

Summer 2001

## IFLA Section on Rare Books and Manuscripts

Newsletter

### *People*

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### *Notes from the Secretary on Standing Committee changes*

The Standing Committee of the IFLA Section on Rare Books and Manuscripts now has 20 members! Elections, some re-elections, have been successfully carried out. Three members have been re-elected for a second term: Annie Angremy, Viveca Halldin Norberg, and Zuzao Lin.

The body of the committee, elected in 1999, still is in its first term. Seven new members have been elected which we are happy to welcome as new members of the Standing Committee: Monika Linder and Bettina Wagner (Germany), Luisa Buson (Italy), Elisabeth Eide (Norway), Joana Escobeda (Spain), Barbara Jones, and Marcia Reed (United States).

### *67th IFLA Council and General Conference Boston:*

In August, i.e from August 16th - 25th 2001, we will meet at Boston. The theme of this year's conference is "Libraries and Librarians: Making a Difference in the Knowledge Age". There will be **business meetings** of the Standing Committee on **Saturday**, 18<sup>th</sup>, 11.30-14.20, and on **Friday**, August 24, 2001, 08.00-10.00. On **Tuesday**, August 21, 2001, there will be the section's meeting 08.30-11.00 with the following programme:

'The History of Printing in the Americas'

1. Looking after the bibliographic heritage of Mexico  
ROSA MARIA FERNANDEZ DE ZAMORA (Biblioteca Nacional de Mexico UNAM IIB, D.F., Mexico)
2. A new world of words: Amerindian languages in the Colonial World  
DANIEL J. SLIVE (Rare Books Librarian, UCLA Young Research Library, Los Angeles, USA)
3. The introduction and early use of Lithography in the United States  
GEORGIA BARNHILL (Andrew W. Mellon Curator of Graphic Arts, American Antiquarian Society, USA)

Sessions from other sections that might be interesting:

Wednesday, August 22, 2001, 15.30-18.00 : 'Managing Digital Collections as Research Collections'

1. Shared challenges and in a networked cultural space  
DANIEL GREENSTEIN (Director, Digital Library Federation, Council on Library and Information Resources, Inc., Washington, USA)
2. Artifacts and Digital Collections  
STEPHEN G. NICHOLS (Chair, Task Force on the Role of the Artifact in Library Collections, Johns Hopkins University, Baltimore, USA)
3. Technical Metadata and Preservation Needs  
CATHERINE LUPOVICI (Head, Digital Library Department, Bibliothèque nationale de France, Paris, France)
4. Archiving Digital Collections  
TITIA VAN DER WERF (Coordinator of Electronic and Digital Archives, National Electronic Depository, Koninklijke Bibliotheek, The Hague, Netherlands)

or

Thursday, August 23, 2001, 13.30-17.30 : Preservation and Conservation with Information Technology Workshop 'Preservation and Digitization: Natural Partners?'  
More details you can find on the IFLA website under Conference Programme.

## *Loan Conditions*

Here are some more details on the loan conditions project, starting with a note from *Wolfgang Undorf*. We have got texts from Kungl. Biblioteket and Staatsbibliothek zu Berlin for this newsletter. But first the notice:

### **Conditions for loans to exhibitions**

The Section on Rare Books and Manuscripts decided upon a number of tasks during the IFLA Annual Conference in Jerusalem last year. One was the collection of samples of guidelines for loans for exhibitions. To the moment, thanks to our colleagues on the spot, five libraries have contributed with documents. The libraries in question are

- Bayerische Staatsbibliothek, Munich;
- Biblioteca Nacional de Espana, Madrid;
- The British Library, London;
- Koninklijke Bibliotheek, The Hague;
- Kungl. biblioteket, Stockholm.

Wolfgang Undorf hopes to enlarge the number of examples during the Boston conference.

All the documents will then be digitised and made available from the homepage of the Royal Library in Stockholm. Access will be granted to the members of the Standing Committee in first priority. As the collection grows, it might soon be available for everybody, preferably from the section's homepage at the IFLA server. The Standing Committee should discuss about co-operation with other initiatives and institutions, for example the Rare Books and Manuscripts Section (RBMS) of ALA, as there might be some interest in collections of examples of this kind throughout a wider library administrative audience.

Peter Graham, Syracuse University Library, answered my offer to the Exlibris mailing list of providing copies of / access to our collection, by saying "But Mr Undorf's offer makes evident a need I've felt in RBMS, and that is for a repository -- on the web, of course -- of best practices and sample policies."

Here, we can see a need both for co-operation in a field cultivated by many librarians and libraries and for extending and analysing a collection of documents initiated by the section.

## **Loan Conditions of The Royal Library Stockholm**

### **Lending agreement**

The following agreement has been entered into this day by and between the Royal Library, National Library of Sweden (hereinafter referred to as the Library") and the borrower (hereinafter referred to as the "Borrower").

#### **1. Scope of lending and terms and conditions**

The Library hereby lends to the Borrower the object specified in **Appendix 1 - lending for external exhibitions**, for the purpose specified therein. The Library shall determine which measures regarding mounting, packaging, transportation and couriers are required in conjunction with each loan.

#### **2. Lending period**

The object is lent for the period commencing on...up to and including .....  
Subject to the agreement of the parties in writing, the lending period may be extended.

#### **3. The Borrower's obligations**

The Borrower shall comply with the Library's rules and regulations for the handling of the object.

Objects which are framed, or in any other manner mounted, may not be removed from their mounts without the consent of the Library. No conservation measures may be taken without the written consent of the Library.

Unframed and unmounted objects shall be placed in locked display cases. Only framed objects may be exhibited on walls and then only with a fixed mount. Pins, tape or adhesive substances may not be used on the lent object.

The Library shall at all times be designated as the lender on the exhibition signs as well as in exhibition catalogues. Where photographs of the object are necessary, the services of the Library's reproduction and photography unit shall be retained. Other photographers may only be retained following separate agreement with the Library.

Photographs of a lent object may only be used in exhibition catalogues and as exhibition opening advertising material.

The Borrower assumes all liability for any loss or damage in respect of objects lent from the Library's collections. The above-stated liability shall apply commencing on the time the relevant object leaves the Library until the time it is returned to the Library.

The Borrower shall bear all costs for mounting, packaging, transportation and couriers in conjunction with the loan.

#### **4. The Borrowees warranties**

The Borrower warrants:

- that all light sources, including daylight, in the exhibition hall are UV filtered
- that the borrowed object will not be exposed to any light in excess of 50 LUX
- that the relative humidity in the premises where the object is stored and/or exhibited will be maintained at a constant level of 50% +/- 5%
- that the temperature in the premises where the object is stored and/or exhibited will be maintained at a constant level of 20° C +/- 5%

The Borrower shall immediately notify the Library in the event of any change in the above-stated circumstances.

#### **5. Security**

The object shall be stored and exhibited in a safe and secure manner. Before the object is released to the Borrower, the Library shall be informed of, and must approve, the layout of the premises. In addition, the Borrower shall provide information regarding the fire safety and security systems employed.

#### **6. Liability**

The Borrower shall be liable for any personal or property damage which is caused by the Borrower. The Borrower's liability shall only include liability for direct costs as a consequence of such damage.

#### **7. Insurance**

Unless otherwise agreed, the Borrower shall maintain liability insurance during the period of the loan in an amount at least equal to the determined insurance value of the lent object.

#### **8. Termination**

In the event the Borrower violates the terms and conditions set forth in this agreement, the

Library shall be entitled to terminate the agreement with immediate effect. In such circumstances, the Borrower shall be obligated to immediately return the object to the Library.

**9. Assignment of agreement**

The Borrower may not assign this agreement to any third party in whole or in part. Nor may the Borrower move the lent object without the written consent of the Library.

**10. Amendments**

In order to be binding, amendments and supplements to this agreement must be made in writing and duly signed by the parties.

**11. Entire agreement**

This agreement and the appendices hereto constitute the parties' entire agreement in respect of all issues related to this agreement, All written or oral undertakings and representations prior to this agreement are hereby replaced by this agreement and the appendices hereto.

**12. Disputes**

Any disputes as a consequence of this agreement shall preferably be resolved through negotiations between the parties. Such negotiations shall be carried out by persons appointed specifically for such purpose, and each party shall appoint at least one such person. In the event the parties are unable to agree, the dispute shall be submitted to a court of general jurisdiction.

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This agreement has been prepared in two identical original counterparts of which each party has received one.

Stockholm,

The Swedish Royal Library

(The Borrower)

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(name, printed)

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(name, printed)

**Lending for external exhibitions**

Dnr; .....

Borrower: .....

Exhibition: .....

Reference, borrower: .....

Lending period: .....

Reference, Royal Library: .....

**Object details**

Title: .....

Type: .....

Identification: .....

Measure: .....

Insurance value: .....

Section: .....

Title: .....

Type: .....

Identification: .....

Measure: .....

Insurance value: .....

Section: .....

## Loan Conditions for Exhibitions at Berlin State Library

Conditions for exhibitions have never been fixed in written form for Staatsbibliothek zu Berlin - Preußischer Kulturbesitz. There is however, a loan application form valid for all departments that contains most of the conditions and room for special agreements. This loan form is obligatory for all institutes (museums, archives, libraries) belonging to Prussian Cultural Heritage which means that the library sometimes has problems with some of the formulations, e.g. concerning insurance: we write „from nail to nail“ though this sounds somewhat funny with books.

Every department of Staatsbibliothek zu Berlin having custody of objects requested for loan to an exhibition handles the request on its own, the loan form is prepared in the department and then goes to the director general of Staatsbibliothek zu Berlin who signs the document on behalf of the President of Prussian Cultural Heritage. So, any communication regarding loans should be addressed either to the director general who distributes it to the department or to the lending department directly. Imprints under custody of the Benutzungsabteilung (Users Department) and of Abteilung Historische Drucke (Early Imprints) are handled by Abteilung Historische Drucke as most of the loan requests are for books and printed material published before 1945. Applications for loans must be made in due time and although there is no fixed date we prefer early applications and expect the final application with all titles requested not later than about four weeks before the exhibition will start. Loans are made for public exhibition only, no objects are given on loan to private persons for exhibition purposes. Neither are there loans to touring exhibitions. Sometimes we agree to give an object to an exhibition that takes place in different towns, however, a new loan application form has to be agreed upon for every new place.

Conditions on the premises and security are the same as mentioned by the British Library, which means that the premises in which the object or objects lent are to be housed and exhibited shall in all respects be safe, secure, and satisfactory, with similar arrangements for display and security to those prevailing in the lending department. Security precautions shall be in force for the full twenty-four hours of the day, every day of the week, and display shall normally be in locked showcases of standard museum or library design. Objects on loan must not be taken off exhibition and made available for study either at conferences arranged in connexion with exhibitions or at the independent request of individuals.

During the hours when the premises are not open to the public, there should be electronic surveillance. The lending department may on occasion require special conditions of display and security, particularly with regard to lighting and atmosphere. No smoking is to be permitted in the rooms or galleries where the object or objects lent are housed and exhibited. Items should best be exhibited in a temperature within the range 20°C, not varying by more than  $\pm 1^{\circ}$  per 24 hours, and the relative humidity should be 45-55%, not varying by more than  $\pm 5\%$  per 24 hours. The lighting level should normally not exceed 50 lux. Methods of display are to be agreed with the lending institution.

All loans have to be insured by the borrower and at his expense. The insurance must include transport and display of the objects. An insurance that includes objects from Staatsbibliothek zu Berlin together with material from other institutions is not

accepted. The borrower must submit adequate details and evidence of the insurance to the lending department for approval before the objects are handed over to him. In some cases national government indemnity („Staatshaftung“) is accepted, however normally only with German institutions. In case the lending department cannot accept an insurance proposed by the borrower, the Staatsbibliothek arranges insurance at the expense of the borrower. The value of objects for the purposes of insurance is determined by the lending department.

Transport requirements vary from department to department and depend on the material as well as on the place of the exhibition. Staatsbibliothek generally prefers transport by a specialised art transportation firm. In some cases we agree with transport by post parcel. This must be insured. We accept transport by a member of the borrowing institution's staff within Berlin provided package and insurance are agreed upon beforehand. In some cases decided by the lending department the objects must be accompanied by a member of the department's staff. All expenses of conveying loans, including the subsistence of escorts must be paid by the borrower.

Photography is permitted if it is for purposes of information for the public (for reports on the exhibition in a newspaper or magazine or television). Special permission must be sought for any other purpose. Photographs for the catalogue are provided by the lending department on application.

The application form with the loan conditions is sent to the borrower in two copies. One copy must be returned signed by the chief executive of the museum, library or institution applying for the loan.

No change of dates will be accepted, however the borrowing institution may apply for prolongation. The lending department then will decide whether a longer period of loan is acceptable or not. Normally we do not accept a period of loan longer than three months. There can be special conditions depending on the material (shorter period, turning of pages, etc.).

*Regina Mahlke*  
*Abteilung Historische Drucke*  
*Staatsbibliothek zu Berlin*

## *Digitisation*

From Sweden we have got the following report:

With the installment of the new head of the Department of Special Collections, Johan Mannerheim, a long time member of the Standing Committee of the Section on Preservation and Conservation, the Royal Library in Stockholm now has embodied the over-all responsibility for retrospective digitisation efforts at one point within its organisation. This department will especially be in charge of the further development as well as the implementation in practice of the "Platform for Image Databases"-project. Up to the end of the original project, Johan Mannerheim was its project manager. The project was closed in June 2000 with the publication of the



final report. (Unfortunately the report is only available in Swedish, both the printed and the computer version.)

#### Activities

Both in the course of its regular activities and in the form of various projects, the Royal Library photographs and/or digitalizes material such as manuscripts, older printed items, newspapers, hand-written documents, engravings and posters, etc. The Royal Library initiated the "Platform for image databases" project in January 1999 to create a common platform for the production, storage, availability and registration of these digital and photographic images.

#### Production

The project will investigate how the digital image files and photographs must be produced and the quality requirements that should be imposed on the produced material. The project will also establish what requirements are to apply to Royal Library materials produced externally.

#### Storage

The task of the project is also to present a proposal in respect of how the digital image files and photographs can be stored in a both efficient and secure way. Above all, the project must examine ways in which to secure the long-term storage of the digital and photographic images.

#### Availability

The digital image files and photographs must be accessible in the image database and in the physical archive. Searching for these digital and photographic images, on the other hand, will take place via the catalogue entry for the original/publication in LIBRIS/Regina. LIBRIS/Regina must not only offer the user the opportunity to search for and look at the material, and it must be possible to administer requests and loans via the system. The project must accordingly examine how loans and requests for copies can be administered via the planned platform.

#### Registration

A large proportion of the material that is photographed or digitalized will be image material. The MARC format used in LIBRIS/Regina does not lend itself to image cataloguing, and one of the project's tasks is thus to review ways in which this format can be adapted and utilized for this purpose. The work of the project also includes the creation of effective access routes to the material via key words and classification codes.

#### Organization

The project is organized as a control group, a project group, a reference group and a number of smaller working groups. The task of the control group is to ensure that the work of the project proceeds in accordance with the objective set out by National Librarian Tomas Lidman in the document "Project platform for image databases" dated 12.10.1998. The project group co-ordinates, leads and plans the

implementation of the project. Working groups are formed to deal with various subsidiary activities within the project. The reference group functions as a forum in which criticisms, views and advice relating to the project can be aired.

#### Contact persons

For technical and administrative questions, please contact [bengt.neiss@kb.se](mailto:bengt.neiss@kb.se).

For questions concerning image registration, please contact [magdalena.gram@kb.se](mailto:magdalena.gram@kb.se).

In the near future, both on-going and new digitisation projects can be expected to be executed in the spirit of the recommendations of the "Platform for Image Databases"-project.

The following digitisation project should be mentioned for its basic, methodically investigative character:

Swedish imprints before 1700 is a pilot study serving a number of purposes, of which the all-embracing one is to attain suitable methods for bibliographic description and computer based solutions when presenting material from the Royal Library's (KB) older collections.

Older publications have always been of interest to the general public but have not been easy of access. By presenting these items in this format they are made more readily available for the merely interested as well as the specialist. It also has the added advantage of serving the books in a protective capacity. One objective when digitising older publications is to attain a certain level of quality in the reproductions to render the reading and handling of the library's own copies as superfluous.

The project can be looked upon as an "exhibition" addressing itself to an interested general public and researchers well conversant in the history of books. The selections have been made to correspond with different subject fields and different periods in time during the 16<sup>th</sup> and 17<sup>th</sup> century. The authors are to this day, on the whole, familiar and prominent figures in people's minds despite the passage of several centuries. A general view of this is given in the register of the selected publications.

The oldest group consists of four 16th century publications: the vigorous sermon delivered by Olaus Petri at the coronation of Gustav Vasa, Sweden's first preserved hymn-book, a prayer-book known for its exquisite illustrations and a medical book. From the first decades of the 17th century there are works by Johan and Andreas Bureus. There is the notable spelling primer by Johan and the renowned map of the Nordic countries by Andreas. There is furthermore a historical drama by Messenius as well as the 1628 edition of the town law, which had for its time an unusual choice of typeface for Swedish publications, Antiqua. During the 17th century Sweden saw the emergence of several authors who are today part of our literary heritage. Our web site presents some of the most renowned of them such as Stiernhielm, Wivallius and Lucidor. His classic epic on Hercules represents Stiernhielm and his Fatebur ("vocabulary") accompanied by Samuel Colombus epitaph over the poet Stiernhielm. There is also a known lament on a cold and dry spring by Wivallius as well as a rare publication by Lucidor containing spiritual songs that have been recited through the centuries.

A work of science is also on display and this is Olof Rudbeck the Elder's thesis on

the circulatory system. An example of this pillared scholar's early studies in anatomy and a beautiful copy of an academic thesis from the 17<sup>th</sup> century (written in Latin as was customary).

The latter decades of the 17th century are represented by publications of a culture-historical significance. There is Schefferus' book on Lapland and Brenner's "coin treasury" both of which have been spread internationally and utilized in modern age in their respective fields. Hadorphs' edition of Biärkörätten, which was Sweden's first city law and the protection and preservation of Sweden's cultural and archaeological heritage Act of 1666, which was the first of its kind in the world. These will hopefully give an impression of what this project is about.

The digitising of the chosen publications will hopefully supply us with the necessary technical knowledge needed to continue this project in a successful manner. The project will at a later stage present a document pertaining to the technicalities involving digitising and the handling, when it entails filming or photography, of printed matter. In the meantime the interested reader can take part in a preliminary description of the technique, based on the publications so far used.

We look forward to responses from our readers on what we are trying to achieve and preferably responses of the kind that will assist and improve this project. Any advice, regarding the description of the items, its readability and the reproductive quality of the pictures, will be gratefully received. Also, information on library holdings as well as the

number of copies in private ownership is equally of importance to us.

2000-06-07

Lillemor Lundström

Other on-going digitisation projects deal with manuscripts, ephemera and posters.

*Wolfgang Undorf*

*Kungl. Biblioteket Stockholm*

## *Online Catalogues*

**From Berlin we have got news on Malvine/Kalliope/Leaf:**

### **The European way of presenting modern manuscripts and letters in the internet: MALVINE, Kalliope and LEAF**

The European culture is mainly based on the tradition of texts, the preservation of the written word is one of the main essentials of cultural heritage programmes. In a time where texts are mainly produced electronically and where the lifetime of a document is defined by the lifetime of the electronic storage medium used it is important not to forget about all those texts which exist only in a hand written form and which are known to the public only in a small percentage. One of the most fascinating aspects of Europe's cultural heritage is the fact that every country owns a considerable number of collections of modern manuscripts and letters, written by the most famous or the less known people, but all together building the backbone of our European culture. As cultural life has never been isolated within one nation or region, all kinds of national/international relationships between these collections exist.

Europe's cultural history is defined by these relations, the documentation is kept in institutions with archival functions not only in Europe but all over the world.

The following paper will try to define a European position and it will show some perspectives for new international co-operation in the sector. The three projects which are presented have been or are co-ordinated by Staatsbibliothek zu Berlin.

### **MALVINE ([www.malvine.org](http://www.malvine.org))**

**MALVINE** (Manuscripts and Letters via Integrated Networks in Europe) is the name for a search engine which is the basis for building a network of all kinds of institutions in Europe providing information about modern manuscripts and letters both on an item level and collection level description and which is independent of heterogeneous technical solutions. The data available under the **MALVINE** web site are accessible from all over the world as if being a homogenous unified data base. A multilingual user interface, the agreement to a core element set of description terms enhance the access to modern manuscripts and letters in Europe considerably and offer a totally new service in Europe.

It is well known that institutions owning manuscripts apply a considerable variety of local cataloguing rules. These rules are based on traditions which are often established since a long time and whose change would not be accepted easily. The **MALVINE** solution in fact demonstrates, that big changes within the cataloguing traditions of the institutions can be avoided. **MALVINE** shows that unification on a certain level is necessary but that grown traditions and specific interests need not be given up in order to reach a broader public from all over the world.

The data available under the **MALVINE** web site are at the moment about one million item level descriptions of modern manuscripts and letters, kept in various European institutions, e.g. the British Library, Österreichische Nationalbibliothek, Biblioteca Nacional de Portugal, Schweizerische Landesbibliothek or the German Union Catalogue of Modern Manuscripts and Letters at Staatsbibliothek zu Berlin. The data searchable in **MALVINE** are accessible from all over the world as if being a homogenous unified data base. A multilingual user interface, the agreement to a common terminology and the offer of digitised copies of the precious and unique original documents enhance the access to modern manuscripts and letters in Europe considerably and being a European co-operation offers a totally new service in Europe.

The major service objectives of **MALVINE** can be identified when using the **MALVINE** search engine. The Search & Retrieval possibilities on collection level and document level in different languages lead the users to many data which until now have been only available in local or, as it is the case in Germany, national data offers (cf. below "Kalliope").

After the end of the project the consortium has established a business plan for the exploitation of the project results and for gaining new partners to become members of the **MALVINE** community. A **MALVINE Maintenance Agency** (MMA) located at Staatsbibliothek zu Berlin will act as a *Centre of Excellence* for other European

*National Nodes* which themselves will organise the participation in **MALVINE** of all sorts of institutions in their country. They will be responsible for the establishing and maintaining of national co-operation models and for the maintenance of the co-operation with the MMA in Berlin.

The MMA in Berlin is responsible for the maintenance of the **MALVINE** server and the intellectual support which will e.g. be necessary when new data providers will join the **MALVINE** community. The MMA will be happy to receive your questions and invite several institutions to participate in this network. Please do contact us: [coordinator@sbb.spk-berlin.de](mailto:coordinator@sbb.spk-berlin.de)

### **Kalliope: the national node**

<http://kalliope.staatsbibliothek-berlin.de>

The project **Kalliope** is carried out by Staatsbibliothek zu Berlin, is co-funded by the Deutsche Forschungsgemeinschaft and started in April 2001. The intention of **Kalliope** is the establishment of an open information system about modern manuscript holdings in Germany. **Kalliope** thus will play the role of a **national node** acting together with the German partner institutions as data provider in the European network established in **MALVINE**. The design of the system structure allows for communicating with every institution keeping relevant material and for providing to every partner institution access to standards and to authority information. **Kalliope** builds the bridge between them and the **MALVINE** community.

A diagram shows the co-operation structure:

Institutions can chose between

- the use of a **Kalliope** client (free of charge)
- the exchange of data captured in their own system via MAB2
- the communication between their own system and **Kalliope** via Z39.50
- the use of a simple template

With these four offers **Kalliope** will be able to communicate with every sort of institution keeping relevant material: smaller and medium sized institutions which at the time don't use an own cataloguing system are interested in using a **Kalliope** client; big institutions equipped with special cataloguing systems will be able to send and receive their data via the German exchange format MAB2; institutions working with powerful cataloguing systems will be able to communicate via the Z39.50 protocol on the basis of the **MALVINE** protocol which has been mentioned above. And very small without any cataloguing facilities and which own only very few documents will use a template just to send the short information that relevant material is accessible at that place. The **MALVINE** protocol will also be used for the communication between **Kalliope** itself and **MALVINE**.

The German cataloguing tradition in the sector of modern manuscripts aims at giving information on the **collection level** and additionally on the **item level** of each document (when possible and meaningful) and is based mainly on two facts:

1. cataloguing rules
2. authority data

Cataloguing rules are the necessary precondition to give a structured form to the description of documents. Authority data are the necessary precondition to base the description of documents on an agreed terminology. Both are indispensable in a communication network which is built up with the goal to show specific material in a coherent framework. Both can be used at the moment only on a national level. In **Kalliope** this works very fine: A very simple mechanism connects name authority records to corporate body authority records and gives thus information where documents related to a certain person are kept.

Institution a keeps documents of Person x  
Institution b keeps documents of or  
Institution c keeps documents of Institution y

This relationship is an 1 (person or institution) to n (institutions) relationship and is the basic structure of the model called "**DIANA**" (Deutscher Index zu Autographen und Nachlässen). The possibility of just adding (via an electronic template) the name of an institution (or a private person) which keeps relevant material of or concerning a person or institution is the most simple way of enhancing the information service of **Kalliope**.

Here the circle closes: The search engine **MALVINE** will be only as good as an agreement to common data structures is considered to be obligatory or at least desirable. The more institutions will agree to give access to their data in **MALVINE** the more terms of comparison will be provided and the more examples of "how to do" will be given. This is in fact one of the expected outcomes of **MALVINE**: To give as much examples as possible how Europe's modern manuscripts and letters are described and how they can be found on terms of this kind of description and thus to encourage new participants to do it the same way. Every participating country or institution will profit from this European overview on a long term.

**Kalliope** demonstrates that preconditions for constructive and well organised participation in the realisation of a European or international co-operation model like **MALVINE** national preconditions have to be established which are fit to include more than the biggest and best known institutions into this strategic goal. Only when all relevant institutions – also the smallest ones - are able to participate in the realisation of a European or even world wide initiative the desired impact of the "information society" will have a chance to really being achieved. This also means that every kind of institution – museum, library, archive, documentation centre, scientific institution – must have the chance to provide their information in a suitable way.

#### **LEAF: the use of standard terms**

<http://www.leaf-eu.org>

A search engine can only be as good as the data which are provided. In **Kalliope** and also in **MALVINE** the agreement upon standards is one of the indispensable preconditions for a perfect co-operation.

Presently authority information, of which name authority files are a very important part, is used in various ways in European libraries, archives and museums. Name authority records may be available as part of a national name authority file (e.g. in libraries) or only on a local level (e.g. in archives). Thus better access to name authority file information will close a huge gap of information in this sector. It is widely accepted that the national and international sharing of authority information is a suitable means for reducing the costs of cataloguing work in libraries and archives as well as the costs for biographical research work undertaken in scientific projects. At the same time the importance of allowing the preservation of national, local or rule-based differences in authority information is generally appreciated.

The project **LEAF**, co-ordinated by Staatsbibliothek zu Berlin, started on March 1<sup>st</sup> 2001 and is carried out under the 5<sup>th</sup> framework in the IST program and will within the next three years work with the intention to enable institutions and end users to make better and extensive use of existing authority data. **LEAF** will develop a model architecture for a distributed search system harvesting existing name authority information (persons and corporate bodies) aiming at automatically establishing a user needs based common name authority file in a specific sector highly relevant to the cultural heritage of Europe. The project results will be implemented into the fully functional, international online Search and Retrieval **MALVINE** service network and aims at extending this into a global multilingual and multimedia information service about persons and corporate bodies based on user needs. The model architecture is intended to be applicable to other kinds of cultural/scientific objects and data, ensuring through the use of authority file information that the representation of the objects in question is one of high quality. The **LEAF** demonstrator will thus provide a valuable example of how dynamic user interaction with the cultural/scientific content can considerably enhance the user experience.

LEAF does not intend to reinvent what in other projects has been done and is done at the moment: LEAF aims not at establishing "The ultimate European Name authority file" which includes all possible information which can be given about a person or a corporate body. LEAF harvests existing information about persons and corporate bodies and presents all retrieved information together in a "common name authority file". LEAF will do this in a very practical way: In LEAF the user her/himself will not only benefit from the novel offer of **LEAF** in a one-way fashion but will also be able to contribute to the existing information and thus enhance the quality of the same. Every users' query will automatically create a name record at the **LEAF** site that comprises the information of various available authority records about the same person/corporate body and additionally offers the information which institutions own relevant material and/or information related to that particular person/corporate body. The implicit information this newly created name record contains is that the particular person/corporate body was searched for. It therefore shows that this newly created name record is in fact of actual relevance. Thus a common name authority file will be built on the basis of what expert and public users are really asking for. This means that the authority file information will not be "finalised" at a certain point in time but that it will be a work in progress. Further information about persons/corporate bodies will also be made available (biographical reference works etc.).

As information about persons or corporate bodies is not restricted to text information,

a new range of additional multimedia information will enhance the data offer and make it more attractive. Digitised photographs, films, music, bibliographies or the results of research projects are only some examples of possible additions.

**LEAF** will contribute to a better dissemination and use of standards in Europe. The distinct shared common responsibility for the project's outcome, the "Common name authority file" will foster the European idea in a very practical context.

The work on the formal aspects of manuscript descriptions and their search terms done in **MALVINE** was based on existing data. One data provider, the Staatsbibliothek zu Berlin was able to provide in **Kalliope** also authority information about persons, and this led to the idea to make authority information available also to other institutions working in the same sector. Thus the idea of **LEAF** was born. The three projects thus are not independent from one another and they are together not independent from other international strategic projects.

The three projects described demonstrate in a very practical way how Europe is preparing new services which all alone and by themselves are highly relevant for scholarly work, but which all together are parts of a step by step programme fit for opening in a very stringent manner new co-operation conditions in the sector of cultural heritage preservation not only in Europe.

Co-operation with internationally acting institutions as e.g. RLG<sup>2</sup> and OCLC<sup>3</sup> and initiatives as EAC<sup>4</sup>, DCMI<sup>5</sup> etc. is therefore very much intended. But: There is no real co-operation where the partners are not at all equal. One institution or even one European country will not be able to make sure its data offer will be remarked or respected the way it should be. Together with other similar data offers from countries which are intending to reach the same public more possibilities of actions and services are given. **MALVINE** which only searches in different countries' catalogues would not have been possible to be carried out by one European country alone. **Kalliope** should find some imitation also in other countries and **LEAF** even tries to really combine different data offers in a common European data offer. These steps will build the basis for future co-operations and will also show the European Union as one partner prepared for other international co-operations.

One desideratum for the future is in fact that still only a very low percentage of relevant documents is catalogued and accessible in the internet. Here much engagement and even more funding is needed which at the moment seems to have to be organised by national nodes and national funding organisations. But also in this context international co-operation could stimulate financial support in a very positive way. The same strategic deliberations are fitted for another aspect: Digitised images of the originals are rare, local initiatives are restricted by lacking funding possibilities. National or international co-operation is much needed in order to avoid ineffectiveness and excessive costs.

To live and work in Europe today means to learn to co-operate. The European experience could be a world wide in future.

1 For more detailed information see also: Jutta Weber, Co-operation in practice. MALVINE and LEAF. Gateways to Europe's Cultural Heritage. - In: International Cataloguing and Bibliographic Control



(ICBC). Vol. 30, No. 2

Jutta Weber, MALVINE. Manuscripts and Letters via Integrated Networks in Europe. - In: IFLA. Section Rare Books and Manuscripts. Newsletter Summer 2000, p. 3-5.

2 Research Libraries Group

3 Online Computer Library Center

4 Encoded Archival Context

5 Dublin Core Metadata Initiative

*Jutta Weber*

*Handschriftenabteilung*

*Staatsbibliothek zu Berlin*

From RLG here are the following news:

### **The Latin American Imprints File to 1850**

In cooperation with the members of ABINIA, libraries with substantial collections of Latin American material in North America and Europe, and SALALM, we are creating a union catalog and bibliography of Colonial Latin American imprints in the Research Libraries Information Network (RLIN). Access can also be provided inhouse to a mirror image of the file we will maintain for contributing libraries to consult for updating. Ultimately we expect the file will also be distributed on CD-ROM or some other medium.

In terms of scope, we will include all letterpress material, both monographs and serials, the standard for most of the national European files with which we are familiar. We propose to include all imprints in Latin America and the Philippines to 1850, by which time machine printing had been introduced throughout much if not most of the continent. The standard for the records to be created is that laid down by Anglo-American Cataloging Rules, 2<sup>nd</sup> ed., revised (AACR2r) as modified by Descriptive Cataloging of Rare Books (DCRB). This is the standard for the pre-1700 portion of the English Short Title Catalogue and also that being followed by John Carter Brown Library for its project.

We propose to create the file in two stages. The base file will be created by keyboarding the entries from Jose Torribia Medina's bibliographies along with those we have identified as supplementing them or replacing them. We have identified 47,242 entries to 1830 and another 32,992 for the period 1830-50. The latter group include a number of overlapping bibliographies so that the net edition will be less than 30,000. The records keyed from the printed bibliographies will be entered in a MARC format. We have chosen this method after examining Medina and many supplementary works and noting the care taken in transcribing title page data. A careful physical description is also present in a wide variety of cases. And the notes, often extensive, are often of the kind one would want to add to a catalog record. This will also give us considerable holdings information when we needed to consult copies. Within a few months we can have a working, online catalog, that would provide the database upon which a full union catalog can be built. And the file will be accessible to users through RLIN and thus be usable from the start even as we completed the task. Scholars and bibliographers will immediately have access to virtually the entire corpus of printed material for study and access. We are receiving a grant of \$100,000 from the National Science Foundation to fund the first stage.

Once the bibliographies have been keyed and the file loaded, the second phase will

commence. the major tasks to be accomplished will be (a) replacing truncated records, the case in a few of the bibliographies, with full transcriptions; (b) establishing the headings and uniform titles; (c) creating the added entries, including subject headings; (d) creating records for items reported from contributing libraries and other sources which are new to the file; and (e) verifying and augmenting the holdings information. Where title page information has been truncated in the base bibliographies, recourse will have to be made to the original or a surrogate, at least of the title page, to edit the records to full standards.

We want to include holdings information from as many libraries as possible in Europe, North and South America. Only in this manner can we be sure the file will reflect all the surviving imprints. We have made initial contacts with a number of the key libraries in the United States. The John Carter Brown Library, which holds the largest collection, is currently cataloging its holdings to the standards we expect to follow. Their records will become part of the database and the JCB is a partner and cooperating editorial center in the project. We will be visiting principal libraries in Mexico in July and hope to visit national libraries in four countries in South America in September. By making the file accessible online and with the capability of matching machine-readable files we hope to provide a number of ways of submitting and verifying data to suite the local situation in each library. From the start it will be a collaborative and cooperative endeavor. By including not only a complete holdings inventory but also facsimile citations we hope to make the materials more widely accessible and reduce use on the more fragile, unique items. Several microfilming companies have approached us for assistance in identifying material not yet filmed.

The initial creation of the database is not a complex or sophisticated operation. It involves keying large amounts of data into a bibliographic file, a routine operation. But a properly crafted database that can serve as the basis of a complete union catalogue and bibliography that can be accessed, enhanced, and distributed in a variety of new and exciting ways is another matter altogether. The Center has the expertise, bibliographical and technological, to create and maintain such a file. And, since it has worked with a wide range of libraries in creating the ESTC and the CNP, libraries rich and poor, well staffed and staffed not at all, it is an appropriate institution to house a project that will in turn work with a wide range of Latin American libraries, in order to ensure that the catalog eventually created includes all surviving Latin American imprints to 1850.

We extend an invitation to any library with relevant holdings to contact us to explore ways in which their holdings may be entered in the database. A sample, initial file, records, and more details may be found on the Center's web page.

*Henry L. Snyder,*

*Director,*

*Center for Bibliographical Studies and Research, University of California, Riverside.*

*RLG* has also added more than 4,000 records from the National Library of Russia in Saint Petersburg: the initial load of a collection of more than 700,000 volumes. There are many incunabula, a remarkable collection of Elseviers as well as of works by Aldus Manutius and many Slavonic incunabula. About half of the items are published in Cyrillic script.

There have been some changes in *SCIPIO* cataloguing practice, as Deborah Kempe from Frick Art Reference Library wrote in *RLG Focus* in February. This means that auction catalogues are regarded as a bibliographic unit and are described according to cataloguing rules. In the earlier days of *SCIPIO* there was a tendency to regard the catalogue as a description of an event (the auction).

## *Acquisitions*

From the University of Illinois at Urbana-Champaign we got the following article:

The University of Illinois Library at Urbana-Champaign is pleased to announce its third joint manuscript acquisition as part of the Newberry Library in Chicago's innovative program. The *Concordantiae Super Bibliam* [Verbal Concordance of the Scriptures], Paris, ca. 1280-1330, a Latin manuscript on parchment, is the standard medieval reference tool for studying the Bible. This third concordance, which emerged from the Dominican convent of St.-Jacques, includes the context for words within the Bible and is the direct ancestor of the modern Latin concordance. This purchase includes the first volume only, letters A-M. This manuscript is in excellent condition and includes interesting blue, red, and gold penwork with calligraphic embellishments and grotesques.

When the above manuscript arrived on campus for examination, we decided to try it out with one of the Rare Book and Special Collections Library's manuscript Bibles. The concordance worked well with our *Biblia*, England, 13th century (Supplement to the *Census of Medieval and Renaissance Manuscripts* 61). We anticipate that the University of Illinois' new medieval studies program will make good use of these complementary manuscripts.

This important manuscript purchase is newsworthy because it is yet another success story in the UIUC/Newberry Library's joint collaboration to purchase manuscripts that neither institution could afford alone. A full, illustrated account of the program can be found in: Barbara M. Jones and Paul Saenger, "'Priceless' Takes on New Meaning and Definition of 'Sharing' Expands," *American Libraries* 31 (August 2000): 50-52.

In brief: In 1994, the Newberry Library negotiated its first joint purchase with the University of Notre Dame, an institutional member of the Newberry Center of Renaissance Studies. The idea caught on, and soon other libraries participated: Western Michigan University in Kalamazoo; DePaul University in Chicago; the Spertus Institute of Jewish Studies in Chicago - and the University of Illinois. The institutions have been able to purchase jointly a total of ten medieval manuscripts, including a 15<sup>th</sup> century rule (code of regulations) attributed to St. Jerome; an English-Hebrew psalter printed in 17th century Utrecht; and a 13th century processional from Portugal.

As the *American Libraries* article proclaims: "If libraries can share medieval manuscripts, then anything seems possible in terms of interlibrary cooperation!"

There are, of course, numerous transactions and issues surrounding joint purchases of such rare materials. There must be a legal contract between the Newberry Library and the participating institution. Each contract differs according to institutional regulations, but we have discovered that it is entirely possible to negotiate between a private and a public institution. This contract should specify environmental,

exhibition, and security parameters. It can also specify insurance and courier arrangements, should the manuscripts travel between institutions. The Newberry Library's cataloging of the manuscripts reflects the joint ownership.

The University of Illinois Library found that these details were not as onerous or complex as anticipated, and once we completed the first successful joint purchase, the second and third were quite routine. The jointly purchased manuscripts reside at the Newberry Library, but may travel to UIUC for at least four months annually. I try to contact professors so that the manuscripts can be here to coincide with their seminars. For security reasons, the travel arrangements are not described here, but Champaign-Urbana's proximity to Chicago allows for a number of options. For longer journeys, international courier services are available. For access, UIUC created its own cataloguing record that reflects the joint ownership of the manuscript.

I cannot emphasize enough that this program goes well beyond the addition of a manuscript to our collection. This program encourages scholars to use these manuscripts. In many cases, these manuscripts have not been fully researched or documented. At the University of Illinois, for example, Charlotte Bauer-Smith, a graduate student advised by art history professor Anne D. Hedeman, completed a major study of the first UIUC/Newberry joint purchase: a Burgundian roll from about 1467, with a genealogical display of the blood lines linking the dukes of Bourbon to the kings of France and England. Last month, Ms. Bauer-Smith presented her findings to a medieval studies conference meeting at the University of Illinois. Paul Saenger, renowned medieval studies scholar and architect of the Newberry Library Joint Acquisition Program, attended, and we were able to promote the importance of this collaboration to the assembled scholars from around the world.

The University of Illinois had already been an active participant in the Newberry Library's Center of Renaissance Studies and other programs. The sharing of collections strengthens this relationship. Ms. Bauer-Smith was able to travel to Chicago to consult with Mr. Saenger, even though her "home base" is the University of Illinois.

From an administrative perspective, the UIUC Library's participation in this program has demonstrated the Rare Book and Special Collections Library's recognition of fiscal challenges to library collections budgets, and our willingness to share the costs of high-priced titles. This program was the theme for a reception held at the Newberry Library in April, 2000. The UIUC Library invited its Chicago-area alumni and supporters to attend, and the event was very successful from the perspective of library development and fundraising.

We are eager to hear from other libraries with similar projects, and would be pleased to entertain queries about how our program works. We know that such collaborations are common in the art museum world, and would like to see libraries consider them as well.

*Barbara M. Jones,*

*Coordinator, Special Collections Division  
University of Illinois at Urbana-Champaign  
Jones5@uiuc.edu*

### *From the Libraries*

There is a **new catalogue** called **ST 16** online at Staatsbibliothek zu Berlin. You can find it on the library's website when you go to Abteilungen/Abteilung Historische Drucke. All books printed in the 16<sup>th</sup> century owned by Staatsbibliothek will be in this catalogue which is, at the moment, work in progress. There are several indexes, e.g. provenance, printers, places besides authors and titles.

### **Swedish National Incunable Census**

Next year, a Swedish national incunable census is projected to be undertaken by the Unit for Book History, Royal Library in Stockholm. Wolfgang Undorf will be the project manager. The aim of this national census is to close a gap of almost 60 years without any efforts to register 15<sup>th</sup> century printed books in Swedish libraries, museums, and other public and private collections (with the exception of Hans Sallanders 1965 catalogue of the incunabula in the library of the University of Uppsala).

The Royal Library will cooperate with The British Library and the ISTC. The data is planned to be displayed within the framework of the Swedish national catalogue, LIBRIS. So far, almost 60 libraries and other public institutions such as museums and schools, have been identified as eventually owning 15<sup>th</sup> century printed books and broadsides.

### **Special Section on Rare Prints and Manuscripts**

This year's conference of the Svensk biblioteksförening (Swedish Association of Librarians and Libraries), May 28-29, saw the birth of a new Special Section on Rare Prints and Manuscripts. The head of the Special Section is Wolfgang Undorf (wolfgang.undorf@kb.se), the secretary Ms Gunnila Rooth (gunnilarooth@kommun.kalmar.se). Its board and the network of librarians that is about to grow up, combines the experiences and needs of curators of collections of old and rare prints as well as of manuscripts in scientific, special and public libraries. The Special Section on Rare Prints and Manuscripts shall provide a platform for discussion and information, inspiration and solutions to the problems which librarians in both small and large libraries face in their daily struggle for appropriate staff, funding, equipment and housing. The board will meet regularly up to four times a year, while the network will meet occasionally. A mailing-list has been established to provide the platform for discussion between the members of the Special Section. Everyone interested is welcome to library study visits, seminars, etc.

There is a new project to digitise cuneiforms. The University of California at Los

Angeles and Max Planck Institut für Wissenschaftsgeschichte have joint in in project called **Cuneiform digital library initiative** (cdli) which you can find under <http://cdli.ucla.edu>.

If you want to know more (all!) about **North American ESTC** you can read a long interview by Daniel J. Slive: „Exit interview: Henry Snyder“ in RBM Vol. 2 No 2. For members of our section this is a must!

### *From the editor*

As this newsletter has to arrive at your libraries in time for Boston, we will stop here, though there are some other important news (e.g. on GIOVE or on a digitisation project in Cologne).

Have a good time till we meet in Boston!

Yours,

R. Mahlke, A. Wehmeyer

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