

Latvia

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State Agency "Culture Information Systems"

A. DIGITISATION AND ONLINE ACCESSIBILITY

A1. Progress on the systematic gathering of information about current and planned digitisation of books, journals, newspapers, photographs, museum objects, archival documents, audiovisual material and the availability of overviews of such digitisation in order to prevent duplication of efforts and promote collaboration and synergies at European level.

The Ministry of Culture. State Agency "Culture Information Systems"

The main institution creating and co-ordinating the state cultural policy is the Ministry of Culture. To encourage partnership and digital cooperation the Ministry of Culture in December 2003 made a decision to reorganize the Library Information Network Consortium. The result of this reorganization was an establishment of the State Agency "Culture Information Systems" (CIS) which took possession of all functions of Consortium and there were also additional functions added.

CIS operates under the auspices of the Ministry of Culture. Mission of CIS is to help memory institutions – archives, libraries and museums (ALMs) – to preserve and make more accessible culture heritage for future generations, making use of the contemporary information technologies. Aim of the CIS is to ensure ALMs with the necessary IT resources in order to preserve and ensure its accessibility to the public. Main functions of the CIS are:

- to develop information systems of ALMs and as well as information systems of other culture institutions (jointly – culture information systems)
- to ensure processing, accumulation and dissemination of information collected from ALM field.

Responsibility of CIS is to administrate and implement projects which include preservation, digitalisation and online accessibility of information resources

and cultural heritage kept by ALMs. CIS administers projects of national, European and international scope within ALM field. For more information: <http://www.kis.gov.lv>.

Gathering of information and process of planning activities of digitisation of culture heritage as well as implementation of projects by CIS is organized in close cooperation with the libraries of Latvia, Directorate General of Latvia State Archives and State Authority of Museums of Latvia.

Secretariat of the Special Assignments Minister for Electronic Government Affairs

In 2004 December for the first time in Latvia was created the position of Minister who is responsible for e-Government, information society and information technologies policy development, implementation and coordination. Since 2005 there has been working the Secretariat of the Special Assignments Minister for Electronic Government Affairs – the state administration institution under the direct supervision of the Minister. Main functions of the Secretariat are:

- to organize and coordinate the development and implementation of the state policy in the field of electronic government, Information Society and IT
- facilitating and coordinating the development of state and local governments electronic services.

Political progress of Latvia with the Information Society provided by information and communication technologies is determined by the Cabinet of Ministers which has adopted the following strategic policy planning documents:

- National programme "Informatics" (adopted in 1999)
- Socio-Economic programme "e-Latvia" (adopted in 2002)
- Latvia's e-Government Conception (adopted in 2002)
- E-Government Development Program 2005-2009 that is based on Latvia eGovernment Conception and Latvia State Public Government Reform Strategy (2001-2006). The Program is closely linked

with initiatives eEurope 2005 Action Plan and the new European level strategy "i2010 – A European Information Society for growth and employment" – adopted by European Commission on 1 June, 2005. The basic action lines of the Program are: to improve state and municipal information technology infrastructure and collaboration between State Registers, to create new channels for government services specially emphasize is on the one-stop agency principle in the above mentioned area, to create new e-services – primarily the most required for citizens and business, to improve the quality of services by ICT solutions, to create new state information systems and to develop municipalities information systems. The financing resources for e-Government Development Program are State budget resources, co-funding of EU Structural Funds and others. The Secretariat is coordinating the funding of ERDF National programme "Development and improvement of the infrastructural foundation for electronic governance" with the aim to improve and develop the existing state information systems by integrating their mutual operation in unified state system, to ensure the online availability to public and public services, to facilitate the implementation of e-government and the optimisation of state and local governments' work. There are several projects related to the collection and digitisation of the content stored by archives, libraries and museums implemented by CIS with co-financing from ERDF National programme:

- State Unified Library Information System
- Unified State Archives Information System
- Joint Catalogue of the National Holdings of Museums

Latvian National Digital Library "Letonica"

Since 2006 the Latvian National Digital Library "Letonica" (NDL "Letonica") is being created with the aim to ensure digitising the collections of the National Library of Latvia (NLL) and other similar organisations, by making them accessible either on state-wide library network or on the Internet. The creation of the digital library lays the foundation for uniform principles of processing, storing the digitised material, and providing access to them. Latvian National Digital Library "Letonica" consists of following components:

- Digitisation of national culture heritage in all memory institution (archives, libraries, museums, including radio and TV)

- Web harvesting
- Conversion of card catalogues into databases
- Repository of digital publications (starting from 2009).

The fundamental goal of the NDL "Letonica" is to create a unified platform for complex solving of problems of object identification, processing, search and accessibility (Digital Object Management System). NDL "Letonica" serves as a platform for cooperation within all memory institutions in Latvia – archives, libraries, museums, and others.

To avoid duplications in digitization in Latvia the unified register is being created within NDL "Letonica". According to the architecture of the Digital Object Management system (DOM) the NDL "Letonica" will have a collection-based hierarchy and is designed to serve as a national digital registry.

At the moment CIS cooperates with the project MINERVA eC.

In the second half of 2007 CIS decided to take offer to participate in project MICHAEL Plus. CIS has joined the MICHAEL Culture Association in November 2007. CIS already obtained appropriate hardware and currently is installing MICHAEL software. Translation of static texts for navigation screens of MICHAEL EU portal is already finished other text for MICHAEL EU portal are in the translation process now.

A2. Progress on the development of quantitative targets for the digitisation of analogue material in archives, libraries and museums, indicating the expected increase in digitised material which could form part of the European Digital Library and the budgets allocated by public authorities.

Latvian Cultural Heritage Portal

In accordance with the tendencies in Latvian culture, the historic heritage that has been accumulated through centuries at museums, libraries and archives, as well as all noteworthy developments, events, trends, facts and data, are being concentrated in a new project entitled "Latvian Cultural Heritage Portal", becoming an entire wealth of information available and accessible to everyone. The goal of the project is to establish a united portal for Latvian libraries, archives and cultural heritage of museums – a search engine that will provide to any of the portal's visitors access to the required information in the culture field.

This portal will provide a qualitative work environment for both people working at various culture institutions, as well as academic staff, students, pupils and anyone else who is interested. The portal will also function as an information request system, which will enable, for instance, to register for a museum tour, get information about upcoming cultural events, book tickets, etc. The Latvian Cultural Heritage Portal will be also integrated in the united world and European electronic database of information and will become accessible to a wider international public.

The project will be implemented by CIS, which carries out a gradual digitalization of Latvia's libraries, archives and museums, makes collections of a range of cultural institutions available on the global network, works on creation and development of a Latvian culture map, and implements a number of other new and interesting culture digitalization projects in culture education, cinema, and other fields.

At this time, with co-financing from the EU and the state budget, the CIS is implementing several major projects related to the collection and digitisation of the content stored by archives, libraries and museums. An accomplishment and development of these projects is a significant precondition and factor for a successful implementation of the Cultural Heritage Portal.

State Unified Library Information System

(also known as the "Network of Light").

The aim of the project is:

- to create coordinated information system of state and public libraries, provide an equal and high-quality access for residents to information resources and universal informational online services, enhance the user skills in the ICT field
- to create a Latvian library portal, that would serve library users as a convenient, content filled and quality information resource
- to provide library staff training in order to enhance their skills and quality of library services
- to develop internet connection in all libraries.

Through the Network of Light, all municipal public libraries in Latvia will have free access to the Internet and will be equipped with the most up-to-date computer technologies for library visitors. An electronic catalogue that covers every part of Latvia will provide information about books or other printings held at any of Latvia's libraries, and will allow each visitor to find

the necessary book, order it and receive it in a quick and convenient way from any library in Latvia.

Total financing for the project (2003-2007): 9 566 978 LVL (13 612 583 EUR) from the state budget

Funding from the ERDF National programme (2005-2007): 1 651 271 LVL (2 349 547 EUR)

[75% ERDF funding + 25% state budget]

Financing for the project (2008): 1 527 412 LVL (2 173 311 EUR) from the state budget

Unified State Archives Information System project

This project is aimed at creating an all-encompassing information system which will allow local residents to receive information about records from the country's state archives quickly and conveniently. After implementation of all activities of project everyone will be able not only to request and receive archival references from the archive through the Internet, thus making archive services more accessible also to Latvia's regional residents. One of the benefits of the project is an establishment and opening of the first national electronic records storage facility in Latvia which is located at the Latvia State Archive of Audiovisual Documents. Accordingly to the statistics of 2007 Latvian state archives holds more than 17 million storage units and introduction of the unified state archives information system will significantly improve the availability of the documentary heritage. The archival information system (register of archival funds) makes it possible to receive information about records from all Latvian state archives, which means that individuals and legal entities can receive their documents more quickly. Modern IT which was provided within the project and the "one-stop-agency" principle in archive work will bring archives closer to everyone, making them more accessible and understandable. It is planned to launch the 1st stage of Unified State Archives Information System software in July 2008.

Total financing for the project (2005-2008): 1 514 836 LVL (2 155 417 EUR) [75% ERDF funding + 25% state budget]

State archives of Latvia take part in various projects for preserving and accumulating cultural heritage and joining it to an integrated, easy accessible information system. Accordingly to the statistics collected by Directorate General of Latvia State Archives, which oversees state archival system,

there are 1 016 874 digitised and microfilmed records (number of shots) in 2007 which is good completion of planned 800 000 shots per year.

In December 2007 Latvian State Historical Archives announced the web page of the project *Raduraksti* (*Geneology*) which serves as a virtual reading room where access to the Ev. Lutheran, Catholic, Orthodox church books, vital records of rabbintas, revision lists of Livland and Courland, materials of the Russia 1895 Census in Courland, Vitebsk and Livland provinces are enabled. The digital environment allows to see and to read the document like original documents are seen and read in the reading room. In 2007 about 800 000 shots (of the microfilms) are digitalized, e.g. all Latvia's Church Books of Ev. Lutheran Congregation and a part of Church Books of Latvia's Catholic Congregation. They are placed on the *Raduraksti* web site. In 2008 digitalizing of all church book will be finished and the work on the digitalizing of revision lists and Materials of the Russia 1895 Census in Courland, Vitebsk and Livland provinces and placing them on the web site starts.

There is 1 519 307 images currently available on *Raduraksti* web page: <http://www.lvva-raduraksti.lv/en.html>. About 20 000 users visited web page since its opening in December 2007.

The main purpose of the project *Raduraksti* is:

- to create and to support resources accessible for genealogical and family research
- to encourage people to research their roots and being aware of their identity and therefore increasing the number of potential archival researchers
- to provide the unlimited access to the archival documents, taking part of international projects and informational space
- to create the modern safety and usage fund

Total financing for the project *Raduraksti* (2006-2008): 250 000 LVL (355 718 EUR) [state budget]

Joint Catalogue of the National Holdings of Museums

It will provide both digitization of heritage of museums' culture and development of digital content that will facilitate integration of museums' potential into Latvian education system, usage of the resource in state tourism industry as well as inclusion of Latvia's culture heritage into both Europe and world culture assets. Accordingly to the statistics collected by State Authority on Museums of Latvia, which oversees museums

system, National Holding of Museums consists from more than 5 millions museums objects. National Holding of Museums to be added with 100 000 museum objects per year. Only about 5% of all museum objects are exhibited for users while other 95% are kept in museum stockrooms. Implementation of the project covers all the territory of Latvia – in 110 state accredited, municipal and private museums. By implementation of all project activities every museum will have an opportunity to digitize its holding and include baseline data on museum objects in the Joint Catalogue of the National Holdings of Museums. There are more than 100 000 descriptions of museum objects currently available on the Joint catalogue. It is planned to announce the web page of the Joint catalogue <http://www.nmkk.lv> on April 2008 allowing users to make a virtual visit to Latvian museums. Everyone who will be interested will have a chance to acquaint him or herself with the textual, visual, video and audio information about any exhibit at any of the museums. Such a catalogue will become a considerable investment in the development of tourism as it will provide an informatively visual insight into the available exhibits of the museums even before visiting them – regardless, whether the particular artefact is a stone-age tool, a rare bug or an old master painting. For the creation of this joint catalogue, adequate material and technical base has been developed for all museums, including connections to the Internet and technologies for acquiring usage skills, uniting for this joint goal an overall of 80 Latvian local government, 25 state and five private museums. Total financing for the project (2005-2007): 759 559 LVL (1 080 755 EUR) [75% ERDF funding + 25% state budget].

Library Public Access Computing Program in Latvia

After having received the grant from the Bill & Melinda Gates Foundation (BMGF) CIS currently is implementing the Library Public Access Computing Program in Latvia which is realized as a part of BMGF Global Libraries Program. The grant from BMGF and co-financing from the state budget will provide resources to connect all Latvian public libraries to the Internet with broadband connections, build a wi-fi network for library users, provide approximately 3 computers per library to meet an anticipated high

demand, offer basic computer training to library patrons, and provide training to librarians. Library Public Access Computing Program is fostering digitization initiatives in Latvia as within a project every public library (more than 800 in total) will be provided with multifunctional equipment which includes a scanner and will allow libraries to scan their local content and make their digital resources online. Total financing for the project (2007-2008): 16 056 900 LVL (22 846 910 EUR) [50% grant from Bill & Melinda Gates Foundation + 50% state budget].

Digital Culture Map of Latvia

At the same time CIS is administering and implementing the project initiated by the Ministry of Culture in 2005 called *Digital Culture Map of Latvia* with the aim to create a special database of all cultural objects and cultural processes covering all Latvia. The realization of project was started at the beginning of 2006. This project is a good example of coordination because in the first stage of the project the database was filled with information from different cultural institutions: archives, libraries, museums, cultural educational institutions, theatres, concert halls, art galleries, cinemas, open-air stages, cultural monuments, amateur art activity groups and non-governmental organizations. The Digital Culture Map is unique because it covers a huge volume of information and examines cultural processes from different angles covering all regions of Latvia and is the first digital database of such kind in the Baltic States. For more information: www.kulturaskarte.lv. Total financing for the project (2007-2008): 300 000 LVL (426 862 EUR) [state budget with co-funding from Bill & Melinda Gates Foundation].

Latvian National Digital Library "Letonica"

National Library of Latvia in 2007 has digitized 478 330 pages of documents. There are 165 sound recordings digitized in 2007 which is 100% increase. In 2007 total state budget allocation was 2 461 562,54 Euros including 1 420 463,40 Euros for development of Digital Object Management System.

A3. Progress on partnerships between cultural institutions and the private sector in order to create new ways of funding digitisation of cultural material.

To encourage partnership and cooperation in the digitization process the special purpose program

"Cooperation of Archives, Museums and Libraries in Digital Environment" was developed. Within this program cooperation between information preservers (archives, libraries and museums), with authors (Riga City Council) with users (Association of History teachers, University of Daugavpils etc.) and with private companies took place. Since 2002 when program was founded 42 projects has received support from State Culture Capital Foundation.

The main goal of this program was to foster cooperation between archives, libraries and museums in the national, regional as well as local level. Several private IT companies in cooperation with archives, libraries and museums developed products which support digitization of objects and their access on Internet:

- Exigen (software for retro-conversion of printed National bibliography)
- Lursoft (access to digital Cabinet of Folk songs, also via WAP service)
- Tilde (multimedia CD-ROM "History of Latvia", e-encyclopedia "Letonica")
- IT Alise (single solution for archives, libraries and museums in terms of software) etc.

The program has finished in 2006 with joint workshop of sharing best practices.

The program was administrated by the state agency "Culture Information Systems" (CIS) which plays an important role in the digitization activities in memory institutions. To foster further steps in the direction of digital cooperation CIS supervised the development of Guidelines for Unified Information System of Culture Heritage and Memory Institutions 2005-2012.

Partnership models with private sector

- 1) Retrospective Conversion Project in the National Library of Latvia has to be mentioned because of flexibility of the developed software for automatic processing of historically different bibliographic records of varying quality, and the ability to perform a complete processing cycle – from scanning to a structured MARC record. The retro conversion technology tailored by the company SWH-Tehnologija (Exigen Group enterprise) in cooperation with the National Library of Latvia has a six-fold timesaving effect, and fourfold money-saving effect in comparison with a manual processing.

The project was initiated in the National Library of Latvia in 2000 with the aim to create an online Latvian national bibliography database covering the period from the middle of the 18th century till the year 2000. The retro conversion program testing showed that it is possible to work not only with description of monographies, serials and analytics, but also with catalogue cards. The State Unified Library Information System and national bibliographic databases will be supplemented with about 2,5 millions items and finally Latvia will have a complete national bibliography in digital format which is available nationally as well as internationally. At the moment it is already possible to search catalogue of National Library of Latvia through the European Library portal which is being promoted through the web page of National Library of Latvia.

This project has started with private financial support from Open Society Institute within Library Network Program (64 638 USD). Afterwards financial support came from State Culture Capital Foundation which is public establishment under supervision of Cabinet of Ministers. Later starting from 2003 the retrospective conversion project is being financed from the budget of State Unified Library Information System which is being administrated by the state agency "Culture Information Systems" under the Ministry of Culture. The overall budget of this project at the beginning was estimated 102 742 USD.

- 2) Cooperation between the state agency "Culture Information Systems", National Library of Latvia and Lursoft IT. In 2005 NLL initiated a cooperative project with the aim to provide the Internet access to the full texts of newspapers, magazines and journals while searching in the National Analytics database of National Library of Latvia. This database contains meta-information on the articles of the newspapers, magazines and journals published in Latvia in 1988-2005 (about 1 500 000 records). The system Aleph500 facilitates the display of content via the Internet. Latvia publishes about 600 serials annually, and two thirds of them are catalogued in the National Analytics database.

The idea of accessing the full texts of articles from the National Analytics database had occurred

earlier, but in May 2005 the project went into implementation phase.

The company *Lursoft IT* <<http://www.news.lv>> – collaboration partner in the project – is compiling the full-text archive of the electronic newspapers, magazines and journals published in Latvia. The archive contains the digital copies of all the main central and regional press publications acquired legally on the basis of *Lursoft's IT* agreements with each of the publishers. There are more than 2 707 000 full text articles available in *Lursoft IT* newspaper library and this amount is expanded by ~ 1000 every day.

In order to exploit the potential of the electronic publications as efficiently as possible it was decided that *Lursoft IT* would provide not only URLs but also other data that can be acquired from the lay-outs of the serials.

National Library of Latvia defined the requirements for the descriptions to be delivered – format, layout, coding.

In May 2005 *Lursoft IT* started the automated delivery of electronic descriptions of the published articles. These metadata are daily extracted automatically from the newspaper lay-outs delivered to *Lursoft IT* by publishers.

Lursoft IT has agreements with publishing houses (list on left side <<http://www.news.lv>>) and receives full lay-out sheets of newspapers since 1993. Articles automatically (and partly manually corrected) are extracted from layout sheets and converted in structured XML database entries using specially developed software by *Lursoft IT*. With specially developed tools, some of the data (Bibliographic data elements) are converted and delivered to National Library of Latvia.

Technology, including XML database management tools, is developed by *Lursoft IT* (for more information, see <<http://www.siets.biz>> and used in many local and international news / official documents' databases (Also see: <<http://www.siets.biz/solutions/usecases/>> and <<http://www.siets.biz/company/>>). The descriptions contain data on the author of the article (if indicated), the title of the article, the title of the magazine, journal or newspaper, its date and number, and a unique identification for each article. The descriptions of appropriate

publications of the current day are delivered in predefined format (Aleph Sequential – for downloading into library information system) till 3 a.m. daily.

The administrators of the information system Aleph500 in Latvia (the State agency “Culture Information Systems”) provides the import of the daily-received files into the system Aleph500. A separate database was created for this purpose, as not all the received records are included in the National Analytics database. Only about a half of the received descriptions of the central press publications and about a fourth to a sixth of the descriptions of the regional publications are subjected to cataloguing. Only significant, valuable articles are selected and catalogued those concerning research, politics, economy, history and local studies.

At the Latvian National Digital Library “Letonica” project National Library of Latvia has a partner Tilde Ltd. which is a local software producer.

The cooperation between NLL and Tilde Ltd. exists within FP6 TRIPOD (TRI-Partite Multimedia Description) research project. The objective of the project is to design a prototype for a search mechanism that would enable to search images using geographical information, e.g. coordinates or toponyms.

A4. Progress on the set-up and sustaining of large scale digitisation facilities.

In the nearest future the National Library of Latvia (NLL) which is responsible for the content of the Latvian National Digital Library “Letonica” does not plan to establish its own large scale digitization facility. Most of the scanning that does not involve handling of any delicate materials will be outsourced.

A5. Progress of cultural institutions, as well as publishers and other rightholders to make their digitised material searchable through the European Digital Library. Describe in particular the progress on the application of common digitisation criteria by cultural institutions and, where relevant, private companies, in order to achieve interoperability with the European Digital Library and to facilitate cross-language searchability.

With the financial and organizational support from the State Agency “Culture Information Systems”

the *Good Practice Handbook* (edited by MINERVA Working group 6) was translated into Latvian and was widely used by participants of purpose program “Cooperation of Archives, Museums and Libraries in Digital Environment”. The guidelines served as a tool to ensure quality and preservation of digitized content within representatives of different sectors which participated in purpose program. In the mid 2007 the Competence centre for digitization presented the first part of “Manual for Digitization” which describes standards and quality criteria for scanning and files formats. The Manual introduced unified standards based on the best international practice, as well as official and de facto standards. At the moment chapters on the principles of definitions of collections, metadata schemes and their applications, file naming conventions, and are being completed. Selection of material for digitization is driven by principles described in the Strategy of the Latvian National Digital Library “Letonica”. In order to foster accessibility and facilitate preservation following criteria for content selection are considered:

- physically endangered documents,
- documents and collections of high cultural or historical value,
- documents of high demand (frequently requested items).

One of the instruments for determining priorities is the national register of Unesco program “The Memory of the World” embracing the main criteria – authenticity, uniqueness, irretrievability, significance, time, place and people, which are essential for NDL project likewise.

The following considerations determine the priorities for digitizing the collection:

- Preservation of the unique collection and ensuring its accessibility,
- Harvesting of accessible materials via Internet,
- Observing copyright and protection of personal data, as well as the principles of professional ethics.

One of the long term goals of Latvian National Digital Library “Letonica” is to foster full-fledged two-direction systematic information flow between the European Library (TEL) and the European Digital Library (EDL). Latvian National Digital Library “Letonica” should ensure long-term accessibility of digital resources and equivalent functionality within the TEL and EDL. In order to achieve interoperability within EDL

and to facilitate cross-language searchability the criteria for metadata and data exchange are used as follows:

- Dublin Core TEL Application profile 1.5 (with format-specific modifications) and TEL Application Profile for Collections are being utilized for descriptive metadata;
- OAI-PMH is implemented for metadata harvesting;
- de facto open industry standards are being used for storing master and user files;
- ISO 15511 – for organizational identifiers;
- all objects have permanent identifiers.

The DC subject fields, files names and collection descriptions have their English language equivalents. In the future additional fields will be translated.

The architecture of the Latvian National Digital Library "Letonica" envisages two level metadata adjusted for digital documents. The Minimum level corresponds to the requirements of the European Digital Library and uses 15 element set in Dublin Core system.

The Second level comprises advanced metadata – descriptive, administrative and structural.

The Technical Committee of Standardization for Museums, Archives and Libraries (MABSTK) is the main coordinator of the work of culture institutions. It gives a possibility to exchange information, to introduce uniform terminology and adapt interdisciplinary standards.

Commonly are used metadata standards Dublin Core, ICOM, ISAD(G), ISAAR(CPF), ISBD, AACR2, MARC, FRBR, METS. In order to improve understanding about metadata creation and using, several Dublin Core Metadata Initiative (DCMI) documents have been translated by the National Library: Dublin Core Metadata Element Set, DMI Grammatical Principles, DCMI Metadata Terms, Using Dublin Core (User Guide). Translations are confirmed by MABSTK and are available online.

On August 11, 2006 Metadata standards for Latvian National Digital Library have been adopted. Minimal description length is ensured by metadata, recorded in compliance with Dublin Core standard. Compatibility with other systems is ensured by metadata, which are required by:

- The European Digital Library project user profile (v.1.5.)
- Metadata and e-services identification standard of the State Integrated Library Information System.

The architecture of DOM is based on OAI. DOM supports both OAI-PMH and SRU/SRW as data exchange protocols. Descriptive metadata scheme

is based upon Dublin Core TEL Application Profile.

Optional EAD support is also included. PREMIS is used for preservation metadata.

Currently the National Digital Library Letonica is built on an open-source platform Fedora with Fez as its front end. However in the Summer of 2008 it will be replaced by a new digital objects management system (DOM) developed by Microsoft Latvia and its subcontractors. Its architecture is based on OAI standard and the focal point will be a reliable solution for long-term, expandable storage.

The system will provide OAI-PMH support thus ensuring data exchange within the European Libraries framework. (TEL+, EDL). Other Latvian memory institutions are encouraged to become partners and share DOM as a common platform for the digital library. As of Winter 2008 there are 7 partners, including two other major Latvian libraries that are contributing to the National Digital Library Letonica with their collections.

Every NDL partner institution is required to submit its data accordingly to accepted standards.

There are 2 stages for data storage and access envisaged:

1st stage of DOM – ingest, storage, , administration, and access modules (launching planned for Summer 2008), and some Web 2.0 functionality (ability to create personal collections)

2nd stage of DOM – personalization of information and more Web 2.0 features (different content for different user) and interactivity (the possibility to comment resources, tagging, formation of private collections etc.). Supervision of NDL project lays on the NLL; however every cultural heritage and memory institution in Riga or in regions can participate in the implementation of the project. Every involved organization is responsible for quality of its digitized resources, adequacy of digitizing process accordingly to the principles described in the Manual for Digitization. At the same time every involved institution is responsible for observing copyright. The organizations involved, within the limits of their resources, have to digitize the materials independently or use the external services of digitization.

A6a. Progress on mechanisms to facilitate the use of orphan works.

A6b. Progress on mechanisms to facilitate the use of works that are out of print or out of distribution.

A6c. Progress on the availability of lists of known orphan works and works in the public domain.

A6d. Progress on the identification of barriers in your legislation to the online accessibility and subsequent use of cultural material that is in the public domain – and the steps taken to remove them.

By the end of 2007 there were several actions and events accomplished in order to initiate discussions and fostering necessary actions in direction to solve copyright problems faced by stakeholders within process of digitisation and online accessibility of cultural material.

In June 2007 with the help of the Ministry of Culture negotiations started with Latvian creative and professional associations on cooperation to solve access rights to digital resources.

On 22 December 2007 Saeima accepted amendments to the Copyright Law which provides copyright exception for libraries, archives and museums allowing them for the purposes of preservation to make digital copies of works of published in Latvia and which are not available commercially any longer, insofar as agreement with the author defines otherwise. Furthermore amendments allow state and municipality libraries, archives and museums to make available digital works in their stock and digital copies of works mentioned above for the purpose of research and private study to physical persons who has an authorization to use computers on the premises of the said institutions using expressly secure local network. This exception applies also to the registered state and municipality libraries using State unified library information system to access Latvian Digital Library. This second exception is linked with provisions of the law determining the use of protected works within the meaning of public lending. Copyright exceptions cannot be applied for making works available on-line.

On October 19th 2007 the National Library of Latvia organized a workshop “National Digital Library: processes, access and copyright” which served as a platform for informing about accomplishments and plans for future for development of Latvian National Digital Library “Letonica”, including copyright issues.

On November 20th 2007 the National Library of Latvia in cooperation with the Ministry of Culture organized the first international round table and discussion “Digital Library and Copyright” which was the time when all stakeholders discussed EC recommendations on copyright issues. This event served as a platform to share best practices within digitisation projects with respect to copyright and to initiate discussions about possible solutions regarding orphan works and out of print works.

Amendments to the Copyright Law on copyright exception provides for the possibility of making digital copies of the so called “orphan works” and out of print works and making them available on the premises of the state and municipality libraries, archives and museums as well as on expressly secure local networks.

Copyright exceptions cannot be applied for making works available on-line.

National Library of Latvia together with authors and their respective collecting societies currently are negotiating to allow out of print works together with other works to be made available on-line.

There are no obvious solutions to the problem so called “orphan works” and making them available on-line. Discussions on this matter still continue.

Currently in the digitisation process the preference is given to physically endangered documents, documents of high cultural or historical value and documents of high demand. The lists of objects within a specific digitisation project are submitted to collecting societies thus determining their availability without any restrictions.

B. DIGITAL PRESERVATION

B1. Progress on national strategies for the long-term preservation of and access to digital material. Describe the organisational approach, indicating the roles and responsibilities of the parties involved as well as the allocated resources. Describe the specific action plans outlining the objectives and a time-table for the specific targets to be met.

The main institution creating and coordinating the state cultural policy is the Ministry of Culture. There are new documents for further culture sector development – “Long Term Cultural Policy Guidelines 2006-2015”

and "Medium Term Strategy 2006-2008 for the Cultural Sector". New Cultural Policy Guidelines for the period of 2006-2015 set strategic directions for the cultural development in the future.

Accordingly to the state culture policy documents there were Guidelines for Unified Information System of Culture Heritage and Memory Institutions 2005-2012 elaborated which include description of strategic goals and corresponding priorities and tasks of unified information system of culture heritage and memory institutions which includes development, maintenance and accessibility issues of digital resources. At the same time Guidelines includes description of criteria for evaluating and selection of projects within ALM field as well as other culture heritage and memory institutions field. And finally Guidelines includes description of common and specific standards in ALM field. Since 2006 the Latvian National Digital Library "Letonica" is being created with the aim to make wide access to the collection of the National Library of Latvia and other kindred institutions. The creation of the digital library lays the foundation for uniform principles of processing, storing the digitised materials and ensuring access to them.

In May 2007 NLL, CIS and the company "Microsoft Latvia" have concluded an agreement about cooperation in implementation of the project "National Digital Library". At the same time the NLL and "Microsoft Latvia" signed an agreement on strategic cooperation to popularize and disseminate the idea of information technologies for digital libraries and joint work of culture and memory institutions in Latvia, Europe and in the world.

Accordingly to the Strategy of the Digital Library "Letonica" long term goals of the Latvian National Digital Library are:

- To ensure the preservation of the digital heritage (digitized and digitally born resources)
- To describe reliable information for quick and effective search
- To develop unified information services based on the synthesis of electronic and traditional information
- To ensure long-term access to national digital resources observing the legal rights of every individual
- To extend the information space for the cooperation among museums, archives and libraries and life-long learning for various target groups

- To urge information users become information creators
- To diminish digital divide in regions by using the content Light Net
- To implement international innovative research in the branch of digitization
- To foster full – fledged two-direction systematic information flow between the European Library (TEL) and the European Digital Library (EDL).

Policy relating to the digital preservation is defined in the Action Strategy of the Ministry of Culture for 2007-2009 in action area: Preservation, protection, research, popularization and accessibility of Culture Heritage. The strategy has been updated in August 2007.

B2. Progress on exchange of information with other Member States on your strategies and action plans.

By the end of 2007 there were several actions and events accomplished in order to foster partnership between cultural institutions as well as private sector to share the best practice and to inform about plans. On November 19th 2007 the Ministry of Culture and the National Library of Latvia organized the first international conference "Digital Libraries for Learning". This conference investigated the contribution of national libraries to the process of learning by participating into study programs, supporting professional training and life-long learning and other branches. The main attention of the conference was paid to assessment of the target audience in the context of learning, content and formation of digital collections in order to foster education and training.

In cooperation with MINERVA eC on October 30th 2007 the State Agency "Culture Information Systems" organized an international workshop "Digital heritage in digital environment". This workshop served as a platform for all memory institutions including archives, libraries and museums to share best practices and to tell about recently announces digitization initiatives.

B3. Progress on legal provisions for multiple copying and migration of digital cultural material by public institutions for preservation purposes.

Amendments to the Copyright law do not provide any limitation on number of copies. However there several principles prescribed by the law which has to be taken into account when making copies:

- 1) Copyright exceptions should be applied in such a way that they are not contrary to the provisions for normal use of the work of an author and may not unjustifiably limit the lawful interests of the author;
- 2) Copies can be made only when it is not possible to obtain such a copy in some other acceptable manner, and the reproduction is repeated in separate and mutually unrelated cases.

Digital works can be accessed for the premises of any registered state and municipality library using state unified library information system to access Latvian Digital Library through expressly secure local network.

B4. Progress on policies and procedures for the deposit of born-digital material. Please note how you

are taking into account developments in other Member States in order to prevent a wide divergence in depositing arrangements.

Latvian Legal Deposit Law entitles the National Library of Latvia to a copy of born-digital documents published in Latvia.

B5. Progress on legal provisions for the preservation of web-content by mandated institutions.

Latvian Legal Deposit Law obligates the National Library of Latvia to archive Latvian web content.

As stipulated by the law the National Library of Latvia is currently harvesting more than 500 pages belonging to .lv domain as well as several pages related to Latvia outside the domain.

