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Item No. 13 on the Agenda : Situation of the Library

(prepared by the Secretariat)

<i>Summary</i>	<i>The document illustrates developments made in the past year as to the management of the Library</i>
<i>Action to be taken</i>	<i>None</i>
<i>Related documents</i>	<i>Strategic Plan, UNIDROIT 2004, C.D. (83) 6, paragraph 105; AG/Comm. Finances (59) 5</i>

DISCUSSION LEADING PARAMETERS AS PROPOSED BY THE SECRETARIAT



I. Strategic Plan

Yes, because of (1) the unique position of the UNIDROIT Library in the development of the Organisation's research and information facilities (cf. Strategic Objective No. 2).

II. Work Programme 2006-2008

Yes.

Problems to be overcome	Planning long-term due to severely limited funding for acquisitions; Slight delays in making the electronic catalogue available on the web due to limited staff resources
Staffing implications	1 Librarian, 1.5 assistant librarians, 0.8 assistant (the remaining 20% of whose time is devoted to general services) and 0.2 secretary

Library management software

1. The main issue in 2005 as regards the Library was indisputably the replacement of the library management software. Following the decision taken in 2004 to replace the then current library software, in December 2005 that software was successfully replaced by a new EDV-system: *Aleph 500 – integrated library system*. The WebOPAC (Online Public Access Catalogue on the Web) in four languages (English, French, Italian and German), is under preparation. The integration of the new library site into the UNIDROIT homepage and the presentation of the library holdings on the Internet are scheduled for August 2006. The library catalogue can already be accessed using the web address <http://app01.exlibris.easynet.de/F>.
2. After the implementation of the new software in December 2005, the Librarian held several training courses for all members of staff required to use the new software.
3. Furthermore, the complete reorganisation of all administrative levels of the management of the library was started. The sections *Book Processing* (selection, ordering, receiving, stamping, classification & cataloguing, labelling, preparation for circulation, final inspection), as well as *Administration of Periodicals* (subscriptions, schedules, registration of the arrival of issues, requests for missing issues, binding) were completely transferred to the new library management system.
4. The new sophisticated library management system allows a detailed overview of the status of the library material with regard to both budget allocations (acquisitions, exchanges, gifts) and contact details of library suppliers.

Electronic catalogue

5. Work on the catalogue data continued in 2005 to ensure that it conform in particular to international library standards. In addition to the work-intensive preparation of the catalogue data for the software migration, the Librarian and her assistant also had to catalogue about 2500 new acquisitions which the library received in 2005 thanks to various generous extra-budgetary contributions. Furthermore, after the migration of the software there some minor data correction remains necessary to ensure conformity with the new system. The corrections will be completed in the course of 2006.
6. Via a so called "Z39-connection" the UNIDROIT Library can now access the catalogues of the *Max Planck Institutes* in Germany (Hamburg and Heidelberg). Very soon two more important connections will be available, one to the *European University Institute* and the other to the *ECLAS European Commission Central Library*, the collections of which were recently migrated to the Aleph500 software. Thanks to this access to external catalogues, the retrospective cataloguing of the library holdings proceeds more rapidly and fewer corrections are necessary.

Library collections

7. In 2005 the Library's holdings increased by 2439 titles. Of these, 342 were purchased, 124 were obtained on an exchange basis for a total value of € 7.023,00, and 1973 other titles were received as a gift for a total value of € 98.650,00. The Library's acquisitions policy faced, and continues to face, considerable difficulties due to the significant rise in the price of publications. It should be pointed out that the cost of publications, in general, increases on average by 10 % a year.

8. Of particular importance among the donations were those received from the *Library of the Department of Trade and Industry of Her Britannic Majesty's Government*, the *Max-Planck-Institute for Foreign Private and Private International Law*, Professor Chiomenti, Rome, and the *Library of the Law Faculty in Lucerne, Switzerland*.

9. In addition, the Library succeeded in obtaining new materials by means of exchange programmes thanks to the *Uniform Law Review*

Visitors

10. The UNIDROIT library continues to attract readers from all over the world. In 2005 there were 3044 visitors from 20 different countries.

Training programmes

11. With regard to external relations, the co-operation programme between UNIDROIT and the section for documentation of the *University Paul Valéry* in Montpellier (France) continued. Thanks to this programme, the Authority Database for author names was successfully completed. The preparation of an Authority Database for corporate bodies is still outstanding, but will be completed in 2006 despite the shortage of staff in the Library.

12. The training programme of the *European Law Students Association (ELSA)*, which started in 2004 and thanks to which European law students are able to collaborate in the everyday life of the Library and to become familiar with the functions and activities of the Organisation, was successfully continued in 2005 when 18 students from all over Europe were accepted for an internship in the UNIDROIT Library.