

DESY-Library commission

Minutes of the 14th session from June 9, 2004, 11:00h in seminar room 1
Start: 11:00h, end: 13:35h

Present:

M. Behrens (IT), W. Drube (HasyLab), P. Folkerts (PR), C. Guse (ZEU-BIBL), A. Holtkamp (L), R.L. Johnson (Univ. HH), R. Klanner (FH), M. Köhler (L), W. Kreinacke (V), H. Mais (MPY), H. Preißner (L), D. Schmidt (L), F. Schrempp (T), F. Sefkow (FLC), R. Werner (EMBL)

Excused:

E. Fieder (ZEU-BIBL), H. Münch (ZM1), T. Naumann (ZEU-Exp.)

Program

1. Welcome and introduction
2. Role of the library commission
3. Tasks of "Library and Documentation"
4. Organization of the library and literature-information service at DESY
5. Library and Documentation (1999 - 2003)
6. Planned and current projects
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1 Welcome and introduction of the members

The session was opened by Mr. Klanner. Since the last meeting of the former library commission was held in December 1998 the directorate has nominated new members of the library commission for the period from May 1, 2004 until April 30, 2007.

In the future the commission should meet twice a year, about every 6 months. Mr. Klanner is appointed chair of the commission.

After his introductory words the members of the commission introduced themselves.

2 Purpose of the library commission

Mr. Schmidt presented the mission statement of the DESY library commission, which was worked out by L and V1 a couple of years ago:

The library commission represents the interests of sections, divisions/groups and legitimate external users in matters of the libraries, literature information and publication services. It advises the directorate and the head of ‘library and documentation’ and makes recommendations.

He asked that both positive and negative criticism should be forwarded to L to improve the services offered by the group.

3 Tasks of “Library and Documentation”

Mr. Schmidt presented the tasks performed by group L:

The group L maintains the DESY libraries, manages the report and publishing services and the literature documentation.

The libraries obtain and collect specialized literature needed by the staff of DESY, especially in the fields of particle / high energy physics, quantum field theory, accelerator techniques and research with synchrotron radiation. In addition there are extensive collections on general topics, astrophysics (including astronomy and cosmology), computer science, nuclear physics and mathematics, other natural sciences, quantum mechanics and technology. Furthermore there are numerous dictionaries and a small collection concerning archiving, library and documentation for the education of apprentices, trainees and information specialists.

The internal printing of reports in three report series and the publication of research results in scientific journals is managed in accord with the DESY statutes (Geschäftsordnung). The group is responsible for the publications of the *Verlag Deutsches Elektronen-Synchrotron*.

The documentation works in close collaboration with the library of the Stanford Linear Accelerator Center (SLAC) on the literature data base HEP on high energy / particle physics and other related research areas. Worldwide published literature is entered to the data base with the complete bibliographic data, the classification codes, a set of descriptors (keywords), and energy declarations. The literature data base, which is updated on a daily basis, enables literature research using three dozen search parameters.

The HEP data base is the only literature data base for this research area. No commercial information-service provider offers a similar service. Commercial providers in general do not

work with preprints so their data bases do not include “publications” of the latest research results.

On the question by Mr. Klanner how the literature information needs of HASYLAB are covered, Mr. Schmidt answered that DESY has access to the literature and facts data bases of the Karlsruhe Information Center (especially the INSPEC data base). The user-IDs for the access are administered by Mr. Drube.

Mr. Mais added that accelerator physics is not well covered by the HEP data base and plasma physics is also not well represented. Mr. Schmidt suggested that if necessary the M-Bereich could cover these areas with INSPEC.

Mr. Klanner suggested that the cooperation between the HGF libraries should be added to the tasks of “Library and Documentation”.

4 Organization of the library and the (literature-)information at DESY

Mr. Schmidt explained the organization of the DESY library by means of the organization chart of *Library and Documentation*. There are four libraries at DESY: the central library, the library at HASYLAB and a small library of the group MKS at Hamburg as well as the library at Zeuthen which is technically directed by the head of L.

The central library and the library at Zeuthen provide all classical services, acquisition, cataloguing, user service and journal acquisition with binding. In acquisition, cataloguing and user service the integrated library software Aleph 500 is used. Cataloguing is done in a joint catalogue with a separate location index.

For the HASYLAB and MKS libraries acquisition, cataloguing and, if necessary, journal acquisition are provided or managed by the central library.

The central library trains “Fachangestellte für Medien-und Informationsdienste, Fachrichtung Bibliothek” and college trainees in library and documentation services.

A much too small library magazine is located in the basement of building 2a.

The report and publication service is provided for internal reports, red DESY reports, blue thesis reports and conference proceedings. The texts are prepared for printing, ordered and sent on request.

For planned journal publications the required approvals are checked and if necessary obtained, and off-prints are ordered from the publisher.

Books published at DESY, in general conference proceedings, are also prepared for printing,

print orders are placed and the volumes are dispatched on order.

The DESY scientific annual report is edited by a scientific employee together with PR, the manuscript is prepared electronically.

Translation orders into foreign languages can be done via L. L asks for quotations and trial translations.

The employee working on report and publication service is also the group secretary.

In the documentation the literature to be included in the data base is selected. The documents are classified (assigned an area) and indexed (assigned key words) mainly by external co-workers (free-lancers). According to the rules of the HEP data base the bibliographic and the assigned key words are added to the data base. The data base is updated daily. The data base can be searched specifically via a web interface or under UNIX.

A conference calendar containing HEP relevant conferences, schools, meetings etc. is compiled together with the SLAC library and is searchable as a separate data base.

Scientific employees maintain the integrated library system Aleph 500, the SPIRES data base and the various software needed in the documentation for the work with all kinds of publications.

5 Library and documentation (1999 - 2003)

Reported by Mr. Schmidt:

The **reconstruction, reorganization and re-furnishing of the central library** was completed at end of January 2000.

Since spring 1997 the **integrated library system** Aleph 500 is in use at the central library and the library at Zeuthen. At present we work with the modules acquisition, cataloguing and loan incl. overdue notices. The system was approved end of November 2000, immediately afterwards the software license agreement and the service agreement were signed.

There was an **Infothek** (“knowledge island”) at the **DESY-EXPO 2000**. Employees of library and documentation helped to select the displayed material. The central library acquired and cataloged these materials. After the end of the world exposition they were added to the stock of the central library. A part of them was given to the group SP (“Schülerprojekt”) on permanent loan. Three trainees of the group L worked as hostesses at the EXPO for a week each.

13 small and medium **library projects** have been realized at the central library and partly in the library at Zeuthen since autumn 2000. Amongst others we converted the collection of dictionaries to a non-circulation collection.

In the libraries of Hamburg and Zeuthen the new shelf mark “AS” with books on astronomy, astrophysics and cosmology was created. Literature in this area included in the previous collections were moved to the new collection and the catalogues updated accordingly.

Magnetic security strips were incorporated in all books of the reference library, all books acquired since autumn 2000 and a part of the stock which is for loan.

At the beginning of 2001 **DESY** was recognized as a **publisher** by the German ISBN agency. It got the right to assign ISBN (International Standardized Book Number) to its published products. All new publications are included in the German books in print (“Verzeichnis der lieferbaren Bücher” - VLB).

The **annual reports** of the years 1999 until 2002 were edited by L (Mrs. Blobel) and FHR (Mr. Fleischer).

For the first time on 28th September 2003 the central library was open to the public on an **open day**. There was strong interest in our special library.

The **exchange of personal** with the CERN library which started in 1997 continues. In 1999 the employee Christian Mahn, a librarian, worked in Geneva for three weeks. In 2002 the employee of the Zeuthen library Carola Guse, a librarian, worked for four weeks at CERN.

Mrs. Katja Steiner, librarian at the HMI Berlin, participated in a practical training of four weeks in the DESY documentation.

Four office rooms with together 10 work places were **renovated** during the last years. They were newly furnished under consideration of ergonomic requirements and legal rules.

The group L continues its interest in **training**. Since 1999 five school trainees have been supervised. Three qualified apprentices (“Fachangestellte für Medien und Informationsdienste der Fachrichtung Bibliothek”) finished their education at the central library since 1991, two more are still in training. Ten apprentices from Hamburg libraries (“Hamburger Öffentliche Bücherhallen”) and other organizations took part in a 6 week training at the central library. Six students of the department for library and information (“Fachbereich Bibliothek und Information”) of the University of Applied Sciences (“Hochschule für angewandte Wissenschaften”) in Hamburg did their practical training with us. Two diploma theses of that department with a subject covering the libraries in Hamburg and Zeuthen were supervised.

In 1999 and 2002 two physicists completed their education as **information specialist** (“wissenschaftlicher Dokumentar”) in the DESY documentation with the exam at the Institute for Information and Documentation in Potsdam with a very good result.

The library **budget** for acquisition was cut by 18% in the year 2004 (from €540 000 compared to €672 000). 70 journal subscriptions had to be cancelled.

6 Planned and current projects

Mr. Köhler presented four planned or current projects within Library and Documentation:

The check-out of the central library will be converted to **self check-out**.

Books on loan (and other media which are for loan) will be accounted for immediately in the library system and marked as on loan. This will release the library personal from routine tasks, enquiries about the status of books will be reduced. Booking errors will not occur anymore.

A requirement profile for such a system has been defined, providers of self check-out systems have been selected. We have visited other libraries for presentations of their check-out systems. The advertised bidding, selection of the system, order and if possible the installation should take place in 2004.

Mr. Schrempp asked whether it is possible to see who lent a specific book. Mr. Köhler answered that for data privacy reasons this feature is available only for the library personal but not for the public.

The **electronic book security system** and the **electronic access control** which both exist in the central library should be put into service at the same time as the self check-out system (if possible). The user card, which is necessary for the self check-out will serve as a key for the library. It will be made sure that visitors and short term users can use the library too.

Data privacy and the administration of the user cards need to be clarified.

Mr. Klanner proposed to write up the ideas concerning the future access to the library and hand it to the members of the library commission for feedback.

The **electronic journal library** (“Elektronische Zeitschriftenbibliothek” EZB) is developed at the university library Regensburg together with the TU München. It offers libraries access to licensed journals via a web interface which is simple to use. The EZB is currently used by 258 libraries. The participation in the EZB is free of charge.

The web pages of the central library will be re-organized. All licensed e-journals will be linked via the EZB. This offers a uniform interface, with access to 7000 free online journals and is easy to maintain by the staff of the participating libraries.

PoF-suitable (“Progamm orientierte Förderung” - program oriented funding) DESY and HGF **publication data bases** will be developed. The directorate asked L to work out a proposal for a central publication data base at DESY.

L will check whether the data base used by HASYLAB is suitable and a table of publication types (data model), which have to be included in such a data base, has been set up. This data model was given to the “Bereichsreferenten” for validation. The publication data bases of other HGF centers were studied, the one of the research center Jülich was investigated more closely together with Mr. Germer (IT).

During the next months a proposal about how to proceed will be given to the directorate.

Mr. Mais mentioned that the input of relevant publications must follow clear rules.

7 Miscellaneous

The minutes of the meetings of the commission shall be accessible in English from the library web pages. Mr. Behrens proposed putting a draft with a corresponding note on the web. Mr. Klanner added that the members of the commission should be notified when this takes place.

Mr. Drube proposed that a DESY credit card should be used for the purchase of non-licensed electronic journals. Mr. Klanner asked Mr. Schmidt to send a corresponding request to the directorate via Mr. Fleischer.

Mr. Klanner proposed to talk about the usage of the HEP data base at the next meeting of the commission. Mr. Schrempp and Mr. Sefkow were asked to investigate how the literature data base is used in their groups, what is searched for and how.

The Documentation group was asked to provide feedback. Mrs. Holtkamp proposed setting up a working group within the commission to discuss these questions.

Mr. Klanner asked Mr. Köhler to report on the status of the PoF-compatible data base at the next meeting.

Mr. Klanner suggested that the next meeting should take place in October 2004.

Robert Klanner
Chair

Dietmar Schmidt
Protocol

The draft of these minutes (and the transparencies presented at the meeting) will be put on a web page after approval by the chair of the library commission. After the general approval the English version will be added.