

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)**

REPORTS AND ACCOUNTS (in £)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

All amounts in £

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)**

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FOR THE YEAR ENDED 30 SEPTEMBER 2003

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All amounts in £

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

REPORTS AND ACCOUNTS (in £)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

Registered in England
on 24 June 1994

Directors:		<i>Nationality</i>	<i>Date of Appointment</i>	<i>Date of Resignation</i>
	Dr A Matheson (<i>Chairman</i>)	British	10-Nov-00	
	Mr T Lidman	Swedish	09-Nov-02 (3rd term)	
	Dr V Zaitsev	Russian	09-Nov-02 (3rd term)	
	Dr L Borghetti	Italian	06-Nov-01 (2nd term)	
	Dr E Mittler	German	10-Nov-00 (3rd term)	
	Mme Al Chevallier	French	08-Nov-01 (2nd term)	
	Mr F Dupuigrenet-Desroussilles	French	10-Nov-00	
	Dr K Ekholm	Finish	09-Nov-02	
	Mr G P Jefcoate	British	09-Nov-02	

Secretary: Dr D Shaw British 08-Jul-02

Company Number: 2942632

Registered office: Finsbury Business Centre
40 Bowling Green Lane
London
EC1R 0NE

Registered Accountants : Fisher Ng Ltd
Suite 19 Hertfordshire Business Centre
Alexander Road
London Colney
Herts AL2 1JG

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2003

1. SUMMARY

The core niche of the Consortium's activity is the assembling and building up of knowledge of the distributed cultural and scholarly heritage of Europe. Its central aim, through harnessing modern technology and developing high-quality tools, is to provide users with convenient access to a single rich historical resource for the early printed heritage of Europe, and by extension to its written heritage, to assist scholarship, interdisciplinary research, intercultural study and cultural enrichment. At the heart of the Consortium's vision is the Hand Press Book database (HPB). The highest importance is placed on increasing the number of records, from a variety of sources, made available to users of the HPB. A high priority is also now given to further development of the functionality of the database, and enhancement of services for users. This includes the further development of the CERL Thesaurus, the second large database that CERL is compiling. These on-going activities are stable features in the Consortium's working pattern. Another major area of potential development, which began to be explored in the year under review, is investigation of access to manuscript holdings of relevance to users of the Hand Press Book database (HPB). Positive progress towards meeting these goals has been made during the year under review, as set out in detail below.

2. DEVELOPMENT

2.1. FILE LOADS

At the time of the Full Members' meeting in 2002 nineteen files were available on the Hand Press Book database, with a total of 1,287,469 records. From 1 October 2002 to 30 September 2003 three new files – the VD16 Supplement maintained by the Bayerische Staatsbibliothek, München; XML records from the National Library of Hungary; and records from the libraries of Yale University – were dispatched to RLG. The Universities of London and Oxford submitted file updates of c.7,200 and over 83,000 records, respectively. Once all these records have been loaded, the Hand Press Book database will total over 1,695,000 records. More information on all of these files may be found at <http://www.cerl.org/HPB/hpb.htm>, by selecting 'Content of the HPB database', and the relevant library.

2.1.1. VD16 Supplement maintained by the Bayerische Staatsbibliothek, München, c. 26,900 records, updates expected

Together with the records in the K17 file, the records in the VD16 file form a set of German records of a high bibliographical standard, and are a major supplement to the records from the Bayerische Staatsbibliothek, München (over 500,000 records), already incorporated in the HPB database. The VD16 Supplement file contains over 26,900 entries that were not previously included in the printed catalogue *Verzeichnis der im deutschen Sprachbereich erschienenen Drucke des 16. Jahrhunderts* (VD 16), which appeared in 22 volumes from 1983-1995. In addition to newly catalogued items, editorial work has also been carried out on works that were recorded in the printed volumes from bibliographic references but which have now been revised book in hand. Due to VD16's aim to indicate accurately everything visible on the title-page of the printed work, the conversion to the HPB format has created some challenges for CERL and RLG. The best display of VD16 is achieved in RLG's RLIN Terminal for Windows display.

2.1.3. National Library of Hungary, c. 13,000 records, updates expected

The official name of the file is the 'Antiqua catalogue of the National Széchényi Library'. It contains 16th-century books in the collection of the National Széchényi Library, printed outside Hungary and in languages other than Hungarian. Only one category of personal Hungarica is included, those of works by Hungarian authors. The Latin title of the 3-volume printed catalogue was: *Catalogus librorum sedecimo saeculo impressorum, qui in Bibliotheca Nationali Hungariae Széchényiana asservantur. Editiones non Hungarice et extra Hungariam impressae*. Composuerunt Elisabetha Soltész, Catharina Velenczei, Agnes W. Salgó. Tom. I-III. Budapestini 1990 -- ISBN 963 200 278 4.

The content of the file is: 13,000 records from 17,000 copies. The printed volume was prepared in digitized MS Word 5.5 format. In 2001 it was converted to format FolioViews 4.2 (Nextpage Co.), and from this (on the basis of Folio Flat File (FFF)) the present XML file was produced.

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**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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(continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

2.1.4. Yale University, c. 275,232 records, updates expected

Yale University is the first North American institution to contribute the records of its various libraries to the HPB database. The file contains monographs, serials as well as American (both North and South) imprints. One of the interesting projects included is the Lewis Walpole Library's project to catalogue online its entire collection of 18th- and early 19th-century imprints. There may be multiple records for one text, because they have been catalogued by separate agencies, as well as one consolidated record listing more than one holding place. Currently Yale's policy is as far as possible to combine multiple holdings of the same title on the same bibliographic record. Although Yale's retrospective conversion has been completed, they add approximately 3,000-5,000 pre-1830 titles a year. These will be sent to CERL as annual updates.

2.2. DATABASE STRUCTURE

2.2.1. CERL Thesaurus file

The CERL Thesaurus has been designed as an independent database; it contains variant forms of place names, imprint names and personal names. Its records are held in a format that is based on UNIMARC authorities, and is freely accessible through the CERL website: <http://www.cerl.org/Thesaurus/thesaurus.htm>.

The CERL Thesaurus is composed mainly of authority files provided by CERL members. This year the authority file of the Short-Title Catalogue Netherlands for printers and personal names, The Hague, has been re-loaded; the authority file of the English Short-Title Catalogue has been added. CERL has acquired the records of the *Personennamendatei (PND)*, the German national authority file, for inclusion in the CT. DCG has begun testing of algorithmic matching and merging of records where they relate to one and the same item.

2.2.2. Editing

Intellectual, manual editing of the CT's place names has been completed by Ms Ute Klier, who is based at the Bayerische Staatsbibliothek.

2.2.3. Notepad

DCG has developed a prototype for a 'notepad' for the CERL Thesaurus, which is currently under examination by the members of the ATG. In the test installation, the messages sent this way are received by DCG. If users wish to relate their message to a specific record, they can copy part - or the entire record - into the notepad, and add their own remarks.

2.3. DATABASE LIAISON

2.3.1. Research Libraries Group, Inc. (RLG)

During 2001-2002 Mr Wes Taoka was CERL's interim contact person with RLG, after the departure of Dr Curtis Lavery. In Spring 2003, Dr Lavery's post was filled by Ms Pamela Wilkes. Ms Wilkes attended the CERL meetings in London.

Joe Altimus worked on the file loads of BSB's VD16 Supplement and the XML records of the National Library of Hungary; Dana Jemison on the Oxford and Kathy Farrell on the ULL file loads. The latter will also prepare the Yale University Library records for inclusion in the HPB.

2.3.2. Contacts with Data Conversion Group, Göttingen (DCG)

The Data Conversion Group (DCG) continued to be involved in the file analysis of the CERL files. This year, DCG analysed the VD16 Supplement file, a file containing Polish microform records, and files from the Regione Toscana (LAIT records) and National Library of Lithuania.

Additionally, much DCG effort was assigned to the further development of the CERL Thesaurus file. This included maintaining the record format and the display of the CERL Thesaurus as a stand-alone product on the Internet, adding further data, further refining editing software (WinADH and Falcon), and developing the notepad.

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**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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CHAIRMAN'S REPORT

(continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

2.4. MANUSCRIPTS WORKING PARTY

In 2003 positive progress has been made on the development of a cross-searching facility for online manuscript databases. The proposal for a manuscripts project was first raised in Padua (2000), and arose from an initial suggestion by C. Dutschke (Digital Scriptorium). The AGM at The Hague (2002) commissioned a technical report, which was submitted in March 2003 and was presented at a LIBER Manuscripts Expert Group Conference in The Hague by L. Hellinga, M. Lefferts and D. Shaw. Ms M. Ghosh from the University of London Library joined the Working Group, led by Dr Lotte Hellinga, having experience from her work on the ULL Manuscript Studies Portal. In June 2003, the Executive Manager drew up a system specification for cross-file searching of manuscript catalogues, and five potential service providers submitted proposals. These proposals were referred for technical assessment by three independent consultants: Professor A. Prescott (University of Sheffield, formerly a member of staff in the British Library); the Systems and Electronic Resources Service (University of Oxford); and Mr Kim Wilson (implementer of the CLCi software for CERL, and author of the first version of the Working Group's first report). All three came to the same conclusion, that two of the five proposals submitted would fulfil CERL's requirements. Dr Hellinga prepared a report that was discussed at the Advisory Technical Group, Executive Committee and Annual General Meetings in St Petersburg. Although this is outside the period of the present report, it may be helpful to note that members decided in November 2003 to proceed to seek pilots from the two selected companies.

Members feel strongly that the work of the Manuscript Project is also of great relevance to developments needed for the HPB. The choice of technology for the Manuscripts search facility should therefore be consistent with CERL's future technological requirements, and in this context CERL should keep in touch with the work of the The European Library (TEL) at the KB in The Hague.

2.5. SERVICES WORKING GROUP

In the light of the interest in service development during discussion of CERL's Development Plan at the Annual General Meeting in The Hague in November 2002, it was decided to set up a Services Working Group with the aim of identifying services that the Consortium of European Research Libraries (CERL) should develop and offer over the next five years of its development.

The Group will report to the Annual General Meeting of November 2003 on common facilities that CERL members could offer to one another as part of membership, and make proposals on how these common facilities could be implemented. The Working Group is to identify the range of services that could be developed and offered to the various communities using the Hand Press Book database and its associated tools, and identify services where CERL could form a common purpose with other organisations, and develop joint services. The Working Group will arrange these services in order of importance for development and delivery; and taking into account factors of timetable, practicality and feasibility, identify the cost implications of possible service development.

3. MEMBERSHIP

3.1 FULL MEMBERS AND GROUP MEMBERS

During the year 2002-2003 CERL has gained two new Full Members: the National Martynas Mažvydas Library of Lithuania in Vilnius, and Yale University Library, CERL's first Full Member in North America. The Group Membership of six French libraries found themselves unable to renew their Funding agreement, having lost the financial subsidy from the Ministry of Education which had been offered for the first three-year period; some no longer wished to take part in the Consortium, others wished to do so but did not have the budgetary resources for a membership fee. Although it lies outside the period of the current report, it may be useful to note that a national seminar for French libraries is being arranged in association with Enssib at Chantilly in May 2004. The total number of Full and Group members is now 38.

continued.....

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CHAIRMAN'S REPORT

(continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

3.2 SPECIAL MEMBERS

One new Special Member has joined CERL: Piney Glen Antiquarian Books in Potomac, Maryland, USA. Unfortunately, H.P. Kraus in New York, ceased to be a Special Member. The total number of Special Members therefore remained stable at twelve.

3.3 CLUSTER MEMBERS

The Cluster scheme continued to be popular, and the Directors have approved new clusters for the Biblioteca Nacional de España in Madrid, the National Library of Russia, St Petersburg, the National Library of Scotland, and the National and University Library of Croatia, Zagreb. Changes have also been approved to the composition of the cluster of Regione Toscana. This leads to a total of 11 clusters, through which 83 libraries have free access to the HPB and ESTC databases. For a full list of CERL members, see <http://www.cerl.org/CERL/cerl.htm>.

3.4 MEMBERS' USE OF THE DATABASES CERL OFFERS

The number of searches executed on the files that CERL offers has again increased:

3.4.1 By CERL Members

	97-98	98-99	99-00	00-01	01-02	02-03
HPB	3,141	8,019	20,187	22,579	33,215	48,558
ESTC	5,606	13,461	22,651	29,523	28,143	40,719
BIB	2,697	5,100	18,619	10,775	27,237	23,635
Other	597	307	475	152	222	340
TOTALS	12,041	26,887	61,932	63,029	88,817	113,252

Pass/Put	1489	1,589	997	1,099	350	579
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As CERL membership increases, so more libraries make use of the databases. However, it is also of note that the level of use of the HPB database itself is consistently increasing. In 2000-2001 37 Members executed 22,579 searches or 610.2 searches per member; in 2001-2002 the average was 585.75 searches per member (51 institutions), and this year it is an average of 703.43 searches per institution (excluding clusters).

Some of the additional searches will be reader searches in members' reading rooms. The number of members offering free public access to the Hand Press Book database is increasing (currently, 22 members from over 670 terminals).

3.4.2 By Cluster libraries

The total number of searches on HPB executed by the cluster libraries was 11,276.

Member	No. of HPB Searches	No. of months	No. Of Cluster members
BN Portugal Cluster	4,244	12	3
ICCU Cluster	3,298	12	7
BNE Madrid Cluster	1,972	8	1
Soprintendenza Bologna Cluster	929	12	15
NLR St Petersburg Cluster	287	4	12
SUB Göttingen Cluster	182	12	7
BSB München Cluster	163	12	8
Regione Toscana Cluster	121	8	13
NUL Zagreb Cluster	62	3	6
CAB Padua Cluster	16	7	10
NLS Edinburgh Cluster	2	4	1
Total	11,276		83

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**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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CHAIRMAN'S REPORT

(continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

4. ORGANISATION

4.1 GENERAL

Dr Ann Matheson continued as the Consortium's Chairman in the final year of her three-year term, and Dr David Shaw completed his first full year as Company Secretary. Drs Marian Lefferts and Ms Kimberley Hart stayed in post as, respectively, Executive Manager and Executive Officer.

The Executive Committee meetings in 2002-2003 have been chaired by Dr Matheson. The daily management of the Consortium - Chairman, Secretary, and Executive Manager - have set up a system of regular three-way telephone meetings. These are proving very useful, and have reduced the need for travel. The Consortium employs consultants and freelance staff as required. During the year under review, the Consortium used the services of the following:

- Mr Tony Curwen and the Data Conversion Group, Göttingen, acted as consultants for file loading and database development issues.
- Crossnet systems hosted ZedMARC, which facilitates on-the-fly UNIMARC output of HPB records.
- Justin Howes designed promotional material.
- Frau Ute Klier (München) edited the place names in the CERL Thesaurus.
- Radcliffe Interactive wrote a technical report on the development of a cross-searching facility for online manuscript databases.

4.2 DEVELOPMENT PLAN

The five-year Development Plan, which had been prepared in 2001-2002, was presented to the Annual General Meeting in November 2002, and was ratified by the members. During the discussion the members placed a strong emphasis on services, and further information on this development is set out in section 2.5. above. The Development Plan (2002-2007) is available on the CERL web site at http://www.cerl.org/CERL/DEVELOPMENT_PLAN_MARCH_2004.pdf, and progress is reviewed annually at the June meetings of the Executive Committee.

4.3 CERL PAPERS

The third volume in the series of *CERL Papers* was published: *Books beyond Frontiers: the need for international collaboration in national retrospective bibliography*. (David J. Shaw, ed.). Papers presented on 8 November 2002 at the Bibliopolis Conference on 'The future history of the book' hosted by the Koninklijke Bibliotheek, The Hague. London, Consortium of European Research Libraries, 2003. ISBN 0-9541535-1-0 All members of CERL will receive one copy of this book. Further copies can be ordered from the Secretariat, price £15.00 (£10.00 for CERL members), plus post and packing.

Contents:

- Introduction by David J. Shaw
- John Goldfinch: The international context of national bibliography.
- Goran Proot and Stijn van Rossem: Grey areas in book historical research. Can international co-operation offer a practical solution?
- Judit Vízkelety-Ecsedy: The search for hidden Hungarica.
- Galina Rieder: Die Erschließung der Altbestände der Russischen Nationalbibliothek in Zusammenarbeit mit dem Consortium of European Research Libraries.

5. MEETINGS

A regular programme of meetings oversees the Consortium's activities.

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CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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CHAIRMAN'S REPORT

(continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2003

5.1 ANNUAL GENERAL MEETING

The Annual General Meeting of members took place on 9 November 2002 in The Hague, hosted by the Koninklijke Bibliotheek. The members endorsed the progress reports and further plans presented at this meeting. Elections for the Board of Directors and the Executive Committee took place. At the 2001 AGM it was decided to increase the number of Directors from six to eight, in order to ensure proper representation of CERL's ever expanding membership. At the 2002 AGM, Dr Kai Ekholm (Helsinki University Library) and Mr Graham Jefcoate (Staatsbibliothek zu Berlin) were elected to fill the two additional posts of Director for a three-year term. No nominations were received for the third vacancy, and the AGM meeting asked Dr Vladimir Zaitsev to continue as a CERL Director for a further term. There was one vacancy on the Executive Committee, and the AGM meeting elected Dr Kristian Jensen of the British Library.

The Annual General Meeting was preceded by a half-day seminar. The customary CERL seminar was arranged this year as part of the Bibliopolis Conference, 'The Future History of the Book', which was being held in the Royal Library in the same week, and it was most useful to have the opportunity to discuss matters of common interest with Conference delegates. CERL's seminar on the theme 'Books beyond frontiers: the need for international collaboration in national retrospective bibliography', one of three parallel sessions on the final afternoon of the conference, was attended by about 50 people.

5.2 BOARD OF DIRECTORS

The Board of Directors convened on 7 April 2003 for the Annual Meeting, at which the accounts for CERL's financial year ending 30 September 2002 were approved. After submission to Companies House, the accounts were circulated to all CERL members for information. The Directors also discussed progress and strategies for development.

5.3 EXECUTIVE COMMITTEE AND ADVISORY TASK GROUP

The Executive Committee met three times during the year, on 8 November 2002 in The Hague, 15 March 2003 in London, and 7 June 2003 in Paris. Meetings of the Advisory Task Group, the technical group that advises the Executive Committee, chaired by Dr Mirna Willer, and the Services Working Group, chaired by Dr Claudia Fabian, preceded these meetings. In between meetings, members of the committees are in regular contact via e-mail, which enhances the depth and quality of face-to-face discussions.

6. PROMOTION

CERL commissions a professional designer, Mr Justin Howes, to produce promotional material. He assisted in updating the leaflets (in various languages) for use in member libraries, and typeset volume three of the CERL Papers.

6.1 WEBSITE AND NEWSLETTER

The CERL website (www.cerl.org) is continually kept up-to-date, and the CERL Newsletter appeared in December 2002 and July 2003. It was sent to all members and is also mounted on the CERL website.

6.2 WORKSHOPS

Workshops are a very important element in the promotion of CERL and the HPB.

- November 2002: Seminar at the Koninklijke Bibliotheek, The Hague)
- January 2003: Regione Toscana, Firenze (Margharita Spinazzola, Neil Harris)
- May 2003: Workshop at the British Library, London (Kristian Jensen, David Shaw, and Marian Lefferts).
- September 2003: Workshop at the National Library of Scotland, Edinburgh (David Shaw)
- September 2003: Seminar at the National Library of Russia, St Petersburg (Monique Hulvey, Bibliothèque municipale, Lyon).

Dr Ann Matheson
Chairman

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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DIRECTORS' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2003

The directors submit their report together with the financial statements for the year ended 30 September 2003.

Principal Activities and Review of the Consortium

The Consortium of European Research Libraries continued its development programme and consolidated its organisational structure.

The Consortium's primary objective is to establish a database for all European printing of the Hand Press period, according to the principles set out by the participating members. Files are provided by the participating libraries, and after evaluation by Project Management are loaded by the Research Libraries Group, Inc. which is contracted as database provider. The Consortium's activities are concentrated on achieving this objective.

The directors are satisfied with the results for the year and the state of affairs of the Consortium at the balance sheet date.

Statement of Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for the year.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on

and signed on its behalf

Dr Ann Matheson
Director

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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ACCOUNTANTS REPORT TO THE MEMBERS

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 30 September 2003, set out on pages 10 to 13, and you consider that the company is exempt from an audit and a report under Section 249A (1) of the Companies Act 1985.

In accordance with your instructions, we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Fisher Ng Ltd
Chartered Accountants
Suite 19 Hertfordshire Business Centre
Alexander Road
London Colney
Herts AL2 1JG

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Date

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2003

	Notes	2003 £	2002 £
TURNOVER	1(b)	30,309	35,809
COST OF SALES		17,414	19,431
		12,894	16,378
DATABASE DEVELOPMENT COST	1(c)	66,507	64,092
ADMINISTRATION COST		120,043	126,953
		(173,655)	(174,667)
SUNDRY INCOME			
Interest Received		7,334	6,509
RESULT FOR THE YEAR		(166,321)	(168,158)
Released from Capital Reserve	8	166,321	168,158
(Deficit) for the year	3	0	0
Excess of Expenditure over Income brought forward		0	0
Excess of Expenditure over Income carried forward		£ 0	£ 0

The notes on pages 12 to 13 form part of these financial statements.

All amounts in £

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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BALANCE SHEET

AS AT 30 SEPTEMBER 2003

	Notes	2003		2002	
		£	£	£	£
CURRENT ASSETS					
Debtors	5	45,883		56,154	
Cash in hand		44		6	
Cash at Bank		<u>361,449</u>		<u>330,349</u>	
		407,376		386,509	
LESS CREDITORS: amounts falling due within one year	6	<u>44,229</u>		<u>65,192</u>	
NET CURRENT ASSETS			<u>363,147</u>		<u>321,317</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£ 363,147</u>		<u>£ 321,317</u>
CAPITAL AND RESERVES					
Restricted Reserve	7		50,000		50,000
Capital Reserve	8		<u>313,147</u>		<u>271,317</u>
Members Funds	9		<u>£ 363,147</u>		<u>£ 321,317</u>

For the financial year ended 30th September 2003, the company was entitled to exemption from audit under Section 249A(1) Companies Act 1985.

No notice has been deposited under Section 249B(2) Companies Act 1985.

The directors acknowledge their responsibilities for:

ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985,

and preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts were approved by the board on

and signed on its behalf.

Dr Ann Matheson
Director

The notes on pages 12 to 13 form part of these financial statements.

All amounts in £

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2003

1. ACCOUNTING POLICIES

(a) Accounting Convention

The accounts have been prepared under the historic cost convention, and in accordance with applicable accounting standards.

(b) Turnover

Turnover represents the amount invoiced in the normal course of business for services provided, excluding Value Added Tax.

(c) Membership Subscriptions

Membership subscriptions are levied on participating European Libraries. Subscriptions are credited to the Database Development Fund Reserve. Funds are released from this Reserve to the Income and Expenditure Account whenever database development costs are incurred.

(d) Currency Translation

Assets and liabilities in other currencies are translated into £ at the rates of exchanges ruling on the balance sheet date. Transactions in other currencies are recorded at the rate ruling at the date of the transaction.

(e) 1985 Companies Act

The prescribed profit and loss account formats required by schedule 4, part1, of the 1985 Companies Act have not been adhered to in disclosure of the financial statements of the Consortium for the year ended 30 September 2002. It is the opinion of the directors that strict adherence to these formats would be misleading to the membership of the Consortium, and prevent the financial statements from showing a true and fair view as required by Section 228(2) of the 1985 Companies Act.

(f) Cash Flow Statement

The Consortium had taken advantage of the exemption in the Financial Reporting Standard No. 1 from producing a cash flow statement on the grounds that it is a small company.

(g) Reserves

The Database Development Fund have been renamed Capital Reserve. A new reserve, called the Restricted Reserve, is created. It would consist of a sum sufficient to meet staff, accommodation and other contractual expenditure in the unlikely event of the Consortium becoming financially insolvent.

2. TURNOVER

The turnover and deficit (2002 - deficit) are attributable to the principal activity of the company.

3. OPERATING (DEFICIT)/SURPLUS

This is stated after charging:

Directors' remuneration
Auditor's remuneration

2003

£

0
0

2002

£

0
0

4. STAFF COSTS (INCLUDING DIRECTORS)

Staff costs were as follows:

Executive Manager
Clerical Support
Company secretary
Other

2003

£

45,365
26,384
14,963
0

£ **86,711**

2002

£

35,486
20,479
14,149
0

£ **70,114**

The average weekly number of staff during the period was made up as follows:

Project Management
Administration

No.

1.5
1.0

2.5

No.

1.5
1.0

2.5

All amounts in £

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2003

5. DEBTORS		2003		2002
		£		£
Trade Debtors		11,928		12,845
Subscription debtors		1,095		15,725
Sundry debtors & prepayments		32,860		27,584
		<u>£ 45,883</u>		<u>£ 56,154</u>
		<u>£ 45,883</u>		<u>£ 56,154</u>
6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2003		2002
		£		£
Research Libraries Group		0		0
Deferred Income		9,284		49,816
Accruals		34,945		15,376
		<u>£ 44,229</u>		<u>£ 65,192</u>
		<u>£ 44,229</u>		<u>£ 65,192</u>
7. RESTRICTED RESERVE		2003		2002
		£		£
Restricted Reserve brought forward		50,000		50,000
Transfer from Capital Reserve		0		0
		<u>£ 50,000</u>		<u>£ 50,000</u>
		<u>£ 50,000</u>		<u>£ 50,000</u>
8. CAPITAL RESERVE		2003		2002
		£		£
Capital brought forward		271,317		261,282
Membership Subscriptions	218,151		189,018	
Less: Search Fees	<u>10,000</u>	208,151	<u>10,825</u>	178,193
Less: Transfer to Restricted Reserve		0		0
Less: Released to Income and Expenditure Account		(166,321)		(168,158)
		<u>£ 313,147</u>		<u>£ 271,317</u>
		<u>£ 313,147</u>		<u>£ 271,317</u>
9. RECONCILIATION OF MEMBERS FUNDS		2003		2002
		£		£
Deficiency for the year		(166,321)		(168,158)
Membership Subscriptions		208,151		178,193
Opening members' funds		321,317		311,282
		<u>£ 363,147</u>		<u>£ 321,317</u>
		<u>£ 363,147</u>		<u>£ 321,317</u>

All amounts in £

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)
MANAGEMENT INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2003

	2003		2002	
	£	£	£	£
TURNOVER		30,309		35,809
Less: Search costs		17,414		19,431
		12,894		16,378
DATABASE DEVELOPMENT COST				
File processing - vetting & conversion - HPB files	13,536		8,829	
Development of CERL Thesaurus	13,274		17,053	
Consultancy - general fees	9,388		12,029	
Consultancy - database development	11,624		5,171	
Consultancy - Travel costs	1,995		1,407	
Database Management - admin fee	9,375		9,868	
Database Management - telecommunications	1,007		1,005	
Database Management - File loads	6,309		9,290	
Database Management - development	0		0	
Database Management - other	0	66,507	(560)	64,092
		(53,613)		(47,714)
ADMINISTRATION COST				
Salaries -				
- Executive Manager	45,365		35,486	
- Clerical Support	26,384		20,479	
- Company Secretary	14,963		14,149	
- Other	0		0	
Accountancy & audit	3,923		3,760	
Bank Charges	842		486	
Legal fees	0		5,627	
Rent & service charges	13,018		25,064	
Office relocation & cleaning costs	25		487	
Insurance	540		458	
Marketing & Promotional costs	1,755		2,111	
Stationery & printing	1,478		1,324	
Postage & carriage	1,023		1,117	
Communications	2,969		2,357	
Photocopying	0		34	
Equipment	1,108		0	
Internet & computer costs	1,645		1,326	
Travel costs	8,319		7,679	
Hospitality	1,159		611	
Exchange (profit)/Loss	(4,487)		3,400	
Sundries	15	120,043	998	126,953
		(173,655)		(174,667)
SUNDRY INCOME				
Interest Received		7,334		6,509
Currency Translation Adjustment		0		0
RESULT FOR THE PERIOD		(166,321)		(168,158)
Released from Capital Reserve		166,321		168,158
Excess of Expenditure over income carried forward	£	<u>0</u>	£	<u>0</u>

This page does not form part of the statutory financial statements

All amounts in £