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Collection

The electronic collection continues to grow as envisaged. Under new conservation guidelines, preserving the paper collection is a task for the entire NL. The introduction of new international standards is improving cataloguing, while a forward-looking project is bringing the collection of association publications into the 21st century.

“Viva” project

Around a million documents from over 45 000 corporate entities are housed at the NL: annual reports, articles of association and regulations, brochures and catalogues, commemorative and other publications from associations, societies, companies and institutions. This collection, known as the “V Collection”, is the only one of its kind in Switzerland; yet most of it cannot be consulted or ordered online. In the main, the collection continues to be administered manually. It is also limited to printed materials.

The Viva project brings the V Collection into the electronic age. In future, electronic V publications will also be acquired. The acquisition, cataloguing and administration of both printed and electronic documents are to be carried out in the existing library IT systems – *Helvetica* and *e-Helvetica*. As a minimum, this should ensure that living V publications can be ordered and, in some cases, even consulted online. The project was launched in 2012 and will last a number of years. The abbreviation “Viva” stands for “*Re*vitaliser et *va*loriser la collection des V”.

Acquisitions

At the end of 2012 the collection of *Helvetica* contained 4 304 444 works (2011: 4 220 576). They include 814 368 volumes of journals, 472 496 prints, photographs and cards, as well as 18 336 electronic publications. The increase over the year was once again in the normal range; it was exceptionally high in 2011 owing to the acquisition of the Niklaus Stauss archive. The Swiss Literary Archives acquired eight archives and literary estates, and now administers 309.¹⁰ Two archives were donated to the Prints and Drawings Department, which now has 77, excluding the Federal Archives of Historic Monuments.

The strongest growth – more than 50% – was in the collection of online publications in the long-term archive (*e-Helvetica*), which expanded from 12 219 to 18 336 units. In 2012, websites on all popular votes at federal level were collected for the first time. One website for the campaign in favour and one for the campaign against are included in the long-term archive for each topic. Parliamentary services are responsible for making the selection. This procedure is a prime example of how the *e-Helvetica* collection is built up: as a collaborative partnership involving cantonal and university libraries, publishers and official bodies.

Catalogues

At the end of 2012 the *Helvetica* library catalogue comprised 1 549 792 records (2011: 1 515 943). A transitional subject indexing solution was put in place in anticipation of the introduction of the German National Library *Gemeinsame Normdatei* (GND). This will be definitively introduced for subject indexing in 2013, and at a later date for cataloguing. The implementation of GND standards is a prerequisite for the introduction of *Resource Description and Access* (RDA), which is intended to replace cataloguing in accordance with AACR2¹¹ at the NL in the medium term. The NL is therefore participating in international working groups involved in adapting the North American standards to European conditions.



Party election materials from 2011, from the collection of association publications: above, the Swiss People's Party manifesto, below, that of the Swiss Green Party

¹⁰ Holdings listed in the *Index of manuscript collections*. There is a time delay in the inclusion of new acquisitions.
¹¹ Anglo-American Cataloguing Rules



The *HelveticArchives* archive catalogue contained 278 603 records at the end of the year (2011: 242 019). The growth of over 15% reflects the accelerated cataloguing of the holdings of the Prints and Drawings Department and the Swiss Literary Archives. *HelveticArchives* also contains the catalogue of biographical newspaper articles. This was closed on 31 December 2012, as newspaper articles are now available via media databases.

The *Swiss Poster Catalogue*, which grew from 61 456 to 64 232 records during the year in review, has until now been an informal cataloguing network of nine institutions. This form of organisation is now reaching the limits of its capacity. A revision of the regulations, processes and legal form was therefore commenced in 2012.

The *Bibliography on Swiss History* contained 91 954 records at the end of the year (2011: 87 472).

The beta version of the *e-Helvetica* application access module is running stably. As of the end of 2012, a total of 24 390 information packages were available for consultation (2011: 12 219). Of these, 21 859 were publications and 2531 title entries, i.e. metadata without publication. 17 471 packages relate to online publications, while 6919 are digitised versions of printed works. The breakdown of packages by publication type is as follows: 6183 websites (including 2294 title entries), 9617 electronic periodicals (including 183 title entries), 4893 monographs (including 54 entries for series titles), 3697 dissertations (no title entries). The total storage requirement is 1.6 TB (2011: 617 GB): 1.2 TB for online publications and 0.4 TB for digitised materials.

Preservation and Conservation

37 993 new publications underwent conservation treatment during the year in review (2011: 46 131), 2863 protective covers were manufactured (4264) and 198 publications were repaired (453). The decrease is due to new internal processes which mean there is a longer delay before new acquisitions can undergo conservation treatment.

31 690 documents with a combined weight of 33.2 tons were deacidified; this compares with 28 431 documents also weighing a total of 33.2 tons in the previous year.

The vast majority of the monographs scheduled for deacidification have now been treated. Work has been undertaken to develop a combined deacidification and consolidation process to conserve newspaper volumes that were normally printed on lower-quality paper. As yet, however, research has not yielded any convincing results in this area. The NL therefore decided to deacidify the newspaper volumes and at the same time use microfilming as an alternative conservation method to preserve the information contained in the newspapers. Mass deacidification will thus be continued for a few more years. Meanwhile, especially sensitive documents are being deacidified individually.

The conservation guidelines were completely redrafted. The new version replaces the guidelines dating from 1999. In addition to specific handling instructions and rules, the fundamental approach is crucial: the guidelines oblige all members of NL staff to treat documents with care. Preservation of the collection is not the task of the specialists alone, but also of every member of staff. During 2012, all employees who regularly come into contact with original documents therefore received training on how to deal with them.



Websites for the vote on the "protection against passive smoking" initiative from the *e-Helvetica* collection