

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
(Limited by Guarantee)**

**THE CHAIRMAN'S & DIRECTORS' REPORTS  
AND FINANCIAL STATEMENTS (in £)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

*All amounts in £*

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***All amounts in £***

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**COMPANY INFORMATION (in £)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

Registered in England  
on 24 June 1994

<b>Directors:</b>		<i>Nationality</i>	<i>Date of Appointment</i>	<i>Date of Resignation</i>
	Dr A Matheson ( <i>Chairman</i> )	British	10-Nov-00	
	Dr V Zaitsev	Russian	09-Nov-02 (3rd term)	
	Dr E Mittler	German	10-Nov-00 (3rd term)	
	Mr F Dupuigrenet-Desroussilles	French	10-Nov-00 (2nd term)	
	Dr K Ekholm	Finnish	09-Nov-02	
	Drs J J M Bos	Dutch	14-Nov-03	
	Dr F M Campos	Portuguese	14-Nov-03	
	Dr O Avallone	Italian	14-Nov-03	
	Mme R Herbouze	French	14-Nov-03	
	Mr T Lidman	Swedish	09-Nov-02	14-Nov-03
	Dr L Borghetti	Italian	06-Nov-01	14-Nov-03
	Mme Al Chevallier	French	08-Nov-01	14-Nov-03
	Mr G P Jefcoate	British	09-Nov-02	14-Nov-03
<b>Secretary:</b>	Dr D Shaw	British	08-Jul-02	
<b>Company Number:</b>	2942632			
<b>Registered office:</b>	Finsbury Business Centre 40 Bowling Green Lane London EC1R 0NE			
<b>Registered Accountants :</b>	Fisher Ng Ltd 2 Kings Road London Colney Herts AL2 1EN			

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**CHAIRMAN'S REPORT**

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**1. SUMMARY**

The core niche of the Consortium's activity is the assembling and building up of knowledge of the distributed cultural and scholarly printed heritage of Europe. Its central aim, through harnessing modern technology and developing high-quality tools, is to provide users with convenient access to a single rich historical resource for the early printed heritage of Europe, and by extension to its written heritage, to assist scholarship, interdisciplinary research, intercultural study and cultural awareness. At the heart of the Consortium's vision is the Hand Press Book Database (HPB). A high priority is attached to increasing the extent and quality of its contents. It is proposed to extend its scope to include early European printing in the European 'diaspora' in coming years. In recent years, significant priority has given to increasing the functionality of the Database, and to enhancing services to users. This includes the building up of the CERL Thesaurus, the second large database that CERL is compiling. These on-going activities are stable features in the Consortium's working pattern. Another major area of potential development over recent years is the creation of a federated search facility for online manuscript holdings of relevance to users of the Hand Press Book Database (HPB). An important area of development in recent years has been defining the exact role that the Consortium should seek to fulfil, and establishing the scope and the boundaries of its current and future activities. The results are set out in the Consortium's current Development Plan 2002-2007, which is available for consultation on the website at [www.cerl.org](http://www.cerl.org). In conjunction, the Consortium has sought to define its particular place in the current 'European landscape', and to establish co-operative links with other European organisations where common aims and common purpose exist. Positive progress towards meeting the Consortium's goals has been made during the year under review: the details are set out in the report below.

**2. DEVELOPMENT**

**2.1. HPB FILE LOADS**

At the time of the Full Members' meeting in 2003, twenty files were combined in the HPB database with a total of c. 1.3 million records. Shortly thereafter the records of Yale University Library, and file updates for the University of Oxford and London University Library were added.

In the current year one new file – records from the National Library of Wales – and three file updates were dispatched to the Research Libraries Group (RLG). RLG's loading of the National Library of Hungary file in XML format was delayed: CERL had not sent a file in XML format to RLG before, and the XML to the HPB's MARC21 format required extensive research.

		Number of records	Cumulative total	ESTC
<b>2004</b>				
22	NL Hungary	c. 13,000	Delayed (see above)	
23	NL Wales	8,125		
	Updates: NLR	10,610		
	UL Warsaw	1,072		
	NL Croatia	5,864		
	<i>Total</i>	<i>c. 38,700</i>	<i>c. 1,660,252</i>	<i>468,450</i>
<b>Total HPB and ESTC combined: c. 2,128,702</b>				

As planned, RLG has been undertaking its server migration this year, and this process has inevitably impacted on normal services, resulting in the inclusion of a lower number of CERL files than usual during the year. Once all outstanding 2004 files have been added to the Hand Press Book database, it will total over 1.6 million records. More information on all of these files may be found at <http://www.cerl.org/HPB/hpb.htm>, by selecting 'Content of the HPB database', and the relevant library.

*2.1.1. National Library of Hungary, c. 13,000 records, updates expected*

The official name of the file is the 'Antiqua catalogue of the National Széchényi Library'. It contains 16th-century books in the collections of the National Széchényi Library, printed outside Hungary and

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in languages other than Hungarian. Only one category of personal Hungarica is included, those of works by Hungarian authors. The Latin title of the 3-volume printed catalogue was: *Catalogus librorum sedecimo saeculo impressorum, qui in Bibliotheca Nationali Hungariae Széchényiana asservantur. Editiones non Hungarice et extra Hungariam impressae*. Composuerunt Elisabetha Soltész, Catharina Velenczei, Agnes W. Salgó. Tom. I-III. Budapestini 1990 -- ISBN 963 200 278 4. The content of the file is: 13,000 records from 17,000 copies. The printed volume was prepared in digitized MS Word 5.5 format. In 2001 it was converted to format FolioViews 4.2 (Nextpage Co.), and from this (on the basis of Folio Flat File (FFF)) the present XML file was produced.

From September 2003, for testing purposes, the following libraries have joined this project:

- University of Debrecen, University and National Library
- The University Library of Eötvös Loránd University, Budapest
- University of Szeged, University Library
- The Ráday Library of the Danubian District of the Hungarian Reformed Church

All, except the last, are CERL Group members, and it is hoped that their records will also be contributed to the HPB.

#### 2.3. CERL THESAURUS

The CERL Thesaurus has been designed as an independent database; it contains variant forms of place names, imprint names, personal names, bibliographic sources and has a provision for storing corporate names. Its records are held in a format that is based on UNIMARC authorities, and is freely accessible through the CERL website: <http://www.cerl.org/Thesaurus/thesaurus.htm>. The CERL Thesaurus has been developed and is hosted by the Data Conversion Group in Göttingen.

The CERL Thesaurus is composed mainly of authority files provided by CERL members (detailed statistics may be found in APPENDIX II – CERL THESAURUS STATISTICS). This year the CERL Thesaurus was expanded by a large set of records, notably personal names from the *Personennamendatei (PND)*, the German national authority file. The first extraction was made available free of charge, and weekly update files are purchased from Die Deutsche Bibliothek. Records extracted from the VD16 (BSB München) offered valuable data on imprint names and personal names, and DCG added bibliographic details for reference works used in the ESTC (cited in the CERL Thesaurus records).

##### 2.3.1. Editing

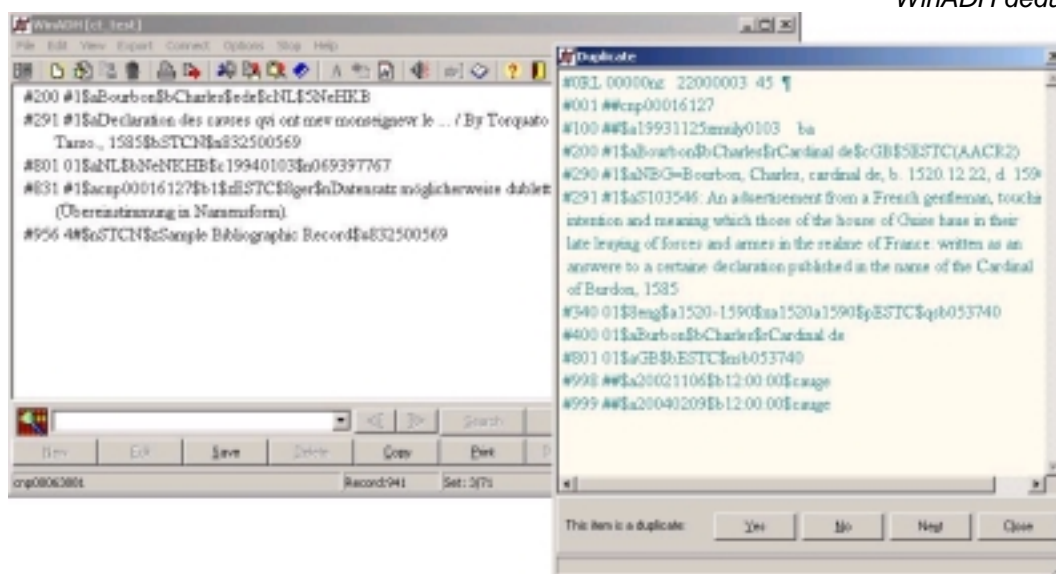
The aim of the CERL Thesaurus is to ensure that for each individual person (or single corporate body) there is only one record, which means that duplicate records have to be merged. For records that are known duplicates, DCG has developed a process of algorithmic merging. In cases where records are potential duplicates, an editor has to authorise the merging of these records. DCG has further expanded the WinADH software functionality to provide this matching and merging facility.

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WinADH deduplication facility



Left window: A record identified as possibly describing the same person.

Right window: The duplicate candidate offered for merger with the first record.

This year Frau Klier (BSB, München) has used the software with great success and has been able to edit over 9,000 records. In total 17,612 records have been merged. A further 119,792 references indicate a possible total of 60,140 duplicate records.

#### 2.4. MANUSCRIPTS WORKING PARTY

At the Annual General Meeting held in November 2003 the members of the report of October 2003 compiled by Dr L. Hellinga as consultant, entitled 'Search Facility: Report on the five proposals submitted by service providers'. The report recommended to the Executive Committee and to the Consortium's members, upon considering the arguments put forward by experts and commentators, to authorize CERL management to investigate further the proposals offered by Crossnet and MuseGlobal with a view of agreeing a contract with one of them.

The purpose of the pilots was to investigate the feasibility of providing access for researchers and other users to a large number of databases of manuscript material available through the Internet, in combination with the HPB database. The meeting expected that the CERL Thesaurus would be an important element in facilitating access to a variety of systems. The two pilots, by Crossnet and MuseGlobal, were to be developed and tested by November 2004, in order that the results would be available for consideration by the AGM.

##### 2.4.1. Pilots

Crossnet accepted and agreed a contract for the pilot. At the end of March 2004, MuseGlobal informed CERL that they would not undertake the pilot, but recommended SIRSI, based near London, with whom they worked closely. A contract with SIRSI was agreed in May 2004, on the basis of a first meeting.

In addition to the HPB database, the following three manuscript files were included in the pilot:

##### 2.4.1.1. Digital Scriptorium

The file is based at Columbia University Library, New York. It contains records of Medieval and Renaissance manuscripts in American libraries, combined with digital images, and is in Access

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format. Records from the H. E. Huntington Library, San Marino, Cal., were also made available through Crossnet's pilot. There is no remote access for this file (although the DS project group has plans to set up Z39.50 access), and for the duration of the pilot the Digital Scriptorium records are held on the server of the pilot developers. It is expected that a number of manuscript databases that may be included in the CERL cross searching facility will be unable to offer remote access immediately, and it was therefore decided to test the option of having a file hosted.

#### *2.4.1.2. Koninklijke Bibliotheek, National Library of the Netherlands, The Hague*

The bibliographical descriptions as held in the KB OPAC were made available for the project. These records were accessed through the SRU protocol. This file includes a great deal of secondary material, as well as records of Netherlands imprints held in the STCN database. It is expected that a large number of manuscript databases that may be included in the CERL cross searching facility will be unable to offer remote access through Z39.50, and it was therefore decided to test the companies' ability to deal with this alternative form of remote access.

When the pilot was at an advanced stage, the Royal Library indicated that the manuscript descriptions were not, in fact, available via the KB OPAC; and so they provided a discrete file, which was hosted from late September (similar to the Digital Scriptorium data) and made accessible by both companies.

#### *2.4.1.3. National Library of the Czech Republic, Prague*

The file contains a mixture of descriptions of manuscripts, early printed books and maps, totalling 29,559 records, from 27 Czech, Polish and Slovak libraries (including archives and museums). This is a MASTER file, with XML mark-up. In the course of the pilots, the National Library made Z39.50 access for this file available. A number of library catalogues of manuscripts make use of the MASTER format. It was therefore decided to test the companies' ability to deal with this format. The companies accessed the file through Z39.50.

#### *2.4.2. Testing*

Included in the planning for this experimental year was a period of intensive testing of the two pilots, by three groups of testers:

- a. The Working Group for the Manuscripts Project
- b. The Consortium's Advisory Task Group
- c. A broadly based range of some external 32 testers who may be viewed as future users of a cross-file searching facility.

2.4.2.1. The Working Group consisted of Dr Lotte Hellinga (Chair), Dr Fernando Campos (National Library of Portugal), Professor Consuelo Dutschke (Columbia University, New York), Mrs Mura Ghosh (Senate House Library, University of London), Dr Dirk Imhof (Museum Plantin-Moretus, Antwerp), Dr Anne Korteweg (Koninklijke Bibliotheek, National Library of the Netherlands, The Hague), Professor Cristina Misiti, University of Viterbo, Professor Andrew Prescott (University of Sheffield), Dr Fabienne Queyroux (Institut de France, Paris), Dr Zdeněk Uhlíř (National Library, Prague), Dr Jutta Weber, SPKB, Berlin.

2.4.2.2. CERL consulted a group of 32 experts known for their experience in manuscript studies, manuscript librarianship, or in studies based on manuscripts combined with printed books. They were based in Belgium (2), France (3), Germany (2), Italy (3), the Netherlands (1), Russia (1), Spain (1), Sweden (2), UK (11), USA (6). Of these, only four did not respond to the invitation, while eight initially responded and expressed interest, but apologised later for not pursuing the matter. The testers were sent a questionnaire consisting of 17 questions, including general questions about the reception of this initiative, and specific questions regarding

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functionality, and whether there was a preference for either of the two pilots. CERL received 20 responses.

**2.4.3. The European Library**

CERL aims to ensure that its cross searching facility technology is compatible with the service being developed by The European Library. The European Library is a co-operative project of eight European national libraries along with ICCU, the Italian central cataloguing institution, established under the aegis of the Conference of European National Librarians (CENL). Its aim is to create a new pan-European library service, which will provide resource discovery facilities aimed at researchers and informed citizens. It will offer integrated access to the collections of the national libraries of Europe alongside information about the libraries themselves. The service relies on a flexible system architecture based on the SRU protocol and participants' implementation of agreed metadata profiles (based on common standards). In the operational service to be launched in March 2005, the emphasis is on modern materials. As a test, KB The Hague OPAC material and the Hand Press Book database were made searchable, by Ir. Theo van Veen (KB, The Hague), through an interface developed by The European Library.

A full report, including the comments and suggestions made by the testers, was drawn up by Dr L. Hellinga and Drs M. Lefferts and presented to the CERL Annual General meeting in November 2004.

**2.5. SERVICES WORKING GROUP**

In the light of the interest in service development during discussion of CERL's Development Plan at the Annual General Meeting in The Hague in November 2002, it was decided to set up a Services Working Group with the aim of identifying services that the Consortium of European Research Libraries (CERL) should develop and offer over the next five years of its development. The Working Group was chaired by Dr Claudia Fabian, Bayerische Staatsbibliothek, München. The Working Group's report, which set out a range of developments and a list of common services of interest to members, was accepted at the Annual General Meeting in St Petersburg in November 2003.

A questionnaire was subsequently drawn up to determine the views of CERL members about their priorities for services which could be offered to members through the CERL website and possibly in the medium term through a CERL web portal. The questionnaire was sent out to 40 Full Members in the first instance in August 2004. The Working Group will present a preliminary report to the Annual General Meeting in November 2004, indicating areas of development for which there is particularly strong support. A full report will be circulated once all the member results are available.

**2.6. COLLABORATION WITH THE EUROPEAN REGISTER OF MICROFILM MASTERS (EROMM)**

The preservation of European printed heritage has been one of CERL's aims since its inception. Preserving access to the European cultural and scholarly heritage is expressly referred to in the *CERL Development Plan 2004-2007* (p. 4): 'In an increasingly global world and at a time of greater European integration, it is of the utmost importance to unify, preserve and promote access to the disseminated cultural and scholarly heritage of Europe'.

CERL has not initiated any activity of its own in the field of preservation, but for many years it has continued its contacts and exchanges with another European initiative: the European Register of Microform Masters (EROMM). EROMM maintains an international database of microform and digital preservation surrogates produced in Europe and North America (for more information, please consult <http://www.eromm.org/>).

Some years ago CERL had investigated the possibility of opening up access to EROMM for its own membership. This question has been taken up again this year, and the Steering Committee of EROMM at its annual meeting in May 2004 discussed the options for closer co-operation. This matter



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was also discussed by the CERL Executive Committee at its meeting in June 2004, when it was agreed that a recommendation should be made to the CERL membership that this matter should be further explored by both organisations.

#### **2.7. DIGITAL RESOURCES: PRINTERS' DEVICES**

In collaboration with the Bibliographical Society in the United Kingdom, CERL has embarked on the digitisation of Ronald B. McKerrow, *Printers' & Publishers' Devices in England & Scotland 1485-1640* (London, 1913), with the co-operation and assistance of the Royal Library in Copenhagen. The first results of this project are available at <http://www.kb.dk/elib/bhs/mckerrow/>. The site offers a fully digitised copy of McKerrow, including the descriptions of devices, images, as well as all indexes. Selecting a device number allows the user to open a page with a depiction or a description of the device. CERL aims to ensure that this information can also be retrieved through the CERL Thesaurus, and wishes to add further digitised resources for printers' devices.

### **3. MEMBERSHIP**

#### **3.1. MEMBERSHIP WORKING GROUP**

In the light of the discussion on the paper 'Widening Access to CERL Membership and the Hand Press Book (HPB) Database' presented by the Chairman at the Annual General Meeting in St Petersburg in November 2003, members agreed to establish a Working Group to investigate the scope for widening access to the Consortium and its activities, taking particular account of the situation of libraries with important European collections in countries in parts of Europe, and also in the wider European 'diaspora', for example, Central and South America and North Africa. The Working Group was established at the beginning of 2004. The members of the group were Drs Jan Bos, Mr Ivan Boserup, Dr Fernanda Campos, Dr Kristian Jensen, Mrs Gunilla Jonsson (chair), Drs Marian Lefferts (secretary), Mme Eve Netchine, Dr David Shaw, Dr Mirna Willer. The remit for the Group's work was agreed between the Chairman of CERL and the Chairman of the Working Group.

##### *3.1.1. Remit*

1. To investigate possible forms of membership that will enable libraries with significant historical collections in countries affected by severe long-lasting economic pressures to benefit from and participate in the work of the Consortium.
2. To establish mechanisms that will achieve this objective but which will not result in any disadvantage to existing members.
3. To make recommendations for widening membership that are compatible with ensuring and protecting the continuing future stability of the Consortium's finances.
4. To recommend the specific terms of membership that should apply to any forms of membership that are proposed.
5. To specify the benefits and obligations that should attach to any recommended forms of membership.
6. To identify whether there are any sources of funding (at national, European or international level) that could be approached for membership support.
7. To prepare recommendations for discussion with the Executive Committee, and with Members at the Annual General Meeting in November 2004.
8. To consider any other relevant issues that may occur during the Working Group's discussions.

In April 2004, the Directors indicated their support for two developments in membership:

- i) that transnational group membership should be encouraged where appropriate
- ii) that consortial membership for bodies running networks for copy cataloguing should be investigated, especially if linked to submission of files for the HPB.

The Working Group has met three times, twice in conjunction with the regular meetings of CERL's Executive Committee in March and June 2004 respectively, and once during IFLA in Buenos Aires in August 2004, where most of the group members were present. The Working Group has had regular

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consultations with the Chairman of CERL. The Working Group reported to the Annual General Meeting in November 2004.

**3.2. FULL MEMBERS AND GROUP MEMBERS**

During the year 2003-2004 Åbo Akademi University Library (Finland) joined CERL as a Full Member. The total number of Full and Group members is now 39.

**3.3. SPECIAL MEMBERS**

The total number of Special Members remained stable at twelve.

**3.4. CLUSTER MEMBERS**

The Cluster scheme continued to be popular, and the Directors have approved the formation of a new Cluster around the Royal Library in Stockholm (Sweden). Other clusters were expanded, and the cluster mechanism now offers free access to the HPB and ESTC databases to a total of 90 libraries.

For a full list of CERL members, see <http://www.cerl.org/CERL/cerl.htm>.

**3.5. MEMBERS' USE OF THE DATABASES CERL OFFERS**

The number of searches executed on the files that CERL offers has again increased:

*3.5.1. By CERL Members*

	<b>97-98</b>	<b>98-99</b>	<b>99-00</b>	<b>00-01</b>	<b>01-02</b>	<b>02-03</b>	<b>03-04</b>
<b>HPB</b>	3,141	8,019	20,187	22,579	33,215	48,558	58,304
<b>ESTC</b>	5,606	13,461	22,651	29,523	28,143	40,719	46,120
<b>BIB</b>	2,697	5,100	18,619	10,775	27,237	23,635	17,045
<b>Other</b>	597	307	475	152	222	340	210
	12,041	26,887	61,932	63,029	88,817	113,252	121,679
<b>Pass/Put</b>	1,489	1,589	997	1,099	350	579	168

This year 54 CERL Members (excluding cluster libraries) used the various databases CERL offers – this is slightly down from 56 CERL database users last year. The HPB was used by all 54 institutions; the ESTC by 41 institutions; RLG's Union Catalogue by 29 and the other files by 10 CERL members. The average number of HPB searches per member (excluding cluster libraries) has continued to rise:

<b>HPB</b>	No of members	No of searches	Average
<b>2000-2001</b>	37	22,579	610.02
<b>2001-2002</b>	51	29,873	585.75
<b>2002-2003</b>	56	39,392	703.43
<b>2003-2004</b>	54	45,101	835.20

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**3.5.2. By Cluster libraries**

The total number of searches on HPB executed by the cluster libraries increased compared to last year:

	<i>No. of HPB searches</i>	
	<b>2003-2004</b>	<b>2002-2003</b>
1. ICCU Cluster	6,076	3,298
2. BNE Madrid Cluster	3,583	1,972
3. BN Portugal Cluster	1,620	4,244
4. Soprintendenza Cluster	1,056	929
5. SUB Göttingen Cluster	260	182
6. KB Stockholm	208	
7. NLR St Petersburg Cluster	166	287
8. CAB Padua Cluster	91	16
9. BSB München Cluster	89	163
10. Regione Toscana Cluster	39	121
11. NLS Edinburgh Cluster	14	2
12. NUL Zagreb Cluster	1	62
<b>Total</b>	<b>13,203</b>	<b>11,276</b>

**4. ORGANISATION**

**4.1. GENERAL**

Dr Ann Matheson continued as the Consortium's Chairman in the first year of her second three-year term. Dr David Shaw (Secretary), Drs Marian Lefferts (Executive Manager) and Ms Kimberley Hart (Executive Officer) remained in post.

The Executive Committee meetings in 2003-2004 were chaired by Dr Matheson. The daily management of the Consortium - Chairman, Secretary, and Executive Manager – continued their regular three-way telephone meetings. These are proving very useful in the Consortium's distributed organisation, and have reduced the need for travel. The Consortium employs consultants and freelance staff as required. During the year under review, the Consortium used the services of the following:

- Mr Tony Curwen and the Data Conversion Group, Göttingen, from whom services were taken for file loading and database development issues.
- Crossnet systems hosted ZedMARC, which facilitates on-the-fly UNIMARC output of HPB records.
- Mr Justin Howes and Mr Terry Browning designed promotional material.
- Frau Ute Klier (München) edited the place names in the CERL Thesaurus.

**4.2. CERL TENTH ANNIVERSARY**

The Consortium of European Research Libraries was officially inaugurated as a company in June 1994. CERL will mark its tenth anniversary with a special issue of the CERL Newsletter and dinner to be held on the occasion of the 2004 Annual General Meeting.

**4.3. DEVELOPMENT PLAN**

The five-year Development Plan, which had been prepared in 2001-2002, was reviewed by the Executive Committee in June 2004. The Committee found no need to substantially revise CERL's stated aims. The Development Plan (2002-2007) is available on the CERL web site at [http://www.cerl.org/CERL/DEVELOPMENT\\_PLAN\\_MARCH\\_2004.pdf](http://www.cerl.org/CERL/DEVELOPMENT_PLAN_MARCH_2004.pdf), and progress will continue to be reviewed annually at the June meetings of the Executive Committee.

**4.4. CURRENT RESEARCH LIBRARY DEVELOPMENTS**

Currently, there are significant developments taking place within the field of European research libraries, both in terms of new organisations being formed (such as The European Library and ONE

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(Open Network in Europe) Association) and existing organisations considering their future place in a developing 'landscape' (such as Ligue des Bibliothèques Européennes de Recherche (LIBER)). The Chairman presented a paper on these matters at meetings of the Board of Directors and the Executive Committee. The consensus view at both meetings was that CERL already had a clearly defined niche in this landscape, but there was strong support in favour of closer communications and a strengthening of networks with other European organisations. It was also considered that The European Library, recently established, was probably likely to be an important long-term strategic partner. It was felt that CERL should be open to collaborating in specific areas with other organisations where there was a common purpose.

#### 4.5. HPB DATABASE LIAISON

##### 4.5.1. *Research Libraries Group, Inc. (RLG)*

During 2003-2004 Mrs Pamela Wilkes was RLG's liaison person with CERL, and she attended the CERL meetings in Lisbon and München. Mr Joe Altimus worked on the XML records of the National Library of Hungary, a task which was later taken over by Ms Dana Jemison. Ms Kathy Farrell worked on the NL Wales file load.

##### 4.5.2. *Contacts with Data Conversion Group, Göttingen (DCG)*

There was a change of personnel at DCG during the year. Ms Julia Haase moved to the microform and non-books department in the SUB Göttingen and her post was filled by Dr Alexander Jahnke. He was trained as a librarian with an emphasis on computing as well as management of special libraries. This year, DCG analysed the Polish microform records, the files from the Royal Library in Denmark, the National Library of Lithuania, Regione Toscana (LAIT records), Helsinki University Library/National Library of Finland (Fennica records up to 1700), BN Lisbon, and the records of UL Salamanca. Additionally, much DCG effort went into the further development of the CERL Thesaurus file, as shown above.

#### 4.6. POST-2006 CONTRACT PREPARATIONS

CERL's Hand Press Book database is currently hosted by the Research Libraries Group (RLG). The present contact with RLG has been extended to its limit of 31 August 2006. The options open to CERL were:

- i) to negotiate a new contract with RLG
- ii) to take the opportunity to test the market

At the 2003 Annual General Meeting, members decided by a majority vote that CERL should take the opportunity to test the market.

Since the value of the core service provision is lower than the current threshold for EU tenders, CERL took advice and was informed that in the circumstances a full EU Tender was not a requirement. An explanatory note has been placed on file.

In the past year, a Specification Group was set up to draw up a technical specification for the new HPB hosting service, as well as Assessment Criteria against which submissions would be assessed. An Assessment Group will be established to evaluate submissions received and to make a recommendation on the core service provider from 1 September 2006.

Members of the Specification Group were Dr David Shaw (CERL / SG Chairman), Drs Marian Lefferts (CERL / SG Secretary), Dr Annick Bernard (formerly BnF, Paris), Dr Luisa Buson (CAB Padua), Dr Alex Jahnke (Data Conversion Group), Dr Werner Schwartz (SUB Göttingen), Dr Mirna Willer (NUK Zagreb), Mr Neil Wilson (BL, Boston Spa). The Specification Group held two meetings – on 7 May 2004, hosted by the SUB Göttingen, and on 10 September 2004, hosted by the Landesverein Rheinland, Köln. The meetings were supplemented by extensive e-mail communication.

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**CHAIRMAN'S REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

The Specification Group presented progress reports to the Directors' and Executive Committee meetings, and benefited greatly from the additional suggestions for the Specification document offered by CERL's Advisory Task Group.

**4.7. CERL PAPERS**

CERL's fourth collection of conference papers was published under the title *European Cultural Heritage in the Digital Age: Creation, Access and Preservation* (David Shaw, ed.). Papers presented on 13 November 2003 at the CERL Conference hosted by the National Library of Russia, St Petersburg (London, Consortium of European Research Libraries, 2004. ISBN 0-9541535-2-9).

Contents:

Opening Address by Vladimir Zaitsev

- Ludmilla Kisseleva: Book Annotations as Historical Sources and their use in Database Applications.

- Natalia Elagina: New Techniques and Problems in the Preservation of Manuscript Collections.

- Vladimir Mazhuga: A neglected Carolingian edition of the *Historia Francorum* of Gregory of Tours: the consequences of insufficient paleographical description.

- Jan Bos: Cultural Heritage Projects from the Netherlands.

- Luisa Buson: Digital Tools from Improving Access to Printed Cultural Heritage: the Italian Situation.

- Kai Ekholm: Digitising the heritage: strategies for success.

All CERL members will receive one copy of this volume. Further copies can be ordered from the Secretariat, price £15.00 (£10.00 for CERL members), plus post and packing.

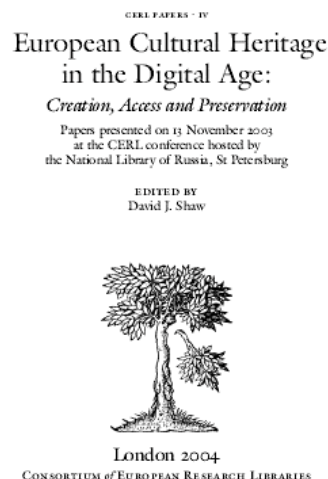
**5. MEETINGS**

A regular programme of meetings oversees the Consortium's activities. Details of these are provided below.

**5.1. ANNUAL GENERAL MEETING**

The Annual General Meeting of members took place on 14 November 2003 in St Petersburg, hosted by the National Library of Russia. The members endorsed the progress reports and further plans presented at this meeting. The Chairman, Dr Ann Matheson, was re-elected for a second three-year term. At 2003 AGM there were a number of vacancies on the Board of Directors, because of Directors either retiring or leaving their Library posts. Drs Jan Bos (KB The Hague), Dr Fernanda Campos (BN Lisbon), Mme Renée Herbouze (BnF, Paris) and Dr Osvaldo Avallone (BNC, Rome) were all elected for a three-year term. No nominations were received for the fifth vacancy, and with the agreement of the Annual General Meeting Professor Dr Elmar Mittler agreed to continue as a CERL Director for a further term.

Dr Tomas Lidman stepped down as the CERL Treasurer because of moving to a post in a non-CERL institution. Normally, the Board of Directors nominates one of its members as Treasurer, but since there would not be a meeting of the Directors until April 2004, with the agreement of Directors, the 2003 Annual General Meeting appointed Drs Jan Bos as Treasurer. Directors who were not able to be present at the AGM subsequently endorsed the AGM decision.



# CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES

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## CHAIRMAN'S REPORT

### FOR THE YEAR ENDED 30 SEPTEMBER 2004

There were three vacancies on the Executive Committee: Dr Gerd-Jan Bötte (SBB, Berlin), Mme Eve Netchine (BnF, Paris), and Dr Claudia Leoncini (ICCU, Rome) were elected by the Annual General Meeting to fill these vacancies.

The Annual General Meeting was preceded by a half-day seminar: this year its title was 'European cultural heritage in the digital age: creation, access and preservation'.

#### 5.2. BOARD OF DIRECTORS

The Board of Directors convened on 19 April 2004 for the Annual Meeting, at which the accounts for CERL's financial year ending 30 September 2003 were approved. After submission to Companies House, the accounts were circulated to all CERL members for information. The Directors also discussed progress and strategies for development.

#### 5.3. EXECUTIVE COMMITTEE AND ADVISORY TASK GROUP

The Executive Committee met three times during the year, on 12 November 2003 in St Petersburg, 13 March 2004 in Lisbon, and 19 June 2004 in München. Meetings of the Advisory Task Group, the technical group that advises the Executive Committee, chaired by Dr Mirna Willer, and the Membership Working Group, chaired by Mrs Gunilla Jonsson, preceded these meetings. In between meetings, members of the Committees are in regular contact via e-mail, which enhances the depth and quality of face-to-face discussions.

#### 6. PROMOTION

During the year, some of the tasks of the professional designer, Mr Justin Howes, that CERL had employed to produce promotional material, were taken over by Mr Terry Browning. Mr Howes typeset volume IV of the *CERL Papers* and Mr Browning will design the Menu card for the Anniversary Dinner and the masthead of the Anniversary issue of the *CERL Newsletter*.

#### 6.1. WEBSITE AND NEWSLETTER

The CERL website (<http://www.cerl.org>) is continually kept up-to-date, and the *CERL Newsletter* appeared in December 2003 and June 2004. It was sent to all members and is also mounted on the CERL website.

#### 6.2. WORKSHOPS

Workshops are a very important element in the promotion of CERL's activities. During the past year, members of CERL have participated in the following seminars and workshops:

- October 2003: *Religious Book Culture in Europe and Hungary from the end of the 15th to the late 18th century*, Sárospatak, Hungary (Marian Lefferts).
- November 2003: Annual CERL Seminar, St Petersburg, published as CERL Papers IV.
- January 2004: University of Oxford (David Shaw).
- April 2004: Biblioteca Baltica conference, Greifswald (Marian Lefferts).
- May 2004: French rare books librarians, Chantilly (François Dupuigrenet-Desroussilles, David Shaw, Claudia Fabian, Kristian Jensen and István Monok).
- June 2004: Bayerische Staatsbibliothek, Munich (Monique Hulvey, Gunilla Jonsson, Margherita Spinazzola, David Shaw and Marian Lefferts).
- July 2004: SHARP Conference, Lyon (David Shaw); British Book Trade Conference, Edinburgh (David Shaw).
- September 2004: Workshop for Russian rare books librarians, St Petersburg (Jan Bos).

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**CHAIRMAN'S REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

**APPENDIX I – FILES LOADED IN THE HPB DATABASE**

		Number of records	Cumulative total	ESTC
<b>1997</b>				
1	BSB Munchen	526,920		
2	KB Stockholm – SB17	48,946		
3	NUL Zagreb	2,346		
4	ICCU – SBN(A)	45,307		
5	BnF Paris	27,935		
6	NL Scotland	14,287		
	<i>Total</i>	665,741	665,741	
<b>1998</b>				
7	NUL Ljubljana	18,837		
8	KB The Hague – STCN	56,921		
9	BL - K17	24,725		
	<i>Total</i>	100,483	766,224	
<b>1999</b>				
10	BL – ISTC	28,892		
11	BNE	11,054		
	Update: ICCU/SBN(A)	15,472		
	<i>Total</i>	55,947	822,171	
<b>2000</b>				
12	Oxford – EPB project	44,555		
13	KB Stockholm – SB16	6,021		
	<i>Total</i>	50,576	872,747	461,562
<b>2001</b>				
14	NLR	8,321		
15	ULL	38,613		
16	CLC	25,718		
	Updates: ICCU/SBN(A)	79,571		
	KB The Hague – STCN	44,913		
	<i>Total</i>	197,136	1,069,883	464,087
<b>2002</b>				
17	Warsaw UL	1,866		
18	SUB Göttingen	157,317		
19	Wellcome Institute	51,640		
	Updates: NLR	1548		
	BNE	3503		
	<i>Total</i>	215,874	1,285,757	466,414
<b>2003</b>				
20	VD16 Supplement (BSB)	26,975		
21	UL Yale	270,744		
	Updates: Oxford Libraries	31,480		
	Univ. of London Libs	6,596		
	<i>Total</i>	335,795	1,621,552	468,361
<b>2004</b>				
22	NL Hungary	c. 13,000	Delayed	
23	NL Wales	8,125		
	Updates: NLR	10,610		
	UL Warsaw	1,072		
	NL Croatia	5,864		
	<i>Total</i>	c. 38,700	c. 1,660,252	468,450
<b>Total HPB and ESTC combined: c. 2,128,702</b>				



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**CHAIRMAN'S REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

**APPENDIX II – CERL THESAURUS STATISTICS**

*Type of records*

	Oct 2004 <sup>1</sup>	Oct 2003 <sup>2</sup>
Personal names (cnp)	573,762	62,438
Imprint names (cni)	13,812	12,254
Place names (cni)	3,575	3,560
Source of references (caf)	568	15
Corporate names (cnc)	1	1
<i>Total number of records</i>	<i>591,718</i>	<i>78,269</i>

*Origin of records*

		total	cnp	Cni	cni	caf
DE	BSB München	2,617			2,617	
DE	PND	495,782	495,782			
DE	VD 16	13,245	12,811	434		
FR	BNF Paris	5,418		5,418		
GB	ESTC	50,040				
GB	ESTC Abbrev	553				553
HR	NL Zagreb	768		768		
NL	STCN	31,007	23,678	7,329		
	unknown (BSB)	150			150	
	manually inserted <sup>3</sup>	909	14	4	875	15

*Manually edited records*

	total	cnp	cni	cni	caf	cnc
in total	12,715	9,075	88	3,536	15	1
Oct 2003 - Oct 2004	11,331	9,074	85	2171	1	0

*Content of the Thesaurus*

*Name Forms*

	cnp	cni	cni	cnc
Standard Forms (non-fictional)	339,468	13,816	3,214	1
Standard Forms (fictional)	6,671	0	207	0
Standard Forms (uncertain) <sup>4</sup>	260,909	0	127	0
Standard Forms (used for more than one entity) <sup>4</sup>	39	1	63	0
<i>Standard Forms in total</i>	<i>607,087</i>	<i>13,817</i>	<i>3,611</i>	<i>1</i>
Variant Forms (non-fictional)	764,394	9,760	22,245	1
Variant Forms (fictional)	9,279	0	898	0
<i>Variant Forms in total</i>	<i>773,673</i>	<i>9,760</i>	<i>23,143</i>	<i>1</i>

*Source of references*

Titles	568
Abbreviations	1090

<sup>1</sup> Unless otherwise indicated, all figures represent the state of the Thesaurus on 26 Oct 2004.

<sup>2</sup> On 29 Oct 2003.

<sup>3</sup> Plus one manually inserted record for a corporate body.

<sup>4</sup> For an exact definition, please refer to the format description on the ATG Website.



**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES**  
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**CHAIRMAN'S REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

*Other Information*

Source references ('Found in')	294,594
Imprint sources	422,435
General notes	331,689
Biographical dates / Dates of activity	261,467
Activity notes	164,685
Geographical notes	80,973
Related imprint names	5
Related corporate names	1
Place of activity notes	22,452
Online resources (Hyperlinks) <sup>5</sup>	43,161

*File uploads since November 2003*

		no. of records	type of records
1	VD 16, personal names (BSB München)	12,862	cnp
2	VD 16, printer (BSB München)	435	cni
3	Saur 2 (BSB München)	3,448	cni
4	PND (basic file)	440,717	cnp
5	ESTC abbreviations	533	caf

*Regular PND update 03/45 - 04/41*

New records	60,304
Updated records	43,656
Deleted records	71

*De-duplicating (since July 2004)*

Merged records in total	17,612
Records manually edited for de-duping <sup>6</sup>	9,028
References to probably duplicate records	119,792
Possibly duplicate records	60,140

*File uploads in preparation*

		no. of records	type of records
1	Edit16 printer records	2801	cni
2	Edit16 abbreviations of reference works	295	caf
3	Imprint sources (BNF)	1536	caf
4	UL Warsaw personal names records	299	cnp
5	UL Warsaw corporate names records	4	cnc
6	ESTC corporate names records	3616	cnc
7	Place names (NL Croatia)	181	cni

Statistics provided by A. Jahnke (DCG)  
27 October 2004

Dr A Matheson  
Chairman

<sup>5</sup> 43,152 links to sample records in the STCN database are currently deactivated.

<sup>6</sup> This is the work of Frau Klier, BSB München.

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
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**DIRECTORS' REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

The directors submit their report together with the financial statements for the year ended 30 September 2004.

**Principal Activities and Review of the Consortium**

The Consortium of European Research Libraries continued its development programme and consolidated its organisational structure.

The Consortium's primary objective is to establish a database for all European printing of the Hand Press period, according to the principles set out by the participating members. Files are provided by the participating libraries, and after evaluation by Project Management are loaded by the Research Libraries Group, Inc. which is contracted as database provider. The Consortium's activities are concentrated on achieving this objective.

The directors are satisfied with the results for the year and the state of affairs of the Consortium at the balance sheet date.

**Statement of Directors' Responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for the year.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on

and signed on its behalf

Dr Ann Matheson  
Director

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS**

**ON THE UNAUDITED FINANCIAL STATEMENTS OF**

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
(Limited by Guarantee)**

In accordance with the engagement letter dated 30 September 2004, and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company which comprise the Income and Expenditure Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet your duty to ensure that the company has kept proper accounting records and to prepare financial statements for the year ended 30 September 2004 that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

**Fisher Ng Ltd**  
Chartered Accountants  
2 Kings Road  
London Colney  
Herts  
AL2 1EN

.....  
Date

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
(Limited by Guarantee)**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

	Notes	2004 £	2003 £
<b>TURNOVER</b>	1(b)	25,586	30,309
<b>COST OF SALES</b>		7,704	11,031
		<u>17,883</u>	<u>19,278</u>
<b>DATABASE DEVELOPMENT COST</b>	1(c)	137,260	72,890
<b>ADMINISTRATION COST</b>		137,193	120,043
		<u>(256,571)</u>	<u>(173,655)</u>
<b>SUNDRY INCOME</b>			
Interest Received		9,116	7,334
<b>RESULT FOR THE YEAR</b>		<u>(247,455)</u>	<u>(166,321)</u>
Released from Capital Reserve	8	247,455	166,321
(Deficit) for the year	3	<u>0</u>	<u>0</u>
Excess of Expenditure over Income brought forward		0	0
Excess of Expenditure over Income carried forward		<u>£ 0</u>	<u>£ 0</u>

The notes on pages 20 to 21 form part of these financial statements.

**All amounts in £**

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
(Limited by Guarantee)**

**BALANCE SHEET**

**AS AT 30 SEPTEMBER 2004**

	Notes	2004		2003	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	5	50,815		45,883	
Cash at Bank & in hand		331,416		361,493	
		382,231		407,376	
<b>LESS CREDITORS: amounts falling due within one year</b>	6	67,391		44,229	
<b>NET CURRENT ASSETS</b>			314,840		363,147
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		£ 314,840		£ 363,147	
<b>CAPITAL AND RESERVES</b>					
Restricted Reserve	7		50,000		50,000
Capital Reserve	8		264,840		313,147
Members Funds	9		£ 314,840		£ 363,147

For the financial year ended 30th September 2004, the company was entitled to exemption from audit under Section 249A(1) Companies Act 1985.

No notice has been deposited under Section 249B(2) Companies Act 1985.

The Directors acknowledge their responsibilities for:

ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board on

and signed on its behalf.

Dr Ann Matheson  
Director

The notes on pages 20 to 21 form part of these financial statements.

**All amounts in £**

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES  
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**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

**1. ACCOUNTING POLICIES**

(a) Accounting Convention

The accounts have been prepared under the historic cost convention, and in accordance with applicable accounting standards.

(b) Turnover

Turnover represents the amount invoiced in the normal course of business for services provided, excluding Value Added Tax.

(c) Membership Subscriptions

Membership subscriptions are levied on participating European Libraries. Subscriptions are credited to the Database Development Fund Reserve. Funds are released from this Reserve to the Income and Expenditure Account whenever database development costs are incurred.

(d) Currency Translation

Assets and liabilities in other currencies are translated into £ at the rates of exchanges ruling on the balance sheet date. Transactions in other currencies are recorded at the rate ruling at the date of the transaction.

(e) 1985 Companies Act

The prescribed profit and loss account formats required by schedule 4, part1, of the 1985 Companies Act have not been adhered to in disclosure of the financial statements of the Consortium for the year ended 30 September 2004. It is the opinion of the directors that strict adherence to these formats would be misleading to the membership of the Consortium, and prevent the financial statements from showing a true and fair view as required by Section 228(2) of the 1985 Companies Act.

(f) Cash Flow Statement

The Consortium had taken advantage of the exemption in the Financial Reporting Standard No. 1 from producing a cash flow statement on the grounds that it is a small company.

(g) Reserves

The Database Development Fund has been renamed Capital Reserve. The Restricted Reserve consists of a sum sufficient to meet staff, accommodation and other contractual expenditure in the unlikely event of the Consortium becoming financially insolvent.

**2. TURNOVER**

The turnover and deficit (2003 - deficit) are attributable to the principal activity of the company.

**3. OPERATING (DEFICIT)/SURPLUS**

This is stated after charging:

Directors' remuneration

Auditor's remuneration

**2004**

£

**0**

**0**

**2003**

£

**0**

**0**

**4. STAFF COSTS**

Staff costs were as follows:

Executive Manager

Executive Assistant

Company Secretarial Services

**2004**

£

**46,135**

**28,179**

**14,918**

**£ 89,232**

**2003**

£

**45,365**

**26,384**

**14,963**

**£ 86,712**

The average weekly number of staff during the period was made up as follows:

Project Management

Administration

**No.**

**1.5**

**1.0**

**2.5**

**No.**

**1.5**

**1.0**

**2.5**

**All amounts in £**

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES**  
**(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

<b>5. DEBTORS</b>		<b>2004</b>		<b>2003</b>
		£		£
Trade Debtors		7,207		11,928
Subscription debtors		14,592		1,095
Sundry debtors & prepayments		29,016		32,860
		<u>£ 50,815</u>		<u>£ 45,883</u>
<b>6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>2004</b>		<b>2003</b>
		£		£
Research Libraries Group		0		0
Deferred Income		0		9,284
Accruals		67,391		34,945
		<u>£ 67,391</u>		<u>£ 44,229</u>
<b>7. RESTRICTED RESERVE</b>		<b>2004</b>		<b>2003</b>
		£		£
Restricted Reserve brought forward		50,000		50,000
Transfer from Capital Reserve		0		0
		<u>£ 50,000</u>		<u>£ 50,000</u>
<b>8. CAPITAL RESERVE</b>		<b>2004</b>		<b>2003</b>
		£		£
Capital brought forward		313,147		271,317
Membership Subscriptions	208,578		218,151	
Less: Search Fees	<u>9,430</u>	199,148	<u>10,000</u>	208,151
Less: Transfer to Restricted Reserve		0		0
Less: Released to Income and Expenditure Account		(247,455)		(166,321)
		<u>£ 264,840</u>		<u>£ 313,147</u>
<b>9. RECONCILIATION OF MEMBERS FUNDS</b>		<b>2004</b>		<b>2003</b>
		£		£
Deficiency for the year		(247,455)		(166,321)
Membership Subscriptions		199,148		208,151
Opening members' funds		363,147		321,317
		<u>£ 314,840</u>		<u>£ 363,147</u>

**All amounts in £**

**CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES**  
**(Limited by Guarantee)**  
**MANAGEMENT INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

	2004		2003	
	£	£	£	£
<b>TURNOVER</b>		25,586		30,309
<b>Less: Search costs</b>		7,704		11,031
		17,883		19,278
<b>DATABASE DEVELOPMENT COST</b>				
File processing - vetting & conversion - HPB files	24,747		13,536	
Development of CERL Thesaurus	40,316		13,274	
Consultancy - general fees	14,342		9,388	
Consultancy - Manuscript Project	33,324		11,624	
Consultancy - Travel costs	2,271		1,995	
Database Management - admin fee	9,036		9,375	
Database Management - telecommunications	904		1,007	
Database Management - subscription fees	5,994		6,382	
Database Management - File loads	6,325		6,309	
Database Management - development	0		0	
Database Management - other	0		0	
		137,260		72,890
		(119,377)		(53,612)
<b>ADMINISTRATION COST</b>				
Staff costs - Executive Manager	46,135		45,365	
- Executive Assistant	28,179		26,384	
- Company Secretarial Services	14,918		14,963	
Accountancy	3,940		3,923	
Bank Charges	1,040		842	
Legal fees	734		0	
Rent & service charges	11,959		13,018	
Office relocation & cleaning costs	80		25	
Insurance	593		540	
Marketing & Promotional costs	1,607		1,755	
Stationery & printing	1,927		1,478	
Postage & carriage	901		1,023	
Communications	2,747		2,969	
Photocopying	20		0	
Equipment	411		1,108	
Internet & computer costs	1,756		1,645	
Travel costs	10,982	<i>(see note (a) below)</i>	8,319	
Hospitality	3,551	<i>(see note (b) below)</i>	1,159	
Exchange (profit)/Loss	5,699		(4,488)	
Sundries	15		15	
		137,193		120,043
		(256,571)		(173,655)
<b>SUNDRY INCOME</b>				
Interest Received		9,116		7,334
Currency Translation Adjustment		0		0
<b>RESULT FOR THE PERIOD</b>		(247,455)		(166,321)
Released from Capital Reserve		247,455		166,321
Excess of Expenditure over income carried forward	£	0	£	0

Notes: (a) Fewer meetings in The Hague and London this year, and increased travel to seminars

(b) Additional costs for translation, etc. at the 2004 AGM in St Petersburg.

This page does not form part of the statutory financial statements  
**All amounts in £**