CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

THE CHAIRMAN'S AND DIRECTORS' REPORTS
AND FINANCIAL STATEMENTS (in €)

FOR THE YEAR ENDED 30 SEPTEMBER 2005

All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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COMPANY INFORMATION

FOR THE YEAR ENDED 30 SEPTEMBER 2005

Registered in England
on 24 June 1994

Directors:		Nationality	Date of Appointment	Date of Resignation
	Dr A Matheson (Chairman)	British	10-Nov-00	
	Dr V Zaitsev	Russian	09-Nov-02 (3rd term)	
	Dr E Mittler	German	10-Nov-00 (3rd term)	
	Mr F Dupuigrenet-Desroussilles	French	10-Nov-00 (2nd term)	
	Dr K Ekholm	Finnish	09-Nov-02	
	Drs J J M Bos	Dutch	14-Nov-03	
	Dr F M Campos	Portuguese	14-Nov-03	
	Dr O Avallone	Italian	14-Nov-03	
	Mme R Herbouze	French	14-Nov-03	

Secretary:	Dr D Shaw	British	08-Jul-02

Company Number: 2942632

Registered office:
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All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
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CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

1. SUMMARY

The primary purpose of the Consortium's work continues to be concerned with assembling and expanding knowledge of the distributed cultural and scholarly printed heritage of Europe for the use of scholars and researchers, and for other groups and individuals that study the period of hand press printing in Europe. In recent years, the Consortium has also broadened the scope of its activities into other related areas of interest to scholars of this period. In doing so, the Consortium has sought to define the particular niche that it should occupy, and the role that it should seek to fulfil, both at a European level and internationally, The Consortium's members, and its Committees and Directors, have fully participated in these discussions, and they have given their endorsement to the organization's current direction. The year under review saw a significant milestone reached when the Consortium celebrated in 2004 the tenth anniversary of its founding in June 1994, and following the 2004 Annual General Meeting in Edinburgh, the event was celebrated by an anniversary dinner held in St Leonard's Hall, University of Edinburgh, to mark the occasion. The Hand Press Book Database (HPB) is at the centre of the Consortium's activities, and during the year significant attention was paid to defining future policies on its expansion and enhancement. A very important decision made during the year was the outcome of the market test for service provision, which the members had decided to implement in 2003. In May 2005, RLG was selected as the Consortium's service provider (from 1 September 2006), a decision to be presented to the Annual General Meeting in November 2006 for ratification. As the Consortium continues to develop its activities in line with members' wishes, expanding membership will remain a high priority. During the year, plans for membership promotion over the next three years within the Consortium's diverse constituencies were discussed by the Executive Committee, for presentation to members at the 2005 AGM. At the 2004 AGM, members endorsed a form of membership by special arrangement; and it is hoped that by this means major research libraries in Central and South America, which are interested in CERL membership, may be able to do so through their association, ABINIA, and contribute their files of early European printing. During the year, excellent progress has been made on further expanding the CERL Thesaurus, based in Göttingen; pilot construction of a federated search facility for online manuscript holdings also made very satisfactory progress, guided by the Project Officer and the Manuscripts Working Group; and policies in a number of areas (for example, digital resources) were discussed and formulated with the assistance of the Advisory Task Group and Executive Committee for decision at the 2005 AGM. Organizations succeed through the commitment and expertise of staff, and the Secretariat and all those who work for the Consortium have worked very energetically and effectively for the members throughout the year. The Directors endorsed the Consortium's Remunerations Policy in April 2005, and a Remunerations Committee was established to oversee annual salary and fee reviews. The Consortium's current Development Plan 2002-2007 is available on the website at http://www.cerl.org, and is annually reviewed by the Executive Committee. Overall, during the current year, very positive progress has been made towards meeting the Consortium's primary goals: further details of these achievements are set out in the report below.

2. DEVELOPMENT
2.1. HPB FILE LOADS

By the time of the Annual General Meeting in 2004, twenty-one files had been combined in the Hand Press Book (HPB) Database with a total of c. 1.6 million records. Shortly thereafter, the records of the National Library of Wales and a file update from the National Library of Croatia were added.

In the current year two new files (records from the National Library of Lithuania and the Royal Library in Copenhagen), and three file updates, were dispatched to RLG. In addition, the records from the National Library of Hungary file in XML format still remain to be loaded.

As planned, RLG undertook its server migration in the second quarter of the year. This process had an impact on normal RLG services, both before and after the actual migration. As had been expected, the normal file loading process has been affected (*see* below). Once all outstanding files up to the end of the year 2004/2005 have been added to the Hand Press Book Database, it will total over 1.8 million records. Discussions on a file loading programme for 2005-2006 to 2007-2008 are in hand with RLG with the objective of loading all outstanding files as well as the annual consignment of new files over an agreed period.

			2005	
		No. of records	Status and estimated cumulative total	ESTC No. of records
22	NL Hungary	c. 13,000	Awaiting loading	
24	NL Lithuania	2,446	Awaiting loading	
25	KB Copenhagen	77,464	Awaiting loading	
	Updates: NL Russia	1,040	Awaiting loading	
	NL Wales	5,467	Awaiting loading	
	BNE	78,770	Awaiting loading	
	Total	*c. 178,187*	c.1,825,218	468,647
			Total HPB and ESTC combined: c. 2,293,865	

2.1.1.   *Ask a Librarian*

CERL has added the 'Ask a Librarian' feature to its Hand Press Book Database. This feature is available through RLG's Eureka®, and allows users to connect remotely to a member library's electronic reference desk. In the case of CERL, all requests for help or information are sent to the Executive Manager. She liaises with HPB data providers as necessary, and responds to all messages submitted by users through the 'Ask a Librarian' web form, which the Data Conversion Group (DCG) in Göttingen helped to develop. By the end of the year under review, the first two queries had been received.

2.3.   CERL THESAURUS

The CERL Thesaurus has been designed as an independent database, comprising variant forms of place names, imprint names, personal names, bibliographic sources, and with provision for storing corporate names. Its records are held in a format that is based on UNIMARC authorities, and it is freely accessible through the CERL website: http://www.cerl.org/Thesaurus/thesaurus.htm. The CERL Thesaurus has been developed and is hosted by the DCG.

The CERL Thesaurus is composed mainly of authority files provided by CERL members (detailed statistics may be found in APPENDIX II – CERL THESAURUS STATISTICS). The number of records on the CERL Thesaurus is increasing steadily:

	12/6/02	11/3/03	5/3/04	1/3/05
Personal Names	12,173	62,436	85,948	594,289
Corporate Body Names			1	3,725
Imprint Names	6,068	12,252	13,804	13,812
Imprint Places	2,808	3,624	3,642	3,599
Sources	3	11	15	2,104
Total number of records	**21,037**	**78,325**	**103,410**	**617,529**

By far the largest contribution to the CERL Thesaurus has been the *Personennamendatei*, but the corporate names file of the English Short Title Catalogue should also be mentioned. The integration of the ESTC file, and a file from Warsaw University Library, enriched the Thesaurus by offering corporate name records.

> ⇒ **Records currently in the CT: 666,724 (last update: 24 October 2005)**
> ⇒ **Records edited manually since Aug. 2004: 42,416**
>   o **thereof merged: 10,550**
>   o **thereof not-merged: 31,866**
> ⇒ **Records that might be duplicates: 10,872**
>   o **without 'identification uncertain': 932**

Corporate name records had been identified as a record category at any early stage, but had not been included in the CERL Thesaurus until now. In addition to adding new records, much effort has also been directed to de-duplication of the data file. Frau Klier at the BSB München has greatly benefited from the DCG enhancements to its WinADH software, which is successfully being used to automate the de-duplication process as much as possible. She has so far merged over 33,500 records, resulting in just over 15,000 records.

CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

From its inception, the CERL Thesaurus has been made freely available, and is used extensively by CERL members and non-members. In 2004 the Thesaurus system showed 20,367 searches for the year 2004, or c. 1,697 searches per month. CERL has invited members to include a link to the CERL Thesaurus from the 'Research Tools' section on their websites.

2.4. CROSS-SEARCHING FACILITY FOR MANUSCRIPTS AND EARLY PRINTED MATERIAL

In 2004 two companies were invited to build pilot demonstrators for a federated online searching facility for manuscripts. Testers reviewed the pilots and advised that the Crossnet pilot was the more adequate in terms of results and performance. The 2004 AGM decided to take the project to a second stage, with the aim of (a) adding enhancements to the Crossnet pilot; (b) an investigation into technical solutions for federated searching as adopted by The European Library; and (c) formulating a clear view on how to proceed with an operational search engine after the project phase. At the 2004 AGM, Professor U. Göranson suggested investigation of the work being carried out by the Electronic Publishing Centre (EPC) of the University of Uppsala, which had developed a search portal to the Waller collection, making use of the Open Archives Initiative protocol for harvesting data. Following the meeting, the EPC Uppsala was asked to develop a pilot.

2.4.1. Finances
In order to remain within the project's overall budget set by the AGM, while proceeding with the EPC Uppsala pilot, it was decided to limit the enhancements to the Crossnet pilot to adjusting the search fields in the search engine. As a result, comparing the search results of both pilots was more effective, as both the Crossnet and the Uppsala pilots offered equal access points.

2.4.2. Organisation
Dr Lotte Hellinga stepped down as Chairman of the Manuscripts Working Group in November 2004, and she was succeeded by Dr Ivan Boserup, Head of Manuscripts, Royal Library, Copenhagen. In March 2005, by agreement with the National Library of the Netherlands, The Hague, CERL appointed (on secondment) Drs Liesbeth Oskamp to the post of Project Manager for the Manuscripts Project. Her appointment (until 30 November 2005) was for 18 hours per week and she was based in The Hague.

2.4.3 Pilots
No new files were added to the Crossnet pilot, nor were any of the files replaced. This pilot therefore provided access to the Hand Press Book Database, the Manuscriptorium Database, the Digital Scriptorium Database and records from the National Library of the Netherlands in The Hague.

The EPC Uppsala pilot offered access to the following four databases:

▪ Uppsala University Library, Sweden	Waller Collection: More than 20,000 items representing the history of medicine and science from the 15th century onwards.
▪ Manuscriptorium, Czech Republic	Memoria Project: More than 50,000 bibliographic descriptions of historical documents and digitised manuscripts from the Czech Republic and some other (East European) countries
▪ National Library of Australia	Digital Object Repository, Manuscripts: Letters, diaries, notebooks, speeches, lectures, drafts of books and articles, photographs, drawings, minute books, agenda papers, logbooks, financial records, maps
▪ Koninklijke Bibliotheek, The Hague	Medieval Illuminated Manuscripts: Some 500 medieval illuminated manuscripts, containing over 8,000 images

With both pilots in operation, CERL was able to compare two technical solutions for federated searching: searching distant databases through the SRU- and Z39.50 protocols, and searching a central index containing data harvested through the OAI protocol. As two collections – the medieval illuminated manuscripts of the National Library of The Netherlands, and the Czech Manuscriptorium – were included in both pilots, it was possible not only to compare reliability and performance, but also to compare the adequacy of search results.

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Work on the Uppsala pilot started in June 2005, and the first version was ready for testing by the end of August 2005. After feedback was received, the second version became available at the end of September 2005. In October 2005 a large group of testers (members of the CERL Manuscripts Working Group and Advisory Task Group, along with manuscripts scholars, curators and database experts from all areas of Europe) were asked to test and compare the pilots. The results showed a clear preference for the Uppsala pilot, regarding 'look-and-feel' aspects, and response times, reliability and user friendliness. In addition, searching with the aid of the CERL Thesaurus had been successfully implemented in the Uppsala pilot. On this basis, and with the clear support of the CERL Advisory Task Group and Executive Committee, the Annual General Meeting decided unanimously to continue to develop the manuscripts service with EPC Uppsala.
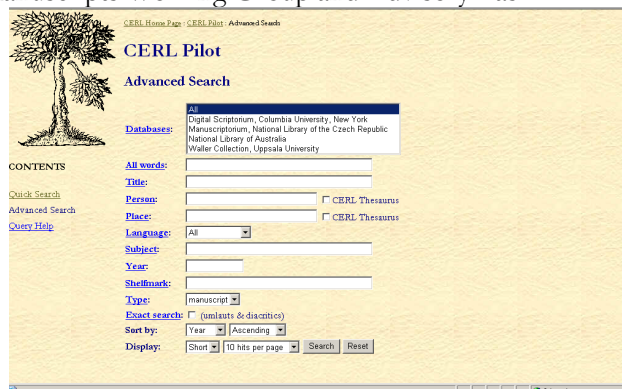
Search interface of the pilot developed by EPC Uppsala

The University of Uppsala Electronic Publications Centre (EPC) pilot site is available at https://diva.ub.uu.se/test/cerl/.

2.5.   EARLY EUROPEAN PRINTING: ACCESS TO ADDITIONAL DIGITAL RESOURCES

One of CERL's strategic aims is to build up access to related resources important for the study of the early European book as part of the developing concept of a portal of early European printing.

In collaboration with the Bibliographical Society in the United Kingdom, CERL has embarked on the digitisation of Ronald B. McKerrow's *Printers' & Publishers' Devices in England & Scotland 1485-1640*. The first results of this project are available at http://www.kb.dk/elib/bhs/mckerrow/. The site offers a fully digitised copy of McKerrow, including the descriptions of devices, images, as well as all indexes. Selecting a device number allows the user to open a page with a depiction or a description of the device.

The McKerrow project is an important initiative, the expansion of which CERL has included as a firm initiative in the CERL Development Plan. The indexes created by the Royal Library in Copenhagen enable the CERL Thesaurus to link to this data. An initial test of McKerrow images linked to the CERL Thesaurus will be made available to CERL members at the 2005 Annual General Meeting. When further printers' devices become available (from sources other than McKerrow), these will also be made available through the CERL Thesaurus – thus expanding the scope of this initiative.

In terms of expanding CERL's activity in the field of digital resources, the following policy has been formulated in the course of this year to guide the identification and integration of further digital resources:

a)   if a relevant work is already in digital form, CERL will aim to provide access to it;

b)   if a relevant work has not yet been digitised, CERL will aim to digitise it in partnership with a member library, i.e. a project of mutual benefit.

c)   the particular niche that is most appropriately fulfilled by CERL is the provision of 'added value' facilities and services to appropriate digitised works, along the lines of the development being followed within the McKerrow project, rather than in merely providing flat digital copies of works.

Potentially, a 'grey area' will remain:

d)   If CERL considers a work important for its purposes and is satisfied, after reasonable enquiry, that no other library/organization is already digitising (or proposing to digitise) it, there may be a case for CERL to consider digitising the work.

The draft policy formulated above was discussed in March and June 2005 by the Executive Committee, which endorsed the policy, and will be referred to the 2005 Annual General Meeting for decision.

2.6.   SERVICES WORKING GROUP

The Services Working Group, chaired by Dr Claudia Fabian, Bayerische Staatsbibliothek, was set up after the Annual General Meeting in The Hague in November 2002, to identify common services which CERL members wished to have developed. The Working Group's report was accepted at the Annual General Meeting in St Petersburg in November 2003.

With the agreement of members, a questionnaire was subsequently drawn up to determine the views of CERL members about priorities for services which could be offered to members through the CERL website, and possibly in the medium term through a CERL web portal, or otherwise developed. The questionnaire was sent out in the first instance to 40 Full Members in August 2004. The Secretariat received 29 completed questionnaires (a 73% response). A full collation of the results of the questionnaire is available from the Secretariat upon request.

A preliminary report was received and endorsed by the AGM in November 2004, and a budget of €10,000 was set for the first stage of the work. After carefully considering the developments that could be undertaken in 2005, CERL found that these did not require direct funding in the first instance. A small sum was required for consultancy on implementing the 'Ask a Librarian' feature (*see* 2.1.1. above). It was therefore decided that the remaining sum should be transferred to the budget for 2005-2006, and should be used for redesigning the CERL website. This would ensure that the information provided by the CERL members could be properly presented and easily maintained.

2.7.   COLLABORATION WITH THE EUROPEAN REGISTER OF MICROFILM MASTERS (EROMM)

A paper was presented to the AGM in November 2004 seeking members' views on closer co-operation between EROMM and CERL, on the basis of the common membership and mutual interests of both organizations. After a full discussion at the AGM in November 2004, members agreed to a proposal to explore 'further closer co-operation with EROMM, examining all aspects of the various options for collaboration including merger and, keeping the membership appropriately informed throughout the year, and should present the results to the AGM for final decision in November 2005'.

2.7.1.   Further developments

In November 2004 OCLC PICA proposed an initiative in which LIBER should become a founding partner of the OCLC Registry of Digital Masters. It became clear that they were unaware of the work of EROMM, which has accepted digital (as well as microform) masters from 1994. In subsequent discussion by the Chairman with Professor Mittler and Dr Schwartz, EROMM Director, it was agreed that it was highly desirable to avoid two competing preservation initiatives in Europe. This matter was subsequently discussed at the January 2005 meeting of the LIBER Executive Board, and it was unanimously agreed that a way should be sought to avoid unnecessary duplication of effort. A task group (comprising Dr Ayris, Dr Dekeyser, Professor Mittler, Dr Schwartz and Dr Matheson) was established to investigate the matter further and to discuss a possible solution with OCLC PICA. It was mutually agreed by CERL and EROMM at the same time that they would set their discussions on the side until it was established if a global registry of digital masters could be set up in conjunction with OCLC PICA/LIBER with EROMM as the European hub for this international activity. A meeting between the task group and representatives of OCLC PICA was held in London in March 2005. At that meeting OCLC PICA agreed to the principle of the construction of a global registry by co-operation with LIBER in Europe, and on the basis of the existing EROMM initiative. It was agreed that this proposal would be explained to EROMM members at their annual meeting in May 2005, and their views sought. A number of issues (e.g. exchanging all digital master records between the European and the American hub, and a business model) would remain to be discussed in detail by OCLC PICA/OCLC and EROMM. On the basis of the resulting model, LIBER would require to decide how it could effectively support expanding the European network to supply records to the global registry.

2.7.2.   Present position

EROMM held its Annual General Meeting in May 2005, and discussed the proposal. The LIBER/OCLC PICA proposal was thought to be of interest, and it was agreed that steps should be taken to establish how record exchange between EROMM and OCLC could be realized. EROMM also considered that closer collaboration with LIBER/OCLC PICA and closer collaboration with CERL were not mutually exclusive, and they underlined their

view that they would welcome closer collaboration with CERL. The Executive Committee discussed the current position at its meeting in June 2005, and it was agreed that any further investigation of closer co-operation between CERL and EROMM, as agreed by the members of both organisations in 2004, should wait for the current discussions between EROMM and OCLC PICA and LIBER to be completed. The proposal was also presented to LIBER members at their Annual General Assembly in July 2005, and received their endorsement. The LIBER Executive Board asked the existing task group to continue its work on exploring the detailed feasibility of the proposal.

Whatever the outcome of these discussions, CERL will wish to offer cross-searching of EROMM with the Hand Press Book (HPB) Database, which was a priority in the CERL member services questionnaire, and to be able to utilize the EROMM requesting facility. In return, CERL would be able to offer to support EROMM by organizing the delivery of records of preservation surrogates by its members. A further report will be made to CERL members at the 2005 Annual General Meeting.

3. MEMBERSHIP

The need to expand membership in order to support the Consortium's expanding current and future goals has been assigned a high priority with the endorsement of Directors and the Executive Committee. In 2005 CERL drew up a Membership Promotion Plan outlining both the general provision of promotional materials and campaigns to advertise CERL's initiatives and services and to attract new members.

During 2005, effort has been directed to preparing new promotional leaflets for CERL; advertisng CERL services to the antiquarian book trade; and to publicity and sales of CERL Papers V, and these are already showing some success. In addition to the activities of the Secretariat, personal contacts are invaluable, and all members are strongly encouraged to assist in publicising CERL to libraries in their countries. Trial periods for the HPB Database continue to be available to any interested library.

3.1. FULL MEMBERS AND GROUP MEMBERS

During the past year, an application from the University of Bologna (Italy) to become a Full Member of CERL has been accepted by the Directors. The National Library of Latvia has indicated its intention of becoming a Full Member during 2005/06. However, as these arrangements remain to be finalised, the total number of Full and Group members remained stable at 39.

3.2. SPECIAL MEMBERS

A new leaflet was prepared for antiquarian booksellers; a large batch has been sent out to selected firms in the United States, and will be followed by other similar circulations in other countries. The total number of Special Members remained stable at twelve.

3.3. CLUSTER MEMBERS

The Cluster scheme continued to be popular, and the Directors at their meeting in April 2005 approved requests for cluster library status from SUB Göttingen (for the Universitätsbibliothek, Oldenburg, the Universitätsbibliothek, Rostock, and the Universitätsbibliothek Greifswald), and from the BNE, Madrid (for the Biblioteca Histórica Marques de Valdecilla, Universidad Complutense, Madrid). The 'cluster member' mechanism now offers free access to the HPB and ESTC databases to a total of 94 ' cluster' libraries.

3.4. ASSOCIATE MEMBERS

At the Directors' meeting in April 2005, it was agreed that the fee for Associate Membership should be expressed as €150 rather than £100.

3.5.   MEMBERSHIP BY SPECIAL ARRANGEMENTS

Negotiations have taken place between the Chairman and ABINIA, which represents research libraries in South and Central America. It is hoped that this will lead to a proposal for a special arrangement for access to CERL facilities.

3.6.   MEMBERSHIP DOCUMENTATION

The Secretariat is updating the membership documentation for new members and for membership renewals in time for the 2006/2007 year.

For a full list of CERL members, see http://www.cerl.org/CERL/cerl.htm.

3.7.   MEMBERS' USE OF THE DATABASES OFFERED BY CERL

Due to RLG's server migration in the second quarter of 2005, it should be noted that usage statistics are incomplete for this year. All the figures given below are based on statistics for nine months, and have, where required, been extrapolated to twelve months.

The number of searches registered on the HPB appears to be lower than last year; use of the ESTC and BIB files appears to have increased.

	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05
HPB	3,141	8,019	20,187	22,579	33,215	48,558	58,304	41,146/54,862
ESTC	5,606	13,461	22,651	29,523	28,143	40,719	46,120	39,071/52,095
BIB	2,697	5,100	18,619	10,775	27,237	23,635	17,045	14,391/19,187
Other	597	307	475	152	222	340	210	62/ 83
Total	12,041	26,887	61,932	63,029	88,817	113,252	121,679	94,670/126,227
Pass/Put	1,489	1,589	997	1,099	350	579	168	No longer offered

3.7.1.   By CERL Members

This year 53 CERL Members (excluding Cluster libraries) used the various databases CERL offers – one less than last year (54). The HPB was used by 50 institutions; the ESTC by 35 institutions; RLG's Union Catalogue by 26 and the other files by 10 CERL members. The average number of HPB searches per member (excluding cluster libraries) has continued to rise:

HPB	No of members	No of searches	Average
2000-2001	37	22,579	610.02
2001-2002	51	29,873	585.75
2002-2003	56	39,392	703.43
2003-2004	54	45,101	835.20
2004-2005	50	**Extrapolated**: 42,107	842.14

3.7.2.   By Cluster libraries

CERL has twelve groups of 'cluster' libraries that have access to the HPB and the ESTC files. The total number of searches on HPB was 9,566: only two Cluster groups searched the ESTC file.

No. of HPB searches		2004-2005	2003-2004	2002-2003
1.	ICCU Cluster	**2,482**	**6,076**	**3,298**
2.	BNE Madrid Cluster	**2,577**	**3,583**	**1,972**
3.	BN Portugal Cluster	**1,871**	**1,620**	**4,244**
4.	Soprintendenza Cluster	**874**	**1,056**	**929**
5.	KB Stockholm	**454**	**208**	
6.	NUL Zagreb Cluster	**452**	**1**	**62**
7.	SUB Göttingen Cluster	**389**	**260**	**182**
8.	NLR St Petersburg Cluster	**355**	**166**	**287**
9.	NLS Edinburgh Cluster	**55**	**14**	**2**
10.	BSB München Cluster	**34**	**89**	**163**
11.	Regione Toscana Cluster	**23**	**39**	**121**
12.	CAB Padua Cluster	**0**	**91**	**16**
Total		**9,566**	**13,203**	**11,276**
	Extrapolated:	12,755		

4.   ORGANISATION

4.1.   GENERAL

Dr Ann Matheson continued as the Consortium's Chairman in the second year of her second three-year term. Dr David Shaw (Company Secretary), Drs Marian Lefferts (Executive Manager) and Ms Kimberley Hart (Executive Officer) remained in post. By agreement with the National Library of the Netherlands, The Hague, CERL appointed (on secondment) Drs Liesbeth Oskamp in March 2005 to the post of Project Manager for the Manuscripts Project. Her appointment (until 30 November 2005) was for 18 hours per week, and she was based in The Hague.

The meetings of the Executive Committee in 2004-2005 were chaired by Dr Matheson. The daily management of the Consortium - Chairman, Company Secretary, and Executive Manager – continued their regular three-way telephone meetings. These have proved very useful in the Consortium's distributed organisation, 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, from whom services were taken for file loading and database development issues.
- Frau Ute Klier (München) edited and merged CERL Thesaurus records.
- Mr Chris Kirk prepared a report for the Assessment Group and attended its meeting.
- Crossnet systems hosted ZedMARC, which facilitates on-the-fly UNIMARC output of HPB records.
- Mr Terry Browning designed CERL promotional materials.
- The University of Edinburgh Printing Services designed and produced the CERL general leaflet.
- Dr Justin Howes typeset CERL Papers IV.
- Mr Richard Bates of Discript Ltd typeset CERL Papers V.

4.2.   DEVELOPMENT PLAN

The CERL Development Plan for 2002-2007 was given its annual review by the Executive Committee in June 2005. The Committee found no need to revise substantially CERL's stated aims. The Development Plan (2002-2007) is available on the CERL website at http://www.cerl.org/CERL/DEVELOPMENT PLAN JUNE 2005.pdf.

Progress will continue to be reviewed annually at the June meetings of the Executive Committee, and preparation of the next five-year planning cycle will commence in 2006.

4.3. CURRENT RESEARCH LIBRARY DEVELOPMENTS

In working co-operatively, the Consortium's aim is to increase mutual awareness of its activities with those of other European organizations, and to maintain links in Europe and internationally with bodies concerned with early European written heritage. The Chairman presented a paper on CERL's policy on liaison with European organizations, such as The European Library, LIBER, EROMM and ECPA, at meetings of the Board of Directors and the Executive Committee, when the proposed policy was endorsed.

4.4. HAND PRESS BOOK (HPB) DATABASE LIAISON

4.4.1. Research Libraries Group, Inc. (RLG)

During 2004-2005 Mr Wes Taoka replaced Mrs Pamela Wilkes as RLG's liaison person with CERL, and he attended the CERL meetings in Copenhagen in June 2005. Dr Susan Yoder and Ms Nancy Elkington attended the CERL 2004 Annual General Meeting. Mr Joe Altimus, Ms Dana Jemison and Ms Kathy Farrell worked on HPB file preparations.

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

This year, DCG analysed records from the National Library of Lithuania, the Royal Libraries in Copenhagen, Stockholm and The Hague, the Polish microfilm records, records from the Regione Toscana and an ICCU SBN(A) update. Additionally, much DCG effort went into the further development of the CERL Thesaurus file, as has been described above (*see* 2.3). Dr Alex Jahnke offered valuable advice on the Post-2006 Contract Preparations, the Manuscripts Project, and the 'Ask a Librarian' feature.

4.6. POST-2006 CONTRACT PREPARATIONS

The Hand Press Book Database is currently hosted by RLG, and the present contract has been extended to its limit of 31 August 2006. At the 2003 Annual General Meeting, members decided by a majority vote that CERL should take the opportunity to test the market before awarding a new contract for hosting the Hand Press Book Database, and for implementing CERL's requirements for new facilities.

CERL set up a Specification Working Group, which concluded its work shortly after the 2004 AGM. It drew up a list of requirements and a desiderata list; and prepared a set of assessment criteria for the Assessment Working Group, which was responsible for assessing submissions received. Invitations to submit were sent to eight companies in all; four companies indicated an intention to submit, and in the end three companies submitted full proposals. All correspondence relating to the process was formally logged by the Secretariat, and all companies were given the same information.

The Assessment Working Group, chaired by Dr K. Jensen (BL London) met in London on 26 May 2005 to select the submission that was economically most advantageous to CERL overall. The Assessment Group was supported by a consultant, Mr C. Kirk, whose report led to a detailed exercise of weighting of criteria using a variety of schemes to explore the strengths and weaknesses of the bids. The Working Group unanimously recommended the selection of the bid from RLG: it was technically satisfactory and was financially the most advantageous. This recommendation was reported to the Executive Committee, and was unanimously accepted. The AGM meeting of November 2005 voted unanimously to ratify the decision to select RLG as service provider from 1 September 2006.

4.7.   CERL PAPERS

4.7.1   CERL Papers IV

CERL's fourth volume of conference papers was published under the title *European Cultural Heritage in the Digital Age: Creation, Access and Preservation* (David Shaw, ed.). Papers presented on 13 November 2003 at the
CERL Conference hosted by the National Library of Russia, St Petersburg
(London, Consortium of European Research Libraries, 2004.
ISBN 0-9541535-2-9).

4.7.2   CERL Papers V

CERL's fifth volume of conference proceedings, *Books and their owners: provenance information and the European cultural heritage*, containing papers presented on 12 November 2004 at the CERL Conference hosted by the National Library of Scotland, Edinburgh, will be presented at the Annual General Meeting in Rome in November 2005. The volume, with a Tribute, will be dedicated to Dr J M Smethurst, Chairman 1994-2000.

4.7.3   CERL Papers – web access

A policy to govern web access to the text of published volumes of CERL Papers
was endorsed by the Executive Committee. The full text of conference proceedings will be made available on CERL's website two years after publication, at the point at which sales of the printed volume are judged to have been exhausted. During the first two years after publication, the table of contents of the volume will be published on the web in order to promote the volume and its contents.
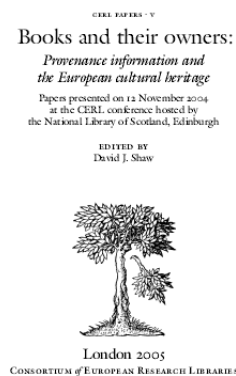
5.   MEETINGS

A regular annual programme of meetings oversees the Consortium's activities. Details of these are provided below.

5.1.   ANNUAL GENERAL MEETING

The Annual General Meeting of members took place on 13 November 2004 in Edinburgh, hosted by the National Library of Scotland. The members noted with great sadness the death, on 18 October 2004, after a short illness, of Dr Michael Smethurst, one of the founding fathers of the Consortium and its first Chairman from 1994-2000. At the meeting, the members endorsed the progress reports and further plans presented at this meeting. At the 2004 AGM there were no vacancies on the Board of Directors or the Executive Committee. As part of CERL policy, the members are asked to endorse the Executive Committee every three years, and at this AGM, CERL members unanimously voted to endorse the current Executive Committee members. CERL marked its tenth anniversary with a dinner for members and invited guests.

The 2004 Annual General Meeting was preceded by a whole-day seminar: its title was 'Books and their owners'.

5.2.   BOARD OF DIRECTORS

The Board of Directors convened on 25 April 2005 for the Annual Meeting of Directors, at which the accounts for CERL's financial year ending 30 September 2004 were approved. After submission to Companies House, the accounts were circulated to all CERL members for information. The Directors also discussed general progress, and strategies and policies for future development.

5.3.   EXECUTIVE COMMITTEE AND ADVISORY TASK GROUP

The Executive Committee met three times during the year, on 11 November 2004 in Edinburgh, 12 March 2005 in Zagreb, and 11 June 2005 in Copenhagen. Meetings of the Advisory Task Group, the technical group that advises the Executive Committee, chaired by Dr Mirna Willer, preceded these meetings. In between meetings, members of the Committees were in regular contact via e-mail, which helps to enhance the depth and quality of face-to-face discussions.

During the year, meetings of other 'working' or convened groups took place as follows:

HPB Assessment Working Group: 26 May 2005, British Library, London;

Manuscripts Project Manager job interviews: 21 and 22 February, Koninklijke Bibliotheek, The Hague;

Manuscripts Project team: 4 March 2005, Koninklijke Bibliotheek, The Hague;

6. PROMOTION

During the year, some of the tasks of the professional designer, Mr Justin Howes, whom CERL had employed to produce promotional material, were taken over by Mr Terry Browning and Mr Richard Bates. Mr Howes typeset volume IV of the CERL Papers, Mr Richard Bates typeset volume V of the CERL Papers, and Mr Browning designed promotional materials, such as: anniversary logo, menu card for Edinburgh dinner, Newsletter masthead, business cards and leaflets.

CERL's Literature pack was with detailed information about CERL's activities and its organisational structure was regularly updated, and, as required, sent out to potential new members.

Bibliographic references for all articles published about CERL, to which additions were made in the year under review, may be found on http://www.cerl.org/CERL/publications_about_cerl.htm.

6.1. WEBSITE AND NEWSLETTER

The CERL website (http://www.cerl.org) was regularly kept up-to-date, and the *CERL Newsletter* (nos 10 and 11) appeared in December 2004 and June 2005. It was sent to all members, and was also mounted on the CERL website.

6.2. WORKSHOPS

Workshops continue to be a very important element in the promotion of CERL's activities. During the past year, members of CERL have participated in the following seminars and workshops:

- November 2004, National Library of Scotland, Edinburgh: Annual CERL Seminar, to be published as CERL Papers V.
- December 2004, San Gimigniano: 'Giornate di studi sul libro antico' (M. Spinazzola).
- March 2005, National and University Library, Zagreb: 'The European Printed Heritage: the role of the Consortium of European Research Libraries' (D. Shaw, M. Lefferts, G. Jonsson, M. Hulvey, T. Katić, D. Secic, T. Runjak, Claudia Fabian).
- March 2005, Salon du Livre, Paris (F. Dupuigrenet-Desroussilles, I. Boserup, D. Shaw).
- August 2005, Det Kongelige Bibliotek, København: IFLA pre-conference : 'Responsible Stewardship towards Cultural Heritage Materials' (M. Lefferts).
- September 2005, University of Cambridge, CILIP conference on provenance (D. Shaw).

The annual Workshop for Russian Rare Books librarians, hosted each year by the National Library of Russia, St Petersburg, to which CERL is invited to send a speaker, was not held in 2005 for local reasons, but will resume in 2006.

Dr Ann Matheson
Chairman

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

APPENDIX I – FILES LOADED ON TO THE HPB

		Number of records	Cumulative total	ESTC
	1997			
1	BSB Munchen	526,920		
2	KB Stockholm – SB17	48,946		
3	NUL Zagreb	2,346		
4	ICCU – SBN(A)	45,307		
5	BnF Paris	27,935		
6	NL Scotland	14,287		
	Total	*665,741*	665,741	
	1998			
7	NUL Ljubljana	18,837		
8	KB The Hague – STCN	56,921		
9	BL - K17	24,725		
	Total	*100,483*	766,224	
	1999			
10	BL – ISTC	28,892		
11	BNE	11,054		
	Update: ICCU/SBN(A)	15,472		
	Total	*55,947*	822,171	
	2000			
12	Oxford – EPB project	44,555		
13	KB Stockholm – SB16	6,021		
	Total	*50,576*	872,747	461,562
	2001			
14	NLR	8,321		
15	ULL	38,613		
16	CLC	25,718		
	Updates: ICCU/SBN(A)	79,571		
	KB The Hague – STCN	44,913		
	Total	*197,136*	1,069,883	464,087
	2002			
17	Warsaw UL	1,866		
18	SUB Göttingen	157,317		
19	Wellcome Institute	51,640		
	Updates: NLR	1548		
	BNE	3503		
	Total	*215,874*	1,285,757	466,414
	2003			
20	VD16 Supplement (BSB)	26,975		
21	UL Yale	270,744		
	Updates: Oxford Libraries	31,480		
	Univ. of London Libs	6,596		
	Total	*335,795*	1,621,552	468,361
	2004			
22	NL Hungary	c. 13,000	Delayed	
23	NL Wales	8,125		
	Updates: NLR	10,610		
	UL Warsaw	1,072		
	NL Croatia	5,864		
	Total	*c. 38,700*	1,647,031	468,450
	2005			
22	NL Hungary	c. 13,000	Awaiting loading	
24	NL Lithuania	2,446	Awaiting loading	
25	KB Copenhagen	77,464	Awaiting loading	
	Updates: NLR	1,040	Awaiting loading	
	NL Wales	5,467	Awaiting loading	
	BNE	78,770	Awaiting loading	
	Total	*c. 178,187*	c.1,825,218	468,647
	Total HPB and ESTC combined: c. 2,293,865			

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

APPENDIX II – CERL THESAURUS STATISTICS

All figures represent the position at 21 November 2005.

Type of records

	Nov 2005	Oct 2004[1]	Oct 2003[2]
Personal names (cnp)	648,420	573,762	62,438
Imprint names (cni)	16,023	13,812	12,254
Place names (cnl)	4,046	3,575	3,560
Source of references (caf)	2,104	568	15
Corporate names (cnc)	3,724	1	1
Total number of records	*674,317*	*591,718*	*78,268*

Origin of records

		total	cnp	cni	cnl	cnc	caf
DE	BSB München	2,617			2,617		
DE	PND	578,018	578,018				
DE	VD 16	13,243	12,809	434			
FR	BNF Paris	6,953		5,417			1,536
GB	ESTC	53,802	50,083			3,719	
GB	ESTC Abbrev	553					553
HR	NL Zagreb	944		766	178		
IT	Edit16	2,215		2,215			
NL	STCN	30,972	23,715	7,257			
PL	BUW	301	297			4	
	manually inserted	910	22	5	867	1	15

Manually edited records

	total	cnp	cni	cnl	caf	cnc
in total	46,150	42,502	92	3,539	15	2
before 2004	2,992	1	7	2,968	15	1
2004	17,008	15,143	84	1,780	1	0
2005	28,187	28,008	4	174	0	1

Content of the Thesaurus

Name Forms

	cnp	cni	cnl	cnc
Standard Forms (non-fictional)	373,553	15,992	3,290	3,719
Standard Forms (fictional)	6,626	35	207	6
Standard Forms (uncertain)[3]	303,531	0	127	0
Standard Forms (used for more than one entity)[4]	73	1	62	0
Standard Forms in total	*683,783*	*16,028*	*3,686*	*3,725*

	cnp	cni	cnl	cnc
Variant Forms (non-fictional)	845,478	19,905	22,917	3,195
Variant Forms (fictional)	10,075	0	892	2
Variant Forms in total	*855,553*	*19,905*	*23,809*	*3,197*

Source of references

Titles	2,104
Abbreviations	2,626

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[1] On 26 Oct 2004.

[2] On 29 Oct 2003.

[3] For an exact definition, please refer to the format description on the ATG Website.

All Amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

CHAIRMAN'S REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

Other Information

Source references ('Found in')	321,713
Imprint sources	462,142
General notes	363,524
Biographical dates / Dates of activity	292,052
Activity notes	201,364
Geographical notes	97760
Related personal names	228
Related imprint names	549
Related corporate names	521
Place of activity notes	25,754
Printer's devices etc. notes	3,934
Online resources (Hyperlinks)	4,688

File uploads since November 2003

		no. of records	type of records
1	VD 16, personal names (BSB München)	12,862	cnp
2	VD 16, printer (BSB München)	435	cni
3	Saur 2 (BSB München)	3,448	cnl
4	PND (basic file)	440,717	cnp
5	ESTC abbreviations	533	caf
6	Edit16 printer records	2801	cni
7	Imprint sources (BNF)	1536	caf
8	UL Warsaw personal names records	299	cnp
9	UL Warsaw corporate names records	4	cnc
10	ESTC corporate names records	3616	cnc
11	Place names (NL Croatia)	181	cnl

Regular PND update 03/45 - 05/48

New records[4]	195,135
Updated records	100,431
Deleted records	156

De-duplicating (since July 2004)

Merged records in total	33,596
Records resulting from merger	15,177
Of which records edited manually	10,690
Cases, in which merging of records has been refused	149,612
Remaining references to probably duplicate records[5]	14,181

File uploads in preparation

		no. of records	Type of records
1	Edit16 abbreviations of reference works	295	caf
2	McKerrow	412	cni

Statistics provided by A. Jahnke (DCG)
14 December 2005

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[4] 133,133 records of which might not belong to the time segment covered by the CT.

[5] Including 12,266 references in records with standard forms marked as "identification uncertain" that are currently not shown in the index and therefore not accessible for WinADH's deduping mechanism.

All Amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

DIRECTORS' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

The Directors submit their report together with the financial statements for the year ended 30 September 2005.

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 RLG, 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 a 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 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

All amounts in €

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS

ON THE UNAUDITED FINANCIAL STATEMENTS OF

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

In accordance with the engagement letter dated 30 September 2005, and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company which comprise the Income and Expenditure Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance wiht technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet your duty to ensure that the company has kept proper accounting records and to prepare financial statements for the year ended 30 September 2005 that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Fisher Ng Ltd
Chartered Accountants
2 Kings Road
London Colney
Herts
AL2 1EN

. . . .
Date

All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2005

	Notes	2005 €	2004 €
TURNOVER	1(b)	**36,937**	*37,612*
COST OF SALES		**10,751**	*11,324*
		26,185	*26,288*
DATABASE DEVELOPMENT COST	1(c)	**162,662**	*201,771*
ADMINISTRATION COST		**173,599**	*201,675*
		(310,075)	*(377,158)*
SUNDRY INCOME			
Interest Received		**17,083**	*13,400*
RESULT FOR THE YEAR		**(292,992)**	*(363,758)*
Released from Database development Fund	8	**292,992**	*363,758*
(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 20 to 21 form part of these financial statements.

All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

BALANCE SHEET

AS AT 30 SEPTEMBER 2005

	Notes	2005 €	2005 €	2004 €	2004 €
CURRENT ASSETS					
Debtors	5	**71,452**		*74,190*	
Cash in hand & at Bank		**471,274**		*483,868*	
		542,726		*558,058*	
LESS CREDITORS: amounts falling due within one year	6	**81,025**		*98,391*	
NET CURRENT ASSETS			**461,701**		*459,667*
TOTAL ASSETS LESS CURRENT LIABILITIES			€ **461,701**		€ *459,667*
CAPITAL AND RESERVES					
Restricted Reserve	7		**73,350**		*73,000*
Capital Reserve	8		**388,351**		*386,667*
Members Funds	9		€ **461,701**		€ *459,667*

For the financial year ended 30th September 2005, 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 20 to 21 form part of these financial statements.

All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2005

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 Fees

Membership fees are levied on participating 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 2005. 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 has been renamed Capital Reserve. The Restricted Reserve consists 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 (2004 - deficit) are attributable to the principal activity of the company.

3. OPERATING (DEFICIT)/SURPLUS

	2005	2004
This is stated after charging:	€	€
Directors' remuneration	0	0
Auditor's remuneration	0	0

4. STAFF COSTS

	2005	2004
Staff costs were as follows:	€	€
Executive Manager	70,560	67,819
Executive Officer	39,622	41,423
Company Secretarial Services	21,462	21,929
€	131,644 €	131,171

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

	No.	No.
Project Management	1.5	1.5
Administration	1.0	1.0
	2.5	2.5

All amounts in €

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2005

5. DEBTORS		2005		2004
		€		€
Trade Debtors		10,536		10,522
Subscription debtors		18,670		21,304
Sundry debtors & prepayments		42,246		42,364
	€	71,452	€	74,190

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2005		2004
		€		€
Research Libraries Group		0		0
Deferred Income		0		0
Accruals		81,025		98,391
	€	81,025	€	98,391

7. RESTRICTED RESERVE		2005		2004
		€		€
Restricted Reserve brought forward		73,000		71,500
Transfer from Capital Reserve		0		0
Currency Translation Adjustment		350		1,500
	€	73,350	€	73,000

8. CAPITAL RESERVE		2005		2004
		€		€
Capital brought forward		386,667		447,800
Membership Fees	309,619		306,610	
Less: Search Fees	14,755	294,864	13,768	292,842
Less: Transfer to Restricted Reserve		0		0
Less: Released to Income and Expenditure Account		(292,992)		(363,758)
Currency Translation Adjustment		(188)		9,783
	€	388,351	€	386,667

9. RECONCILIATION OF MEMBERS FUNDS		2005		2004
		€		€
Deficiency for the year		(292,992)		(363,758)
Membership Fees		294,864		292,842
Translation adjustment		162		11,283
Opening member funds		459,667		519,300
Closing member funds	€	461,701	€	459,667

All amounts in €

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES
(Limited by Guarantee)
MANAGEMENT INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2005

	2005		*2004*	
	€	**€**	*€*	*€*
TURNOVER		**36,937**		*37,612*
Less: Search costs		**10,751**		*11,324*
		26,185		*26,288*
DATABASE DEVELOPMENT COST				
File processing - vetting & conversion - HPB files	**14,371**		*36,378*	
Development of CERL Thesaurus	**37,949**		*59,264*	
Consultancy - general fees	**23,749**		*21,083*	
Consultancy - Manuscript Project	**56,534**		*48,987*	
Consultancy - travel costs	**8,021**		*3,339*	
Database Management - admin fee	**13,664**		*13,283*	
Database Management - telecommunications	**0**		*1,328*	
Database Management - subcription fees	**8,375**		*8,811*	
Database Management - file loads	**0**		*9,298*	
Database Management - development	**0**		*0*	
Database Management - other	**0**	**162,662**	*0*	*201,771*
		(136,476)		*(175,483)*
ADMINISTRATION COST				
Staff costs - Executive Manager	**70,560**		*67,819*	
- Executive Assistant	**39,622**		*41,423*	
- Company Secretarial Services	**21,462**		*21,929*	
Accountancy	**5,790**		*5,792*	
Bank charges	**1,785**		*1,529*	
Legal fees	**0**		*1,080*	
Rent & service charges	**16,814**		*17,580*	
Cleaning costs	**0**		*118*	
Insurance	**800**		*871*	
Marketing & promotional costs	**400**		*2,362*	
Stationery & printing	**2,212**		*2,833*	
Postage & carriage	**1,301**		*1,324*	
Communications	**2,549**		*4,038*	
Photocopying	**425**		*29*	
Equipment	**0**		*603*	
Internet & computer costs	**3,247**		*2,581*	
Travel costs	**4,725**		*16,144*	
Hospitality	**567**		*5,220*	
Exchange (profit)/loss	**1,199**		*8,378*	
Sundries	**140**	**173,599**	*22*	*201,675*
		(310,075)		*(377,158)*
SUNDRY INCOME				
Interest received		**17,083**		*13,400*
Currency translation adjustment		**0**		*0*
RESULT FOR THE PERIOD		**(292,992)**		*(363,758)*
Released from Capital Reserve		**292,992**		*363,758*
Excess of Expenditure over income carried forward	€	**0**	€	*0*