

Report – Professional working visit in Berlin – 16/6/08-2/7/08

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I hereby present a report summarizing my working visit in Berlin.

Firstly, I would like to thank Bibliothek & Information International for the financial support. I wish to express special thanks to Mrs. Hella Klauser and Mrs. Shirley McLeod for their warm welcome in Berlin. I thank Goethe-Institut in Israel and especially Mrs. Toni Buda for helping me contacting the institutions in Germany.

I would also like to thank all the librarians, library employees and contact persons who welcomed me so nicely, explained their working methods and provided me with documents.

I owe special thanks to Mrs. Oehme from the Library of the Botanic Garden and Botanical Museum who took care of me during this long period. She made this working visit an interesting and enjoyable experience for me.

I am also grateful to Mr. Lepretre from the Library of Julius Kühn Institute, Mrs. Kollwitz and Mr. Kaiser from the Library of Agricultural Science at the Humboldt University, Mrs. Zeh from the Library of the German Bundestag and the librarians from the Philological Library at the Free University of Berlin.

Lastly, I thank the ARO (Israel) for the financial support and I also thank my director for encouraging me to participate in this project.

Introduction

I work at the library of the Agricultural Research Organization (ARO) in Israel. Therefore, my main aim was visiting libraries dealing with agriculture or related topics.

- The main part of my report deals with the **Library of the Botanic Garden and Botanical Museum (BGBM) in Berlin** and the **Biology Library of the Free University** (Dahlem district).

I had short visits in the following libraries related to agriculture:

- **The Library at the Julius Kühn Institute** - Federal Research Centre for Cultivated Plants
- **The Library of Agricultural Science at the Humboldt University**

My report presents also two new libraries which are not related to agriculture. I'll refer to the special architecture and to professional aspects:

- **The Philological Library at the Free University**
- **The Library of the German Bundestag**

1. **The Library of the Botanic Garden and Botanical Museum (BGBM) + the Biology Library**



The historical background of the library goes hand in hand with the history of the whole complex: garden + museum + herbarium. Furthermore, knowing the place's history is important in order to understand professional issues that will be discussed later:

In 1815, Heinrich Friedrich Link, then director of the Royal Botanic Garden Berlin and professor of botany at the Friedrich-Wilhelms-Universität, started to supplement the life collection with a herbarium and a botanical library. A herbarium was indispensable not only for the purpose of comparing new acquisitions with already known plants, but also for permanent preservation of the cultivated, rare and often newly described species. In a similar way a library next to the garden and herbarium was indispensable for the comparison of the life plants and herbarium specimens with material described in the literature.

The first museum building was built in 1879. The museum is complementary to the botanic garden since models are highlighting morphological details that are not easily visible on living objects.

In October 1906, in the course of the transfer of the Royal Botanical Garden and Museum to Dahlem at its present place, the library moved into the new and much larger museum building in Königin-Luise-Strasse.

By 1943 the library holdings had grown to a total of about 80,000 volumes of monographs and serials and included 200,000 reprints. In the night from 1 to 2 March 1943 almost the complete collection was lost, when the museum building was hit by an air attack. The archives, the herbarium and the show rooms of the museum suffered from a similar fate.

Apart from a number of rare books, which had been evacuated into a safe place in a

bank, only a few small holdings kept as separate libraries escaped the fire. Donations, acquisitions of personal libraries and further purchases enabled to re-establish the basis of the collection.

In 1984-87, after the reconstruction of the east wing of the museum building, the library moved into modern, three-storied premises with stacks comprising some 9.5 km of shelves.

In 1995 the institution became part of the Free University of Berlin (FU).

The BGBM is the largest German collection and research institution for systematic botany and plant geography. The botanical library is open to the public. The library holds a wide range of literature on plants from all over the world, in all printed languages and from five centuries, among them precious and very rare books.

Since 2000, the library includes in its premises the Library of the Botanic Garden and Botanical Museum (**BGBM**) and the **Biology Library** of the Department of Biology, Chemistry and Pharmacy of the FU.¹

Description of the library and its holdings:

The BGBM library is a reference library. The readers can consult the literature on the spot and use the photocopy machine. Nevertheless, if a researcher from the BGBM needs a book, he can take it to his room and leave a placeholder with his details, so that the book will be located if needed.

The inventory of the BGBM library at the end of 2007 included 190,000 volumes (books and periodicals), and that of the Biology Library included 88,711 volumes.

The Reading room comprises a collection of reference works in botany and biology, as well as dictionaries, lexicons, encyclopedias and general works in other sciences.

Topics in botany include: plant names, botanical institutes, botanists and collectors, nomenclature, taxonomic information, plant identification, plant distribution, Berlin, museums, bibliographies. The main users are the scientists of the BGBM, but it is open to the general public as well.

The biology section comprises textbooks relevant to biology students.

Shelving system in the reading room:

The botany and the biology books are shelved side by side. However, the biology books have call numbers ("Signatur" is the German term), whereas the botany books are only marked with a red point indicating that they belong to the reading room.

¹ <http://www.bgbm.org/bgbm/library/hist-en.htm>

Currently the botany librarians try to find a solution that would make book locating easier for the readers.

There are 35 seating places in the reading room and 75 in the stacks, but most of the users sit in the reading room.

Computers:

- 2 computer stations for a quick search: 1 – only for searching in the FU catalog, 1 – logging in enables access to search engines, email programs etc.
- 3 computer stations for a longer search: 2 of them have the functions mentioned above; the third computer includes botanical CDs and it enables an access to the internet.

According to the librarians, the CDs are seldom used.

The library holdings are searchable in OPAC (Online Public Access Catalog), but publications published before 2000 should be checked also in the card catalog. Retrocataloging is in process in both libraries, so that all the printed material will appear in the libraries' online catalog. However, it takes a long time due to the large number of books.

The librarians of both libraries have a weekly schedule for working at the reference desk in the reading room (in shifts). In addition, sometimes they are asked to replace librarians in other scientific libraries (for example, the Chemistry library).

The Stacks ("Magazin" in German)

The botany books are distinguished by the color of their etiquette and a special letter (for example: R=journeys of botanists, R stands for "Reisen"). The classification system in use is usually a geographic system practiced in Kew Gardens (England), but there is a small group of books which are classified with DDC numbers (Dewey Decimal Classification).

Journals are arranged by country of publication (even if the journal is later published in another country).

Maps are arranged by geographical classification.

There is a special publication format called "Separates": Separates are journal articles that were published separately. As mentioned earlier, the library holdings were destroyed in the Second World War, so the librarians try to fill the gap: when the journal doesn't exist and the article has a botanic importance, it is collected or purchased.

Also collected are articles written by the scientists of the BGBM.

The separates are kept in boxes marked by the first letters of the authors.

Lists of seeds (*Index seminum*) are arranged by the name of the city that published the list.

Other material includes: biology books and dissertations (the classification system in the biology section will be discussed later); double copies, estates, gifts, microfiches, books in processing.

There is a general rule regarding the stacks:

The users can come and read at the stacks, but they usually find a specific item on the OPAC at the reading room, and then the librarian brings it from the stacks.

Working methods:

In this part I will refer to the professional work done in the libraries. Generally, each library functions as a separate entity, but there are some meeting points.

Acquisition

Prof. Dr. H. Walter Lack is the director of Library and Botanical Museum. Dr. Norbert Kilian is Head of the section 'Library and Scientific Publications'. They select publications to be purchased for the **BGBM library**. The sources of information are printed and online catalogs, book reviews and brochures. The acquisition policy is to purchase all material related to botany, in all languages.

A special budget is given by the Deutsche Forschungsgemeinschaft (DFG, German Research Council) for purchasing of Asiatic and South American literature.

The acquisition librarian performs the order in the ALEPH integrated library system, which is used in the FU and in other academic institutions in Germany. ALEPH is a product of the Israeli company Ex Libris.²

There is a "circulation note" that serves as a measure of control: the book passes several "stations" until it is put on the display table: purchasing, cataloging, classifying and indexing, bookkeeping, technical work. Therefore, the employees write what they did and when. Furthermore, there is always a double check by a cataloger/indexer from the other library in order to avoid mistakes.

As to the **biology library**: Mrs. Webner - who studied librarianship and biology – selects publications to be purchased for the Biology library. The lecturers from the Biology Department can also recommend new publications or order books for themselves.

² Another product of this company which is used in universities is the SFX link server. It provides users with links to articles in full-text.

With regard to botany books, Mrs. Webner purchases mainly handbooks and general books so that there won't be duplication with the BGBM acquisitions.

The acquisition librarian of the biology section enters the order in ALEPH, and the same process viewed in the botany library is done here ("circulation note", task division, double checking).

Cataloging

Currently the library uses the RAK-WB format (Descriptive Cataloging Rules for Academic and Research Libraries) and MAB (Machine-readable Exchange Format for Libraries). In addition to RAK, the FU has cataloging rules that are valid for all the university libraries. It concerns aspects that were not expressed in RAK. However, at the end of 2001, the German Standardization Committee recommended to relinquish the German MAB data structure in favor of the American MARC standard (MACHINE-Readable Cataloging record) ³, and to replace German cataloging rules with the Anglo-American Cataloging Rules (AACR2). Although there has been a widespread opposition within the libraries, all German libraries are expected to perform a gradual changeover to the MARC21 format. ⁴

Another German specificity is the cooperative catalogs:

In fact, there are 6 regional network systems in Germany.

The BGBM library and the biology library belong to Berlin-Brandenburg Cooperative Library Network (KOBV). The ALEPH system is used in this network as well as in BVB (Bavarian Library Network) and HBZ (North Rhine-Westphalian Library Network). The other regional networks use other softwares.

The solution to this heterogeneity is the Karlsruher Virtueller Katalog (KVK) that links up the regional union catalogs regardless of their various software platforms. Within a single search one can cover a pool of web-based library and book trade catalogs from Germany and all over the world⁵:

<http://www.ubka.uni-karlsruhe.de/hylib/en/kvk.html>

³ <http://www.loc.gov/marc/umb/um01to06.html>

⁴ Seefeldt and Syré (2007), p.90-91; <http://artcataloging.net/ala/mw06/germanmarc.html>

⁵ Seefeldt and Syré (2007), p. 92

Classification and indexing

In the **botany** section, Dr. Kilian is the scientific supervisor of the library. One of his tasks is to index and classify botanic literature.

Dr. Kilian is a botanist and not a librarian. He took a course at the Free University in order to learn how to assign key words. He says that he gained experience while working.

When I asked him why they use in the stacks mainly the geographic classification system, and not DDC, I was answered that DDC numbers are too long and not enough user-friendly. In addition, the system of the Kew Garden in England has proved to be more suitable to represent the special subject of phytogeography. The aim is to give the users a quick access, and indeed, the staff gets positive feedbacks from the users regarding this system.

The **biology library** uses a different system which has an interesting story behind it:

Until 2000 there were small libraries in the different institutes at the FU: biophysics, human biology, genetics, zoology...

In order to save money, the university authorities decided to bring the holdings together into one building. The librarians encountered the following problem: every small library had its own classification system (Roman numbers + letters, letters only, colors...).

Therefore, there was a need to find a uniform system.

Mrs. Webner and her colleague decided to adopt the classification system of the zoology library, because the zoology books formed the largest part in the collection.⁶ Students were hired in order to help with the integration of the books in the biology library.

Books from the institutes still continue to arrive. Mrs. Webner gives a call number and key words, and the student catalogs the items in ALEPH. The redundant copies are given to a book seller who takes all the books for 1 Euro per volume. The book seller is also a vendor: when he sells books to the library, he notes the amount of money left for future acquisitions.

I was told that a "science library" is expected to be built in the university towards 2010. Thus, all the scientific libraries will have to move there, including the biology library, and the classification system may be changed again.

The indexing system is the Subject Cataloging Rules (RSWK - Regeln für die Schlagwortkatalogisierung). This standardization method is maintained by the

⁶ <http://www.biologie.fu-berlin.de/einrichtungen/bibliothek/docs/Biologiesystematik.pdf>

German National Library and used by many research libraries.⁷

When typing a certain key word in ALEPH, the system searches it in the FU index, finds it or offers another word and gives the synonyms.

The Karlsruhe catalog is also used for finding key words in other universities' catalogs.

Introducing a new key word requires an application to the editorial staff of the FU.

Journal exchange

The BGBM publishes 2 periodicals:

- 1) Willdenowia – published 2 times a year

<http://www.bgbm.fu-berlin.de/BGBM/library/publikat/willdenowia.htm>

- 2) Englera – irregular publication

<http://www.bgbm.org/bgbmpress/englera.htm>

The subscribers to the print version have access to all articles with IP or a password.

Copies of the above publications are sent as legal deposit to the State libraries in Berlin, Leipzig and München, and also to Landesarchiv Berlin, the FU library and Zentral und Landesbibliothek Berlin.

The BGBM library exchanges these publications for journals from libraries, institutes, botanical societies and private individuals. In rare cases the exchange is done for dried plants. One of the librarians developed an ACCESS-based module for journal exchange management, but it is not supported by ALEPH.

In this department one of the hardest tasks is offering journal exchange. This task requires diplomatic skills. Sometimes the contact person offers the librarian to buy the journal. In this case, she has to explain delicately that it concerns exchange and not purchasing and that it is for the benefit of his/her institution (a source of pride).

The BGBM publications are also sold to institutions (universities in Germany and Austria), vendors (EBSCO, Swets) and to individuals. Orders arrive by fax or by email.

Journal management

The librarian in charge of the journal management at the **BGBM** catalogs new journals and checks the journal frequency. She also catalogs special issues and proceedings.

⁷ <http://www.d-nb.de/standardisierung/normdateien/swd.htm>

The BGBM's periodical inventory is registered in ALEPH and in the ZDB (National Periodical Database):

<http://dispatch.opac.d-nb.de/>

The ZDB was established in 1973 as a cooperative network system in which periodical titles and location details are entered by the participating libraries. Title and holdings details are passed back to the library networks. Around 150 of the larger libraries catalog their periodicals directly in the ZDB. The remaining libraries report their titles to one of the larger libraries or call on the services of the editorial staff.⁸

There is a set of rules for journal splitting formulated by the ZDB:

- Significant changes requiring a new record for the new name
- Small changes requiring only a note

When the librarian at the BGBM notices a change in a journal title, she can't change the data in the ZDB, but rather inform the FU central library. The change is effected in ALEPH and the record status changes to "provisory" until she receives the confirmation of the central library.

Until 2007 the changes were noted also in the journal cards, but since 2007 the updates appear only in the computer.

The receipt of new issues is done by another employee. Volumes published in 2007 are written also in cards. The journals are ordered from the vendor Swets. 2 reminders are sent in case of missing issues. The 3rd reminder is sent by somebody else who deals with the "tough cases".

Most of the **biology** journals are ordered via the vendor EBSCO. If a journal issue doesn't arrive after several claims by email, the librarians try to reach the vendor on the phone.

Several journals are sent to circulation in the university institutes (for 2-4 weeks) before they are put in the stacks. The circulation saves money for the university, because in this way only one copy is purchased for the whole university.

Course material (biology library)

In general, the library material is not for loan. However, books that are specifically designated for courses can be loaned. The lecturer/student comes, fills out a form (loan date, return date, signature), takes the books and returns them at the set date.

⁸Seefeldt and Syré (2007), p 93.

Bookkeeping

The invoices are handled separately in the 2 libraries. They are processed in ALEPH.

Technical work

A library employee is responsible for various technical jobs for the 2 libraries: putting etiquettes, preparing the display table every Thursday, arranging the issues in the stacks, etc.

Online website

Dr. Kilian updates the site of the BGBM library, and Mrs. Webner is responsible for the site of the biology library.

The **BGBM library site** includes information about new acquisitions, web resources concerning botany, access to OPAC, online collection of botanical literature, databases (plant names, taxonomy) and history of the library.

<http://www.bgbm.org/bgbm/library/about-en.htm>

The BGBM scientists update the garden's site.

The BGBM site carries the logo of the FU, but it is designed differently. As the BGBM has special needs, the university allowed the staff to use a different interface. The pages are updated with FrontPage (a web site administration tool), and the more complex pages are updated with DRUPAL (an open source modular framework and content management system).

Biology library site – <http://www.biologie.fu-berlin.de/einrichtungen/bibliothek/index.html>

The information regarding the library concerns new acquisitions, access to OPAC, systematic of the call numbers (by call numbers and by topic). In addition, there is a Link to Vifabio (see under "special projects").

Catalog and online databases of the FU:

Catalog: <http://sf4.ub.fu-berlin.de/F/?func=find-e-0>

Databases: http://www.ub.fu-berlin.de/digibib_neu/datenbank/metalib/

Databases relevant for biology:

WOS – Web of science

Faculty of 1000 biology

Special projects

Linnaeus Link is a collective project that started in the nineties: it is an online catalog of the botanist von Linné's works and those influenced by him. The aim is to improve access to the valuable resources by the creation of high quality digital records.

<http://www.nhm.ac.uk/research-curation/projects/linnaeus-link/>

Participants: BGBM, The Natural History Museum, the British Library, Danmarks Natur- og Laegevidenskabelige Bibliotek, the Hunt Institute for Botanical Documentation, Kungl. Vetenskapsakademien, the Linnean Society of London, Stockholms universitetsbibliotek and Uppsala universitetsbibliotek.

Linnaeus Link will eventually provide an online union catalog of Linnaean material.

Two librarians of the BGBM participate in this project. They take the cards related to von Linné's works and computerize them in ALEPH.

Every work is identified with a "Soulsby number": Basil H. Soulsby compiled in 1931 a bibliographic index to von Linné's works or works related thereto. According to Soulsby's system, a unique number is assigned to each book, to each edition, to each translation, to each altered edition and each journal article.

ALEPH contains a specific field for Soulsby number, and the librarians use this field in order to indicate the work number as it appears in the Soulsby index.

The problem encountered in the BGBM is how to integrate the records from ALEPH in the common interface. There is still no solution for this question.

Vifabio is a project of the University Library "Johann Christian Senckenberg", Frankfurt/Main in cooperation with other libraries and biological organizations. This portal offers rapid access to biological literature and information. The virtual catalog allows to search in the biological titles of several library catalogs:

- University Library Johann Christian Senckenberg, Frankfurt/Main
- Leibniz Institute of Plant Genetics and Crop Plant Research, Gatersleben
- Botanic Garden und Botanical Museum Berlin-Dahlem and
Biology of the FU Berlin

In addition, the search is performed in controlled internet resources, article databases and online journals.

<http://www.vifabio.de/>

Consortium

The FU is a member of the Friedrich Althoff consortium. This Consortium of academic and research libraries in Berlin and Brandenburg was founded in 1997. The aim is the cooperative licensing of electronic media.⁹

Interlibrary loan (ILL)

The libraries take part in the interlibrary loan system. The ILL entails also sending PDF articles by email. However, the influential publishers exerted a lot of pressure on the German government and asked to prohibit PDF deliveries, even between libraries. The government consented, and from the beginning of 2008 it is actually forbidden to send PDFs by email. The libraries firmly objected to this act. As a result, the DFG decided to provide a national license to academic libraries, thus enabling every academic institution in Germany to have an access to online literature via IP address.

As to libraries outside of Germany, the prohibition is still valid. One can send a full text article only by fax or by mail. Exceptions: it is acceptable to send PDF articles between scientists.

2. Julius Kühn Institute (JKI) - Federal Research Centre for Cultivated Plants

I work in a governmental research institute that deals with applied agriculture. When I visited the JKI library, I looked for similarities and differences.

The Federal Research Centre for Cultivated Plants is both a federal authority and a research institute of the federal German government. It is part of the Federal Ministry of Food, Agriculture and Consumer Protection (BMELV). The main task is to lay the scientific groundwork for the functions and policy decisions of the ministry and hence to provide policy advice. The research areas concern: plants genetics, plant nutrition, soil science, plant pathology and entomology as well as plant health.

The institute is named after Julius Kühn, who was one of the earliest German scientists in agriculture who had specialized in phytomedicine. The scientists of the JKI work at 15 institutes that have extensions at several sites in Germany. The Berlin-

⁹ http://www.althoff-konsortium.de/fak_start.htm

Dahlem extension focuses on ecological chemistry, plant analysis and stored products protection.

The library belongs to the Federal libraries, and it is financed by the government. Located in a 100-year-old building, the library contains approximately 80,000 volumes.

The librarian, Mr. Lepretre, showed me the collections and the electronic resources that are available to the users.

Classification systems

The **journals** are arranged by the old Prussian system, i.e. a combination of letters and digits:

I.A.1. Biology

I.A.2 Botany etc.

In the card catalog, they are arranged by the first letter of the country. Many journals are received as exchange. There is a circulation of journal issues among the scientists in Berlin and the other sites.

As to **books**: although the library is located in Berlin, the books are classified according to a system used in Brunswick + local adaptations developed by the librarian. The reason is that one of the institute's main sites is located in Brunswick.

An example to a call number: PSA-HOR-1-2

PSA – Brunswick classification system (plant pathology)

HOR – beginning of the author's name

1 – this is the 1st book of the author in this section

2-2nd edition

I was surprised to hear that just like my library, the JKI library holds material from experimental stations in the U.S.A. Although not a highly used reference material, these reports are still valuable.

Library software

Until 20 years ago, the library used "Allegro" - a DOS- based software for library management. Now they use N.O.S. (News Office System), a WINDOWS- based software produced by Bauer und Kirch. The version N.O.S. 4 is a fully integrated system enabling searching, cataloging, purchasing and all other library tasks.

Purchasing policy: the librarian in Berlin checks with his colleagues in Brunswick, Quedlinburg and Kleinmachnow before purchasing titles in order to avoid duplications.

When the invoices arrive, they are first sent to the accounts department in Berlin, then to Brunswick and finally to the federal treasury.

All the library extensions participate in the interlibrary loan system.

Consortium

The JKI Library participates in the consortium of the Federal Ministry of Food, Agriculture and Consumer Protection (Ressortforschung des Bundesministeriums für Ernährung, Landwirtschaft und Verbraucherschutz – BMELV)

The consortium comprises 6 federal research institutes in Germany and enables the collective purchasing of online literature.

Online catalogs

The federal institutes chose the regional network of GBV (Gemeinsamer Bibliotheksverbund). The cooperation partners are: Bremen, Hamburg, Mecklenburg-Western Pomerania, Lower Saxony, Saxony-Anhalt, Schleswig-Holstein, Thuringia.

The head office of the GBV supports more than 150 libraries in running a local library system with LBS-Software of OCLCPICA. (the PICA module is based on PERL language). The LBS-package provides all necessary tools for the OPAC and librarian specific housekeeping functions like acquisition and circulation control.

One can search material within the GBV, directly in the common catalog of the federal institutes: <http://vzopc4.gbv.de:8080/DB=19/>

The JKI library has also its own website, but it is in construction and available through the intranet.

The library's journal stock is registered in the ZDB. I found it very useful that after searching the journal name, one can type the specific year and get the list of libraries that have the requested year.

Online journals can be searched in the Electronic Periodicals Library (Elektronische Zeitschriftenbibliothek): <http://rzblx1.uni-regensburg.de/ezeit/>

This site, maintained by the University of Regensburg, provides a service facilitating the effective use of scholarly full-text periodicals.

Databases

CAB Abstracts, Biosis previews, WOS, Agricola

As in our library, the present approach is to move to online format. In the past, plant diseases were documented in printed bibliographies (until 1996). Now they are in the

internet. Likewise, licensed pesticides are no longer in paper (however, we still get it in paper in addition to the online version).

International cooperation between agricultural libraries

AGLINET (Agricultural Libraries Network)

AGLINET is a voluntary network of agricultural libraries around the world with strong regional or country coverage. The network is coordinated by David Lubin Memorial Library, the AGLINET International Centre, at the Food and Agriculture Organization of the United Nations (FAO) in Rome, Italy.

http://www.fao.org/library/info_servicesen/AGLINET_CentresEN.htm

The aim is to provide an efficient delivery of primary documents, especially unique material unavailable elsewhere, by means of interlibrary loan provision of reproductions (papers, microforms or any other means), as well as bibliographic information.

In spite of the increased number of online resources, printed material still arrives. There is a plan to transfer the library to another place in Berlin, but there is no fixed date at the moment.

3. The Branch Library of Agricultural Science at the Humboldt University (HU)

The Branch Library of Agricultural Science consists of 10 partial libraries of the following institutes:

WISOLA - Agricultural Economics and Social Sciences (Wirtschafts- und Sozialwissenschaften des Landbaus)

IGW - Horticultural Sciences (Gartenbauwissenschaften)

IPW – Crops science (Pflanzenbauwissenschaften)

INW – Animal sciences (Nutztierwissenschaften)

The branch library and the partial libraries of WISOLA and IGW have fixed opening hours. As to the other partial libraries, literature can be consulted on demand.

At the Agricultural Science library there are 5 library employees and 3 students. In WISOLA work 4 library employees (2-full time, 2-part time). There is no fixed position at the partial library of Horticultural Sciences. Librarians from the branch library work there in shifts.

The branch library is located in a beautiful building from 1881.

It has a collection of about 317,000 volumes. It purchases 160 journals and also receives journals as gift or exchange. In addition, over 200,000 volumes were

received from the central library of the Academy of Agricultural Sciences in the former GDR.

The library had to cancel many journals because of their expensive price.

The HU uses the ALEPH software, so does the branch library. Items from 1987 are computerized. The card catalog can be looked up for publications until 1997. Retrocataloging is in process.

In the reading room there are reference books, dictionaries and periodicals.

The classification system is: *numerus currens* (current number).

For example, a call number looks like this:

2004

A

30

2004 – publication year

A – size (A-small, B-bigger)

30 – the 30th book received in the library

However, it has been decided to switch to the RVK classification system (Regensburger Verbund Klassifikation) which is in use at the HU.¹⁰ In the RVK system, a call number consists in general of three principal elements:

1. Capital letters representing the subject
2. Classification numbers representing the facets of the subject
3. Author marks (formulated by Cutter and Sanborn).

The main part of the collection is stored in stacks which are not accessible to users due to lack of space. The books are located in different places in the building. When a reader wants to borrow a book from the stacks, he orders it via the library catalog in ALEPH,¹¹ with his password. The book is then placed at the circulation desk for one week.

Rare books dated from the 16th till the 18th centuries can be consulted in the reading room.

Databases are purchased by the central library of the university. For example: AGRIS, BIOSIS Previews, CAB Abstracts, WOS.

The university is a member in the Friedrich Althoff consortium.

Although the building is impressive, the furniture and the equipment at the library are in poor condition. Furthermore, the readers cannot access the stacks, the library collections are scattered in different places and the library employees don't have enough working space. I've been told that next year the library is expected to move to

¹⁰<http://www.bibliothek.uni-regensburg.de/Systematik/sigreg.htm>

http://www.bibliothek.uni-regensburg.de/Systematik/pdf/regensburg_classification.pdf

¹¹http://opac.hu-berlin.de/F/?func=file&file_name=find-b

another place, with WISOLA partial library, and they will be unified with the biology library.

4. The Philological Library at the Free University of Berlin

This spectacular building, opened in 2005 and designed by the British architect Norman Foster, is called "the brain" because of its shape.¹² The first impression is that this unusual construction looks strange in the middle of the university's geometrical shape, but as one enters the library, this feeling turns into admiration.

<http://www.fu-berlin.de/bibliothek/philbib/>

Like a brain, the five levels are clearly split in a right and a left hemisphere. The building has a capacity of 800,000 volumes on open shelves and desk space for 650 readers. All work places are supplied with electric power, both for individual reading-lamps and for plugging in laptop computers. The library covers classical and modern languages and literatures as well as comparative literature and linguistics. This is a reference library with restricted lending possibilities.

I entered as a regular visitor. The library was crowded with students who sat with their laptops and worked quietly.

I received an audio-guide with useful information about the building and its special properties, such as: energy-saving heating system, ergonomic furniture and thoughtful design that allow the students to concentrate on their work. The students sit next to each other, but they don't face one another.

I also noticed that in the elevator, there are special facilities for people with special needs: all the numbers on the buttons are written also in Braille, and there is another row of buttons in the lower part for those on a wheelchair.

As I walked around, I had some questions regarding the collections and the classification system. I addressed the reference librarian, who was very kind and helpful. She answered my questions although I came without a prior notice.

The classification system is RVK. Chronologically, I visited the philological library before the Library of Agricultural Sciences, so this was the first time I was informed about this system. The Humboldt University started using RVK, and the FU adopted it as well. I asked the librarian why not DDC, and she replied that it is a huge question whether to go international or stay with the local classification system. In addition,

¹²<http://liber.library.uu.nl/publish/issues/2004-2/index.html?000077>

Dewey numbers are long and the chances of misplacing the books are high (in this library the students put the books back on the shelves).

Another question that puzzled me as an Israeli was why the semitic languages are not represented in the library. I was answered that the semitic literature as well as other small collections are placed in different institutes in Berlin, and there is a plan to bring all these collections to the main campus of the FU.

5. Library of the German Bundestag

The library of the German Bundestag, established in 1949 in Bonn, has been housed in the Marie-Elisabeth Lüders Building since spring 2004. The building was designed by the German architect Stefan Braunfels. It is situated on the banks of the river Spree. The rotunda-shaped library contains over 1.3 million volumes.

The library's **collections** cover mainly politics, public administration, law, economics, social sciences and modern history. In addition to purchased publications, there are publications received as legal deposit, on the basis of an exchange of publications or as a deposit library (for example, German and foreign parliamentary materials). The library collects also "grey" literature, such as non-commercial and unofficial publications (for examples, publications of political parties; publications of academic societies concerned with political issues).

The users are: MPs, staff and administration; former MPs, German members of the EU, former German members of the EU, federal governments' agencies, representatives of the German States; diplomatic staff, journalists, interns from Germany and abroad. The library is not open to the general public. Academics should apply in order to be allowed access.

Organizationally, the library is part of the Library and Documentation Directorate, which, in turn, is part of the Information and Documentation Directorate-General.¹³

The Library management system in use is aDIS-BMS (developed by a German company called ASTEC). In 2007 there has been a unification of the electronic catalog (1987 onwards) and the card + microfiche catalog (until 1986). The cards were scanned with an OCLC software.

In fact, the library software has 3 interfaces:

1. Modules for the library staff

¹³http://www.bundestag.de/htdocs_e/info/library/index.html

2. Online catalog accessible via the intranet and intended for the library users. MPs can order all library material from their offices through the online catalog. Online access is very helpful because the offices of the Bundestag are located in different buildings.
3. Online catalog accessible via the internet for the use of the general public. The catalog is searchable, but one cannot order items.

Cataloging rules: RAK-PB (rules for parliamentary libraries).

Classification system:

The books in the reading room are classified by a system especially developed for this purpose.

For example, a history book has the following classification mark:

HIST – History (first letters of the topic)

3.26 - decimal system

DD25 - book about Germany (Deutschland)

In contrast, the books in the stacks, which are not accessible for users, have a different classification system. The mark consists of a capital letter indicating the format, and a number.

For example:

M – bound book

515712 – the first digit from the left indicates the size (1-9, 1 being the smallest), the rest is a *numerus currens*.

Thesaurus: the Polianthes library thesaurus which is in use since 1949.

Databases: the library subscribes to hundreds of databases focused on topics like law, economics, information about countries, rhetorics. There is a very useful database of the OECD (Organization for Economic Cooperation and Development) that comprises fulltext monographies and articles.

CD Databases are stored on a server of the Bundestag.

Online journals are ordered via Beck, an important vendor of law journals.

The library is not a member of any consortium.

Interlibrary loan: The library has a user account in 5 big libraries in Berlin.

Information and circulation:

Queries arrive by phone, fax and email. More complex queries entail preparing bibliographical lists on a specific subject.

The orders of the MPs should be handled as quickly as possible. Indeed, material ordered from the central building of the library is delivered within 30 minutes. If the requests are sent from the reading room at the Jakob Kaiser building, the delivery time takes half a day. The material awaits the reader for 10 days, by alphabetical order of the readers' names.

The library internet site includes lists of new acquisitions and also cataloged articles. The MPs don't have the time to revise the massive information published in printed and online sources. This emphasizes the importance of the cataloging and indexing services offered by the librarians.

During the guided tour in the reading room, I was told that in some places there is no access to the internet or to wireless connection for security reasons.

I was impressed by the spacious reading room and the special structure of the rotunda. In the stacks there is enough room for the next 25 years.

Conclusion

The internship in Berlin gave me a unique chance to work with professionals in German libraries. I learnt about the organizational structure of the German libraries and the different library networks. This heterogeneity is compensated by an efficient meta-search database for books (KVK) and journals (ZDB).

Although there is a constant increase in access to electronic resources, there is still a space problem regarding the printed volumes that continue to be collected.

A central issue is the question whether to keep the local special features of the German libraries or to go international. This point concerns cataloging rules (RAK and MAB vs. MARC and AACR2) as well as classification systems (for example, RVK vs. DDC).

As for cataloging, the MARC format has already started to be implemented.

Another question that arises is how to organize the collections within the institution. In other words, what would be the best way to offer library services to the users? We see that there is a trend to unify libraries. In the BGBM building two libraries were put together, and in the near future, the biology library will move again to form with other libraries one big science library.

My main aim was visiting agricultural libraries. It was very interesting to visit the BGBM library which is both a university library and a special library. I work in a

small library where the librarians do all the tasks. Therefore, the visit "behind the scenes" at the different departments was an enriching experience for me.

The visits at the libraries of the JKI and the HU gave me another point of view on professional topics (for example: classification systems and library softwares). I found similarities with my library regarding the subject coverage (applied agriculture). I was surprised to learn that there is an international network of agricultural libraries.

The new libraries at the FU and in the Bundestag are spectacular. I was introduced to modern architectural trends and to new technologies that combine beauty and functionality.

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