

SUMMARY

ANNUAL REPORT 2003

I. BUDGET

	2000	2001	2002	2003
Total budget income (thous. EEK)	34146,0	26884,1	31791,4	31093,1
from the university budget	27066,0	26804,1	24554,2	23068,4
from the state budget	7080,0	80,0	4500,0	6232,7
from services for a fee			1186,7	1750,2
other (projects, contracts, private and other sponsors)			1550,5	41,9
Total expenditure (thous. EEK)	34146,0	26884,1	31750,7	31883,7
current expenses,	27146,0	26698,8	31543,7	31655,3
salaries	14562,6	13692,8	14665,0	15372,2
acquisition expenses	8445,7	8500,0	10203,2	10228,1
information technology expenses	42,9	58,2	95,0	82,3
public utilities	2033,5	2265,6	2577,3	2879,8
other expenses (travel, transportation, office expenses, management expenses, training expenses and others)	2061,3	2182,2	4003,2	3092,9
investments	7000,0	185,3	207,0	228,4
major repairs	7000,0	–	–	–
information technological investments	–	185,3	207,0	80,8

II. STAFF

As of 31.12.2003, the number of FTE staff in the library was 204.25 (234 staff members). Among them, there were 146 professional FTE staff members, 27.5 FTE specialists; the number of other FTE staff was 31.25.

122 professional staff members had university degrees, (including 14 university degrees in librarianship); five professional staff members had been graduated from a librarianship college, and 68 had finished secondary schools (three of them had received specialised secondary education in librarianship). Eight staff members had a scientific degree.

An important development in the work with the staff was the evaluation of middle managers (department heads, evaluated by their subordinates, colleagues, collaborators and immediate superiors).

III. DEVELOPMENT

The main development objectives of the year under review were:

- development of e-library;
- development of physical study and work environment;
- co-operation with the member libraries of the ELNET Consortium in the acquisition of electronic journals and databases and in the making of them accessible for the users;
- co-operation with the member libraries of the ELNET Consortium in the implementation of information system INNOPAC and in the creation of common databases (ESTER, ARTIKKEL, and others);
- co-operation with the Estonian National Library in creating and developing the library standards and with the Estonian Library Association in developing the professional standard of librarians;
- co-operation with the Ministry of Education and Science and with other research libraries in developing a common acquisition plan.

The readingrooms of journals, monographs and textbooks were reorganised into subject area readingrooms to modernise the physical work and study environment of the library and to enlarge open collections; the former textbook collection held in the stacks was reorganised into a self-service open collection (project leaders M. Liivamägi and K. Miil).

In 2003, the library worked according to four co-operation agreements:

- with the State Chancellery of the Republic of Estonia: *From the European Documentation Centre of Tartu University Library to the general public of Estonia: electronic information on the EU in 2003*

- with the Tartu County Government: *Organisation of the work of Tartu County European Information Centre and of the dissemination of EU information*
- with the Finnish Literature Society on restoration of books
- with the Ministry of Defence, on the organisation of the work of the NATO Information Centre (workgroup leader K. Miil).

In 2003, the library participated in the following projects:

- *Preservation, enlargement and making accessible of Tartu University Library collections in the humanities and its museological collections* (2000–2006, project leader K. Pai)
- *The digital corpus of Estonian older printed books* (in co-operation with the Faculty of Philosophy, supervised by doctoral student L. Lukas)
- CULTOS (*Cultural Units of Learning – Tools and Services*, in co-operation with the Faculty of Philosophy, workgroup leader Prof. J. Talvet, project manager M. Laak; information technological support and rooms from the library)
- eIFL (*Electronic Information for Libraries*; an Open Society Institute project directed to the libraries of Eastern Europe and other transition countries to make electronic information accessible; Estonian co-ordinator M. Meltsas)
- DIEPER (*Digitised European PERiodicals*, EU project under the supervision of Niedersächsische Staats- und Universitätsbibliothek in Göttingen; Estonian co-ordinator T. Liivamägi);
- *Handbuch des personalen gelegenheitsschrittums in europäischen Bibliotheken und Archiven* (together with the Interdisciplinary Institute for Cultural History of the Early Modern Era at Osnabrück University; project leader was the subject librarian M. Ermel, and a librarian of the Foreign Acquisitions Department Ü. Mölder);
- *The UNIVE Project – Creating network-based e-university model in the context of e-learning in Europe* (In the framework of the Minerva project of the EU Socrates Programme, the work group of the Estonian e-university project *Accessibility of information: exchange of study materials and courses*; project leader T. Liivamägi).

IV. DEVELOPMENT OF E-LIBRARY

Information technological infrastructure

Due to the so-called Tiger Leap project and support from Hansapank, 40 new computer workstations were installed for library users. The main library and its branches all together offer 113 computer workstations to the library users. A donation from the IBM contained 20 laptop computers, which will be offered for in-house use after some reconfiguration. The photocopying, scanning and print-out services were considerably improved. Thanks to the co-operation with the Tartu Town Council, it was possible to offer the WIFI service to the library users in the Conference Hall and its immediate vicinity, as well as in the Natural Sciences and Medicine Readingroom, covering 7% of the library area.

The new *Millennium* version of the information system INNOPAC was partially implemented.

Electronic collections

In 2003, Tartu University Library had a user licence for 69 databases (see Appendix II), containing full texts or abstracts of 11 594 journals; 32 databases were on trial for future use.

The library spent 1 210 000 EEK of its budget on the purchases of electronic materials (journals, databases). Joint purchases were made through the ELNET Consortium, using the 8.4 million EEK assigned by the Ministry of Education. The Consortium holds a web page introducing the joint purchases (www.elnet.ee/projektid/yhishange). Joint purchases were agreed upon in a work group of research libraries (led by M. Meltsas from TUL) according to the acquisition principles of the libraries and the feedback received from the trials of databases.

Twelve databases created at the library are accessible over the library web page (www.utlib.ee). Preparations were started for the creation of subject area information portals on the library home page (should be mostly ready by spring 2004).

By the end of 2003, the collection of digital materials contained 1689 items (23 books, 624 autographs, 884 photos, 135 engravings and 23 maps).

V. PUBLIC SERVICES

	2000	2001	2002	2003
No of registered users			29207	33783
TU students			10619	11325
TU master's and doctoral students			2303	2569
TU Open University Students			1776	2472
TU faculty members and researchers			720	661
EAU students			2780	3321
EAU faculty members and researchers			166	185
Students of other universities and colleges			2421	2991
Faculty members of other universities and colleges			68	92
Others			8354	10167
No of users who have borrowed materials	18200	21441	23874	28750
No of visits	720000	510000	366079	341047
No of loans with the help of librarians (no of copies)	719000	674780	475803	296559
ILL partner libraries	49	53	52	55
in Estonia	29	34	34	35
in abroad	20	19	18	20
Materials sent by ILL				
orders from Estonia	722	913	345	1126
books returned to Estonian libraries	292	392	333	295
orders forwarded to other Estonian libraries	48	16	29	4
original books sent to Estonian libraries	209	204	434	446
copies sent to Estonian libraries	173	301	549	417
orders from abroad	118	115	164	102
books returned to foreign libraries	28	46	37	26
orders forwarded to other foreign libraries	34	6	9	2
original books sent to foreign libraries	12	7	460	18
Copies sent to foreign libraries	44	56	641	56

Materials received by ILL				
ordered from Estonian libraries	286	560	504	892
original books received from Estonian libraries	93	207	247	472
copies received from Estonian libraries	130	353	196	298
ordered from foreign libraries	3319	3233	4750	3149
original books received from foreign libraries	956	1027	1210	758
copies received from foreign libraries	1961	2206	2910	1186
Searches in on-line databases				
No of searches	70130	131021	193574	278038
downloaded full texts (reading, printouts)		202525	182254	208712
downloaded abstracts (reading, printouts)			153077	226624
Searches for a fee in <i>STN International</i> databases	65	20	18	25

The library was open for 288 days in 2003. The seating capacity of reading-rooms was 748, including 39 seats where the users could connect their private laptops into the Internet. The number of computer workstations for users was 113.

The drop in the total number of loans is connected with the enlargement of open collections. In 2003, the open collections were enlarged by 800 linear metres, which means that 11.23% (6357 linear metres) of active collections are located on open shelves. The growth in the number of e-journals has resulted in a drop in the number of interlibrary loans. The share of monographs is rising in ILL orders, but in many cases, the requested materials were not received.

The main library readingrooms of journals, monographs and textbooks were reorganised into subject area readingrooms (natural sciences and medicine, social sciences and the humanities). More than 200 000 publications were relocated. The separate textbook collection and its closed stacks were liquidated and an open collection of textbooks was created. 40 new computer workstations were installed for the library users.

The project of *Night Library*, when the library was open for longer hours during the winter and spring exam periods (19.01.–23.01; 24.05.–04.06.) was very popular among the students.

Library training sessions for the first year students (50 hours, 1233 participants) were conducted by subject librarians in agreement with the faculties, mostly during the first two weeks of September. In four faculties, such training sessions are a part of the curriculum and obligatory for the students, who have to pass a relevant test later.

VI. COLLECTIONS DEVELOPMENT AND MANAGEMENT

The acquisitions budget for the year of 2003 was 10228000 EEK (in 2002 – 10203000 EEK). The Ministry of Education gave 8.4 million EEK to Estonian research libraries for joint purchases of databases; TUL participated in all these joint purchases. In relation with the reorganisation of the acquisition principles of the Estonian Academic Library (affiliated to the Tallinn Pedagogical University in 2003), Tartu University Library, together with the Library of the Tallinn Technical University, took over subscriptions for natural sciences journals for more than 2 million EEK.

Compared with some earlier periods, the library acquired more reference works, dictionaries, and language learning materials. 601350 EEK were spent on the so-called *Generalia* materials. 4907570 EEK were spent on foreign scientific literature and study materials – published journals, monographs, special reference works and textbooks (in 2002 – 4603810 EEK). Systematic work with *Estica-Baltica* materials was again continued.

International exchange of publications has been kept on a stable level for already a number of years. In 2003, the library had 320 exchange partners. 603000 EEK were spent to purchase the materials sent on exchange agreements, and 1898 publications were received with the total value of 851352 EEK.

43559 publications were added to library collections. Purchases amounted to 11618 publications, 1898 publications were received on exchange agreements, 10269 were received as donations, 12110 were received as legal deposit copies, and 7664 publications were acquired from other sources.

Library collections in 2003 (ISO 2789–1991)

	31.12.2002	Acquisitions	Withdrawals	31.12.2003
Active collections (items)	3440888	43559	115294	3369559
linear metres	58397			56568
Books (No of copies)	2587918	26852	114448	2500322
incl. dissertations	508647	1124	–	509771
Serials	638886	9801	789	647898
inc. journals (complete sets)	176703	3159	–	179862
newspapers (complete sets)	10421	1087	–	11508
serials (No of copies)	451762	5555	–	457317
Special modes of technical literature	496	156	–	652
Cartographic documents	8605	440	–	9045
Printed music documents	3923	123	–	4046
Graphic documents	52810	348	–	53564
incl. art collection	14346	140	–	14486
Photos	38164	914	–	39078
incl. photos in photo collection	22871	208	–	23079
incl. photos in manuscript collections	15293	706	–	15999
Manuscripts	33326	821	57	34090
Small prints	78232	4237	–	82469
Audiovisual documents	18520	680	–	19200
Electronic documents	6217	100	–	6317
incl. CD-ROMs	1730	97	–	1827
discs	4487	3	–	4490
Microforms	11955	1	–	11956
incl. microfiches	7340	1	–	7341
microfilms	4615	–	–	4615
Reserve collection	21357	5559	2561	24355
linear metres	223			309
Exchange collection	310682	–	–	310682
linear metres	5006			5006
TOTAL (items)	3772927	49118	117855	3704515
linear metres	63615			61883

VII. CATALOGUING, OPAC

By the end of 2003, the total of 27.21% of all active library collections were described in the electronic catalogue.

Retrospective conversion of card catalogues was continued in the framework of Estonian retrospective national bibliography projects “Estonian book 1525–1917” and “Estonian book 1945–1994”, prioritising the latter. In the situation, where the users are getting more and more used to searching for necessary publications in the electronic catalogue, the slow progress of retroconversion is not satisfactory – a large part of the library materials is still a “hidden treasure”. Compared with other Estonian research libraries, the process of retrospective conversion has been the slowest in Tartu University Library.

Twenty five specialised libraries of university faculties and departments participate in the electronic catalogue ESTER. All staff members of the participating libraries have been trained at the main library. Training materials for branch libraries’ staff are accessible on the Internet.

VIII. BIBLIOGRAPHIES

In 2003, four themes were continued in the field of bibliography:

- Tartu University. History. Biographical Bibliography of the Faculty, Staff and Alumni (1632–1710, 1802–2001→)
- ARTIKKEL (a current analytical bibliography of Estonian newspapers and magazines)
- Bibliography of Estonian History 1918–1944 (2595 entries were added in 2003, by the end of the year, the bibliography contained ca 5000 entries).
- Publications of Tartu University Library.

A remarkable fact is the making of accessible on the Internet via the library web page of the database of the publications on Finno-Ugric linguistics, published in Estonia and the Russian Federation in 1988–2001. The database was created at the library.

IX. MANUSCRIPTS AND RARE BOOKS

Archival materials of Prof. Viktor Palm and Lev Vassiljev were included into the manuscript collection. Materials were added to several other personal archives (V. Masing, U. Ivask, G. Rägo, F. Klement, O.-M. Klaassen, and others). By the decree of the Rector of the University and the Learned Council of the University, the Estonian Academy of Sciences was handed over the archive of the early years of its activities (File 40; 57 items).

Fifty two new titles were added into the collection of rare publications, mainly acquired as purchases or donations.

Bookplates from Heiki Laht's collection (56 items), J. W. Krause's drawings, albums of portraits and location views from the collection of older foreign books, M. Leis's serigraphs and K. Magritz's linocuts were added to the art collection.

Photos of library and university events were added to the collection of photos.

Six archival collections were processed (D. H. L. v. Ompteda, R. Henz, E. Raudam, R. Nigol, E. Tender and T. Sutt) and their lists were made accessible on the Internet, as well as in the form of collection records in ESTER. The scientific description of the Latin letters from the letter collection of I. J. v. Essen (52 letters), and the writings from the 17th and 18th-century autograph albums (442 autographs) was completed. The scientific description of letters from the De la Gardie family archive was started, and preparations for the scientific description of the 13th –16th-century historical documents were made.

Electronic publishing of lists of archival collections was continued, as well as the digitising of scientifically and cultural historically important materials. The record structure for electronic cataloguing of works of art was developed.

X. RESEARCH

1. A monograph *History of Tartu University Library 1802–2002* is being prepared (senior researcher, *cand. hist.* H. Tankler and subject librarian M. Ermel). Doctoral student in history, L. Dubjeva, published the correspondence of a Russian historian, Academician J. Gautier, and a librarian of Tartu University Library in 1920–1922, Udo Ivask, from the years of 1920–1921.

2. The History of Tartu University: Contacts with European Universities and Research Institutions. Senior researcher H. Tankler continued his research on scientific contacts of the University of Tartu: contacts with Berlin in the field of medicine at the turn of the 19th and 20th centuries; with Ukraine; with Latvia in the 1920s and 1930s. Together with the pharmacists of the University, Tankler published two articles on the development of pharmacy at the University of Tartu in the 19th century. Tankler was either the main author or a co-author of five presentations given at the 21st international conference of the Baltic history of science in Riga on 13–15 October 2003.
3. Senior researcher A. Tering completed the 600 pages-manuscript of his monograph *Estonians, Livonians and Curonians in European Universities in 1561–1798*, and handed it over to the Publisher of the Estonian Historical Archive, continuing co-operation with the editor. He continued his work on the reference book *The Matriculation Book of Students from Estonia, Livonia and Kurland in 1561–1800*, specifying and checking biographical data.
4. Problems of modern librarianship
Head of the Research and Development Department T. Kuusik defended her Master's thesis "Performance Appraisal at Tartu University Library" (at the University of Tartu, supervisor Prof K. Türk). Three Master's theses are being written, on the conceptual model of services offered by the university library (M.-N. Ilus, at the Tallinn Pedagogical University); on the importance of team work as a prerequisite for internal relations in the library (M. Poljakov, at the Tallinn Pedagogical University), and on the aspects of co-operation between research libraries in creating electronic library (T. Liivamägi, at the Tallinn Pedagogical University).

XI. CO-OPERATION WITH ESTONIAN LIBRARIES

Co-operation with Estonian libraries has mostly been active inside the work groups of the ELNET Consortium and the ELA. In addition to the application of a joint information system and the creation of e-catalogue and other databases, the activities of the Consortium have included the co-ordinated acquisition of electronic materials.

In autumn 2003, a work group was created at the Ministry of Education to develop a common acquisition plan for Estonian research libraries; the work group was led by the Head of the Foreign Acquisitions Department of Tartu University Library, K. Uri.

XII. INTERNATIONAL CO-OPERATION

In 2003, the library participated in two extensive international projects:

- *Electronic Information for Libraries (eIFL)* – the project organised by the Soros Foundation and the Open Society Institute in Budapest to make electronic resources accessible to libraries of Eastern Europe and developing countries; Estonian curator of the project: M. Meltsas
- *Handbuch des personalen gelegenheitsschrittums in europäischen Bibliotheken und Archiven* – the project initiated in 1996 by the Interdisciplinary Institute for Cultural History of the Early Modern Era at Osnabrück University for republishing the old occasional publications found in the libraries and archives of the Baltic area and for publishing a joint catalogue of these works
- *DIEPER (Digitised PERiodicals)* – an EU project under the supervision of Niedersächsische Staats- und Universitätsbibliothek in Göttingen.

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
- International Association of Law Libraries (IALL)
- League of European Research Libraries (LIBER)
- Consortium of Legal Resource Centres and Legal Information Specialists of Central and Eastern Europe and Asia (CLCLIS CEEA).

Library director Toomas Liivamägi is a member of the IFLA University Libraries and Other General Research Libraries Section Committee; Collections Director Kristina Pai is a member of the LIBER Collection Management Section.

RESEARCH

FROM THE SERVICES DEVELOPMENT TO THE CONCEPTUAL MODEL OF SERVICES OFFERED BY UNIVERSITY LIBRARY

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Aira Lepik, Tallinn Pedagogical University

The general purpose of this research is to create a conceptual model of university library services and to analyse it within the frames of a university library service system.

Theoretical part of the work presents the marketing and librarianship approaches essential for the conducting of the present research and reaching the final task.

The empirical part considers the importance of the conceptual model of university library services and the principles of its creation. The single components of the created model are described and the block scheme of the model is presented. The expert questionnaire was carried out to evaluate the suggested model.

The theoretical basis of the thesis lies on the synthesis and analysis of foreign literature; structured interviewing was used in the empirical part of the research. The subjects of expert questioning were Tartu University faculty members and the persons in charge of library services at other Estonian university libraries and at the Tartu City Library, as well as a representative from the Department of Information Studies at the Tallinn Pedagogical University.

As a result of the empirical part, a conceptual model for university library services is suggested. It comprises target groups, factors, services conception, services package and inverse connection with the target groups.

The results of the questionnaire carried out on the basis of university library conceptual services model present important information for the organising of library services at Tartu University Library in particular. The model suggested by the author can be used as an example for the developing of library services package in other university libraries.

FRIEDRICH REINHOLD KREUTZWALD AND TARTU*Kersti Taal*

The creator of Estonian national epic, Friedrich Reinhold Kreutzwald (1803–1882), lived in Tartu only during his studies at the Tartu University in 1826–1833 and in his old age in 1877–1882. Still, he maintained tight spiritual contacts with Tartu while living in a small town of Võru, where he worked as a physician for 40 years.

Kreutzwald, who studied medicine at the university, also attended lectures in aesthetics and poetics, and German literature, learning about the Nibelungs, and made an active use of the university library. While living in Võru, he was an active correspondent of the weekly *Das*

Inland, published in Tartu by liberal intellectuals. The aim of this newspaper was to promote the study of the past and present of the Baltic provinces of Russia. In *Das Inland* he published his German-language poems, articles on Estonian customs and folk tales, and numerous messages about the everyday life in Võru. Kreutzwald maintained the closest contacts with the Learned Estonian Society, (LES, founded in Tartu in 1838), which drew together Baltic-German Estophiles and the few Estonian intellectuals of the time. Kreutzwald's Estonian friends Fr. R. Faehlmann and D. H. Jürgenson were among the founding members of the Society; Kreutzwald joined the Society in January 1839. He soon became one of the most energetic members and in 1849, he was elected a honorary member of the Society. His letters were often read out aloud at the Society's meetings. Kreutzwald sent contribution to LES publications; he sent historical artefacts to enlarge the Society's collections and he actively sought for new enthusiastic members for the Society. While living in Võru, during more than twenty years he organised the selling of Estonian books to the peasants, initiated by the ELS.

In 1850, after the death of his friend Faehlmann, the LES asked Kreutzwald to finish the compilation of the epic *Kalevipoeg*, which had been started by Faehlmann. Since the censors made substantial cuts in the original manuscript, the Society decided to publish a scholarly edition of the epic. *Kalevipoeg*, together its German translation, was published as proceedings of the Society in 1857–1861.

During his Võru period, Kreutzwald seldom visited Tartu, but through regular correspondence with his friends he was well informed about the events in the university town. He was also sent books from the Society's library by mail. In 1852 Kreutzwald attended the 50th anniversary celebrations of Tartu

University and wrote a congratulatory address on behalf of the Society, which was also published later.

Kreutzwald died in Tartu in 1882 and was buried at the Jaani cemetery. One of the Tartu streets has been named after him and a monument was erected to him on the bank of the river Emajõgi in 1952.