

# THE LIBRARY OF CONGRESS

## STEWARDSHIP REPORT

### HERITAGE ASSETS

September 30, 2001

#### Overview of the Library Collections

The Library of Congress has the world's largest library collection of 124 million items, including research materials in over 450 languages and various media. The collections include more than 28 million books and other printed materials, 55 million manuscripts, 12 million photographs, 4 million maps, 5 million pieces of music, 2 million audio recordings, and 877 thousand motion pictures. The collection of incunabula (books printed before 1501) is the largest in the Western Hemisphere, and the collections of maps, atlases, newspapers, music, motion pictures, photographs, and microforms are probably the largest in the world. Other collections include drawings, posters, prints, technical reports and other printed materials; computer programs; videotapes and disks; talking books; and other audio and visual materials. Each work day the Library adds more than 10,000 items to its collections for use by the Congress and the nation.

In a collection as large and as diverse in formats as the Library's, decisions are made continually as to the appropriate level for the application of stewardship controls; should the Library's collection be controlled at the item level or at the collection level? While the optimum control would be to secure every individual item, such a minute level of control cannot be globally achieved at a reasonable cost or within a reasonable amount time. Therefore, the Library has chosen to use each of the control measures, as an individual technique and in synergy with each other, to exert the appropriate level of control to particular segments of the collection. As an example, the Library has a vast collection of sheet maps that are not individually cataloged and are therefore controlled only at the collection level. As they are lacking item level control, the maps are only served to a reader under conditions of strict physical security. In contrast, most of the book

collections of the Library have item level control and may therefore circulate among the various reading rooms and even be loaned to other libraries. Throughout this report, examples will be given of the level of security that is appropriately applied to the various collections.

The Library has the papers of 23 presidents of the United States as well as papers of people from many diverse arenas -- Susan B. Anthony, Sigmund Freud, Pamela and Averell Harriman, Henry Kissinger, Thurgood Marshall, Irving Berlin, and many others. The Library's treasures include one of three perfect copies in the world of the three-volume Gutenberg Bible printed on vellum, two of the five known copies of the Gettysburg Address, Thomas Jefferson's handwritten draft of the Declaration of Independence, and many other rare books and manuscripts, including the oldest example of printing in the world. The most significant acquisition of fiscal 2001 was the long-sought-after and highly prized 1507 world map by Martin Waldseemüeller. One of the great treasures of the world and American history, the map is the earliest document on which the name "America" appears.

**Bicentennial Celebration** - The Library's bicentennial celebrating 200 years of stewardship concluded in October with three symposia looking at the roles of the national library, its collections, and the security and preservation of them. The Associate Librarian for Library Services and the director of the Center for the Book, with Librarian of Congress Dr. James H. Billington and Librarian Emeritus Dr. Daniel J. Boorstin, welcomed representatives from the national libraries of more than seventy countries to an international symposium, "National Libraries of the World: Interpreting the Past, Shaping the Future." The first two days of this symposium were devoted to the history of libraries and their place in society and culture; the final two days considered the future of libraries with participants

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reporting on digital activities in their countries and the issues facing all national libraries in the 21<sup>st</sup> century - acquiring and preserving a nation's digital heritage, collaborating in the digitization of collections, and the role of the national libraries in digital reference.

On October 30 and 31, 2000, 231 librarians, archivists, and museum curators, from as far away as Malaysia, Brazil, and Jamaica, came to the Library for a symposium titled "To Preserve and Protect: The Strategic Stewardship of Cultural Resources." In a unique forum combining preservation and security concerns, experts in cultural heritage covered myriad topics from developing preservation and security strategies, priorities and expectations to measuring the effectiveness of preservation and security programs; from coping with theft, vandalism, the deterioration of collections, and bad press to building a preservation and security budget; and from the preservation and security challenges of electronic information and digitization to innovations in security and preservation. This symposium provided the opportunity not only for discussion, but also for identifying possible next steps in cooperating nationally and internationally in preserving and securing collections, especially items "born digital" and those destined to be available solely in electronic form. The symposium was held in affiliation with the Association of Research Libraries and the Federal Library and Information Center Committee.

The concluding conference of the bicentennial was held November 15 -17, 2000, and brought together 136 authorities in the cataloging and metadata communities to discuss "Bibliographic Control for the New Millennium: Confronting the Challenges of Networked Resources and the Web." Together they examined the challenges of improving access to Web resources in a framework of international standards. The symposium celebrated the historic role of the Library of Congress in providing national and international leadership to the library professional in cataloging policy and to the library community with standardized cataloging records.

**National Book Festival** - The first National Book Festival was held on September 8, 2001, on the east lawn of the United States Capitol, in the James Madison Memorial Building and in the Thomas Jefferson Building. Sponsored by the Library of Congress and hosted by First Lady Laura Bush the event attracted nearly 30,000 people for a day of

author lectures and readings, storytelling, dance, music and book related activities such as conservation, calligraphy, and reading promotions, and special exhibitions of the Library's collections.

**Response to September 11<sup>th</sup>** - The terrorist attacks of September 11, 2001, deeply impacted the work of the Library of Congress. The Library began immediately to build an historic news collection of U.S. and foreign newspapers containing reports and photographs of the tragedy and its aftermath. The archive contains thousands of newspapers and continues to grow as the events develop. The invaluable collection has already been used by scholars. In collaboration with the Internet Archive, [webArchivists.org](http://webArchivists.org) and the Pew Internet and American Life Project, the Library launched a September 11 Web Archive. The archive preserves the Web expressions of individuals, groups, the press and institutions in the United States and from around the world in the aftermath of the attacks. The site has been included in the [Librarian's Index to the Internet](#), [The Scout Report](#), and was featured as a Yahoo Pick of the Week and a [USA Today](#) hot site. The Library's American Folklife Center called upon folklorists across the nation to document on audio tape the thoughts and feelings expressed by citizens following the tragic events. This "September 11, 2001, Documentary Project" presents the personal experience stories of average American in the wake of the terrorist attacks.

More than 200 new titles on hazardous materials, chemical and biological warfare, infectious diseases and other fields were immediately obtained to augment the already strong Science Reading Room's reference collections on these topics. Cataloging was expedited on material in subjects related to the attacks and the research materials were immediately provided to the Congress and to researchers.

At the time of the attacks, the Library was about to debut its International Portals Project, an on-line annotated listing of Web sites judged of value by area specialists, organized by country and world region. The pages for Afghanistan, India, Pakistan, Tajikistan, Uzbekistan, all countries with new prominence, were quickly made available to the public.

The September 11<sup>th</sup> terrorist attacks reordered congressional priorities, profoundly affecting many federal programs and policies. To assist Congress, the

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Congressional Research Service (CRS) instituted a service-wide, coordinated response that drew upon senior experts in all relevant fields to provide an interdisciplinary perspective. A new, comprehensive, electronic briefing book on terrorism and homeland security was launched soon after the attacks occurred, and was frequently updated.

Two additional seminars were held on legal and public health issues concerning homeland security, while others were planned. CRS specialists conducted a series of briefings for Members and congressional staff and prepared a broad range of new reports, including assessments of Federal Emergency Management Agency programs and general information on the federal role in emergency management.

### Collections Policy

The collections are organized into two major categories: the print collections, which include classified books, serials, and pamphlets; and the special format collections, such as maps, motion pictures, music, manuscripts, photographs, sound recordings, and prints

The Library's collections are universal and comprehensive in scope, building on Thomas Jefferson's concept that Congress's own interests are universal; however, the Library does not collect everything or accession everything it receives. The collection development policy has evolved over the years. In 1814, Jefferson offered to sell his personal library to the Library Committee of Congress in order to "recommence" the Congressional library after the British burned the U. S. Capitol destroying the Library of Congress. Jefferson stated: "I do not know that it contains any branch of science which Congress would wish to exclude from their collection; there is, in fact, no subject to which a Member of Congress may not have occasion to refer." In 1815, President James Madison approved an Act of Congress appropriating \$23,950 for the acquisition of Jefferson's library of 6,487 volumes.

As set forth in the Library's Collections Policy Statements, the Library's collection development policies are designed to fulfill its responsibilities to serve (1) the Congress and United States government as a whole, (2) the scholarly and library community, and (3) the general public. Written collection policy statements ensure that the Library makes every effort to possess all books and library materials

necessary to the Congress and various offices of the United States government to perform their duties; a comprehensive record, in all formats, documenting the life and achievement of the American people; and a universal collection of human knowledge (except clinical medicine and technical agriculture, which are the responsibilities of the National Library of Medicine and National Agricultural Library, respectively)

embodying primarily in print form the records of other societies, past and present.

The Collections Policy Committee of the Library reviews the allocation of the acquisitions budget and travel for the purpose of acquisitions. It also coordinates the review of the Collection Policy Statements and announces its work plan to all the recommending officers in the Library. The committee is comprised of the directors for Acquisitions, Cataloging, Public Service Collections, and Area Studies, and representatives from the Law Library and CRS.

**The National Digital Infrastructure and Preservation Program** - In fiscal 2001, the Library continued to develop comprehensive digital library strategies and programs. The Librarian of Congress established the position of Associate Librarian for Strategic Initiatives to develop a full range of digital policies and operations for acquiring, describing, and preserving content created and distributed in electronic form and for life-cycle management of digital materials as part of its universal collection for the nation.

The Library's primary focus in fiscal 2001 was to develop and implement a strategic plan for a National Digital Information and Infrastructure Preservation Program. A planned two-tier strategy would allow the Library to focus both internally and externally. The inward focus looks at the Library's technology infrastructure and policies. Internal groups were convened to identify issues and develop recommendations for a broad range of complex topics from rights management to criteria for universal collecting. The second tier focuses on collaboration with the public and private sectors. The National Digital Strategy Advisory Board met on May 1 to advise the Library on national strategies for the long-term preservation of digital materials, to promote collaboration among diverse stakeholders communities, and to assist in developing a national fund-raising strategy.

**Building the Digital Collection** - At the end of fiscal

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2001, there were 7.5 million Library of Congress items available online or in digital archives. The Election 2000 Collection was the first large-scale collection of Web sites archived and made available online. The collection was created by the Library, in concert with Alexa Internet, to preserve open-access Web materials pertaining to the November 2000 U.S. national election. The collection comprised more than two million megabytes, or about 87 million pages, of election-related information fathored between August 1, 2000 and January 14, 2001, including materials published on the candidates' Web site, political party sites, and major news sites.

Work was in progress on several other large collections. "Hisotrias/Paralelas/Parallel Histories" is a collaborative project between the Library of Congress and institutions in Spain, most notably the National Library of Spain and the Institucion Colombina. Drawing upon rich Library of Congress collections relating to Spain and Spanish America, staff selected items to digitize from the general collections, geography and map collections, the Law Library, manuscripts and rare books. Digitization work was also started on the two premier collections donated to the Library by Hans P. Kraus: the Sir Francis Drake collection of rare books and the Hans P. Kraus collection of manuscripts. During the year the Library's on-line collection were used an average of 28.5 million times per month.

A traditional role of the Library of Congress within the library community is that of standards development and bench marking. During this year the Library engaged in efforts to broaden access to the unique materials digitized for American Memory and to encourage interoperability among repositories of cultural heritage. The descriptive records for four LC collection have been made available for sharing with other institutions using the emerging standard of the Open Archives Initiative. The Digital Library Federation (of which the Library of Congress is a founding member) is encouraging its members to make records for their digital resources accessible to other institutions in the appropriate format so they may be used comprehensively to build pooled resources or selectively to build services for specialized scholarly communities.

Also in the area of standards, the Library convened a working group with the charge to recommend a standard for digital reference works. The Library has been at the

forefront of digital reference services and has led the organization of the Collaborative Digital Reference Service, a group of libraries from around the world that have made a formal commitment to answer questions posed from other members. The broad geographical spread of the participants ensures that there is a library open for business 24 hours a day with the resources and staff to handle the most difficult reference query.

**Acquiring Research Materials for the Library** - The ideal of a universal collection was aided greatly by the copyright law of 1870, which combined the registration and deposit functions in the Library of Congress and stipulated that two copies of every book, pamphlet, map, print, photograph, and piece of music registered for copyright in the United States be deposited in the Library. Copyright deposits are a major source of the Library's collections of Americana. In fiscal 2001, research materials obtained for the collections through copyright deposits totaled more than 728,034 items.

The Cataloging in Publication Program is the other principal source of U.S. published books that the Library acquires. A mainstay of U.S. library service for thirty years, the program provides cataloging data, based on pre-publication galleys, to participating publishers who include the data in their published books. As participants, these publishers are required to submit a copy of the published book to the Library. This copy is in addition to the two copies mandated under the copyright law. The Library also acquires U.S. publications through the Preassigned Card Number Program. In fiscal 2001, the Library obtained 60,121 titles through the two programs. The Electronic Cataloging in Publication Program grew to include 1,067 publishers an increase of 78 percent over the previous year.

The Library also acquires materials by purchase, transfer from other federal agencies, gift, domestic and international exchange, or by provisions of state and federal law. Many of these materials are foreign publications. The Library maintains six overseas offices and has arrangements with book dealers, agents, and publishers to ensure efficient and prompt acquisition of current foreign publications of research value on a world-wide basis. The following are brief descriptions of the Library's international exchange and federal transfer programs:

Among 11,000 exchange agreements, the Library of

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Congress maintains nearly 100 "official" exchanges with major national and parliamentary libraries around the world. These exchanges were instituted and are overseen by the Library; however, the Government Printing Office has the responsibility to ensure that this select group of exchange partners receives U.S. government publications. Pursuant to 44 U.S.C. 1719, the Superintendent of Documents distributes U.S. government publications "to those foreign governments which agree, as indicated by the Library of Congress, to send to the United States similar publications of their governments for delivery to the Library of Congress." The Government Printing Office pays for the cost of this program from funds appropriated for the Superintendent of Documents.

In fiscal 2001, the Library received approximately 211,107 items through its exchange relationships.

Pursuant to 36 C.F.R. 701.33, federal libraries send their

surplus materials to the Library for addition to its collections or to use in the exchange and surplus books programs. In fiscal 2000, the Library received 126,590 items from federal agencies, and, although only a very small number were selected for the collections, several thousand were used in exchanges with other libraries for materials needed by the Library of Congress. Other federal transfers were used in the Library's surplus books programs. The Library has been working closely with federal agencies that are planning to transfer surplus materials. This early consultation ensures that the Library receives all materials appropriate for the permanent collections or useful in the exchange and surplus books program. Material not wanted by the Library can then be disposed of by the transferring institution.

The primary resources for recent acquisitions are as follows:

	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
Annual Appropriations Authorized	\$ 8,458,000	\$ 9,619,000	\$10,119,000	\$10,321,000	\$10,456,000
Estimated Value of Copyright Deposits Transferred to the Library	\$25,183,884	\$26,991,776	\$36,435,429	\$32,308,047	\$31,857,394
Government Printing Office Appropriation (part of Superintendent of Documents) for International Exchange	\$537,000	\$444,000	\$527,000	\$687,000	\$635,000

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Acquisitions by source:

Source	Pieces 1997	Pieces 1998	Pieces 1999	Pieces 2000	Pieces 2001
Purchases:					
Appropriated - GENPAC/LAW	522,040	676,287	776,712	811,566	711,133
Appropriated Other	38,267	55,303	45,601	54,024	58,667
Special Foreign Currency	55,090	47,294	0	0	0
Gift and Trust Funds	3,499	3,028	4,076	8,090	4,514
<b>Total Purchases</b>	<b>618,896</b>	<b>781,912</b>	<b>826,389</b>	<b>873,680</b>	<b>774,314</b>
<b>Non-Purchases:</b> Exchange					
Government Transfers	310,849	313,224	288,538	249,854	211,107
Gifts	486,280	538,611	116,088	124,142	126,590
Cataloging in Publication/PCN	1,116,626	1,577,561	1,709,712	965,364	44,504
Copyright Deposits	82,301	72,283	79,046	68,416	71,963
	862,207	845,826	954,081	751,944	728,034
<b>Total Non-Purchases</b>	<b>2,858,263</b>	<b>3,347,505</b>	<b>3,147,465</b>	<b>2,159,820</b>	<b>1,182,198</b>
<b>Total All Acquisitions</b>	<b>3,477,159</b>	<b>4,129,417</b>	<b>3,973,854</b>	<b>3,033,500</b>	<b>1,956,512</b>

Note: Beginning in fiscal 1999, only those items acquired through exchange or government transfer that were added to the collections or used for Library programs were included in the statistics above.

### Preservation of Library Collections

During fiscal 2001, the Preservation Directorate provided a comprehensive range of services to preserve and protect the Library's extensive collections. Through the coordinated efforts of staff in the directorate's five divisions and two special programs, 530,309 items were preserved at a total cost of \$9.5 million. The average per-item cost was \$17. In all preservation efforts, the guiding principle is "fitness for purpose," with the most common purpose being defined as in a suitable condition to be served to a researcher. The Library devotes much of its preservation resources to preventive conservation.

Notable accomplishments included the provision of 30,000 hours of preventive and remedial conservation services for

items and collections in the Library's custodial divisions; establishment of new methods for predicting the life expectancies of organic materials; successful integration of labeling and binding preparation processing into non-preservation divisions; deacidification of 103,522 books and the award of a five-year contract that will enable the Library to treat 1,000,000 books and 5,000,000 sheets of unbound materials such as manuscripts; increased public access to Overseas Operations-produced microfilm through the acquisition of 2,086 positive service copies of all New Delhi office microfilm and creation of master negative microfilm at a cost of \$19 per reel (a cost reduction of \$30 per reel); restructuring of Photoduplication Services to meet business requirements and introduction of a scan-on-demand service as an adjunct to analog services; and the successful delivery of 18,000 bibliographic records describing foreign newspapers to the Center for Research

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Libraries' database for the International Coalition on Substantial progress was made in enhancing security and preservation of the Library's collections. Data gathered from custodial units on the state of collections was entered into a database and control measures were written to address areas of risk that if left unchecked could result in damage to or loss of collection materials.

Designs were completed and cost estimates prepared for three high-security vaults to be located in select custodial divisions. These vaults will house platinum and gold level items.

To advance awareness around the need to preserve our recorded heritage and to develop a national plan of action, the Library hosted a two-day symposium "Folk Heritage Collections" in Crisis to share information about the preservation of recorded sound collections.

In the days immediately following the September 11, 2001, terrorist attacks on the United States, the Library prepared a supplemental request to Congress to support enhanced security measures in the Library. This request included resources to plan an expanded high-security, environmentally-controlled safe haven vault for the Library's top treasures, and funds to acquire freezers and additional emergency response supplies for collections.

The preservation staff participated in and advanced the goals and objectives of the National Digital Information Infrastructure and Preservation Program (NDIIPP) by mounting an exhibition on preservation program activities for the first meeting of the NDIIPP advisory committee and by participating in digital preservation and preservation metadata policy development. The Library hosted the visits of digital preservation experts from the U.S., Denmark, and the Netherlands to meet with staff to discuss digital preservation issues.

As construction of the Library's storage facility at Fort Meade, Maryland, moved forward, the Library worked closely with the Architect of the Capitol to monitor progress and advise on technical matters affecting preservation of the collections, such as fire suppression, commissioning of the HVAC system, and shelving systems for the facility. Considerable effort was placed on addressing issues related to preparing the audio-visual collections for their move to the National Audio-Visual

Newspapers International Union List of Newspapers.

Conservation Center to be located in Culpeper, Virginia. A comprehensive survey of the paper-based materials in the Moving Image Section, Motion Picture, Broadcasting and Recorded Sound Division, was conducted and a list of storage containers needed to package these materials prior to the move was compiled. The Library developed a new record-cleaning solution to clean records prior to packaging.

The Preservation Directorate of the Library continued to serve as the International Federation of Library Associations and Institutions Preservation and Conservation Regional Center for North America. The directorate also provided technical consultation to the Mariinsky Theater Archive in St. Petersburg, Russia. The goal of this multi-year initiative, carried out in collaboration with the Music Division, was to help the archive establish a preservation program.

To advance preservation education and training, the directorate successfully obtained a \$141,000 grant from the Getty Grant Program to support preventive conservation. The first of three conservators to be trained over the next three years in conservation techniques began training in September.

The Library was given congressional approval to implement year one of a five-year, six million-dollar preventive conservation project to conduct a pollution survey and develop a mitigation plan, explore the efficacy of paper strengthening, carry out basic cost stabilizing treatments for collections in urgent need of care, and develop specifications for collection storage systems.

Conservators treated approximately 4,000 rare books, manuscripts, and photographs and provided preventive housing for approximately 15,000 items. Rare items treated included 80 wood block prints and 40 books for the exhibition The Floating World of Ukiyo-E: Shadows, Dreams and Substance; the Ocharte Graduale, the first piece of music printed in the new world; the last diary of George Washington (1799); an important Armenian book of hours (1687); and two Andrew Jackson letters. In addition, the conservators provided full documentation and treatment of the 1507 Waldseemüller Map of the World (Cosmographia Mundi).

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A condition survey of rare books in the Rosenwald Collection in the Rare Book and Special Collections Division was completed. It provided detailed information regarding the needs of this tremendously important collection and will be the basis of a future conservation work plan.

Installation was completed of custom-designed, environmentally controlled display cases in the Whittall Pavilion to safely house and display the Library's treasured collection of Stradivarius stringed instruments and the prized Dayton C. Miller flute collection. Temperatures in the Rare Book and Special Collections Division stacks were reduced, a change that substantially increases the life of the rare collections.

**Binding and Collections Care** - This was the first year that the Library Binding Section (LBS) worked directly with Contracts & Logistics (C&L) in negotiating and administering the Library's binding contract. Without third party involvement, LBS has been able to monitor the contract more efficiently and effectively and achieve more timely payments. During the year 199,233 volumes were bound for the collections.

**Research and Testing** - Several years of research and testing carried out in the Library's laboratory and at the Canadian Conservation Institute culminated this year in the development of a new accelerated aging test for paper. Besides its demonstrated similarity to the natural aging of paper, the new accelerated aging test is five to six times faster and is much more economical to perform than currently available tests.

The program begun in fiscal 2000 to laser-engrave compact discs (CDs) with Library of Congress property information continued. While preliminary findings determined this was the most appropriate method of safely identifying discs, a project was started this year to investigate any long-term effects as discs age. A natural aging program for studying the long-term effects of routine handling and storage on the playability of commercial CDs continued in this year.

The Preservation Research and Testing Division tested 100 Edison cylinder storage containers to determine whether the components of the container met Library requirements for

permanence and durability, leading to procurement of a revised cylinder package next year.

Three new specifications were developed for pressure-sensitive adhesive security strips for: a) inside the spines of bound books, b) text pages of bound books, and c) plastic video tape cassettes.

A new storage strategy for the preservation of cellulose acetate-based motion picture film was drafted during the year. It featured the removal of the accumulated acetic acid from film before it is sealed under vacuum for economic storage in freezers, as compared to cold vaults which need to control the relative humidity. Preliminary laboratory work conducted this year qualitatively demonstrated the feasibility of such a storage system.

The Library participated in the work of Association for Information and Image Management's standards committees relating to image quality, XML, tagging, metadata, and next-generation storage systems. Of particular note is the ongoing involvement of the Library's preservation staff with the JPEG-2000 Committee in evaluation of various options for the new algorithm which is scheduled for release in the spring of 2002.

**Preservation Reformatting** - The preservation microfilming program produced 4,084,909 exposures on preservation-quality microforms for service to the public. This is a 55 percent increase over the previous year, due in large part to a new program in the New Delhi office to acquire positive service copies from New Delhi where the master negative microfilms were created. The program completed microfilming of Pennsylvania telephone directories covering the period 1911-1987/88 producing a total of 1,135 reels. Staff completed and delivered reels for Feb. 1968-Jan. 1978, The Ring, an important and badly embrittled heavily illustrated boxing magazine.

The Library awarded a new, expanded microfilming contract for the preparation and microfilming of all types of materials. The contractor successfully completed an earlier contract to microfilm serials, including newspapers, which was critical to eliminating or reducing arrearages and other backlogs in custodial divisions.

The Digital Preservation Reformatting Program converted paper and photographic materials to 12,350 digital images.

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Through this reformatting the Library has made available a presentation of *De Musica*. Attributed to Johannes Afflighemensis, this 12th-century Latin musical treatise was handwritten on vellum.

**Mass Deacidification** - During fiscal year 2001, the Library completed its 1997-2001 mass deacidification contract, treating 306,000 books, 41.5 percent over goal. Included were 90,000 volumes that were treated at a 16.7 percent reduced cost by taking advantage of a production incentive clause built into the contract, which resulted in a \$200,000 savings. Since 1996 (including an earlier 18-month contract), the Library has extended the life of more than 400,000 books through its mass deacidification. Preservation statistics for fiscal 2001 are as follow:

program. In fiscal 2001, the Library awarded a contract that will result in deacidification of 1,000,000 books and 5,000,000 manuscript sheets during the first five-year increment of the Library's 30-Year (One Generation) Mass Deacidification Plan.

**United States Newspaper Program** - The National Endowment for the Humanities announced U.S. Newspaper Program (USNP) grant awards totaling \$1.4 million in fiscal 2001 to fund projects in Illinois, Oregon, and Virginia. State projects were completed in Florida, Nebraska, South Dakota, Texas, and Vermont. In April, the Library hosted fifty-five librarians from USNP projects throughout the U.S. for the USNP annual meeting.

<b>Treatment:</b>	
Volumes treated	3,157
Unbound items treated, paper-based	3,236
Photographs (examined, treated, housed)	868
Commercial library binding, volumes	199,233
Mass Deacidification, Volumes (3rd contract year)	103,522
<b>Housing/Rehousing:</b>	
Protective boxes constructed	2,035
Items rehoused, paper-based	2,292
<b>Copying/Reformatting:</b>	
Preservation photocopying	138
Paper-based materials converted to microfilm, items	4,084,909
Audio materials converted to magnetic tape, titles	3,795
Paper based materials converted to digital image	17,350

## Service

The Library of Congress is a public institution open to everyone over high school age, with limited exceptions. Its collections are available to users in numerous public reading rooms located in three Library buildings on Capitol Hill. The Library's first service priority is to the Congress; second, to other branches of the Federal government; and third, to scholars, other libraries and the public. To use Library collections, researchers identify the items they want through card and on-line catalogs, finding aids, and bibliographies. To request items, readers first register with photo-identification, and then may submit

general public. The Library is not a lending library, only members of Congress and other statutory borrowers are authorized to remove materials from the Library. For selected other users, primarily other libraries, the Library is considered a "library of last resort," meaning that certain materials may be distributed through interlibrary loan only if the needed materials are not otherwise available in the United States.

call slips to the staff, who retrieve the items from the secured collections storage areas and deliver them to the reader. In fiscal 2001, the Library issued reader registration cards to 41,386 new on-site readers. The

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Loan Division is responsible for retrieving, packaging, and preparing loan charge records for materials that circulate outside the Library. In fiscal 2001, 58,835 items were circulated to other authorized borrowers.

### Collections Security

Building on the fiscal 1999 implementation of a new, Integrated Library System (LC ILS) that provides the platform for future enhancements in collections security efforts, several procedural changes were initiated. All non-rare monographs are now bar-coded and linked to a specific holdings record at the first stage of the acquisitions process. Both the bar-coding and the creation of a holdings record is an enhancement provided by the LC ILS. The system will allow item-level tracking of collection items, and facilitate collection inventory. During the year holdings records of serials being actively collected by the Library were converted from paper files. With those records now accessible from anywhere in the Library, two pilot projects were initiated to check-in serial issues at the point of acquisition.

Previous editions of this report have indicated forcefully how important the implementation of the LC ILS was as a platform from which a collections inventory could be conducted. With the implementation completed successfully, the Library is proceeding to each of the next steps in preparation for an inventory, while it remains thoroughly cognizant that an inventory of a collection the size of the Library's will take years to conduct and significant additional resources to complete.

Throughout the year the Library continued to implement the security plan adopted in 1997. Specific action taken include:

Book theft detection targets were installed in 364,124 volumes in the general collections and incoming materials in the Copyright Office. Since 1992, targets have been installed in 7,472,629 collection items or 63 percent of the general collections. The installation of theft detection targets is an example of an asset control applied at the item level.

Bar codes and item level records needed to track materials during the process stream were installed in all

new non-rare monographs received in the Acquisitions directorate.

Congressional approval for additional contract guard coverage permitted establishing personal belongings restrictions in the Madison and Adams buildings, access control/exit inspections in four reading room facilities: 2 areas in the Law Library, the Serial and Government Publications reading room, and the Science, Technology and Business reading room, as well as expanded random patrols in other reading rooms.

Contract Library security officers posted in the Manuscripts Reading Room intercepted the removal of high-risk collection items on 11 separate occasions over the last 12 months.

Security specialists designed and installed electronic and physical security systems protecting priceless items on exhibit, including the Stradivarius instruments in the Whittall Pavilion, the World Treasures, Thomas Jefferson's library and Margaret Mead exhibitions.

Electronic and physical security controls systems supporting the opening of the first storage module at Fort Meade, Maryland, were designed and installed. Systems include primary and secondary intrusion detection, closed circuit television, and perimeter and interior access control.

The Library's year-long security awareness campaign generated numerous articles highlighting collections security issues in the Gazette newspaper.

A new Web site advising researchers on collections security issues was made available via the Library's Web site.

During fiscal year 2001, the Library secured its computer digital assets through the implementation of technology solutions and oversight. To secure remote access, a virtual private network telecommunication package was installed. A firewall was implemented for the library office in Cairo, Egypt. Email filtering software for GroupWise attachments intercepted more than 9,000 potential viruses sent to or from Library workstations. Firewall monitoring was enhanced to adhere more closely to current industry standards. Automatic distribution and updating of antivirus software was implemented. And,

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finally, a strong publicity campaign that included the first Computer Security Day celebration, distribution of educational materials, articles in the Gazette and staff seminars on security issues kept emphasizing the importance of good computer security practices.

### Arrearage Reduction

While the size of the arrearage increased overall by 1.9 million items during fiscal year 2001, the Library made progress in many arrearage reduction areas as staff increased their mastery of the LC ILS. The Geography and Map Division cataloged 22,242 maps on 7,404 bibliographic records. Although the division processed 6,734 more sheets than in fiscal 2000, the map arrearage grew because of increased acquisitions and staffing shortages. A total of 1,038 atlases were controlled by 811 bibliographic records. The Manuscript Division's Preparation Section processed 927,806 items, including 50 new collections as well as 29 additions to collections already listed among the division's holdings. The number of individual collections processed increased 22 percent from 61 to 79. The section's catalogers created 40 full-level and 29 minimal-level new records for the Library's online catalog, upgraded 504 records to reflect current cataloging practice, and completed 492 name authority records, increases of 58 percent and 25 percent respectively. The manuscript portion of the Marian Carson collection of early Americana was also thoroughly arranged and described (14,250 items). Work began on extensive additions to the papers of former ambassador and senator Daniel Patrick Moynihan (100,000 items). The Music Division completed the processing and made available the Laurindo Almeida collection of 40,000 and the Dexter Gordon collection of 10,579 items, as well as the Library of Congress program collections of 9,265

items. The Serial and Government Publications Division cleared 42,697 items from division arrearages, a 61 percent increase over the number of items cleared in fiscal 2000.

The Prints and Photographs Division processed and cataloged 276,882 items, including 70,465 photographs from the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), and 82,251 unpublished color slides and transparencies from the years 1970B71 in the LOOK magazine photographic archive. Other accomplishments included the processing of 127 rare stereo graphs from the Marian S. Carson collection of americana; 20 drawings related to the California Gold Rush by Daniel Jenks; 135 prints by the quintessential Mexican printmaker José G. Posada; 1,100 photo-lithograph color views, called photochroms, of European and North African tourist destinations; about 400 American World War I posters; and 991 black-and-white photographs to complete the processing of that medium in the Work of Charles and Ray Eames collection. Staffing for arrearage work in this division was thirty percent lower than five years ago.

Within the Cataloging Directorate production reached the highest level since fiscal year 1998. The directorate and the Serial Record Division together cataloged 270,801 bibliographic volumes on 235,565 bibliographic records and cleared an additional 67,837 items from arrearages. Division were able to complete 95.4 percent of current new receipts. The Directorate's arrearage of non-rare books stood at 128,750 volumes at the start of the year, peaked at 152,639 and dropped to 145,089 by the end of September.

Arrearage statistics for fiscal 2001 are as follows:

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<b>Items in Arrearage</b>	<b>2000</b>	<b>2001</b>	<b>Change</b>	<b>Percent Change</b>
Print Materials	1,512,948	1,290,415	222,533	14.7
Special Materials	17,702,681	19,852,565	-2,149,884	(12.1)
<b>Total</b>	<b>19,215,629</b>	<b>21,142,980</b>	<b>-1,927,351</b>	<b>(10.0)</b>

### Financial Reporting

The Library's collections are classified as stewardship property and are defined as "heritage assets" for financial reporting purposes. The Federal Accounting Standards Advisory Board (FASAB) standard on stewardship reporting requires that heritage assets be reported as required supplementary stewardship information accompanying the financial statements of the federal government and the component units of the federal government responsible for such assets.

The FASAB standard states that the costs of the stewardship-type resources shall be treated as expenses in the financial statements in the year the costs are incurred. However, the costs and resultant resources are intended to provide long-term benefits to the public and should be included in stewardship reporting to highlight

to the reader their long-term benefit nature and to demonstrate accountability over them. The standard states that "heritage assets" shall be quantified in terms of physical units (for which the Library reports on the number of items in the collection or the number of collections) and shall have the condition of the "heritage assets" described (for which the Library uses exception reporting by describing the preservation steps being taken for the items that are not considered in acceptable condition). No heritage asset amounts are shown on the Library's balance sheet.

The quantities of items in the Library's collections shown in the table that follows were taken from Library statistics collected on a regular basis and records that were accumulated over the years.

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Estimated Quantity of Each Category of Collection Materials at September 30, 2001:

<b>Category of Collection</b>	<b>Beginning of Year Balance</b>	<b>Added During Year</b>	<b>Withdrawn During Year</b>	<b>End-of Year Total</b>	<b>Method of Acquisition and Withdrawal</b>
Print Collections - Classified Books	18,306,178	326,616	805	18,631,989	Acquisitions: Copyright deposits, purchase, gifts, exchanges, cataloging-in- publication Withdrawals: exchange & gift of unwanted or duplicate copies; depreciation or depletion through use; disposals through GSA
Other Print Materials - includes books in large type, newspapers, pamphlets, technical reports, incunabula, serials, etc.	9,480,511	150,343	2,889	9,627,965	
<b>Total Print Collections</b>	27,786,689	476,959	3,694	28,259,954	

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Other Collections - includes audio materials, talking books, books in raised characters, manuscripts, maps, microforms, music, visual materials (moving images, posters, photographs, photocopies, prints & drawings, etc.), and machine readable materials	93,189,650	2,810,560	12,562	95,987,648	Acquisitions: Copyright deposits, purchase; exchange and gift Withdrawals: exchange & gift; depreciation or depletion through use; or disposals through GSA.
<b>Total Collections</b>	120,976,339	3,287,519	16,256	124,247,602	