6. Organisation and Management of National Bibliographies

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6.1 Introduction

The purpose of this chapter is to introduce the key issues and decisions to be taken when establishing or restructuring an agency charged with exercising national bibliographic control. The key issues are described and discussed in general terms and illustrated with examples from real life national bibliographic agencies. This is not an instruction manual. Every context is unique and one size does not fit all. The emphasis is on offering options and identifying the strengths and weaknesses of different approaches.

6.2 Responsibility for national bibliographic control

National bibliographic control is the responsibility of the national bibliographic agency. The national bibliographic agency is:

“the organizational unit established within a country’s library system, which undertakes responsibility for the preparation of the authoritative and comprehensive bibliographic records for each new publication issued in the country, making the records in accordance with accepted international bibliographic standards and publishing them with the shortest possible delay in a national bibliography, which appears on a regular basis” (International Federation of Library Associations, IFLA International Office for UBC, & UNESCO, 1979)
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The functions of the national bibliographic agency are often exercised by the national library, but administrative practices vary between countries. In practice the agencies carrying out the function of national bibliographic control may be designated by a variety of names and organized in accordance with a range of administrative structures, for example:

- A department, division, section of a national library
- A processing centre serviced by several specialised national libraries
- A bibliographic centre
- A bibliographic institute
- Any other name appropriate to national bibliographic tradition

6.3 Structures for administration of national bibliographic control

There is no "correct" administrative model. What matters, is that the national bibliographic agency:

- has the authority necessary to establish and sustain national bibliographic control
- is endowed with resources commensurate with its responsibility for national bibliographic control.

6.3.1 National Library as national bibliographic agency

The IFLA Section on National Libraries defines the tasks of a national library in the following manner: “National libraries have special responsibilities, often defined in law, within a nation’s library and information system. These responsibilities vary from country to country but are likely to include: the collection via legal deposit of the national imprint (both print and electronic) and its cataloguing and preservation; the provision of central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centres; the preservation and promotion of the national cultural heritage; acquisition of at least a representative collection of foreign publications; the promotion of national cultural policy; and leadership in national literacy campaigns. National libraries often serve as a national forum for international programmes and projects. They may have a close relationship with national governments, may be concerned with the development of national information policies, and may act as a conduit for the views of other sectors of the profession. Occasionally they also serve the information needs of the legislature directly”.

The defining characteristics of a national library make it the most appropriate choice to host the national bibliographic agency. National libraries have national responsibility, often enshrined in law. This gives them the authority to negotiate with publisher and trade representatives on legal deposit, digital rights managements and other issues of national significance. This role affords national libraries the security to plan for the long term. The national library may also be relatively well resourced to provide leadership and to manage sustainable services.
6.3.2 National bibliographic agencies in other institutions

In many countries national libraries have additional functions. The national library may also be an institutional library. It is quite common for the national library to also serve a university, or the public, or a legislature. Assigning the functions of the national bibliographic agency to an institutional library can be very effective. The institutional library possesses valuable resources in terms of collections, staff and experience which will benefit the national bibliographic agency.

The mission, users, tasks and services of the host institution will be affected by the imposition of responsibility for national bibliographic control. National bibliographic functions must be adequately resourced. A clear distinction should be maintained between the national and institutional roles. Responsibilities for each aspect of the service must be clearly defined.

There is a risk that the national functions may suffer under the day to day pressures of maintaining services to the host institution. Management structures must ensure that responsibilities are clearly defined; performance is monitored and managers are held accountable.

6.3.3 Collaborative & distributed national bibliographic agencies

Responsibility for national bibliographic control is often distributed between agencies responsible for different types of material. For example, textual material may be the responsibility of the national library, whereas film and television are the responsibility of the national film archive. Responsibilities within these different domains may be centralised or further delegated or distributed. In many countries several libraries obtain legal deposit copies. These libraries may share responsibility for compiling the national bibliography.

A collaborative or distributed structure can mobilise scattered resources and direct them toward the common purpose of bibliographic control. Sharing responsibility spreads the burden of managing the legal deposit system but it may be difficult to maintain consistency and standardisation in a distributed system. Strong leadership and good communication will be necessary to involve partners in contributing towards the common goals and to manage change.

Despite these problems collaborative models will become increasingly important. No institution can collect everything. Management structures must ensure that, even in a distributed model, responsibilities are clearly defined, performance is monitored and managers are held accountable.

6.3.4 Independent national bibliographic agencies

The national bibliographic agency may be established as an independent agency, with responsibility for processing the national published output. While there are examples of successful independent agencies (such as Dansk Biblioteks Center), there is a risk that an independent agency may lack the authority and resources necessary to manage an effective bibliographic service. In any case an independent agency would have to work closely with the
institutions responsible for managing national collections. Even if the national bibliographic agency is administratively independent, there are strong arguments for its physical collocation with the national library or other national collection.

6.3.5 National agencies for bibliographic standards

National responsibility for application and maintenance of bibliographic standards is often assigned to the national bibliographic agency. The national bibliographic agency has appropriate expertise and authority. The workflows for assigning identifiers such as ISSN or ISBN overlap with national bibliographic control.

6.4 Legal deposit legislation/voluntary deposit

How does the national bibliographic agency secure the collection, recording, preservation and availability of the national output? For most countries the most effective way of collecting the national output is through legal deposit. The International Conference on National Bibliographic Services (ICNBS) reaffirmed, “the value of legal deposit as a means of ensuring that the cultural and intellectual heritage and linguistic diversity of the State is preserved and made accessible for current and future users.” (International Conference on National Bibliographic Services, 2002)

6.4.1 Legal deposit

Legal deposit is a statutory obligation imposed on publishers, distributors and, in some countries, printers to give copies of publications to the national collection. The scope is being extended in many countries to include non-print media, including electronic resources. The legislation may also impose obligations on the national bibliographic agency with regard to preservation, description and access to material received through legal deposit. It may also impose restrictions on the use/disposal of such material.

Discrete or incorporated legislation

In some countries legal deposit is the subject of discrete legislation; in other countries provision for legal deposit may be incorporated into another act or law (e.g., the national library act). Experience shows that a discrete legal deposit act is more effective than legislation which forms a small part of another legislative matter (e.g., a freedom of expression act). A legal deposit act will generally establish the basic principles of legal deposit. It is usually accompanied by regulations or another type of legal instrument that specifies the details of the system, such as the categories of material to be deposited, the number of copies, timeliness, etc. Irrespective of the type of legislation, the act must address compliance and provide mechanisms for extending the scope of deposit to new media.

Introduction of legislation

The ICNBS recommendation number 2 states that countries presently without legislation are urged to introduce it. There is also a recommendation for evaluating legal deposit legislation to make sure that it meets present needs. Generally speaking older legislation tends to
leave out newer types of materials, such as audio-visual or electronic materials. The IFLA/UNESCO Guidelines for Legal Deposit Legislation (Larivière, 2000) provide excellent information and recommendations on all aspects of legal deposit and should be scrutinised before any action is taken.

Recommendation 3 from ICNBS summarises requirements for legal deposit legislation: “New deposit laws, or regulations pursuant to such laws, should state the objective of legal deposit; should ensure that the deposit of copies is relevant to achieving the goals stated above; should be comprehensive in terminology and wording to include existing types of materials with information content and others which may be developed; and should include measures for enforcement of the laws. Such legislation may take into account the possibility of sharing responsibility for deposit among more than one national institution.”

In general all types of published material should be subject to legal deposit regardless of format. This includes audio-visual material and online electronic documents. If any forms of publications are left out it should be on the grounds of content, not information carrier. For further details on selection criteria, please consult Chapter 3.

Number of copies

The number of copies to be deposited varies significantly from country to country. There is a general tendency to reduce rather than increase the number of copies deposited. This is based on the evidence that producers of information are more reluctant to deposit when the number of copies is high and especially when the documents are expensive to produce. The IFLA/UNESCO Guidelines for Legal Deposit Legislation suggest that a minimum of two copies should be deposited, one for preservation and the other for public use.

Enforcement

Many countries report that they do not have provisions for enforcing legal deposit legislation. Enforcement of deposit, whether legal or voluntary, is a problem. Deposit is an expense which some publishers would prefer to avoid. IFLA recommends that legal deposit laws should include mechanisms for enforcement. The national bibliographic agency needs the sanction of the law to meet its responsibilities, but enforcement is generally viewed as the last resort. Imposing penalties on publishers does not encourage their participation in bibliographic control. Penalties lose their deterrent effect when they fail to keep up with inflation. Experience in the United Kingdom suggests that prompt claiming has a significant impact on compliance. In some countries, copyright registration offers an incentive for publishers to deposit. National bibliographic agencies should encourage deposit through the efficiency and timeliness of their operations. Publishers must be made aware of their obligations and the public good and commercial benefits to publishers must be emphasised. In conclusion, it is important to build a good working relationship with publishers.

Timeliness

The IFLA/UNESCO Guidelines for legal deposit legislation suggest that deposit should take place as soon as possible after publication. In terms of the timeliness of the national bibliography this is a crucial point. If the national library is to take the role as the main pro-
ducer of national bibliographic records it is important that it supplies the data as close to the
day of publication as possible. Timeliness is also of value to the publisher wishing to pro-
mote his product. Publishers, who would like to deposit “in bulk” to avoid unnecessary ex-

cesses in terms of postage can be made aware of the significant implications for the ap-
pearance of their publication in the national bibliography.

6.4.2 Voluntary deposit

Voluntary deposit is an agreement by which publishers commit to deposit material with the
national bibliographic agency. The national bibliographic agency may also make commit-
ments in respect to long term preservation, access and description. An effective voluntary
agreement will exhibit many of the qualities of a legal deposit agreement, whether for print
or digital material, and agencies working with publishers to reach a voluntary agreement
should be guided by the IFLA/UNESCO Guidelines for legal deposit legislation, (see be-
low 6.4.4 Switzerland).

6.4.3 Mixed deposit

In some countries deposit arrangements may be a mixture of legal and voluntary deposit.
Such hybrid arrangements may be a pragmatic response by national bibliographic agencies
to the restricted scope of legal deposit. Voluntary deposit schemes may be long standing
agreements between the national bibliographic agency and a specific sector, such as the re-
cording industry. Voluntary schemes may be temporary, as when governments and national
bibliographic agencies chose to trial the extension of deposit to new categories of material
through voluntary arrangements. The risk is that such schemes may not lead to legal de-
posit. National bibliographic agencies are advised to monitor and measure the relative ef-
fectiveness of the different schemes in operation to support the case for extension of legal
deposit.

6.4.4 Examples of national deposit models

Norway

The Norwegian Act of Legal Deposit of Generally Available Documents of 9 June 1989
came into effect on 1 July 1990. It was one of the first legal deposit acts to include digital
publications, both offline and online. The act covers paper documents (e.g., books, periodi-
cals, postcards, and photographs), sound recordings, films, videos, recordings of broadcasts
digital and publications. Harvesting of the whole Norwegian domain has been carried out
on a regular basis since 2005. A more selective harvesting approach is also being used; e.g.,
event based harvesting and downloading of newspapers.

Lithuania

The revised Act of the Government of the Republic of Lithuania of 11 November 2006,
which replaced the Act of the Government of Lithuania of 22 November 1996, covers
books, periodicals, printed music, micro-forms, audio-visual, cartographic, pictorial and
electronic publications as well as materials published in Braille.
Lithuania was one of the first European countries to start archiving (in 2002) its domain and create bibliographic control of web documents.

**Switzerland**

There is no federal law on legal deposit in Switzerland. However, the Swiss National Library (NL) has set up agreements with the two national publishers associations; Schweizerischer Buchhändler- und Verleger-Verband (SBVV) and l’Association Suisse des Diffuseurs, Editeurs et Libraires (ASDEL), formerly SLESR, to build up its collections. According to this agreement, publishers deposit at the NL a copy of each new published document and the NL lists these in *The Swiss Book*, the national bibliography and in Helveticat, the online catalogue. In return, the NL ensures the conservation of these publications and establishes annual statistics on Swiss literary output. Additionally, the national library buys around 11,000 titles annually, mainly monographs published abroad and serials. It is estimated that for printed monographs coverage is 90%. However, timeliness may be a factor: it may take up to two years to achieve this through requests for material since not all publishers (especially the smaller ones) deposit items automatically. In the absence of legal deposit, more staff time is required to track and request publications.

The deposit of online digital resources is currently under examination. Different approaches are being tested:

- for commercial publications, individual agreements with publishers are being prepared and tested in 2009
- for non-commercial heritage publications (e.g. museum sites), fair-use agreements are being studied with opting out clauses
- for theses, the universities define the agreements.

Coverage of digital material cannot yet be estimated, but the goal is to acquire as wide a range of digital material as possible.

**United Kingdom and Ireland**

The United Kingdom and Ireland are considered together because, although each country has its own legislative framework, the legal deposit obligations imposed on publishers operated across national boundaries.


Publishers and distributors in the United Kingdom and in Ireland have a legal obligation to deposit published material in the six legal deposit libraries which collectively maintain the national published archive of the British Isles. These are:

- The British Library
- The Bodleian Library, University of Oxford
- Cambridge University Library
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- The National Library of Scotland, Edinburgh
- The Library of Trinity College, Dublin
- The National Library of Wales, Aberystwyth

Publishers are obliged to send one copy of each of their publications to the British Library within one month of publication. The other five libraries have the right to claim items. In practice many publishers deposit their publications with all six libraries without waiting for a claim to be made. In the UK a court order may be obtained to enforce compliance and, in the last resort, to impose a financial penalty. In Ireland, publishers may be required to deposit up to 13 copies and failure to comply with the legal deposit requirements can result in a substantial fine.

All printed publications come within the scope of legal deposit. Under the United Kingdom Legal Deposit Libraries Act 2003, electronic publications will also come into scope. This will be effected in due course through secondary legislation which will be introduced incrementally through government Regulations, format by format, as recommended to the Secretary of State by an Advisory Panel. In the meantime, a code of practice exists in the United Kingdom for the voluntary deposit of electronic publications, and also for microform and other non-printed publications. In Ireland, the Copyright and Related Rights Act, 2000 has extended legal deposit to electronic formats.

In the absence of legal deposit legislation covering audio-visual materials, the British Library Sound Archive has a long-standing agreement with the British Phonographic Industry Ltd (BPI), through which its members agree to deposit up to two copies of all UK recordings free of charge. In practice intake of BPI members’ and other record companies’ output is dependent on resources available to monitor output and request deposit.

6.5 Business model

The choice of business model depends on the clients and goals of the national bibliography, the resources available to produce it, and the organisational or political context of the national bibliographic agency. For example, decisions on whether to charge for the bibliography or associated products may be affected by the ability and willingness of potential clients to pay. The particular prices and methods of charging may need to balance an ability to generate revenue with that of attracting (or not deterring) potential customers. Some governments do not allow national bibliographic agencies, which are also government agencies, to keep the revenue generated by selling national bibliographic products. For these and other reasons, it is important to articulate the purpose and scope of the national bibliography before developing a business model.

6.5.1 Purpose and scope of the national bibliography

The national bibliographic agency should determine the purposes of the national bibliography and its intended clients, in order to decide on an appropriate business model. A national bibliography may serve one or more purposes. It may be:
6.5 Business model

- A list of a country’s publications to support the country’s political or cultural goals or national identity
- A comprehensive list of all titles published in a country, to provide a record of their existence and to identify them unambiguously
- A comprehensive list of all publications for statistical purposes, for use in monitoring publishing as a cultural industry
- A partial list of significant titles published in a country, for specialised uses or clients
- A current awareness service to alert readers when publications in their sphere of interest are published in the country
- A retrospective record of the publishing history of a country during the course of the country’s history

Similarly, a national bibliography can be of interest to a number of different audiences, such as:

- Librarians, for purposes of bibliographic verification, acquisitions and copy cataloguing
- Booksellers for bibliographic verification and ordering
- Publishers as a marketing or promotional aid
- Bibliographic utilities who remarket bibliographic records to libraries and the book trade for profit
- General public as a general awareness tool for new publications
- Historians, bibliographers and other researchers as an aid to research, both current and retrospective
- International foreign researchers, libraries, publishers, booksellers who seek access to the publications of the country in question

Answers to these two key questions (what are the national bibliography’s purposes and who are clients) will determine the business model for the national bibliography. Conditions vary from one country to another and so pricing policies cannot be determined without reference to funding structures and fiscal policy.

ICNBS made recommendations to extend coverage retrospectively. For newly established national bibliographies it may be better to record as much as possible of the current national heritage and, as time and resources allow, eventually try to record older publications. Even for more established national bibliographies retrospective coverage is a challenge. Since the extension of legal deposit lags behind the expansion of media, there will always be carriers of information that have not been collected because they were produced prior to the legal deposit legislation coming into effect.

6.5.2 Paying for the national bibliography

The business model should take account of the direct costs, such as marketing, production and distribution. The costs of implementing the national bibliographic service should be considered as capital costs and separated from the recurring costs for delivering the service. The extent to which indirect costs, such as claiming, cataloguing and overheads are included in the recurring costs will very much depend on the context in which the national
bibliography is being created. The context will also determine the terms on which the national bibliography is offered.

The first question is whether the national bibliography will be a free or priced service. The national bibliographic agency should be realistic: it may be desirable to deliver a free service, but it may not be affordable. While the market for bibliographic information is unlikely to bear the price of full cost recovery, it may be feasible to recover direct costs. Government policy and national competition policy may determine whether and at what level a charge may be levied.

**Free national bibliography**

All services and products are offered free of charge. The cost is usually underwritten by the national government. Government policy may determine that information paid for from government money should be offered to the public free of charge. Alternatively funding may be attracted by developing a business case which delivers government policy objectives. Funding may be attracted from different government departments or agencies, such as education, culture, trade and innovation. The national bibliography is offered free of charge in many countries as a public good. The business case is founded on the stimulation free access to information gives to the educational, cultural and economic life of the nation. Other libraries and national agencies may obtain economic benefit by reusing bibliographic data produced for the national bibliography.

**Priced service**

For any national bibliographic service it is important to understand the costs and the market. It is particularly important if the service is to be supported in whole or part by charges. National bibliographic agencies need to control their costs rigorously; ensure that products and services for which they are charging do genuinely recover direct costs; discontinue value added services and products that fail to return a profit. Differential pricing structures can ensure that access for schools and those less able to pay, such as students, the unwaged, is subsidised by those better able to afford it. A range of services and products may be offered under the national bibliography brand, e.g.:

- machine-readable bibliographic records which it provides to clients such as bibliographic utilities, libraries and booksellers
- set subscription price for paper copies of a printed national bibliography, or bibliography in any physical format such as CD-ROM or microform
- re-marketing of the bibliographic records for profit
- value-added services, e.g. current awareness; subsets tailored to specific user profiles

New technology creates opportunities to reduce production and distribution costs by migration of the national bibliography to the Web. However, new technology is not a panacea. It may be costly to implement and requires support by skilled technicians.
6.5.3 Examples of different national business models

Canada

The Canadian national bibliography, *Canadiana*, includes publications from Canadian publishers, by Canadian authors, and on Canadian topics. It was published as a monthly printed bibliography from 1953, then on Computer Output Microfiche; both the microfiche and the printed versions ceased in the 1990s. A MARC Records Distribution Service to distribute Canadiana MARC records to libraries and other subscribers began in the 1970s, and the Canadiana CD-ROM has been published since 1998. Information on the national bibliography is available at the Library and Archives Website at http://www.collectionscanada.ca/index-e.html.

The Library and Archives Canada is the national bibliographic agency for Canada. As it is a department of the federal government, any revenues it may generate are added to the General Revenue Fund on behalf of the people of Canada, and are not directly added to the library’s budget. The business model for *Canadiana* can be summarized as follows:

- Canadiana records online in the database AMICUS are provided free of charge. These records are also available via Z39.50.
- A price of approximately 130.00 CAD is charged for purchase of the annual CD-ROM edition, to defray the incremental costs of production. However, under a national program of free distribution of government publications to certain libraries, many copies of the CD-ROM are distributed free of charge.
- A moderate price is charged for subscriptions to weekly or monthly updates of Canadiana MARC records; however, charging for this service has been suspended since 1997. Subscribers to this service include large libraries and bibliographic service providers in Canada and elsewhere.

France

The Bibliothèque nationale de France (BnF) is the national bibliographic agency for France. *La Bibliographie nationale française* has been published since 1811, in print form until 1999. Since 1999, the bibliography has appeared as a distinct publication on the BnF website, divided into five parts, each with different frequencies: books (26 issues per year); serials (11 issues per year); printed music (3 issues per year); audiovisual (6 issues per year); and cartography (2 issues per year). These are freely available and downloadable. The records are also accessible via Z39.50 search.

The BnF also provides a MARC records distribution service, offering records in both UNIMARC and INTERMARC formats on a subscription basis. This service is offered for a fee ranging from 60 to 550 EUR per year; however, French public libraries are not required to pay the fee. Retrospective files or customized files are also possible, for variable prices. Information on price and availability of the national bibliography is available on the BnF Website at http://www.bnf.fr/default.htm.
Irrespective of the protocol used to access records BnF has stated a principle of offering records from its catalogue as well as from the national bibliography free of charge when users are downloading themselves the records whatever the protocol used. As an example, the BnF is currently publishing the French national bibliography on its web site and the records can be easily and anonymously downloaded free of charge. It is the same for the library catalogue when using Z39.50.

In addition, the BnF is publishing sets of records as bibliographic products: National bibliography for books, national bibliography for serials, national bibliography for audiovisual, national bibliography for scores, national bibliography for maps and users have to subscribe for receiving the issues (monthly for books or serials). These bibliographic products are charged for companies, but are offered free of charge for libraries. Nevertheless the prices are quite low and comparable with other national library bibliographic services.

The BnF has publicized its legal framework for bibliographic records usage on its web site. The main points are:

- Any person extracting bibliographic records from the BnF database, can freely use, adapt, modify and distribute them as far as they are included in a value added derived product or service
- In return of this free usage, the customer commits to permanently store, in an appropriate field of the computer record, the reference of the source.
- The transfer of bibliographic records taken from the BnF to a third party is not allowed unless changes have been made by the user to produce a value added product or service.

Lithuania

The Lithuanian national bibliography includes publications from Lithuanian publishers, by Lithuanian authors and on Lithuanian topics. The current national bibliography was published as a monthly printed bibliography from 1928 to 1943 and from 1947 to now.

UNIMARC-based records of the national bibliography began in 1998 and at present bibliographic records of Lithuanian documents and documents related to Lithuania are available online for free without limitations (http://www.libis.lt:8080/en/welcome.html).

The National Library of Lithuania has been performing the role of the national bibliographic agency for Lithuania since 1992. The business models for the Lithuanian national bibliography are the following:

- UNIMARC records, online in the National Bibliographic Data Bank as well as in catalogue of the national library, are free of charge. Those records are also available via Z39.50
- A moderate price is charged for a subscription to published national current and retrospective bibliography. Subscribers to this service include academic, public libraries, and other institutions of Lithuania and worldwide.
Sweden

The Swedish national bibliography, Svensk bokförteckning, was published in printed form until 2003. The compilation of the national bibliography was carried out by Kungl. Biblioteket (the National Library of Sweden), but the product was sold through the publisher Tidningsaktiebolaget Svensk bokhandel and distributed through Seelig.

From 2004 the national bibliography has been accessible as part of Libris, the national union catalogue of research libraries. (http://libris.kb.se )

Access to Libris has always been cost free. The same applies to the downloading of records from the database. Because the national bibliographic agency is funded by the government to create national records, charging for records has therefore never been seriously considered. Besides, the records created by the National Library of Sweden are in some instances based on other libraries’ cataloguing, which would make charging complicated.

Switzerland

The Swiss Book is the national bibliography of Switzerland published by the Swiss National Library (NL). This bibliography lists all Swiss publications in all media: books, maps, printed music, electronic media and multimedia, periodicals, newspapers, annual publications and series. A publication is considered Swiss if any of the following applies:

- at least one third of the authors are Swiss
- or the publishing house is Swiss
- or at least one third of the content concerns Switzerland

A publication is included in The Swiss Book if any of the following applies:

- its content is public
- it has at least 6 pages;
- and it is less than 10 years old

Publications, whose content is the work of Swiss translators, compilers (editors) or contributors or by authors residing in Switzerland, are collected by the Swiss National Library but are not included in The Swiss Book.

The Swiss Book is accessible online in different versions. Access is cost-free. Since issue 01/2001, The Swiss Book can be consulted online at:
http://helveticat.nb.admin.ch/swissbook

The search interface is part of Helveticat, the online catalogue of the SNL: search functionalities are therefore identical to those of online catalogues: e.g. by author, title, keyword; documents may be ordered and borrowed online and bibliographies can also be prepared. In addition, users may:

- search in every issue in a given period; in every issue in a given year; in a particular issue
- search by Dewey Classification classes
- search by content and/or type of publication.
The printed subscription-based edition of the bibliography was discontinued in 2007. A number of factors contributed to this decision:

- the number of subscriptions was declining and costs were not covered
- printing costs were increasing
- the online version was available albeit in a different presentation

Additionally, tests showed that it would be easy to produce an online PDF version with little cost

Therefore, since 2007, a downloadable (and printable) PDF version of The Swiss Book has replaced the printed edition. For the most part, it reflects the traditional printed version:

- each year 25 issues of the bibliography are published; issue 16 contains the annual production of sheet music while issue 25 is a compilation of all serial publications (newspapers, journals, annual publications and series).
- publications are organised according to the 100 main divisions the Dewey decimal classification.
- each issue contains an index of authors and titles.

The Swiss Book in PDF form is a bi-monthly publication, available at:
http://www.nb.admin.ch/sb-pdf

United Kingdom

New books and serials have been recorded in the British National Bibliography since 1950. The scope has been extended to electronic publications following the extension of legal deposit to this class of material in 2003. The British National Bibliography also includes details of forthcoming books. Under the Cataloguing-in-Publication Programme (CIP), information on new titles appears up to 16 weeks ahead of the announced publication date.

The British National Bibliography is published by the British Library. From 2009 it has been freely available on line through the British Library Integrated Catalogue (http://www.bl.uk/bibliographic/natbib.html ) The British Library offers a range of subscriptions to the BNB as MARC exchange files or in print.

6.5.4 Intellectual property and rights issues

Copyright law protects:

- the right of creators to be recognised and rewarded for their work;
- the public interest in freedom of access to information and ideas.

The copyright position in respect to print materials is established and well understood. The situation in respect to electronic resources is not yet clear. Access to electronic resources is often restricted by contract and by technical protection measures. Contracts issued with digital works may impose conditions on access or constrain access in ways that go beyond the restrictions applied to printed resources.
These restrictions on electronic media not only inhibit access, but may also constrain other functions carried out by national bibliographic agencies. For example, security devices embedded in electronic resources may prevent the resource from being copied for preservation or prevent access to the resource after a specified period of time has elapsed. The copyright situation in every country is different. National bibliographic agencies must recognise that creators and publishers have a legitimate right to protect their creations. National bibliographic agencies must work with publishers and creators to build confidence that access to electronic resources deposited with the agency will be secure. There are various means of achieving this.

- Restrictions may be imposed on the location from which resources may be accessed, e.g. computers physically located inside the national library
- Restrictions may be imposed on the number of simultaneous users who may access a legal deposit resource.
- Restrictions may be imposed on who can access a legal deposit resource, e.g., a registered user of the national bibliographic agency.

However, national bibliographic agencies must also protect the interests of their own stakeholders. There is a public good inherent in the free access to information. National bibliographic agencies should work with government to ensure that these protections are not eroded.

IFLA’s Committee on Copyright and other Legal Matters (CLM) has issued a statement addressing these issues in the context of the Access to Knowledge (A2K treaties) and the WIPO Development Agenda. IFLA explicitly calls for a partnership between WIPO and libraries to enable developing countries to compete in the knowledge economy. It also urges WIPO to take control of the public domain and to ensure that resources in the public domain are not rendered inaccessible through the use of Technological Protection Measures (TPMs) (http://www.ifla.org/III/clm/p1/A2K-7.htm).

6.5.5 Promotion and marketing

National bibliographic agencies as a group have not been very effective in promoting national bibliographies. It seems that libraries, considered as interest groups, did not need to be made aware of the existence of national bibliographies. Periodical information on national bibliographies in library journals and contributions in general events, such as conferences, symposiums, etc, were the only means by which national bibliographies were advertised.

Because of the perceived specialised nature of the market, promotion has been mainly addressed to libraries, although the presence of national bibliography booths in national and international book fairs shows an ambition to reach beyond the library world. Promotion of national bibliographies should be targeted at publishers and the book trade community, rights management organisations, media and the general public that could benefit from comprehensive and timely information on national published output. The possible uses of national bibliographies are discussed in Chapter 2.

Increasingly, promotion of national bibliographies is achieved via the Web. It is important to provide a direct and clear link to the national bibliography from the Web home page of
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the national bibliographic agency. Some agencies are beginning to target the public using techniques such as RSS feeds. They promote the national bibliography through the dissemination of newly-published national imprints to individuals according to their specific interest profiles. Similarly, a “new books” webpage can call attention to recently released publications.

It is important that the national bibliography is harvested by major search engines such as Google and Yahoo, while ensuring that the provenance of the records is clearly indicated.

6.6 Organization of national bibliographic data

There is a choice about how to organise and present national bibliographic data. There is no consensus on whether the national bibliography should be a separate file or in the catalogue of the national library. Different solutions will be appropriate to different national circumstances. If the national bibliography is a part of the catalogue, the users should be able to search on that segment. See examples below for illustrations on how this may be done. Further information pertinent to this issue will be found in the chapters on cataloguing (Chapter 4) and on functionality and interoperability (Chapter 5).

Irrespective of the way in which national bibliographic data is organised, the Working Group recommends that the national bibliography is presented as a separate view; distinct from any institutional or union catalogue.

The following general points may assist with decision making when establishing or replacing a national bibliographic system:

- Create data once, but use it for many purposes
- The national bibliographic data can appear in several contexts
  - in the national bibliography (in different manifestations)
  - in the national library catalogue to describe the national collection
  - in union catalogues
  - in institutional catalogues
  - in other databases
- Ensure that data can be imported and exported
  - Many ILS systems have rather superficial support for import and export
  - Will different formats need to be converted?
  - Will character sets need to be converted?
  - Can different datasets be selected to suit different purposes?
- Look for extensible solutions which can be layered rather than trying to solve all the problems by using one system
- Look for opportunities to share investment with other institutions – without compromising fundamental requirements
- Be aware of open source solutions as well as expensive proprietary software. Library specific products may be more expensive than generic products
- Whatever the solution, ensure there are the resources to sustain it

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6.6 Organization of national bibliographic data

- ILS vendors may require commitment to frequent updates, which may be very demanding in terms of staff resources and hardware upgrades
- The savings on licenses for open source solutions need to be evaluated against the cost and availability of the staff to maintain them
- Open source solutions may be difficult to sustain over time.

Electronic resources have created a set of new challenges for storage and organisation of data. The “digital library” duplicates the full range of services and operations required to support traditional media. The challenge for the national bibliographic agency is how to resource this transition while maintaining “traditional” services around the printed collections. The challenge is not merely a matter of purchasing or developing new systems, but of re-skilling and re-profiling the workforce. As resources move to electronic media only, the number of manual handling jobs is in irreversible decline. Automated processing will handle the input of the bulk of electronic resources, but the remaining input will require a much more sophisticated set of technical skills than previously necessary. These skills will also be in demand by other sectors of the economy and may be consequently difficult or expensive to acquire and retain.

6.6.6.1 Examples

Canada
The Canadian national bibliography is held in conjunction with other source records and the Canadian union catalogue records.

Croatia
National bibliographic records are available only through the national library catalogue in Croatia (http://www.nsk.hr/opac-croplist/croplist.html).

Lithuania
Lithuania’s National Bibliographic Data Bank contains all bibliographic records of all publications of Lithuania and is kept as a separate file within Lithuanian Integrated Library Information System (LIBIS) of the country. At the same time the records of Lithuanian publications are reflected in the catalogue of the national library (http://www.libis.lt:8080/en/welcome.html)

United Kingdom
In 2004, the migration of 13 million bibliographic records, from distributed legacy systems architecture, to an Integrated Library Management System provided the opportunity for the British Library to review the relationship of British National Bibliography (BNB) data to its catalogues and other bibliographic data. The historic separation of the BNB from the British Library catalogue was inefficient and resulted in considerable overheads for record creation as well as unsustainable costs for maintenance.

A single production database was specified for the ILS database from which various “products” could be selected. Catalogue-in-publication and British National Bibliography records
contributed by other Legal Deposit Libraries in UK and Ireland are fed into the same database. The products derived from this “production database” include the British National Bibliography; the ISSN UK file and the British Library Integrated Catalogue (BLIC). Critical to the realisation of this vision was the presence of the BNB number as an identifier for British National Bibliography records. The BNB number enables records to be selected for British National Bibliography. The range and complexity of the British Library’s bibliographic products is such that a separate system, Catalogue Bridge, has been developed to manage exports. From January 2009 the British National Bibliography has been available as a distinct entity through the British Library Integrated Catalogue (http://catalogue.bl.uk/F/?func=file&file_name=login-bl-list)

6.7 Currency of the national bibliography

(Recommendation 7 from the ICNBS) “The national bibliography should list material as soon as possible after publication. Provision should be made for its effective distribution and it should appear in a regularly updated form to meet the needs of the users, thereby enabling them to acquire the material listed there without delay”.

The listing of material as soon as possible after publication is an essential requirement for a current awareness service. Currency is dependent on the timely deposit of publications by the publisher. The national bibliographic agency has an obligation to process these publications without delay.

Agencies must take care to monitor the currency of the national bibliography and take action in response to declining currency. The appropriate action will depend on the reason for the delay. Processes should be continually improved to ensure that resources move through the process as efficiently as possible.

Cataloguing-In-Publication arrangements, by which publishers provide bibliographic information in advance of publication, are a means of improving the currency of information as well as enhancing the value of the national bibliography for collection development.

6.7.1 Overview

CIP programmes serve publishers and libraries. For publishers the programme acts as a bridge to the library book buying market, for libraries it is an alerting service enabling selectors to identify books of interest to the user community.

Publishers provide detailed information about forthcoming publications to the CIP programme. This information is used to create a preliminary or “CIP” record. The preliminary record is published in the national bibliography. A copy of the CIP record may be provided to the publisher who prints it on the book. This makes it much easier for libraries to catalogue the book. In some cases the record is not printed, but the publisher prints a declaration that a CIP record is available from the national bibliographic agency. When the resource is received by the bibliographic agency, the preliminary record is updated to reflect the item in hand and the “upgraded CIP” record is published in the national bibliography.
6.7.2 Establishing a CIP programme

There is no single model for CIP programmes; each national bibliographic agency is different and the programmes evolve to satisfy local requirements. IFLA last conducted a survey of CIP programmes in 2003/4 ([Survey of CIP programs report], [2005]).

The active participation of publishers is critical to the success of a CIP programme. The national bibliographic agency must advocate the benefits of CIP to publishers and publisher organisations. CIP programmes are voluntary. CIP programmes are free of charge to participating publishers. The programme must not be responsible for disrupting the work of publishers. The national bibliographic agency must ensure that the programme is adequately resourced.

Participating publishers are required to provide data to the national bibliographic agency, usually several months in advance of publication. The national bibliographic agency specifies the data elements to be supplied. Many agencies provide an information sheet or Web form which the publishers complete.

6.7.3 Examples of CIP programmes

Canada

In Canada responsibility for coordination of the programme resides with the Library and Archives Canada, but the programme is operated through a network of agent libraries providing a tailored service to regional publishers.

United Kingdom

The British Library has found it more cost effective to contract out operation of the CIP Programme to a commercial bibliographic agency. The British Library pays the contractor for delivery a number of CIP records annually and sets criteria for content and quality.

United States

In the United States the service is directly controlled and operated by the Library of Congress.

6.8 Choice of media for delivery of the national bibliography

ICNBS provides some guidance in respect to the format and design of the national bibliography. The recommendations focus on print publications rather than online products. In this publication Chapter 5 deals in more detail with the functionality of the online national bibliography. Chapter 4 discusses the levels of cataloguing and authority control.

Over recent years there has been a change by the national bibliographic agencies from print, then CD-ROM to online as the most preferred distribution channel for data. The choice that
a given country makes will reflect the level of automation in the country. The choice will also be influenced by the business model and resources available.

### 6.8.1 Paper

Paper remains widely used and printed national bibliographies can still deliver an effective service. Rising production and distribution costs are likely to render paper uneconomic in the short to medium term.

### 6.8.2 CD-ROM

The findings and recommendations of the European ‘National Libraries Project on CD-ROM’ were widely used in the production of national bibliographies on CD-ROM. In general CD-ROM complemented rather than replaced the printed versions. Most countries which publish their national bibliography on CD-ROM also offer the same data online, some as a separate database, others as a part of their national library catalogue. CD-ROM delivered some specific benefits in terms of information retrieval and distribution of machine readable data over other formats. However currency was an issue and distribution costs were relatively high. CD-ROM was popular during the 1990s, but is now being superseded. The software developed to support national bibliographies on CD-ROM is showing its age when compared with contemporary Web interfaces.

### 6.8.3 Online access

The Web is the preferred means of offering access to the national bibliography. Web access enables data to be regularly updated and can be available to users anywhere in the world whenever they want it. The Web offers the potential for offering additional services, such as: RSS feeds tailored to the user’s personal profile; or access to the full text of electronic resources, subject to rights. Premium online services may be the means of monetising bibliographies on the Web.

#### Examples

**New Zealand**

The National Library of New Zealand offers registered users an RSS feed of recent additions to the national bibliography. Users of *Publications New Zealand* are also promised the facility to customise their own reports (http://www.natlib.govt.nz/catalogues/national-bibliography).

**Sweden**

The National Library of Sweden offers subscribers to the national bibliography RSS updates of recent publications (http://www.kb.se/english/contact-info/subscribe/rss/). The service is free, but the data may not be reused for commercial purposes.

There are several different approaches to providing online access to the national bibliography. Some presentations have been surrogates of the printed bibliography supplied as pdf or html pages. These can be a quick and effective means of making the national bibliography widely available, but they are not a substitute for an interface to the national bibliographic database.
6.9 Measuring the effectiveness of the national bibliography

In order to justify the investment in the national bibliography and the continued commitment to that process, it is important to consider how the effectiveness of the national bibliography is to be measured. In some countries funding for the national bibliographic agency is directly linked to performance indicators, such as percentage of the national output collected and processed by the national bibliographic agency.

Good management information is essential to provide timely and accurate answers to enquiries received from publishers, government or the media. The national bibliographic agency must collect its own statistics. Employing an independent third party to monitor or audit performance may enhance the credibility and authority of performance metrics, particularly with external audiences.

6.9.1 Coverage

What percentage of national output is covered by the national bibliography? This can be determined by comparison of the content of the national bibliography with the output of national publishers over a given period. Data may be available from national publisher associations or from agencies serving the book trade. Be aware of different accounting methods. Publishers count products and this may differ from accounting practices for the national bibliography. For example for the purposes of the national bibliography a single record may serve for different bindings, but to publishers and book sellers these are different products.

Data for formally published electronic resources should be covered by trade sources. Electronic resources may emanate from new publishers who are not covered by traditional accounting practices. Decisions may also need to be made in respect to print on demand services. Additional arrangements will be necessary to account for the percentage of the national web domain harvested.

6.9.2 Currency

The usefulness of the national bibliography depends on its currency. Many customers of national bibliographies work in purchasing, selection or acquisitions in the book trade, libraries or other information centres. Advanced notice of forthcoming publications and prompt alerting to current publications are essential.

Currency can be measured by regular snapshots of the currency of sample records in the national bibliography. From 1974 to March 2005 UKOLN managed the British National Bibliography currency survey. The survey measured the hit rate achieved on a sample of records at the point of ordering and at the point of cataloguing. The hit rate on the samples was measured again after 6 months. Although this was a sound methodology for measuring the hit rate, the measure was discontinued in 2005 when it proved impossible to enlist libraries to conduct the survey (http://www.ukoln.ac.uk/bib-man/surveys/bnbmarc/)

A currency target was included in the 1991 agreement between the Danish government and the Danish Bibliographic Centre governing the production of the national bibliography. The
agreement stipulated that resources deposited with the Bibliographic Centre should be registered within 4 weeks of receipt. The agreement does not include any specific sanctions in the event that the target is not satisfied. Currency is monitored each week and registration takes two weeks on average. The Danish Bibliographic Centre estimates the waiting time for registration and published the figures by calculating the number of weeks that elapse between receipt and registration (W), as follows:

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W = \frac{\text{Number of documents awaiting registration}}{\text{Average weekly registrations (previous year)}}
\]

6.9.3 Usage of the national bibliography

It is important to know who is using the national bibliography and what they are using it for. It may be possible to find out who the customers are from distribution lists for physical media and registrations for online media. However, the person who purchases the national bibliography may not be the end user. This must be kept in mind when planning market research. Any survey must include users.

6.10 Learning from others

As the examples in this chapter illustrate, there are many approaches to successfully meeting the challenge of implementing a national bibliographic service or extending an existing service to e-media. New technology can solve some problems, but new media raise new challenges.

1. Countries without experience in national bibliographic work should seek advice from practitioners. There are lessons to be learned from successes and failures of others.
   - If possible, choose a partner for long-term cooperation. The choice of partner should reflect the specific needs.
   - Every country has some unique requirements for which provision has to be made.
   - Attending or arranging a regional workshop which brings together expert practitioners and local knowledge can provide a good starting point.

2. Hiring or asking for technical assistance from a local, regional or international community may be a good way of moving from a planning to an implementing phase.
   - This conforms with ICNBS recommendation 19, “Where needed, IFLA should assist national bibliographic agencies to develop their national bibliographic activities - for example: establishing pilot schemes to develop national bibliographies, establishing guidelines for producing national bibliographies, and organizing national, regional or international seminars and training workshops.”
3. Developing partnerships for national cooperation is recommended.
   - The national bibliography is subject to complex usage and a diversity of user groups varying from the general public to very specialised users, including publishers and other libraries.
   - Develop a forum where the different voices can be heard and where the mission, structure, presentation, functionalities and development of the national bibliography can be discussed. This will create common ground and hopefully improve decision making and strengthen the national bibliography as a main tool for accessing the national output.
   - If the responsibility for the national bibliography is distributed among institutions it is important to maintain the quality expected by establishing benchmarks. An editorial board with representatives from the institutions involved should be established to oversee the management and development of the national bibliography. This board should have expertise in legal deposit issues as well as bibliography to ensure a holistic approach to bibliographic control.
   - IFLA places the responsibility for using and developing national as well as international standards with the national library. The national bibliographic agencies should take a lead in this, but seek cooperation with other bibliographic communities and make use of national expertise.

4. Co-operation with publishers and other suppliers of publications is very important for a successful and sustainable national bibliography. (See also Chapter 7)
   - Publishers are the source of information for the national bibliography.
   - The successful operation of legal or voluntary deposit is dependent on publisher co-operation.
   - Publishers (and tax payers) have a right to expect that the national bibliographic agency processes legal or voluntary deposit securely and efficiently.
   - Publishers should benefit from a successful national bibliography.
   - Co-operation is more likely to benefit the national bibliographic agency than coercion.

References


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