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Collection

After fourteen years, the mass deacidification of paper documents has finally been completed. The *papersave swiss* process has roughly quadrupled the life of well over a million documents.

Paper deacidification: transport baskets.

"Viva" project

The Viva project addresses the future management of association publications. The collection comprises grey literature (i.e. works that were not published directly by the book trade) from associations, institutions and companies, including activity reports, bylaws and brochures. The details of the collection policy have been set out in new directives on acquisition.

Publications of bodies that are active nationally, within or between cantons are collected in their entirety. Those of regional and local entities are acquired on a case-by-case basis. Both print publications and websites are included; the latter are incorporated into the Web Archive Switzerland. Items that are not collected include electronic offline publications such as DVDs, documents with little information content, and archives. The directives will come into force once the project is concluded, which is projected to be in 2016.

New cataloguing rules have also been drawn up. These are currently being tested on representative holdings. The entire issue of collection management is currently under review.

Papersave swiss plant, Wimmis. A "charge" awaits deacidification.

Acquisitions

At the end of 2014 the Helvetica collection contained 4 436 219 units (2013: 4 367 662). That figure comprised 2 942 782 monographs, 857 190 volumes of journals, 479 642 prints, photographs and cards, and 35 626 online publications.

The Swiss Literary Archives acquired ten new archives and literary estates, bringing the total to 341.[13] One archive was donated to the Prints and Drawings Department (PDD) – specifically to the Federal Archives of Historic Monuments (FAHM), which are part of the PDD. In total the PDD holds 199 archives and collections.[14]

The NL's collection remit also includes publications for the visually impaired in Braille. A new agreement with the SBS Swiss Library for the Blind, Visually Impaired and Print Disabled will enable these to be managed better in future. As of 1 January 2015, the SBS looks after this part of the collection on the NL's behalf. The SBS catalogues, preserves and lends them out. The NL retains ownership of the publications for the blind in its collection, but the items themselves are transferred to the SBS.

Catalogues

At the end of 2014 the Helveticat[15] library catalogue contained 1 616 897 bibliographic records (2013: 1 581 851). The new Helveticat user interface, originally planned for 2014, is still undergoing development.

Work on introducing the combined authority file (GND) for formal indexing continued during the year in review. Subject indexing has been carried out using the GND since 2013. Since July 2014 it has also included new keywords in accordance with the binding *Resource Description and Access* (RDA) regulations. Our subject indexing policy has been revised, allowing us to extend it to electronic documents in future while maintaining the same resources. Under the new policy, manual subject indexing is carried out only for printed publications with a thematic link to Switzerland. With regard to other printed documents, automatic ingest of data from other libraries

13 Holdings listed in the *Index of manuscript collections*. There is a time delay in the inclusion of new acquisitions.
14 For notable acquisitions see p. 9ff.
15 www.nb.admin.ch/helveticat

Papersave swiss plant, Wimmis. A "charge" is moved into the chamber.

Papersave swiss plant, Wimmis. Both chambers are closed. The plant is in operation.

is being looked into. We are examining the introduction of automatic indexing processes for electronic publications that have not so far been subject indexed. Over the long term, this should lead to an increase in the proportion of documents with subject indexing data.

At the end of the year the HelveticArchives[16] archive catalogue comprised 370 099 records (2013: 324 281). It now contains the first collection level descriptions of individual special collections. The Swiss Poster Catalogue[17] contained 77 170 bibliographic records (2013: 71 199).

The *Bibliography on Swiss History* (BSH)[18] comprised 99 185 bibliographic entries (2013: 94 371). Following the installation of a new conversion tool, yearly extracts from the database are once again being published as PDF documents. The BSH for 2010 was published in 2014.

Preservation and Conservation

44 976 new acquisitions underwent conservation treatment during the year in review (2013: 40 481), 3762 protective covers were manufactured (2013: 4382) and 278 publications were repaired (2013: 413).

The mass paper deacidification process was completed in 2014. In the final year of the programme 62 449 documents with a total weight of 12.4 tons were treated (2013: 22 116 documents, 19.8 tons). Over the approximately fifteen years of the project from 2000 to 2014, 1 175 300 NL documents weighing 483 tons were deacidified. This will at least quadruple the life of the endangered paper documents. The major rescue operation was made possible thanks to special funds from the Confederation. Between 1998 and 2000 a deacidification plant costing some CHF 13.5 million was installed on the premises of Nitrochemie Wimmis AG. The plant uses the papersave swiss process, which was co-developed by the NL. Operated by Nitrochemie, it can treat 120 tons of paper a year. Its main customers to date have been the NL and the Swiss Federal Archives. In total, deacidification of the NL documents costs around CHF 13 million.

The next conservation priority is the photographs. A preliminary study is currently under way to establish the status of international research and the practice of related institutions.

Digital Collection

In terms of storage space, the "e-Helvetica" digital collection more than doubled in size between 2013 and 2014. It occupied 2.4 TB at the end of 2013; at the end of 2014 this had risen to 5.3 TB. This is made up of 54 070 publications (2013: 30 524). Over 80% of these are digitally born publications, many of them websites. It is now possible to process a limited amount of large websites comprising over 50 000 individual files.

Just under 20% of the e-Helvetica collection consists of digitised versions of printed publications, generally monographs. Periodicals, newspapers and images are not included in these figures, as they are stored at other locations.[19]

It is planned to replace the large number of storage locations with a central repository that can incorporate digital items from the NL as soon as possible. The WTO tender is currently being prepared.

16 www.nb.admin.ch/helveticarchives
17 www.nb.admin.ch/posters
18 www.nb.admin.ch/bsg
19 See p. 16.