and in Europe (1782–1788), and buying also geographical maps and old manuscripts. During the nine years Count Bobrinsky lived in Estonia he continued developing his library, spending large sums of money on books and manuscripts.

Archival and published sources and preserved books allow to restore the old valuable library of Põltsamaa Castle and study its history. By now we have specified about two hundred titles published in German, Latin, Russian, French and Dutch in the 17th–19th

centuries, bearing three different stamps that all refer to one and the same owner. Information acquired in the course of this reconstruction widens our knowledge about the 18th-century Estonian manor libraries and also about the origin of the collections of old books in three major Estonian libraries.

OTTO FRIEDRICH VON RICHTER: HIS TIME AND HIS HERITAGE

Olev Teder

Tartu University Library

The trip to Levant in 1814–1816 of the Livonian Baltic-German O. F. v. Richter coincided with the time, when the contacts between the Turkish Empire and Western-European countries and Russia had become much closer. The fact promoted rapid development of several branches of Oriental studies (Arabian, Iranian and Turkish studies) among laymen, as the so-called theological branch of these studies had so far been cultivated only in religious circles. Romanticism that had become more and more prevalent in the European culture drew inspiration from the Orient — translations of Oriental poetry started to appear, scientific expeditions to the dangerous Oriental countries and the publishing of travel books became a new trend.

O. F. v. Richter, who studied also at Moscow, Heidelberg and Vienna Universities, retained his ties with Tartu University through his tutor, the later Rector and scholar of Tartu University J. G. Ewers (1781–1830). Richter bequeathed his collection of antiques (including 107 coins, 70 samples of minerals, etc.) to the museum of Tartu University. The most valuable part of the collection contains ancient Egyptian artefacts (a sarcophagus, several mummies, two sandals made of palm branches, figurines made of various materials). Among the publications bequeathed to Tartu University Library (27 titles, 46 volumes), the most valuable are the 18th century scientific classics of theological Oriental studies, and 18 manuscripts of the 17th–18th century editions of Oriental poetry. Richter's book *Wallfahrten im Morgenlande (Pilgrimage to the Orient)* (Berlin, 1822), was prepared for publishing by Ewers, as the author died young. The book is an outstanding literary representation of Romanticist world-view and a historical source of considerable worth.