

**Автоматизированное комплектование: проблемы и решения.
На опыте Национальной библиотеки Чешской Республики**

**Automated Acquisition: Problems and Solutions
from the Point of View of an Acquisition Librarian
Case Study: National Library of the Czech Republic**

**Автоматизоване комплектування: проблеми та рішення.
З досвіду Національної бібліотеки Чеської Республіки**

*Светлана Кноллова
Национальная библиотека Чехии, Прага, Чехия*

*Svetlana Knollova
National Library of the Czech Republic, Prague, Czech Republic*

*Світлана Кноллова
Національна бібліотека Чехії, Прага, Чехія*

Освещается история становления автоматизированного комплектования в Национальной библиотеке Чешской Республики, конкретно процесс работы в отделе иностранного комплектования. Кратко анализируются следующие моменты:

- начало работы в автоматизированном модуле комплектования библиотечной система ALEPH 300 — 1997 год
- работа с файлами поставщиков и бюджетов. Обработка заказов, включая их автоматическую отправку поставщикам или партнерам по книгообмену.
- новая концепция процесса работы отдела комплектования в связи с введением новой версии библиотечной системы — ALEPH 500: с 2000 года отдел иностранного комплектования включает в себя и каталогизацию иностранной литературы
- использование описаний других библиотек, разгрузка описаний OCLC
- статистики иностранного комплектования
- презентация новых поступлений по тематическим разделам на сайте библиотеки
- использование в деятельности комплектователя баз данных типа Books-in-Print и сетевых книжных магазинов

The paper concerns the history of implementation of automated acquisition in the National Library of the Czech Republic, namely the work of the Foreign Acquisitions Department. The following moments are analyzed:

- start of the work in the automated acquisition module of the Aleph300 library information system;
- work with files of suppliers and budgets, creation of orders incl. their automated delivery to booksellers or exchange partners;
- new conception of work of the Foreign Acquisitions Department in relationship with implementation of the new Aleph500 version: since 2000 the department has been responsible also for cataloguing of foreign literature;
- use of books-in-print databases and Internet bookshops;
- use of records taken from other libraries and from OCLC;
- statistics of foreign acquisitions;
- thematic presentation of new books on the library web site.

Висвітлюється історія становлення автоматизованого комплектування в Національній бібліотеці Чеської Республіки, конкретно, процес роботи у відділі іноземного комплектування. Коротко аналізуються такі моменти:

- початок роботи в автоматизованому модулі комплектування бібліотечної системи ALEPH 300 — 1997 рік
- робота з файлами постачальників та бюджетів. Обробка замовлень, включаючи їхню автоматичну відправку постачальникам чи їхнім партнерам по книгообміну
- нова концепція процесу роботи відділу комплектування у зв'язку з введенням нової бібліотечної системи — ALEPH 500: з 2000 року відділ іноземного комплектування включає в себе каталогізацію зарубіжної літератури
- використання бібліографічних записів інших бібліотек; завантаження записів з OCLC
- статистика іноземного комплектування
- презентація нових надходжень за тематичними відділами на сайті бібліотеки
- використання у діяльності комплектователя баз даних типу Books-in-Print та книжкових крамниць мережі Інтернет

The paper concerns the history of implementation of automated acquisition in the National Library of the Czech Republic, namely the work of the Foreign Acquisitions Department. The following moments are analyzed:

- start of the work in the automated acquisition module of the Aleph300 library information system;
- work with files of suppliers and budgets, creation of orders incl. their automated delivery to booksellers or exchange partners;
- new conception of work of the Foreign Acquisitions Department in relationship with implementation of the new Aleph500 version: since 2000 the department has been responsible also for cataloguing of foreign literature;
- use of books-in-print databases and Internet bookshops;
- use of records taken from other libraries and from OCLC;
- statistics of foreign acquisitions;
- thematic presentation of new books on the library web site.

The history of the National Library of the Czech Republic dates back to the 14th century when the Prague University was founded by the emperor Charles IV (1348). In the end of the 19th century, it was one of the most important European libraries.

Even today, the library is located in the old building of the former Klementinum Jesuit monastery, but it is a modern institution able to serve its users on the level corresponding with new requirements.

I will focus mostly on the work of the Foreign Acquisitions Department the head of which I have been since 1997. The foreign documents — incl. official and governmental ones — are acquired by purchase, exchange, and as donations. In addition, the department staff is responsible for selection and delivery of literature that is necessary for exchange of publications. The cataloguing of foreign books is also a component part of our activities.

If I look into the past more in detail, then 1990s were the years of fast development of machine readable information resources and automated technologies and this was valid not only for libraries.

After we had worked shortly in the CDS/ISIS library system, in the first half of 1990s our library bought the Aleph300 system. For automated processing of documents, the UNIMARC format was selected and the Czech cataloguing rules were confronted with AACR2 the result of which was their Czech translation and interpretation. A new conception was implemented fully in the second half of 1995 when the foreign books were the first in the library to be processed in this new regime.

The first attempt to work in the acquisition module in the library took place in 1996, while in 1997 the Foreign Acquisitions Department mastered fully the automated technology concerning all the aspects of work of the acquisition librarian. Since that year, the book orders sent to distributors or exchange partners were processed in the database automatically.

In the first phase, it was necessary to organize correctly the files of book suppliers incl. exchange partners and the files of financial budgets. The record of each supplier had to be filled in thoroughly. Its first part contains general data: name of the company, contact person, country and language of correspondence. The second part contains the currency code in which the book supplier releases his invoices, e. g. GBP, CZK, USD, or EUR; manner of ordering: individual or collective; and order delivery: by post or electronically. More detailed information about the supplier is recorded, too: postal address and e-mail, phone, and fax.

Based on the entered data, the text of the order letter is generated automatically — if necessary, it is possible to prepare texts in various languages — and printed — in case of sending paper letters — or it is e-mailed immediately to the supplier.

The budget files contain the data that are necessary for several operations in the acquisition module (budget code, its characteristics, validity, budget groups, etc.). These data are updated in the beginning of each year together with entry of the annual budget sum. The pending orders are transferred automatically from old budgets into the new ones.

In the very beginning of 2000 the preparatory works for implementation of the new Aleph500 started. This important fact as well as the necessity to cut several positions forced the library to look for more efficient processing of documents, incl. merge of similar operations into a new workflow.

One of the steps in this area was enlargement of activities of the Foreign Acquisitions Department due to inclusion of cataloguing of foreign books into acquisition procedures — the subject cataloguing still

remained in a separate department. Our aim was the maximal economy of the working hours and growth of skills of the staff to be able to replace one another where possible in the framework of the department. In addition, the shortening of the time during which the book was processed was one of the most important goals that could improve our library services.

The main condition for this improvement was the conscientious mastering of work with modules of the library system, with information databases, and programs with which the employees had to work. It was necessary for any librarian working in the networked environment to have a good orientation in the whole book processing context and to be well aware of the fact with which aim he or she entered concrete data incl. the capability of finding and correcting his or her own accidental errors. This was even more important when we realized that the person was an acquisition librarian whose mistakes could have serious consequences, because besides our responsibility for the bibliographic data we were responsible also for financial data.

As to the concrete work of the department:

Acquisition librarians are primarily concerned with search in the world book market and their work follows their own specialization. Here they are competent for selection of documents, while for other areas of knowledge external specialists are consulted, especially experts from the university and institutes of the Academy of Sciences.

The acquisition librarian uses the printed thematic catalogues issued by publishers as well as electronic resources, especially publisher databases. My colleagues from foreign acquisitions departments might be interested in Czech electronic resources from the area of book culture such as information, publisher, or bookseller databases. Access to all the below-mentioned URLs is free of charge nowadays.

Czech National Bibliography: <http://aip.nkp.cz/>

OPAC of the National Library of the Czech Republic: <http://www.nkp.cz>

Addresses of several publisher and bookseller databases:

<http://www.knizniklub.cz/>

<http://www.kartografie.cz/>

<http://www.tydenik-knihy.cz/>

<http://www.kanzelsberger.cz>

<http://www.portalknihy.cz/>

<http://www.kosmas.cz/>

<http://www.sckn.cz/>

When ordering the documents, acquisition librarians create short preliminary records in the cataloguing module. For this purpose, they use a special worksheet with a minimal set of UNIMARC elements, which are necessary for exact identification of the document and with special fields that serve statistical and search procedures during acquisition. These records are not available to readers.

FMT BK

001 zpk2004*****

010 |a 0-415-31657-X

2001 |a Narrative theory

210 |a London |c Routledge |d 2004

215 |a 1712 s.

700 1 |a Lieberman |b Shari |4 070

VAH 1

PAK |b počet svazků v katalogu neuveden

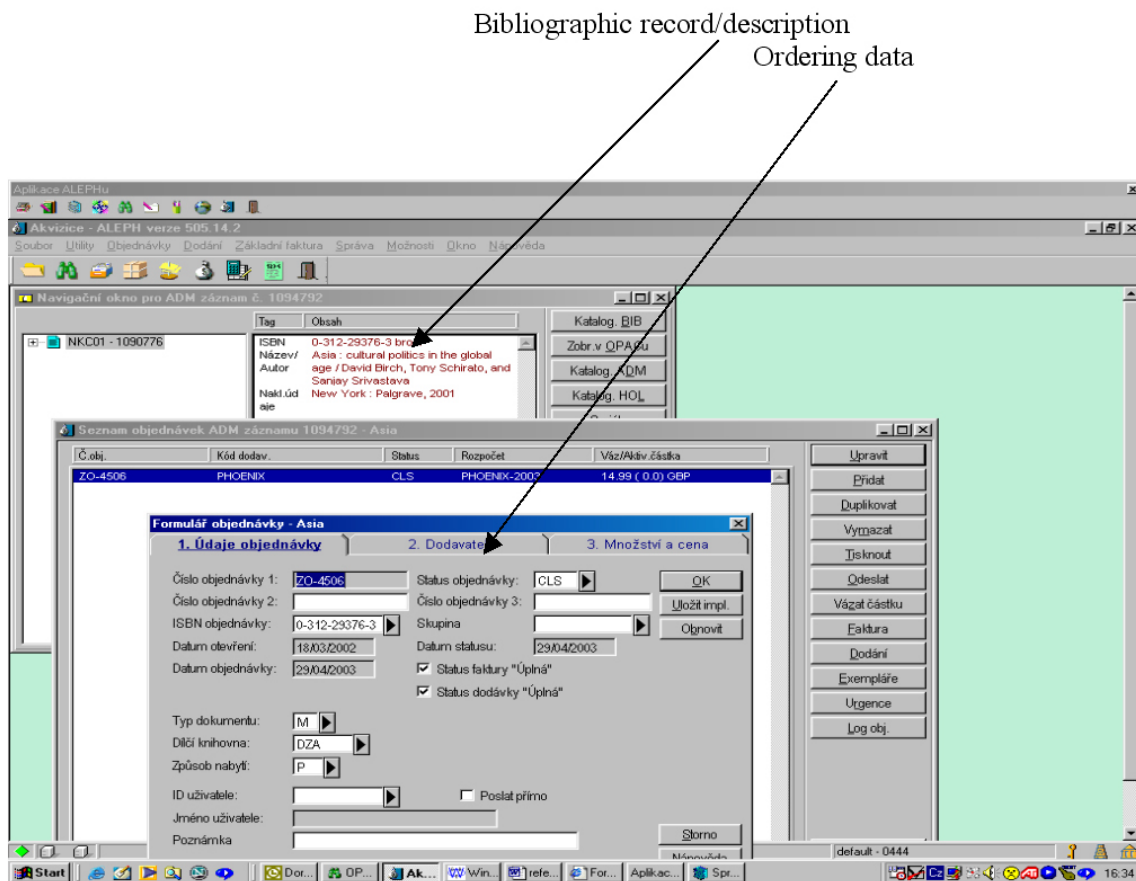
POV |l 23

HLD |k zo-10852 |e 003 |m GBP 475,- |n nákup |p Phoenix |r GB |s

20040305 |j návrh OS

STZ |a zo20040305 |b vepr

The preliminary record is completed with ordering documentation from the acquisition module.



The orders are sent to suppliers electronically and each of them separately or, most often, in an automatically generated list, which consists of an introductory part, list of ordered documents, number of copies of ordered documents, and the total price of documents. For those suppliers who prefer the classical post delivery, such orders are printed out and sent.

For the delivered books, electronic accountancy takes place in the database and the corresponding orders are transferred automatically into the group of the closed ones. Thus, the acquisition librarian can continuously follow the financial flow in the budgets: how much and in which sub-groups the payment has already taken place, which documents have not yet been delivered, and which sum is still blocked in the pending orders.

As soon as technical processing is over after registration of new books (pasting of bar codes and protective elements, assignment of the accession number, etc.) the document is taken by a cataloguer who decides, whether it makes sense to import an already existing bibliographic description. This is possible via Z39.50 protocol when records can be downloaded from the databases of Czech libraries or from foreign resources, such as Library of Congress and National Library of Canada. The selected records are then merged on-line with the preliminary acquisition records. Besides this, since the middle of 1990s we have been co-operating with OCLC, where we export the records of the Czech National Bibliography and vice versa import their records into our catalogue.

The acceptance of good-quality records saves the processing time in a substantial manner, but in some cases, an independent cataloguing can be more efficient, as the quality of some records is so low that it is easier and faster to process the documents again. Furthermore, we do not import the records in Cyrillic, which is transliterated in accordance with a Czech standard differently. The records, which use other transliteration rules, cannot be reused in our system.

In the last year, the import of already existing records with further modifications covered more than 40% from the whole number of newly acquired foreign books. Each week, exhibitions of new books take place in the Foreign Acquisitions Department before which the accession registers are printed in which the records look like as follows:

03/NZL 01545 001255085

WORLD'S

The world's youth: adolescence in eight regions of the globe. -- 1st pub. -- Cambridge; New York:

Cambridge University Press, 2002. -- xi, 369 s.

ISBN 0-521-00605-8 brož .

810 Kč

nákup Salm GB 04 20030902 003

03/NZL 01546 001255099

RAE, Heather

State identities and the homogenisation of peoples. -- 1st pub. -- New York: Cambridge University Press,

c2002. -- xiii, 351 s.

ISBN 0-521-79708-X brož .

770 Kč

nákup Salm GB 04 20030902 003

These data serve also monthly statistics of foreign acquisitions. After the exhibition, the documents are given to the Subject Cataloguing Department, while the second and further copies are transferred directly to the storage facilities. Since this moment, the records are displayed also for Internet users.

The statistics cover the data that concern acquisition sources, countries of publication, themes and the partial collections for which the documents have been acquired. All takes places automatically with the help of an additional program, which has been developed in our library.

On the library web site, there are pages with announcement of newly acquired foreign books. These pages are published regularly always in the beginning of each month. The books are ordered thematically in Czech and English versions: http://sigma.nkp.cz/web/zprir_eng.htm

Foreign literature acquired in
February 2004

Acquired publications by subject groups:

01	Generalities	14	Medical sciences and public health
02	Philosophy and psychology	15	Engineering, technology, industries, and crafts
03	Religion and theology	16	Agriculture and forestry
04	Sociology and statistics	17	Domestic science
05	Politics and economy	18	Management, administration, and organization
06	Law, public administration, and insurance	19	Town and country planning, and architecture
07	Military art and science	20	Plastic and graphic arts, and photography
08	Education, teacher-training, and leisure	21	Music, theatre, film, and performing arts
09	Trade, communication, transport, and tourism	22	Games and sports
10	Ethnography and cultural anthropology	23	History of literature and literary criticism

In this year, the Foreign Acquisitions Department will have to face new tasks. In summer, the library will change the cataloguing format from UNIMARC to MARC21, which will affect the whole document processing workflow. Additional study and preparation of necessary instructions are waiting for us. After

conversion of the databases into the new format, it will be necessary to verify all the acquisition procedures, which work with the bibliographic data.

In addition, other changes are awaiting us — we hope they will be positive — in relationship with the entrance of the Czech Republic in the European Union (1 May 2004). Our main wish is substantial improvement of funding necessary for enrichment of library collections. Without it, it will not be possible to satisfy the needs of our readers. I would like to hope it would happen...