



Collections security issues at the National Library of Estonia

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Keeper of collections

06.09.2019

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We store knowledge to share it with you!

100 years of collecting, preserving and providing public access to the national heritage



Piret Lotman. Eesti Rahvusraamatukogu 1918-2018 / National Library of Estonia 1918-2018.
Tallinn, Eesti Rahvusraamatukogu, 2018

Background (1)

- 21.12.1918 State Library was founded
- In the first decades, the premises were located in Toompea Castle
- From 18.07.1919 it received legal deposit copies of Estonian literature
- In 1935 was founded archival collection
- By the end of 1930`s the basic collection consisted more than 50 000 volumes



Toompea Castle, mid- 19th century.
Album von Reval und Umgegend



Background (2)

- 1944 – 1988 the library wore the name State Library of the Estonian SSR
- 1947 – 1993 the main building of the State Library was in the former Estonian Knighthood House in Toompea
- In 1954 the rare books collection was established



- 14.10.1988 State Library was renamed National Library of Estonia
- In 1989 the National Library of Estonia regained its status as a parliamentary library

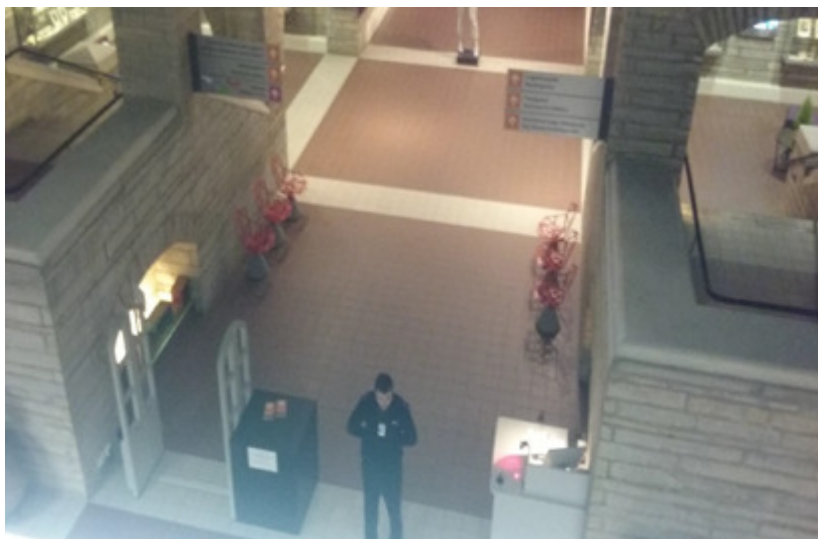
Background (3)

- 11.09.1993 the new building of the NLE was opened
 - 43 451 m² area
 - 34 storages (12 000 m²)
 - 11 reading rooms (2018)
 - 561 seats for users (2018)
 - 3,2 million physical items (2018)
 - 500 000 digital items (2018)
 - over 47 000 registered users (2018)
 - more than 169 000 library visits (2018)



Photo: Teet Malsroos

Openness and free access to the services



Before



Now

Collections management

The structure of physical collections (2018 – total 3 248 068 units):

No	NAME	DESCRIPTION	AMOUNT
I	PRESERVATION COLLECTIONS		
	Archival Collection	One copy of each edition issued in Estonia (incl. Legal deposit); publications issued abroad in Estonian or Estonian authors publications in foreign languages. Estonian publications issued after 1860 and foreign-language national publications issued after 1830.	681 112
	Rare Books Collection	The historically and culturally valuable Estonian and foreign foreign-language publications and manuscripts. Estonian publications issued before 1861 and foreign-language publications issued before 1831.	28 049
	Personal Archives	Since 1992, several Estonian prominent cultural figures (musicians, artists, humanitarian scholars, library professionals and other) or their successors have donated their personal archives to the National Library.	36 f., 8261 doc
II	BASIC COLLECTION	Books, periodicals, maps, music sheets, posters, postcards, audiovisual publications collected in the aim of provide wide access to the knowledge	2,53 M
III	ART COLLECTION	Mainly bookplates, book illustrations and graphics, less paintings, sculptures, applied art	18 000
IV	COLLECTION OF PRESERVATION COPIES	Microfilms of national items, mainly newspapers, less magazines and books; CD-s with digitized sound recordings	5802

Storages and their climatic conditions

- 34 storages = 12 000 m² = 77 000 meters of shelves
- They are divided into groups according to the climatic conditions

STORAGE GROUP	NO OF STORAGES	CONDITIONS	COLLECTION
Long term preservation storages	5	Temp. 18±1°C ; RH 40±5%	Archival collection; Rare Book Collection
Special storages (1)	1	Temp. 7±1° ; RH 30±5%	Microfilms ; endangered items (brittle paper, faded text etc.) ; photopostcards 1895-1940
Special storages (2)	1	Temp. 14±1° ; RH 40±5%	Archival sound and video recordings and electronic items, also publication with such kind of supplements
General storages	25	Temp. 18±2°C ; RH 45±5%	Basic Collection; Personal Archives; Art Collection
Open storages attached to the Reading Rooms	2	Temp. 18±2°C ; RH 45±5%	Literature according to the reading room profile

Preventive preservation (1)

- 1) To avoid thefts, vandalism acts and damage of items, the employees must observe to the following principles:
 - unauthorized persons are prohibited from staying in the repository;
 - the storage's doors must be closed and the front doors must be locked;
 - lighting is switched on only for the time staying in the repository;
 - it is forbidden to wear outdoor coats and shoes in the storages;
 - it is forbidden to eat and smoke, as well as to store food, plants, cleaning materials and other objects and substances that could damage storage conditions;
 - repairs carried out in repositories must be agreed in advance with the keeper of collections.
- 2) The employees working in the storages has duty to observe constantly the situation of the storages and evaluate risk factors that could harm documents.
- 3) To avoid spread of mold, dust or insect, all donated or bought used items are cleaned and if necessary, preservation items are conserved before being placed in the repository.



- 4) 2005-2017 the restoration center staff carried out scheduled cleaning process of the repositories - all the shelves and the documents of the 32 repositories were cleaned.
- 5) Since 2007 has been carried out lamination of softcovered books, music sheets and atlases belonging to the basic collection in order to protect them from degradation.

Preventive preservation (2)

- 6) Boxing of preservation collection items in order to prevent damages.

Books



Preventive preservation (3)

Periodicals



Sound recordings



Preventive preservation (4)

Maps, globes



Book protection system (1)

- New solution since 2018, based on RFID (*radio frequency identification*) technology and operating at UHF frequency
- Main purposes of implementation this solution:
 - ensure the security of items;



Book protection system (2)

- expand self-service activities for customers (borrow, renew, return books and make card payments);



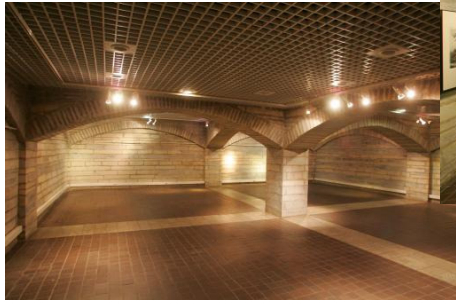
Lending of items: rights and restrictions

- Every person may register oneself as the user of the Library (he or she must submit first name and surname, personal identification code (or the date of birth), postal address, telephone number, e-mail address);
- everyone may use the items in the open access collection, but only registered users may order items from the stacks to reading rooms or use the home lending service;
- to create the home lending right for a person under the age of 18, his or her parent must give his or her written consent for this;
- books and the items of printed music stored in the basic collection and published in 1946 or later and holding the status „Available“ in the online catalogue ESTER are permitted to be lent home from the stacks. The loan period for books is up to thirty days and for printed music – up to three months;
- books and the items of printed music from the open access collections of reading rooms that are not marked with a red dot and that hold the status „Available“ in the online catalogue ESTER are permitted to be lent home for the loan period of a maximum of seven days;
- items from the Rare Books Collection, Archival Collection and Personal Archives shall not be lent home. They can be used on site in the Rare Books and Archives Reading Room and only if the desired material is not found in other collections. If the publication is digitally available, the original item is usually not lendable any more.
- in reasoned cases and with the consent of the Keeper of Collections, legal persons may borrow the Library's items and works of art on the ground of a guarantee letter.

Exhibitions (1)

The National Library has

- 7 galleries



- 2 permanent exhibitions include the Eduard Wiiralt (1898 – 1954, Estonian graphic artist) Gallery and the Estonian State Decorations Gallery.



Exhibitions (2)

Requirements for displaying preservation collections:

- Environmental conditions of the exhibition hall: Temp 18 – 22 °C; Humidity 40 – 50%;
- Light on the exhibited objects must not exceed 50 lux (lx), no direct sunlight;
- Materials of the showcases must be chemically stable, preferably metal and glass laminated with UV filter. Cases must be locked and tightly shut;
- Exhibited objects must, if needed, be supported and the supports constructed and secured so that the objects don't slip, bend or deform;
- When supporting, framing or passé-partouting the objects archival materials can be used: such as acid and lignin-free paper/cardboard, glass, polyethylene (PE), polycpropylen (PP), polyester (PET) and polycarbonate;
- Duration of exposition depends on the condition and sensitivity to the light of the objects. Summary permitted lighting nivo during the whole exhibiting must not exceed 50 000 luxhours (lx/h);
- Exhibited objects must be safeguarded during 24h;
- Exhibition halls must have video surveillance or human guards. Alarm system must be turned on in non-working time. Showcases must be locked and under alarm.

Exhibitions (3)

Rare Books Exhibition Hall



Estonian song celebration in word, image and song (06.05.-26.10.2019)



How to observe the completeness of collections?

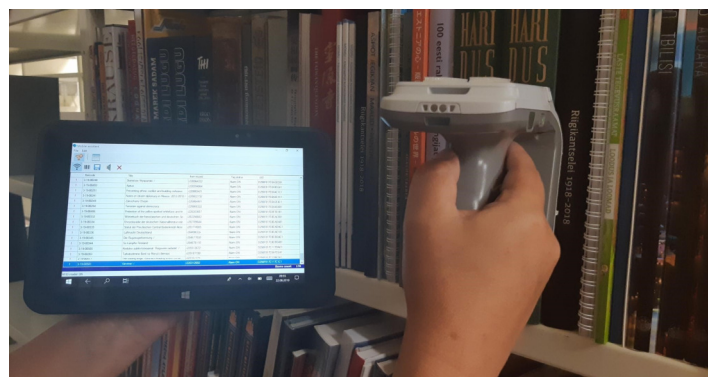
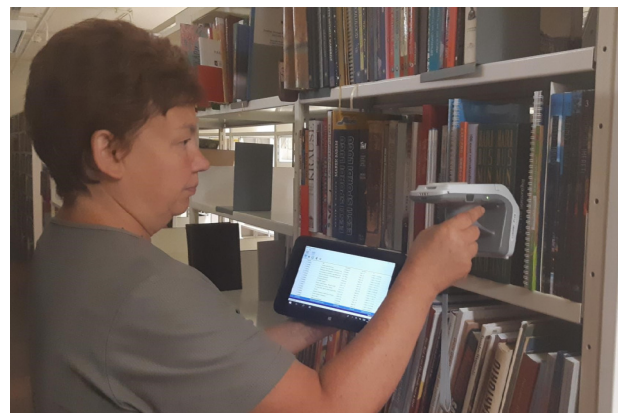
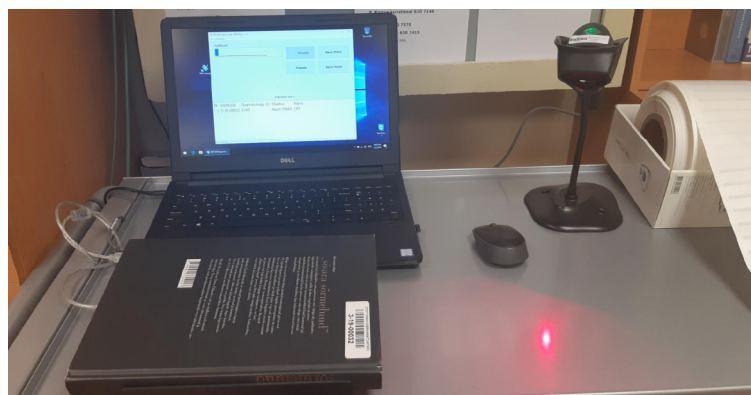
- to describe all the items in the (electronic) catalogue;
- to describe items as thoroughly as possible (autographs, signatures, handwriting dedications, dates, citations, genealogic information, stamps, ex-libris`is; information about bookbindings etc). It is also important to note missing pages and other defects of item;
- to observe constantly completeness of collections, notice as soon as possible missing items and implement measures to resolve problems.

Inventory of collections

- Scheduled inventory activities since 2003
 - at least once during 20 years in the storages
 - in every third year in the reading rooms
- The results of last inventories of the open access collections:

	TOTAL	PRESENCE	MISSING	%
2014	155278	154776	502	0,3 %
2015	155214	154860	354	0,2 %

Inventory of collections (2)

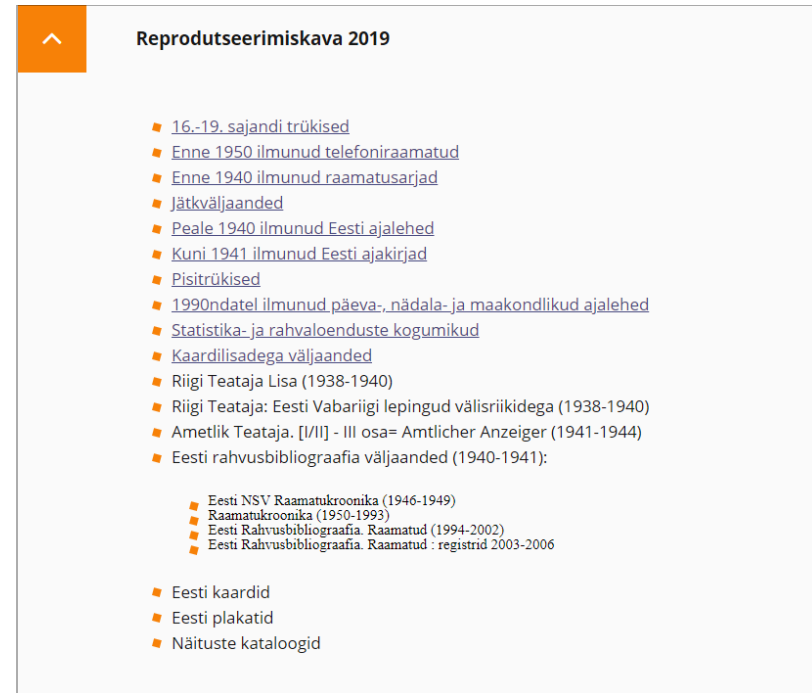


Digitisation (1)

- This activity has 2 strategic goals:
 - to make digitally available as much as Estonian publications as possible;
 - to protect original publications that may be damaged due to frequent use (rare books, single copies and endangered items).
- We digitise information published on different carriers – books, journals, serials, newspapers, photos, posters, pamphlets, illustrations, graphics, documents, maps, microfilms, microfiches.
- In 2018 we digitised 531 750 pages / 6200 titles (14,3 TB) of books, periodicals, pamphlets, posters, maps. About 20 % of that amount (119 340 pages) was digitised in the aim of preservation.

Digitisation (2)

- The reproduction is carried out on the basis of the annual reproduction programme, that is available also in the website (<https://www.nlib.ee/kogud>).
- The digitised and digitally born publications are made available through the digital archive DIGAR (<http://www.digar.ee/arhiiv/en>) or DIGAR Estonian articles (<https://dea.digar.ee/cgi-bin/dea?l=en>)



Copying items for private and commercial reasons

- It is possible to order copies from all publications, but it is necessary to follow the Copyright Act and also *Instructions for copying items in the collections of the National Library of Estonia*.
- Without the permission of the author and without payment of remuneration, copying of items protected by copyright is permitted only for private use and study or scientific research purposes.
- In the reading rooms are allowed personal devices for making copies of items, only flash photography is prohibited.
- The rare books, archival collection items and personal archives documents can only be reproduced if the items are not affected by copying.
- It is not allowed to make photocopies from these items. If needed and if it is possible, these items will be digitised at first by library staff and the client will get printout.

Conclusions

- NLE has proper storage environment, based on Estonian Standard (ISO 11799:2015)
- The climatic conditions are observed constantly and registered once a week by technical staff.
- NLE has quite well equipped Preservation Centre with professional staff, who has capability to deal with everyday's needs of collections. In the case of some larger disaster, the additional staff should be involved.
- The people taking care of collections are dedicated and they have knowledge and skills to observe the conditions of items and storages and notice abnormal changes
- There are several guidances related to the collections.
- There have been and still are several activities that support the security of collections – cleaning of repositories and items, conservation of preservation items, inventories, digitisation, including making safety copies.

Thank You!