

## SUMMARY

### ANNUAL REPORT 2002

#### I. Budget

	2000	2001	2002
<b>Total budget income (thous. EEK)</b>	<b>34 146,0</b>	<b>27 416,4</b>	<b>31 791,4</b>
from the university budget	27 066,0	26 804,1	24 554,2
from the state budget	7080,0	80,0	4500,0
from services for a fee			1186,7
other (projects, contracts, private and other sponsors)			1550,5
<b>Total expenditure (thous. EEK)</b>	<b>3446,0</b>	<b>26 904,6</b>	<b>31 750,7</b>
current expenses,	27 146,0	26 698,8	31 543,7
salaries	14 562,6	13 692,8	14 665,0
acquisition expenses	8445,7	8500,0	10 203,2
information technology expenses	42,9	58,2	95,0
public utilities	2033,5	2265,6	2577,3
other expenses (travel, transportation, office expenses, management expenses, training expenses and others)	2061,3	2182,2	4003,2
investments	7000,0	185,3	207,0
major repairs	7000,0	–	–
information technological investments	–	185,3	207,0

## II. Staff

As of 31.12.2002, the number of FTE staff in the library was 219,95. Among them, the number of professional FTE staff was 167,45 (190 staff members), and support FTE staff was 52,50 (62 workers).

130 professional staff members had university degrees, (including 16 university degrees in librarianship); five professional staff members had been graduated from a librarianship college, and 53 had finished secondary schools (four of them had received specialised secondary education in librarianship). Seven staff members had a scientific degree.

A new classification of positions together with new official titles became effective on 1 January 2002. The official title of librarian was maintained only when denoting a specialist. The official title of senior librarian was abolished; new official titles of assistant and customer service assistant were adopted. In order to bring the salaries of the library staff members into accordance with the university salary regulations, the requirements to the qualifications of staff members were detached from the requirements to positions, thus reducing the number of positions requiring higher education.

The position of the director of collections was created. Students were employed as customer service assistants in readingrooms and circulation.

The evaluation of staff members was started according to the methods developed at the library. Among the first staff members to be evaluated were the subject librarians and vice-directors (the director of collections, the director of public services, the director of technology).

## III. Development

**The main development objectives** of the year under review were:

- development of information technological infrastructure;
- enlargement of the collection of electronic materials and increasing of the amount of electronic services;
- co-operation with the member libraries of the ELNET Consortium in the acquisition of electronic materials, implementation of information system INNOPAC and creation of common databases (ESTER, ARTIKKEL);
- enlargement and improvement of the content and accessibility of open collections in readingrooms; preparations for the merging of the textbook

and main collections and their readingrooms and the creation of subject area readingrooms for the humanities, social sciences, and science and medicine;

- improvement of organisational culture;
- broadening of international co-operation.

On 18 February 2002, Tartu University Library council approved the draft of the document "Development Plan of Tartu University Library 2002–2005". In accordance with the new redaction of the Law of Research and Development Activities, proclaimed by the Riigikogu in 2001, Tartu University Library was granted the status of a research and archive library for the next five years by the directive No 593, issued by the Ministry of Education on 28 May 2002.

### **Information technological development**

The library web page was redesigned to offer more information and services in comparison with the earlier version, which was more focussed on self-introduction. The new web page has made nine new databases, including two digital databases (*Portraits and Location Views*; *Autographs*) accessible to the users. The principles and technical description for electronic publication and archiving of dissertations (applicable in 2003) and for digital collections were developed. By the end of the year 2002 the library housed two servers and 254 computer work places (249 of them with the Internet connection), 108 of which were for public use.

### **Organisational culture**

The library applied a new subject area-centred management system (collections, public services, technology and administration) beginning from 1 January 2002. A draft for the university library network statute was developed to specify the relations between Tartu University Library and specialised faculty and department libraries of the university, which was in principle approved at the Department of Research and Institutional Development of the university. The system of subject librarians, applied at the library in 2001, has yielded positive results — co-operation with the university faculties in the acquisition of library materials has improved.

### **Projects**

Participation in the projects of *ELNET Consortium Retrospective National Bibliography* and *Retrospective Conversion of Catalogue Cards* was continued:

- *Estonian book 1918–1944,*
- *Estonian book 1945–1991,*
- *Estonian periodicals,*
- *Foreign book 1970–1994.*

*Preservation, complementation and making accessible of the Tartu University Library collections in the humanities and old collections of museological value* (planned for 2002–2006, financed from the state target program *Estonian Language and National Culture*).

*Western European Works of Early Graphic Arts in the Collections of Tartu University Library* (to develop an exhibition of the works of graphic arts, displayed at the Library Book Museum, into a virtual exhibition; supported by the Department of Culture of Tartu Town Government). Slides were made of the prints, which were later digitised. The creation of informational technological basis necessary for the virtual exhibition was begun.

*Digitising and Networking of Special Scientific Collections DiNess* — the objective of the project, initiated for joining the 6th Framework Programme of the EU, is to find co-operation partners interested in digitising historical special collections and in making them accessible over the Internet.

*eIFL (Electronic Information for Libraries)*, a project supported by the Soros Foundation and the Open Society Institute (Budapest), for making electronic resources accessible for the libraries of Eastern Europe and developing countries.

*Erfassung und kulturgeschichtliche Erschliessung des Personalschrifttums im alten deutschen Sprachraum des Ostens*, a project initiated by the interdisciplinary Institute of the Cultural History of the Early Modern Age of the University of Osnabrück, Germany, in 1996.

#### **IV. Collections**

##### **Acquisitions**

Acquisition sums for 2002 amounted to 10 203 000 EEK. The growth in expenditure, when compared with the year of 2001, was most pronounced in the acquisition of electronic materials (an increase by 516 900 EEK). The total sum used for purchasing user licences of databases and e-journals was 1 490 000 EEK. In 2002, the number of titles of remote-access electronic periodicals was 6590; among them, 4569 titles contained issues for the year 2002, and the archive of e-publications contained 2021 titles. The number of titles of paper subscriptions for foreign journals was 600, comprising less than 10% of the current foreign

periodicals (the total of 7200 titles, including 6590 electronic periodicals). Regardless of an increase in the acquisition budget, it was necessary to reduce the number of copies of Estonian publications, purchased in addition to legal deposit copies.

**Foreign exchange of publications** has remained on the same level already for several years. In 2002 the library had 320 exchange partners; 2694 items with the total price of 1 052 200 EEK were acquired via foreign exchange.

The library collections were enlarged by a number of valuable **donations** in 2002. Among the donators should be listed the inheritors of Doc. Paula Palmeos and athlete Jaan Jürgenstein; donations were also given by Prof. Epp Lauk and Prof. Valner Krinal. Foreign donations arrived from Dr. Endel Aruja in Canada, Prof. Gert von Pistohlkors (materials on history) and the Schulze-Koops (a valuable collected edition of J. W. Goethe's works) in Germany; a collection of books on Assyrology came from Th. Kämmerer; Prof. Isidor Levin from St. Petersburg, Russia, gave a collection of materials on folkloristics; M. Männik from the USA sent a collection of medical journals. Yale University Library (USA) sent numerous books on art history. The US scientific journal donation project aimed at libraries in Central and Eastern Europe was continued, as well as the Pushkin project supported by the Soros Foundation. *Th. Karger-Verlag* (Switzerland) donated 29 titles of scientific journals.

#### Tartu University Library collections in 2002 (ISO 2789-1991)

	01.01.2002	Acquisitions	Withdrawals	31.12.2002
<b>Total (items)</b>	<b>3 813 941</b>	<b>59 316</b>	<b>99 700</b>	<b>3 772 927</b>
Linear meters	64 768			63 615
<b>Active collections (items)</b>	<b>3 471 763</b>	<b>52 144</b>	<b>83 019</b>	<b>3 440 888</b>
Linear meters	59 301			58 386
Books (No of copies)	<b>2 638 638</b>	32 012	82 732	2 587 918
incl. dissertations	507 426	1221	–	508 647
Serials	626 056	13 107	277	638 886
inc. journals (complete sets)	173 469	3234	–	176 703

newspapers (complete sets)	9436	985	–	10 421
serials (No of copies)	443 151	8888	277	541 762
Special modes of technical literature	350	146	–	496
Cartographic doc.	8213	293	–	8605
Printed music doc.	3781	152	–	3923
Graphic documents	5600	210	–	52 810
incl. art collection	14 436	–	–	14 436
Photos	38 164	–	–	38 164
incl. photos in photo collection	22 871	–	–	22 871
photos in manuscript collections	15 293	–	–	15 293
Manuscripts	32 273	1053	–	33 326
Small prints	73 958	4274	–	78 232
Audiovisual documents	17 717	803	–	18 520
Electronic documents	6123	94	–	6217
incl. CD-ROMs	1636	94	–	1730
discs	4487	–	–	4487
Microforms	11 955	–	–	11 955
incl. microfiches	7340	–	–	7340
microfilms	4615	–	–	4615
<b>Reserve collection</b>	<b>314 196</b>	<b>2306</b>	<b>5280</b>	<b>310 682</b>
<b>Exchange collection</b>	<b>27 982</b>	<b>4866</b>	<b>11 491</b>	<b>21 357</b>

### Collections management and preservation

To gain space for the next five years, Estonian publications of A and B format were relocated on the A-level of the stacks. To gain space for the archival col-

lection of Estonian publications, it was decided to merge the previously separate older collection of reference literature with the main collection. Preparing for the forthcoming merging of the textbook and monograph collections readingrooms, subject librarians together with the staff of the textbook collection weeded out outdated textbooks and reduced the excessive number of copies of some titles, which were discarded. The total of 81 181 items were discarded from the textbook collection, 2684 of them, mainly Estonian books, were added to other collections.

Regarding the preservation of library collections, the problem of inadequate microclimate remained topical. The decision made by the preservation work group prescribed that mainly the Estonian publications of the first half of the 20th century, which are very popular among the library users, were sent to be restored, as well as less damaged rare books and manuscripts.

#### **V. Cataloguing, electronic catalogue ESTER**

Electronic catalogue ESTER was complemented with

- 20 686 original records (titles),
- 6072 copied records (titles),
- 5374 on the fly short records for materials that had already been entered into card catalogue,
- 39 465 records of retrospective conversion (conversion of card catalogues into electronic format, the conversion of short record entries into full records and complementing of copied records),
- 1884 normative records.

Creating of normative records for the publications and institutions of the University of Tartu was started. This extremely time-consuming work brought along the need to correct and organise records in the Tartu database. To facilitate the workload of the creators of normative records, *OÜ Sirvi* scanned the bibliographic file of Tartu University and arranged it into a digital database *Lecturers of Tartu University in 1919–1939. The persons working at Tartu University 1940–* (<http://www.utlib.ee/kataloogid/kartbib/tyisik>).

24 218 items were subject catalogued, 1103 new subject headings were added to the thesaurus INGRID. Co-operation with the department of normative data of the National Library of Estonia in co-ordinating the common part of INGRID and the Estonian general dictionary of subject headings was continued.

**Retrospective conversion of card catalogues** was continued. Tartu University Library participated in retrospective conversion projects initiated by the ELNET Consortium. In the framework of two subprojects of *The Retrospective National Bibliography of Estonian Publications — Estonian Book from 1918 to 1944* and *Estonian Book from 1945 to 1991*, 22 000 records of books published in 1945–1991, which had so far not been added to the Tallinn database, and the records of Tartu University dissertations and prize works from 1918 to 1991 were converted. Under the project *Estonian periodicals*, the records of newspapers and leaflets, received from the Estonian National Library and the Estonian Academic Library, were edited according to the needs of our library and item records were added to them. Under the project *Foreign-language Books from 1970 to 1994*, the entries of card catalogues were revised and edited, and an inventory was carried out in the collection of foreign-language books. As a result, the checking of duplicity was made much easier. By the end of the year 2002, the electronic catalogue contained 23,82% of active collections (by the end of 2001, the percentage was 18,8).

#### **VI. Public services**

In 2002, the library had 29 207 registered users; 50,3% of them were the students, post-graduates and doctoral students, and 2,5% were the lecturers and researchers of the University of Tartu; 18,6% were the students and lecturers of other institutions of higher education, and 28,5% were others. The number of users who had borrowed from the library was 23 874 (in 2001 — 21 441). 391 079 visits (in 2001 — 510 000) and 475 803 loans were registered during the year of 2002, including 356 541 home loans and 119 262 in-house loans (in 2001 — 674 780, 259 400 and 415 380).

Such a drop in the number of physical visits can be explained by the fact that electronic catalogue search (especially for newer publications) and ordering can be performed outside the library. Due dates can be renewed and queues can be posted via e-mail. All electronic journals and databases purchased by the library are accessible via the university computer network, and in case of university lecturers, even at home. The library subscribes for more than 600 paper versions of foreign journals; a number of them are deposited to branch libraries and faculty libraries for a certain period. In addition to that, the branch libraries that have joined the electronic catalogue can deposit monographs from the main collection for the duration of one semester. During the year under observation, both the number of registered users and the number of users who had borrowed library materials increased. The total number of physical visits and the number of loans made with the help of library staff decreased (see Table 5).



The drop in the total number of loans also can be explained by the fact that open collections in the readingrooms were considerably enlarged. Work with the open collections was one of the main tasks in developing public services in 2002. To simplify the finding of books in the open collections, the classification and location scheme for the open collections in the main library was improved. The task of bringing books of fiction from the reading lists of the students of philology into the monograph readingroom was begun. By the end of 2002, the open collections amounted to 5557 linear metres (in 2001 — 4823 linear metres). Self-service in-house loans from the open collections are not reflected in the statistics. Preparations were started for the merging of the monograph and textbook collections and their readingrooms.

1048 written inquiries were received where information was requested about the lecturers and alumni of the University of Tartu and about people connected with Estonia. Many inquiries were about the accessibility of materials in the library collections. Electronic reference service has become more and more popular — in 2002, answers were given to 806 inquiries received via e-mail.

Traditionally, library instruction was offered to freshmen (in Estonian, English and Russian), and regular classes were conducted to the total of 990 participants. The number is larger than in the previous years. The number of participants increased due to good co-operation between the subject librarians and the tutors of freshmen. Courses and practical training in professional information search, taught by subject librarians, were given to the students of psychology, international law and economics.

In 2002, the library had purchased user licences for 90 full-text databases: EBSCO, ScienceDirect, JSTOR (Arts&Science I Collection, Arts&Science II Collection, Business Collection) Cambridge Scientific Abstracts, PROLA (Physical Review on the Web), MathSciNet (Mathematical Reviews on the Net), Current Contents Connect, STN International, EUROSTAT, and CELEX. In addition to that, trial access was open to 26 more databases. All databases (excl. STN International, EUROSTAT and CELEX) are accessible via the university computer network and for the faculty members also from their home computers. 41 CD-ROM databases can be used in the library computer classroom. The number users who perform information searches is constantly near 30 000 (mainly students).

The number of orders for ILL has increased yearly: in 1999 — 3327 orders; in 2002 — 4750 orders. The share of students and master's students has grown among ILL users. Orders for books and journal articles not available at the library can be filled in the library as well as on the library homepage. 1509 ILL

orders were received from other libraries, 164 of them from abroad (in 2001 — 1028 and 115).

### **VII. Bibliographies**

Four themes were continued in the field of bibliography in 2002 (in 2001 — six themes), and databases, or in a few cases, files, were added upon:

- Tartu University. History. Biographical Bibliography of the Faculty, Staff and Alumni (1632–1710, 1802–2001–),
- ARTIKKEL,
- Bibliography of Estonian History (1918–1944),
- Publications of Tartu University Library from 1961 to 2001.

### **VIII. Manuscripts and Rare Books**

Items with autographs and dedications, and numbered publications of small number of copies (28 items) were transferred from the general collection into the collection of Manuscripts and Rare Books Department, as well as rare books on military history from the exhibition *Rara bellica*. Seven titles of Russian-language books (mainly the literary classics of the beginning of the 20th century) and 149 titles (30 volumes) of books in other foreign languages, the majority of which were, according to the union catalogue of foreign-language publications issued in Russia in the 18th century, the only known copies, were also added to the collections of the department. The sorting of small prints according to subjects was completed, the bulk of the materials were added to the collection of small prints.

Additional materials were donated to several personal archives (Igor Gräzin, Gustav v. Knorring, Rudolf Kulpa, Juri Lotman, Viktor Masing, Laine Peep). The most important donation of the year 2002 — the archival materials of the Estonian section of the Baltic University, operating in West-Germany in 1946–1949, which had been considered lost for a long time — was given by Uppsala University Library on the occasion of the 200th Anniversary of Tartu University Library.

Bookplates acquired during the recent years (210 bookplates made by V. Toots, M. Olvet, H. Lahi and others) were added to the art collection. The cataloguing of drawings by J. W. Krause (294 cards were entered into the card catalogue) and the supplementing of their passports was continued.

Photograph collection was mostly complemented by photos of library events. Donations of original photos of public figures of the period of Estonian national awakening, of composers of a later period, of writers and other figures of culture, and of portraits of the alumni of the Theological Faculty of the University of Tartu were received.

Seven personal archives were processed (Harald Perlitz, Hillar Palamets, Helmut Kadari, Viktor Kalnin, Aleksander Kaelas, Gustav v. Knorring and the Estonian section of the Baltic University). Electronic lists of seven archival collections were published (F 143 Järveldaid, Peeter; F 148 Kadari, Helmut; F 151 Kaelas, Aleksander; F 167 Knorring, Gustav v.; F 136 Lotman, Juri; F 163 Saareste, Ernst Julius; F 162 Schlossmann, Karl).

The creating of a card catalogue of Latin-language letters from I. J. von Esen's collection of letters (298 letters) was continued. Electronic cataloguing of F. L. Schardius's collection of autographs was completed (1184 autographs were catalogued). The creation of a digital database of autographs was started. At first, the parameters for digitisation were tested for different types of paper (colour, changes due to its age and defects), ink and pencil writings, seal impressions and other features to specify the technical parameters of the work.

352 researchers, the majority of whom (62%) were the students, faculty members and the staff of the University of Tartu, used the materials of Manuscripts and Rare Books Department in 2002. Foreign researchers came from Italy, Japan, Latvia, Poland, Sweden, Germany, Finland, Hungary, USA, and Russia. The number of registered loans was 5687. The circle of subjects the researchers needed materials on was very wide, ranging from the history of Estonian literature to problems concerning the history of Tartu University to all kinds of problems of the history of Old Livonia, etc.

340 requests for information came from Estonia, England, Italy, Japan, Latvia, Sweden, Germany, Denmark and USA.

## **IX. Research**

In 2002 research was continued in the following subject areas:

### **1. The History of Tartu University Library and Its Collections in the 19th and 20th Centuries.**

A monograph *History of Tartu University Library 1802–2002* (edited by H. Tankler and M. Ermel) was planned to be published in the anniversary year of the library of 2002, but regretfully, one of the authors was unable to complete his part of the manuscript. The book will be published next year. Biographical overviews were published about the former staff members of the library (Hugo

Kapp, Aleksandr Rastorgujev, Otto Freymuth); a study of the development of the information search systems of the library was published as well.

Studies of the contents and development of the collections of oriental manuscripts, autographs connected with St. Petersburg Academy of Sciences and old publications of the city of Gdansk were published.

## **2. The History of Tartu University: Contacts with European Universities and Research Institutions**

Senior researchers Hain Tankler and Arvo Tering worked with the target financed subject *Rationality of Thinking and rationality in Philosophy and History of Science* (TFLF 10526).

H. Tankler focused his research on the relations between Tartu University and German universities in the field of medicine in the 19th and 20th centuries, and published an illustrated bilingual publication *Medicine at Tartu and Berlin Universities: Historical Relations*, and an article discussing the alumni of Tartu University, who had worked as university lecturers in Germany. Several articles on the development of pharmacy in Tartu University were published. Another area of research was the role of Tartu University in the development of Latvian intelligentsia in the late 19th and early 20th centuries and relations between Estonian and Latvian scientists in the 1920s and 1930s. The work on a collection of articles on scholarly relations between Tartu University and Ukraine (in cooperation with Ukrainian researchers) will soon be completed. A manuscript on the history of Tartu University Library in 1802–1917 was prepared.

A. Tering continued the compilation of a voluminous reference work *The Immatriculation Book of Students from Estonia, Livonia and Kurland in 1561–1800*. He complemented the alphabetical part of the Immatriculation book with data gathered at German archives and libraries and continued work on the chronological part of the book. He also published an article on the development of Estonian and Livonian intelligentsia.

## **3. Modern problems of librarianship**

Three Master's theses are being written by staff members of the library, developing a conceptual model of teamwork as a precondition for effective internal organisation of the library, and discussing performance appraisal on the example of Tartu University Library.

Compared with the year of 2001, the number of publications and presentations given at conferences and seminars increased. An international conference *From Printed Book to Digital. Tartu University Library 200*, held on 13–14 October 2002 with 140 participants was a success. Of the 21 conference presentations, 6 were given by staff members of the library; 3 participants were from

Germany, one participant came from Lithuania, Poland, Finland and Denmark each.

### **X. 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.

Since 1998, Tartu University Library has together with the ELA been awarding Friedrich Puksoo Prize to the author of the best work on book history, book science, librarianship or bibliography. In 2002, the Prize was awarded to Ilse Hamburg for her monograph *The History of Estonian Bibliography in 1901–1917* (Tallinn, 2001).

Library staff members have given consultations to museums and libraries in Tartu and Tallinn, items from the library collections have been deposited to exhibitions in other libraries. Among successful joint projects we should mention the displaying of an exhibition *Library of Tallinn St. Olaf's Church 450*, compiled by the Estonian Academic Library, in Tartu University Library Book Museum. The Tartu public had a good opportunity of learning about the only almost fully preserved Estonian library of the Reformation era.

Subject librarians are developing contacts with colleagues at the library of Tallinn Technical University. A group of Tartu subject librarians visited this library in November to share experience in teaching on-line information search.

Already for a number of years Tartu University Library has offered practical training to the students of librarianship, information science and document management of the Viljandi Culture Academy.

### **XI. International co-operation**

Traditional areas of international co-operation are the exchange of publications and interlibrary loans.

Long-time co-operation relations in scientific description and research of rare materials and in the exchange of copies of such materials have been established with archives, museums and libraries in Latvia, Sweden, Germany, Switzerland, Russia and USA. Very productive contacts have been established with individual researchers from Germany (Armin Hetzer, Dirk Sangmeister, Werner Stark, Herman Weiss and others), thanks to whom we have acquired data about reference works and valuable publications (about 20 titles of reference works and monographs).

In 2002 the library participated in two extensive international projects: *Electronic Information for Libraries* (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; M. Meltsas) and *Erfassung und kulturgeschichtliche Erschließung des personalschrifttums im alten deutschen Sprachraum des Ostens* (a 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; Ü. Mölder, M. Ermel). In order to join the 6th Framework Program of the EU, a project *Digitizing and Networking of Special Scientific Collections DiNess* (H. Tankler, H. Epner) was initiated to find co-operation partners for digitising historical special collections and making them accessible on-line.

Tartu University Library (represented by Kärt Miil) participated in the creation of the Consortium of Legal Resource Centres and Legal Information Specialists of Central and Eastern Europe and Asia (CLCLIS CEEA), formed to help the purchasing of legal databases. The foundation documents of the Consortium, initially financed by the Constitutional and Legal Policy Institute (COLPI) are being drawn.

A 70-page list of publications held at Tartu University Library was compiled (by Irina Opletajeva) for the bibliography *Памятные книжки и статистические обзоры Российской империи* of the Russian National Library.

23 annotations of the publications by Estonian scholars of the humanities were sent to a German publication *Berichte und Forschungen: Jahrbuch des Bundesinstituts für Kultur und Geschichte der Deutschen im östlichen Europa* (Kersti Taal, Lea Teedema, Vilve Seiler).

The Restoration Centre of the library continued their co-operation agreement with the library of the Finnish Literary Society for the restoration of their materials. Turku University Library requested an expert opinion on the state of their collection of old publications, which was given by Ene Sarap and Reet Sonn.

Thanks to foreign embassies, cultural institutes, libraries and museums, the users of Tartu University Library were able to view a number of interesting exhibitions.

A number of foreign colleagues visited Tartu University Library during the year of its 200th anniversary. On 8 May, President of IFLA Christine Deschamps visited the library and gave a presentation on this great all-world organisation of librarians. During the Estonian—German Academic Week the library received

Director of the Thüringer Landes- und Universitätsbibliothek Jena Sabine Weffers, who gave two talks to the librarians.

Colleagues from Iceland, Lithuania, Poland, Germany, Slovakia, Finland and Denmark participated in the conference *From Printed Book to Digital. Tartu University Library 200*.

Co-operation with the Penn Library (University of Pennsylvania, USA) continued.

Tartu University Library belongs to the following international organisations:

- Association of Libraries of the Baltic Region *Bibliotheca Baltica*,
- European Association for Health Information and Libraries Association (EAHIL),
- International Association of Music Libraries, Archives and Documentation Centres (IAML),
- European Information Association (EIA) and its branch for Baltic and Nordic Countries,
- International Association of Law Libraries (IALL).

## RESEARCH

### About the archive of the Estonian Section of the Baltic University in Tartu University Library

*Tatjana Shakhovskaja*

The Baltic University (BU) was a university jointly organised by Estonian, Latvian and Lithuanian DPs in Western Germany, which offered young people the opportunity to study and for scholars to continue their research. The university had eight faculties: the faculties of philosophy and philology, economics and law, mathematics and natural sciences, chemistry, agriculture, medicine, architecture and construction, and mechanics. The university started work in Hamburg in 1946, but due to the lack of space it was necessary to move to Pinnberg (Holstein) in January 1947, where the buildings of a former barracks were given for the university use. Teaching continued all through the year for nine semesters. The total of 2006 students were enrolled in the BU, 79 of them graduated from the university. The BU offered positions for about 200 former

university lecturers. The share of Estonians was the smallest among the three groups of nationals, which roughly corresponded to the numerousness of Estonians among the DPs in Germany. The number of Estonian lecturers was 50, the majority of them had worked at the University of Tartu before the beginning of the war, and some of them had taught at the Tallinn Technical University. About 300 Estonian students were enrolled, seven of them graduated from the BU. Many students, who had started their studies at the BU, continued their education at different universities in the USA, Canada, Australia, England and elsewhere. In such a way, the BU was a springboard for a large number of students and scholars from the Baltic countries and helped to advance their further careers in other countries of exile.

After the closing of the BU in 1949, all its possessions, including a rather large library and archive, remained under the care of the President of the university Eduards Šturms, who lived in Germany until his death in 1959. It is not known why and when the archive of the BU was moved to Sweden, the contents of the archive have not been specified. The archive has been preliminarily processed, and it is located in Uppsala University Library. The materials concerning the Latvian and Lithuanian sections of the BU have not been put into order. The task of Jüri Leps, the Uppsala archivist of Estonian nationality, was to sort out Estonian-language documents, as he knew the language. In 2002 it was decided to give the materials to Tartu University Library as a present to its 200th Anniversary.

The archive of the Estonian section of the BU, which has by now arrived in Tartu, is not voluminous. The materials reflecting one of the important chapters of Estonian exile in Germany have been processed (F 168) and they amount to 14 folders containing 1069 sheets. Mainly the archive holds the correspondencies of the Estonian section of the BU ranging from the time of preparing for the opening of the university up to its closing time from 1945 to 1949. The correspondencies were organised into two subdivisions:

- I. Correspondencies and other documents concerning the establishment of the university, hiring of the faculty and other organisational work and,
- II. Correspondencies concerning the students.

### **Performance Appraisal at Tartu University Library**

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Problems connected with performance appraisal are topical in the librarianship all over the world. The question is not whether appraisal is necessary or not, but how to create an efficient appraisal system, or how to improve the already existing one, and how to apply it successfully to make one's organisation more



effective. Successful performance appraisal requires the selection of appraisal goals, criteria, methods and performers depending on the characteristics of the organisation. The planning and management of appraisal process is essential. In case of an effective appraisal system the members of the organisation feel its direct effect on their work results.

At Tartu University Library, two pilot projects of performance appraisal were carried out in the spring and autumn of 2002 for two groups of staff members — reference librarians and vice directors. The general appraisal principles, concrete operations and basic documents were worked out. The planners and drawers of basic documentation proceeded from the general theoretical treatment of the subject and the specific features of Tartu University Library. A combination of 360-degree feedback system and appraisal interviews was used.

Appraisal results for both groups rather showed positive extremes, allowing us to conclude that the actual attitude of the staff members towards the appraisal was distrustful, or they did not find much use for the development of the organisation and individuals in the appraisal process. Also the summary appraisals of the work of both the subject librarians and vice directors were high. The majority of staff members have worked at the library for a long time and such appraisal was a new initiative; we should expect that for them it will take rather a long time to realise the benefits of the system, since long-time interpersonal relations are important for the staff members.

Both the appraisal process itself, in the course of which several organisational problems came into focus, and the appraisal results, which can be used in the better organisation of work are of essential nature. Positive features are that all decisions concerning the appraisal and its different components were made in consensus with the staff members and that the methods and basic documentation related to the appraisal can be of further use.

Developing the basics of appraisal system is a valuable stage in developing the whole organisation. The system needs further elaboration so that it could be used in appraising the whole staff of the library.