

**European Commission
Directorate General XIII/E**



Electronic publishing and libraries

TELEMATICS APPLICATIONS PROGRAMME 1994-1998

Telematics for Libraries

Call for Proposals 1996

Background Notes



**Libraries helpdesk:
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December 1996

Addenda and Corrigenda

Please note important changes in this version, as against that of February 1995, at:

- Introduction: pages 3 and 4
- Objectives: pages 7 and 8
- Libraries proposals: pages 11, 13, 14 and 15
- Document and references: page 16
- Appendix A1: Expansion of research tasks - revised, October 1996 (for details see page 2 of the Appendix)
- Appendix A2: Outline of a proposal to be submitted to the LIBRARIES sector of the Telematics Applications Programme (form)
- Appendix A3: Project description: summary of main points
- Appendix A4: List of National Focal Points for "Telematics for Libraries"



Introduction

Relevant Information

These notes are intended for organisations planning to submit project proposals in response to Calls for Proposals issued under the TELEMATICS APPLICATIONS PROGRAMME - SECTOR 5: LIBRARIES.

This Document

The purpose of this document is to characterise the framework for and indicate the scope of the second Call for Proposals for collaborative RTD projects and support actions in the LIBRARIES Sector.

TELEMATICS Information Package

This information is to be used in conjunction with the following documents:

- the Text of the TELEMATICS APPLICATIONS Call for Proposals as published in the Official Journal of the European Communities;
- the TELEMATICS APPLICATIONS Information Package (fourth Call for Proposals), which includes general eligibility and evaluation criteria, submission details and programme contact points, as well as application forms;
- the work-programme of the TELEMATICS APPLICATIONS PROGRAMME and its Technical Annex (version 1996).

☒ Copies of the TELEMATICS APPLICATIONS Information Package and other general information can be obtained from the TELEMATICS Helpdesk in Brussels or Luxembourg. Libraries sector specific background and reference material can also be downloaded from the I*M Europe web server at:

<http://www.echo.lu/libraries/en/libraries.html>

Closing

The closing date of the Call is 15 April 1997. Submissions must be *delivered* according to the conditions stipulated in the TELEMATICS APPLICATIONS Information Package. The evaluation and selection of proposals will be conducted in May/June 1997. For proposals under further consideration, the Commission may ask for additional information to enable it to reach a decision about the proposal. Proposers must be prepared to meet Commission programme staff in Luxembourg to provide this additional information as well as for negotiation purposes.

Outline Proposals

An outline proposal may be completed and submitted for pre-screening. We strongly advise you to use the Libraries form appended to this document (☒ Appendix A2) for this purpose. The submission of outline proposals is *optional*. It serves the purpose of eliciting feedback from the Commission services on eligibility and relevance for the sector. All outline proposals received on the Libraries form will in addition be professionally assessed by experts. It should be sent preferably by fax, as soon as possible and no later than 28 February 1997, to the following address:

European Commission - DG XIII-E/4 - Libraries sector
Bâtiment Euroforum (EUFO 1275)
Rue Alcide de Gasperi
L-2920 Luxembourg
Fax: +352 4301 33530

Contact Points

Proposers are reminded of the following contact points for this Call for Proposals (☒ for the schedule and other details, please refer to the Call Text and the TELEMATICS APPLICATIONS Information Package):

**TELEMATICS
Helpdesk**

For all *general* enquiries regarding the TELEMATICS APPLICATIONS PROGRAMME, please contact:

In Brussels:

TELEMATICS APPLICATIONS PROGRAMME Infodesk
DGXIII-C1, Proposals Office
Rue de la Loi 200 (BU29, 4/05)
B-1049 Brussels
Fax: +32 2 295 2354
Phone: +32 2 295 4560
E-mail: telematics@bxl.dg13.cec.be

In Luxembourg:

TELEMATICS APPLICATIONS PROGRAMME DGXIII-E
Proposals Office, Euroforum (EUFO 1267)
L-2920 Luxembourg
Fax: +352 4011 62852
Phone: +352 4011 62850
E-mail: telematics@echo.lu

**Sectoral
Enquiries**

For all *specific* enquiries regarding the Libraries Sector, please contact:

European Commission
DG XIII-E/4 Libraries sector
Bâtiment Euroforum (EUFO 1276)
Rue Alcide de Gasperi
L-2920 Luxembourg
Fax: +352 4301 33530
Phone: +352 4301 34071 or 32126

**Programme
National
Contact Points**

☒ see the list in the TELEMATICS APPLICATIONS Information Package.

**Libraries
National Focal
Points**

National Focal Points for Libraries have been established in all the Member States and have already been actively supporting, at national level, EU actions in the sector under the Third Framework Programme (FP II). Thanks to their experience, they will be able to assist proposers requiring sector-specific advice and information. The list providing practical details (addresses, phone numbers, etc.) is included in Appendix A4.

**Scope
of the Call**

The scope of this *second* Call covers the three action lines of the workplan as identified in the next chapter as well as the support actions specific to the Libraries sector. It is therefore basically the same as the scope of the first Call of the sector published in March 1995 (CfP'95). Specific features are described in the chapter on **Libraries proposals**. The research "Call topics" have been streamlined to remove ambiguities which existed in version 1 (☒ see Appendix A1).

**Integrated
Application
and Cross
Sectoral
Projects**

A separate Call for Proposals is planned by the TELEMATICS APPLICATIONS PROGRAMME for "Integrated Applications for Digital Sites (IADS)" in which libraries can be participants, under the specific conditions specified for that Call. Note that the dates and mechanisms for the IADS Call are different from the sector Call.

With respect to cross-sectoral projects, proposals including libraries are required to take into account the *specific aims, priorities and topics* of the Telematics for Libraries Workplan in the definition of their projects - and that not only, evidently in cases where Libraries is the lead sector, but also where it is one of the secondary sectors.

Objectives

The Broader Background

The advent of the *information society* creates formidable challenges for Europe. The digital revolution will trigger profound structural changes which will affect societal and cultural life and will eventually lead to a knowledge-based economy. The Commission's White Paper on "Growth, Competitiveness, Employment"^{R1} acknowledges the importance of this process and develops a positive vision stressing the potential impact of information and communication products and services on growth, competitiveness, employment and quality of life.

As a result of the discussions that followed the presentation of the White Paper, a group of high-level personalities chaired by Commissioner Bangemann was entrusted with the preparation of a strategic action plan designed to facilitate and accelerate Europe's transition into the global information society. The so-called "Bangemann Report"^{R2} advocates the concentration of effort on key application areas. The rapid realisation of applications largely based upon existing technologies is expected to engender the critical mass necessary to stimulate further development and widespread use, and, ultimately, to help raise the investment needed to create effective information infrastructures in Europe. Benefits in the form of new products, a wider choice of services, more effective work flows and processes and better public services will be felt by citizens and consumers, administrations and businesses, including SMEs.

Moreover, these challenges have also been tackled at the G7 level, bringing together ministers from the world's seven richest nations at a special meeting hosted by the Commission on 25-26 February 1995. Guided by a shared political vision and common principles, this landmark conference provides strategic impetus towards achieving common goals in promoting a global information society.

The Information and Communication Technologies (ICT) Specific Programmes launched under the FOURTH FRAMEWORK PROGRAMME^{R3}, viz. IT (formerly ESPRIT), ACTS (formerly RACE) and the TELEMATICS APPLICATIONS PROGRAMME^{R4} with its 13 different Sectors of activity including Libraries, are well positioned to contribute to the realisation of these targets.

TELEMATICS APPLICATIONS projects aim at configuring and adapting existing and emerging technologies into useful, user-friendly and cost-effective *applications*. These are meant to encompass all systems and services that use combinations of ICT, and their *integration* and *validation* in the *user environment*.

**User
Involvement
and Libraries**

The TELEMATICS APPLICATIONS PROGRAMME places emphasis on the involvement of *Users* in all stages of the project life-cycle.

In the Libraries sector the two groups of users are:

- the libraries and librarians themselves (professional users);
- the users of library services.

The libraries fall into various categories: national libraries, public libraries, academic and research libraries, special libraries, corporate libraries, etc. A balance has been struck in the workplan between attracting the further involvement of public libraries in view of the vast user population they serve, and reinforcing the participation of academic and special libraries.

The end-users potentially include all citizens of Europe, as libraries and library services are used extensively throughout society. The evolving library services addressed will thus attract users interested in science and technology, education and training, business and finance, and, of course, culture and entertainment. Increasingly, by introducing user-friendly interfaces to telematics services, end-users will have more direct access both to the library collections themselves and to information available to libraries through the networks.

**Sector
Objectives
and Action
Lines**

The long-term objective of EU Libraries Actions remains that of *helping to create a modern libraries infrastructure in support of economic, social and cultural life in the European Union*, by enhancing the availability and accessibility of library services; by further integrating library services within the information infrastructure, and by enhancing technical and management skills, awareness and innovative attitudes. This will be promoted through three action lines:

- | | |
|---------------|--|
| Action Line A | 1. Network-oriented Internal Library Systems - designed to ensure that libraries are better placed to offer network-based services. |
| Action Line B | 2. Telematics Applications for Interconnected library services - designed to improve cooperation, resource development and resource sharing between libraries and encourage the shift from collection to access based services through interconnections between libraries, suppliers and publishers. |
| Action Line C | 3. Library Services for access to networked information resources - designed to build on and extend information resources and services mediated and delivered by libraries. |

In operational terms, this entails:

- Consolidation and integration of results from the start-up Libraries sub-programme under FP III;
- Implementation of new models of library service;
- Development of new methods of library practice;
- Improved penetration of telematics applications in libraries and development of corresponding network tools and services;
- Exploration of related economic, legal and electronic preservation issues through test-beds;
- Application of library standards and generic standards of specific value to libraries.

There is a large degree of *continuity and coherence* with previous work which emphasised cooperation between libraries and coordination with national strategies.

Many issues addressed under the start-up Libraries sub-programme under FP III continue to be relevant and require further work to be done. Nevertheless, the achievements under the Third Framework Programme allow a shift in emphasis. For example, the results (building blocks, methods, models and lessons learned) should now be integrated into operational and service settings for further expansion and development.

Action Line C, however, adds *a new focus*. It responds to the emerging preoccupation of libraries with their role in the wider information infrastructure, in particular in relation to networked resources.

Priorities

The Libraries workplan (☒ see the TELEMATICS APPLICATIONS WORK-PROGRAMME, Area B, sector 5) identifies a number of priorities and characteristics which underpin the approach and are designed to:

- promote projects and applications based on real needs and requirements, leading to concrete results with practical and visible demonstrators and capable of replication and multiplier effect;
- focus on systems and applications integration into new library service areas and on the integration of existing and emerging technologies into demonstrable applications;
- consolidate and exploit (eg by transfer, further development) results from the Libraries sub-programme in order to build on the impetus developed by the start-up actions;
- emphasise the continuing commitment to open standards;
- address human resource issues, knowledge and skills transfer, and organisational issues: these remain critical to the successful implementation of the change needed if disparities in level of service across all types of libraries throughout the EU are to be reduced;
- generate scope for links with other programmes and with other sectors in the TELEMATICS APPLICATIONS PROGRAMME (eg education and training, research, language engineering, information engineering, urban and rural areas, disabled and elderly people) where common problems or user communities exist for services or where libraries can be used as test grounds for results;
- encourage new alliances with: traditional partners (eg publishers, distributors) or with new partners (providers of distance learning, new networked information providers, network service providers etc) and even with other "memory organisations" (in order to arrive at common solutions in areas of common interest such as preservation and access).

Multimedia

The TELEMATICS APPLICATIONS PROGRAMME places emphasis on the shift from data to multimedia telematics, in line with technological advances, the development of new markets and user expectations. In the Libraries sector multimedia covers all media stored, managed or used by libraries which can benefit directly or indirectly, either singly or in combinations, from the use of telematic technologies.

Calls for Proposals

This Libraries Call covers all tasks and related Call topics for the 3 Action Lines (☒ see Appendix A1) to be addressed through cooperative shared-cost R&TD projects as well as specific support measures which are relevant to the Workplan.

The total budget earmarked for this Call is around 10 MECU. This Call is designed to reinforce and follow-up the results achieved through the first call and from recent projects under FP III.

Summary

The matrix below gives a summary of the Libraries action lines, tasks and related call topics supported in this Telematics for Libraries Call for Proposals. The implementation aspects are described in the following chapters.

Action Lines	Task Goals	Related call topics	Estimated percentage of overall Libraries sector budget
A	1.1	1, 2, 3	15 - 20 %
	1.2	1, 2, 3	
B	2.1	4-5bis, 7bis	60 - 70 %
	2.2	4-5bis, 7bis	
	2.3	6bis	
	2.4	4-5bis, 6bis, 7bis	
C	3.1	8-10bis, 11	15 - 20 %
	3.2	8-10bis, 12	
Sector specific support/accompanying measures			(5 - 10 %)

Implementation of Projects

Phases

According to the rules for the implementation of the TELEMATICS APPLICATIONS PROGRAMME, each project normally consists of five *phases*. However, in view of the project management approach adopted in the Libraries Sector (see Chapter 'Libraries Proposals'), these phases have been collapsed into three self-contained *stages*, each characterised by identifiable achievements and milestones. Proposers are therefore encouraged to follow the scheme described below in the narrative part of their proposals.

Stage I: Analysis and Preparation of Specifications

This stage brings together phases 1 and 2 of the schema since it is assumed that the problem and the needs are already identified in general terms by the participating libraries. What is required in this stage is detailed analysis, specifications and performance targets for the functional, technical and operational requirements for meeting these known needs, as well as early plans for the implementation. It is also in this stage that the feasibility of the options is assessed.

Stage II: Detailed Design, Development and Testing

This stage embraces phase 3 and the verification part of phase 4, so that the creation and validation of a demonstrator against the specifications drawn up in the first stage can be performed in an interactive cycle until satisfactory results are achieved in relation to the libraries requirements. During this stage the results from testing may require revision of the specifications and of the test criteria and their performance measurement. In addition plans and arrangements for the next stage of the demonstration will need to be carefully prepared.

Stage III: Demonstration, Documentation and Exploitation Plans

For this stage the demonstrator should be sufficiently stable and robust for rigorous validation by an optimum number of libraries under near operational conditions. The criteria drawn up during the first stage, and refined in the light of experience with the testing during the second stage, should be the basis of the evaluation. Sufficient time should be allowed for the demonstration stage in order to enable the libraries involved to assess the potential benefit and the demand for the new possibilities offered to them. Time is also required to collect adequate data and information so that firm plans can be drawn up to exploit the demonstration service as a full operational and economically viable service. These plans are required to meet the obligations of phase 5 of the schema.

Finally to ensure the widest possible benefit from the project, the documentation of the methods, techniques and systems used during all three stages should be sufficiently detailed for replication and further development of the demonstrator by others.

**Dissemination
and
Concertation**

Partners in projects (project consortia) will establish plans for the **promotion and dissemination** of intermediate and final results by such means as demonstrations, open days, workshops and publications.

Concertation meetings and groups will be set up involving project participants and other parties to maximise **synergies** between clusters of projects addressing related issues and between cross-sectoral projects. The Commission expects consortia to take an active part in such concertation.

**Legal
Issues**

During the course of the project, the consortium must take account of relevant legal issues affecting the project, e.g. copyright and exploitation rights, in order to make sure that appropriate permissions and licences are acquired. This is necessary not only to protect the viability of the project but also to contribute to knowledge of the impacts of such issues in view of their importance to the development of the information society.

Libraries Proposals

This Chapter provides practical guidance for proposers. The guidelines presented here are concomitant with the general requirements set out in the TELEMATICS Information Package.

Consortia

Libraries consortia must conform to the standard *eligibility* criteria set out in the TELEMATICS Information Package. In addition, they should be characterised by:

Eligibility of consortia

Library participation in projects - all proposals must have at least one library or library-related organisation (eg. library cooperative, etc.) as a full partner of the consortium and participating actively in the work of the project. In addition a representative sample of libraries must be involved (not necessarily as full partners) as test-beds for the demonstrator in stage III.

Size and Scope

a broad European dimension - whilst keeping the consortium to a manageable size.

Private sector Involvement

involvement of the private sector - particularly SMEs, is specially encouraged in all Action Lines.

Multiple Disciplines

a multi-disciplinary approach - which brings together the required range of skills.

Project Description

Project proposals should be prepared in sufficient detail and with sufficient care to enable an objective technical and management appreciation of the proposal, its timeliness and its feasibility. Proposals for R&TD projects should also identify explicitly which of the areas of the workplan - Action Lines (and corresponding technical objectives), Task Goals and Call Topics - are addressed. Proposers are invited to focus especially on the Call topics (revised version for this Call \boxtimes see appendix A1). They should broadly conform to the stages described in the chapter "Implementation of Projects". They should be able to demonstrate to what extent they fulfill the general criteria set out in the TELEMATICS Information Package (\boxtimes Introduction).

Scope of description

Proposals must provide a *full* description of the initial stages up to and including Stage II (ie. up to testing and verification). Stage III need only be *outlined* if its course is highly dependent on the outcome of the previous work and if this is demonstrated in the proposal. Nevertheless, the goal, approach and scope of the planned demonstration, dissemination and exploitation activities must be specified.

Milestones

At the interface between the stages, proposers must plan *checkpoints or milestones* which normally trigger a thorough technical review of the achievements and which may determine the further course of the project.

Project description

Moreover, in accordance with the requirements set out in the TELEMATICS Information Package, proposers must:

Baseline and
Targets

- clearly specify in the proposal narrative the starting point of the project (e.g. technological baseline and state-of-the-art, and if relevant how it builds on previous work and projects), the objectives to be achieved (including improvements with respect to existing products and services), and how the chosen technology (technologies) relates to the target application. *Realism* and *feasibility* of the goals stated in the proposal will be amongst the key evaluation criteria. Proposals should take due account of the work undertaken under FP III.

Commitment

- provide clear expressions of interest, commitment of resources, involvement/participation/sponsorship of the relevant libraries or library-related organisations, public authorities and private sector organisations.

Promotion Plans

- provide plans for promotion and dissemination of the results and for achieving a multiplier effect from the project.

Validation and
Assessment

- set out the methods, measures and procedures to be used for validation and system assessment. To this effect, the proposal will specify *verifiable objectives* along with the *test conditions* applicable to verification and to demonstration.

() see also Project description: summary of main points at Appendix A3)

During the contract *negotiation*, successful proposers will be requested to provide more details on the above issues, including information on the chosen user and technology base; on the management plan and structure including measures for quality control and risk analysis; on concertation and co-operation mechanisms; as well as on the repartition of the estimated resources required to carry out the project.

**Duration and
Funding**

Projects should normally be completed within *three* years and preferably less. Depending on the specific objective of the Action Line, the nature and size of the project and the budget situation, contracts may initially be offered only for the first stages of the project. The proposals should nevertheless provide the project description for the full expected duration.

Results

The Commission requires contractors to make selected results available *outside* the consortium. This applies in particular to deliverables such as reports on methodological comparisons, surveys, test results of a generic bench-marking nature, guidelines for implementors, contributions to best practice, etc. To this effect, proposers must specify the intended *status* of intermediate and final project deliverables (i.e. confidential, restricted or public).

**Budget, Costs
and Ceilings**

Eligible costs

- Note that mainstream library automation software and hardware is considered a basic prerequisite facility for a project. Its acquisition, however, *cannot be a component of the project*.

- In stage III, not all cost components will be considered as eligible. This can have the effect of reducing the percentage of the EU contribution to the demonstrator stage of the project.

Budget repartition
and expected project
sizing

- An indicative repartition between the action lines of the budget available to projects in the Libraries sector is set out in the chapter "Objectives". This repartition is based on a number of assumptions which include the principal thrust to be given by the programme of work and the average expected size of the projects in the different areas covered.

- In order to provide guidance in planning the scale of project proposals for submission under the Calls for Proposals, recommended ceilings for the EU contribution and expected project sizes, according to the nature and category of projects, are suggested below. Note however that the nature of Action Line B calls for larger scale "flagship" projects, but also in certain circumstances for smaller test-beds, which can subsequently be expanded upon.

Action Line	Expected project size	Average recommended ceiling of EU contribution
Action Line A	0.6 - 1 Mecu	0.5 Mecu
Action Line B - larger interconnection projects - smaller test-beds	3 - 4 Mecu 1 - 2 Mecu	2 Mecu 1 Mecu
Action Line C	0.6 - 1 Mecu	0.5 Mecu

Specific Support Measures

The Libraries sector workplan includes a chapter on support issues specific to Telematics for Libraries.

Introduction

These measures concern:

- a) Support to relevant concerted actions (as formally defined in Annex III, paragraph 2(d) of the Council Decision of 23rd November 1994 for the TELEMATICS APPLICATIONS PROGRAMME^{R4}) as well as special interest groups and other types of platforms which can further the sector's objectives in the short and medium term and are related to the technical domains covered by the Libraries workplan;
- b) Special support actions to address issues involved in the transition towards networked library services in a long-term perspective and help mobilise and assist the library community and its partners in responding to the programme;
- c) Attention to training, skills and awareness-raising issues in order to create the right climate for the organisational change needed to respond to technical change promoted;
- d) Accompanying activities supporting the exploitation and transfer of results to encourage the move from an experimental to an operational service environment as well as supporting exchange of know-how through clustering and concertation events.

At project level there is an obligation to disseminate results adequately; however there remains a need for additional mechanisms which can efficiently support these activities and increase their impact, bearing in mind the start-up nature of the previous Libraries sub-programme, the relatively small scale of the projects launched and the fragmented libraries scene in Europe. Appropriate mechanisms and related expertise are needed to ensure the best and broadest dissemination and use of these results and the transfer of know-how based on these results.

Support actions and the present Call

Under the present Call, proposals for such accompanying and complementary measures are invited providing:

- They are pertinent to the scope of the workplan (Actions Lines and Call topics);
- They further the goals of mobilising and assisting the libraries community; and where relevant,
- They build upon work already undertaken in the Libraries area either under FP III or through the previous Call for Proposals of the sector; or
- They build upon or extend relevant national/regional work already undertaken.

This applies particularly to:

- Establishment and operation of special interest groups and platforms of a transnational nature as well as concerted actions strictu sensu (bringing together project clusters to share research objectives and results);
- Organising the promotion of emerging results through coordinated demonstrations and focused seminars at major international library-related professional events;
- Special actions
 - to support standards and develop widely acceptable guidelines and models aimed at specific areas of the workplan and at facilitating interworking;
 - investigating questions related to digital libraries and electronic publishing;
 - in exceptional circumstances, particularly well-argued, well-defined and justified extensions of the demonstration stage (stage III) of validated applications developed by Libraries sector projects to additional test/replication sites in different countries (especially there where the original project only had 2-3 test sites). This is designed to assist projects in addressing in a more coherent fashion the exploitation and deployment issues of their results.

These specific support measures may be implemented using the shared-cost scheme or the 100 % funding of allowable costs of accompanying measures as the case may be. Proposers may contact the Libraries unit for further advice on appropriate funding models.

Proposers should note that some concerted actions as well as special interest groups and implementors platforms etc. are already being supported in specific areas since FP III (see document B1).

SMEs The TELEMATICS APPLICATIONS PROGRAMME has paid specific attention to the adequate involvement of SMEs in the RTD promoted under the programme, under Area E of the workprogramme (see Workprogramme of the TELEMATICS APPLICATIONS PROGRAMME and its Technical Annex).


It has not been possible for the Libraries sector specifically and separately to encourage SME participation in its workplan through exploratory awards, as initially envisaged and as experimented under FP III.

C&EE Countries Participation

The participation of Central and Eastern European countries is possible in this Call for Proposals under the rules described in the TELEMATICS APPLICATIONS Information Package. Such participation is particularly encouraged for:


- extensions to existing projects to provide additional features or test environments;
- as additional demonstrator test sites for on-going or new projects.

Note that the funding for such participation is subject to the rules for international cooperation under the Activity 2 (INCO-COPERNICUS) programme of FP IV as well as those of the TELEMATICS APPLICATIONS PROGRAMME (eg. the rules for demonstration stage funding see above). Consortia of EU projects must naturally be in agreement with such project extensions and additional testing environments. Particular attention must be paid to the way these extensions/additions will be set up and managed without jeopardising or retarding the existing projects.

- Proposers should focus on results to be achieved, and how the Partners intend to exploit the results.
- Proposals should be complete but concise - they are judged on content not on volume of paper. All aspects (e.g. managerial, technical, exploitation of results) must be equally well developed.
- A proposal is not a detailed project plan. Detailed project plans (the technical annex to the contract) are required at the contract stage only.
- Proposals should be drafted in a clear and understandable way, bearing in mind that they will be evaluated by panels of experts with varied technical and linguistic backgrounds.
- Consortia should be of manageable size - experience has shown that international consortia with over half a dozen full partners are often very difficult and costly to manage - with clear attribution of roles amongst the different types of partners.
- Remember that there will be competition, and a weak component in the proposal might make it lose out to the better ones.
- Arrange for your proposal to be evaluated by colleagues. If you discover any weakness, improve your proposal before submitting it. Remember that proposals must convincingly show the validity of the idea, the viability of the solutions, the visibility of the results and the credibility of the consortium.
- Proposing organisations who do not have a reliable and detailed full cost accounting system are advised to opt for the additional expenditure option (additional marginal costs) - especially for smaller projects. Proposers selecting this option are reminded that the labour costs of persons already on the payroll are not allowable costs for EU funding.
- The support of your National Focal Point for Libraries for your proposal may well ensure both coherence with national policies for libraries and financial support. It can also assist in partner-finding.
- For assistance, contact the National Focal Points, at the addresses given in  Appendix A4, or the Libraries Unit of DG XIII-E/4 at the address given in the introduction.

The *narrative part* of the proposal (form B) should be written with the aim of:

- Identifying and justifying the objectives and goals;
- Specifying the expected concrete results and deliverables of the proposed project and the way they will be validated and demonstrated;
- Describing the options to be explored;
- Outlining the content, methodology and timescales of the proposed project work-plan identifying stages, work-packages, milestones, reviews, and specifying standards to be applied;
- Defining the effort required (in terms of personnel, facilities and services, equipment);
- Indicating the project management techniques to be adopted, bearing in mind that the proposal is for a cooperative project (e.g. decision process, information flow, organisation, planning and reporting, etc);
- Demonstrating the competences and skills of the consortium and the respective roles and contributions of the participants.

 see also Appendix A3 for further guidance)

Documents and References

Appendices

- A1 Telematics for Libraries - Call for Proposals 1996: Expansion of Research Tasks: Context and Scope of Call Topics (revised October 1996)
- A2 Outline of a proposal to be submitted to the LIBRARIES sector of the Telematics Applications Programme (form)
- A3 Project description: summary of main points
- A4 List of the National Focal Points for "Telematics for Libraries"

Documents

- B1* Telematics Applications Programme 1994-1998: Synopses of Projects - release CfP'95 (October 1996)
- B2* Discussion document: "Draft Libraries Workprogramme 1994-1998" (June 1994)
- B3* Synopses of Projects supported by the European Commission for the Application of Telematic Systems in Libraries (December 1995) - FP III
- B4* "Libraries programme: Activities 1986-1994" (September 1996)

References

- R1 White Paper on "Growth, Competitiveness, Employment: The Challenges and Ways Forward into the 21st Century", Luxembourg: Office for Official Publications of the European Communities, 1994; ISBN 92-826-7423-1 (Parts A and B); ISBN 92-826-7071-6 (Part C).
- R2 "Europe and the Global Information Society. Recommendations to the European Council", European Commission, 1994.
- R3 Decision of Council and Parliament 1110/94/EEC of 26 April 1994 adopting the Fourth Framework Programme (O.J. L 126 of 18.05.1994, pp. 1-33).
- R4 Council Decision of 23 November 1994 adopting the Telematics Applications Programme (94/801/EC, O.J. L 334 of 22.12.94, pp. 1-23).

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**European Commission
Directorate General XIII**

Electronic publishing and libraries



APPENDIX A1

TELEMATICS APPLICATIONS PROGRAMME 1994-1998

Telematics for Libraries

Call for Proposals 1996

**Expansion of Research Tasks:
Context and Scope of Call Topics**

Revised October 1996 (ver 0.1)



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INTRODUCTION

Libraries is one of the sectors in the Telematics Applications Programme under the Fourth Framework Programme for Research, Technological Development and Demonstration Activities. Work in the libraries sector aims to help increase the ready availability of library resources across Europe and to facilitate their interconnection with the information and communications infrastructure. The libraries sector workplan is structured into three Action Lines - A, B and C - each with a number of Tasks and a list of issues involved. It is essentially a framework document and the Tasks defined in it represent specific objectives (Task Goals) rather than concrete actions or definite areas of activity.

Purpose of this document

In order to help potential proposers, the framework has been expanded into a series of Call Topics which provide additional context for proposed actions under the libraries sector workplan. The Call Topics provide a series of *scenarios* or *action areas* through which the Action Line goals can be addressed and which include the main technical, professional and user issues identified in the sector workplan. They are not intended to be comprehensive or mandatory. However, proposers are encouraged to use the Topics as a focus since they reflect priority actions with good potential to contribute to the programme objectives. They address both continuity with the previous programme and innovation in the area of electronic library services and networked information.

How the document is structured

This document reflects the structure of the workplan. The Call Topics are grouped by Action Line, A, B and C. For ease of reference, the Action Line title, its objectives and Task Goals have been included exactly as they are presented in the workplan.

For each Action Line, the group of Call Topics is introduced by a description of the Action Line and a discussion of its rationale and objectives (the Background). This is followed by the Context for the Call Topics which links each Topic to the Action Line and to each other.

The description of each Call Topic in the Action Line then follows. For each Call Topic there is the *Scope*, describing the range of issues which may be pertinent to the Topic and which proposals addressing the Topic should take into consideration, as appropriate. The brief *Rationale* section explains the background to the Topic and its relevance and importance. It sets the Topic in the context of the wider library environment and, where appropriate, of previous library actions at EU-level. This is followed by an indication of the key *Issues* (principally service and organisational) and main *Technical* factors. A list of the types of organisation who might participate in projects under the Call

Topic is also included. At the end there is a selected list of cross-references to past and ongoing projects: it is clearly important that proposals for new projects do not repeat existing work but that they demonstrate how they build on and extend other initiatives and how they are innovative in relation to past work and services.

This version

The Call Topics were first issued to support the Call for Proposals in March 1995. This is the second version. It has been modified to clarify the descriptions and to eliminate areas of ambiguity between the Call Topics which existed in version 1. These mainly lay in the references to 'User access tools' (principally *Call Topics 5 and 11*, but also *Call Topic 2*). These have been clarified to put the focus on the delivery of services to users and on the context of that service delivery (**local library, networked or distributed libraries, and the networked information world**).

The modifications are:

- to the titles of some Topics which have been re-drafted to make their focus clearer - these are identified by *bis* after their number.
- to *Call Topics 4 and 5*, Action Line B which have been merged to emphasise the delivery of services.
- to *Call Topic 7* - this was previously aimed at models and scenarios for projects for future Calls and has been modified to focus on models for distributed digital library services that will meet library and citizens' needs over the next decade, with an explicit emphasis on alliances with other memory organisations holding digital collections.
- to *Call Topics 8, 9 and 10*, Action Line C - these all reflected aspects of value-added services and have been rationalised by merging them into a single topic.

The reference list of projects and ongoing work has been updated with the results of the first Call for the libraries sector under FP4 (referred to as Cfp'95).

For further information see:

Libraries sector workplan

Discussion document: draft libraries work programme 1994 - 1998

Synopses of projects (FP3) published by the Office of Official Publications

Synopses of projects (Release Cfp'95). Updated October 1996

Full programme and project information is also available on:

<http://www.echo.lu/libraries/en/libraries.html>

Luxembourg, October 1996

SUMMARY LIST OF CALL TOPICS BY ACTION LINE

Action Line A Network-oriented Internal Library Systems

Objectives: Ensure that libraries are better placed to offer network-based services.

- | | |
|--------------|---|
| Call Topic 1 | Integration tools and interfaces for library systems in the local network |
| Call Topic 2 | Tools and methods for the creation and use of library materials in electronic form |
| Call Topic 3 | Development and testing of tools for the management and administration of library services in an electronic environment |

Action Line B Telematics Applications for Interconnected Library Services

Objectives: Improve co-operation, resource development and resource sharing between libraries and encourage the shift from collection to access based services through interconnections between libraries, suppliers and publishers.

- | | |
|---------------------------|---|
| Call Topic 4-5 <i>bis</i> | Distributed library services |
| Call Topic 6 <i>bis</i> | Services for the acquisition and supply of materials to libraries |
| Call Topic 7 <i>bis</i> | Models for distributed digital libraries and associated services |

Action Line C Library Services for Access to Networked Information Resources

Objectives: Build on and extend information resources and services mediated and delivered by libraries.

- | | |
|------------------------------|--|
| Call Topic 8-9-10 <i>bis</i> | Adding value to networked information services delivered through libraries. |
| Call Topic 11 | User applications supporting unified access to combined networked information and library-based resources. |
| Call Topic 12 | Integrating library services with distance learning environments. |

CHECK-LIST OF PRIORITIES & CHARACTERISTICS OF PROJECTS

Note: This check-list is derived from the workplan. It indicates properties or characteristics which will be taken into consideration when projects are evaluated.

- **Projects and applications based on real needs and requirements, leading to concrete results with practical and visible demonstrators and capable of replication and multiplier effect**
- **Focus on systems and applications integration into new library service areas and on the integration of existing and emerging technologies into demonstrable applications**
- **Consolidation and exploitation (eg by transfer, further development) of results from the preceding libraries programme in order to build on the impetus developed**
- **Continuing emphasis on commitment to open standards**
- **Human resource issues, knowledge and skills transfer, and organisational issues remain critical to the successful implementation of the change needed if disparities in level of service, across all types of libraries throughout the EU, are to be reduced**
- **Scope for links with other programmes (eg distance learning, telematics for research, language engineering, information engineering) where common problems or user communities exist for services or where libraries can be used as test grounds for results**
- **New alliances - with traditional partners (eg publishers, distributors) or with new partners (providers of distance learning, new networked information providers, network service providers etc) and even with other "memory organisations" (in order to arrive at common solutions in areas of common interest such as preservation and access).**

EXPANSION OF RESEARCH TASKS:

CONTEXT AND SCOPE OF CALL TOPICS

RESEARCH TASKS

1. Action Line A Network-oriented Internal Library Systems

Objectives: Ensure that libraries are better placed to offer network-based services.

Task goals

- LB 1.1** **LIBRARY SYSTEMS AND TOOLS**
Modernisation of library systems and tools through development of more cost-effective systems and tools and "easy-entry" technology to encourage reductions in disparity.
- LB 1.2** **MARKET STIMULUS**
Provide continued stimulus to the European market for systems and tools for libraries.

- | | |
|---------------------|---|
| CALL TOPIC 1 | Integration tools and interfaces for library systems in the local network <ul style="list-style-type: none">• integrating library systems and operations with other systems in the organisation• integrating library systems with new components in support of new services |
| CALL TOPIC 2 | Tools and methods for the creation and use of library materials in electronic form <ul style="list-style-type: none">• creation of digital copies of library materials in support of preservation• verification of the authenticity of materials, content integrity and control of access and use• development of functions to support user access and manipulation of electronic documents in libraries• development of tools in support of long term availability |
| CALL TOPIC 3 | Development and testing of tools for the management and administration of library services in an electronic environment <ul style="list-style-type: none">• tools for management of multiple electronic document stores and files in libraries• tools for application of work flow re-engineering techniques to library operations |

Background

Action Line A is an enabling action line so that libraries can network on open platforms and can open up access to their resources. The focus is on the library's position in its local infrastructure. The Action Line aims to modernise library systems so that services can be delivered over local networks and fully integrated with other services and systems in the local parent organisation of the library (the local authority, the university etc). It aims to reinforce the library's position as the initial and central point of access to information and to services.

This Action Line builds on the emerging results of projects under the previous programme, especially the wide range of projects in Action Lines III and IV which addressed the development of tools and products for new services. It encourages shared international developments, particularly in partnership with the private sector, in order to give a stimulus to the European market. To do this, solutions and tools must be transferable and of general applicability. Projects must be easily replicable with a strong multiplier effect.

Context for Call Topics

Libraries can only play a role in the local infrastructure if they have systems which are capable of integrating library services with other services provided through the parent organisation and the local network. The existing systems in libraries will also need to be integrated with new library services and functions, especially for electronic materials. To do this cost-effectively, systems will need to be based on open platforms and standard tools. There is also scope to develop systems offering core, entry-level products to which standard enhancements can be added: this offers an affordable and incremental up-grade path.

New services in libraries will increasingly be based on access to and delivery of resources in electronic form. It is important that libraries provide a window in to the knowledge they have in their collections, and not just a window out to the information world. These services will need new systems to support the handling and use of the electronic materials. As libraries develop these new services, then new approaches to work-flows and to the distribution of tasks in the library will evolve, requiring the development of appropriate new management methods and tools.

Budget

The estimated budget available for this Action Line is of the order of 15%-20%.

CALL TOPIC 1 Integration tools and interfaces for library systems in the local network

- **integrating library systems and operations with other systems in the organisation**
- **integrating library systems with new components in support of new services**

Scope This topic is concerned with developing systems and tools for libraries so that they can incorporate the core functions of current library systems with other systems and services. This will enable library staff to:

- (i) **integrate existing library operations and functions with other systems and services in their parent organisation;**
- (ii) **develop better services to users.**

Rationale There are two main arguments behind this topic:

- **the need for library systems to interface with other systems in the local infrastructure to which the user has access, so that from the starting point of the library the user can navigate to other relevant information and services in the local network;**
- **the need to integrate traditional library systems with new components to increase the range of services delivered, particularly with respect to electronic materials.**

Issues Issues affecting the development of new services include:

- **development of organisational approaches to service integration in particular local contexts (ie relationships with other departments and organisations);**
- **the level and complexity of services and the provision of appropriate assistance, according to user-skills and needs;**
- **authorisation, registration, monitoring and evaluation of use, including possibly issues of internal accounting and charging policies.**

Technical factors Amongst the technical issues to be considered are:

- **open, i.e. non-proprietary, solutions easily transferable and adaptable to new services and user-needs;**
- **application of appropriate standards for library servers and for the development of clients, particularly those integrating services;**
- **application of appropriate technical approaches transferred from other domains (eg client-server approach to systems design and development; standard GUI interfaces; innovative use of new technologies such as chipcards).**

**Complementarity
with previous work**

Projects: HYPERLIB, CASELIBRARY, MECANO, OLUIT, SELF (FP3)
ILIERS, TOLIMAC (CFP'95)
Study: *Technical briefings for systems librarians*, edited by John Ashford. Luxembourg, Office for Official Publications, 1996. ISBN: 92-827-7644-1

**Targeted
Organisations &
Alliances**

Libraries; library systems developers and suppliers; software houses; systems integrators; computing departments and services; administrations.

CALL TOPIC 2 Tools and methods for the creation, maintenance and use of library materials in electronic form

- **creation of digital copies of library materials in support of preservation**
- **verification of the authenticity of materials, content integrity and control of access and use**
- **development of functions to support user access and manipulation of electronic documents in libraries**
- **development of tools in support of long term availability**

Scope This Call Topic encourages libraries to integrate electronic and multi-media products into their collections and services. It targets work which will contribute to developing test-beds of digital library collections, for instance through the four main areas listed above. Projects should aim at integrating work in at least two relevant areas into test-bed services in a library.

The primary focus is on services based on the materials libraries normally acquire and store. However, libraries can consider cooperating with other cultural heritage or memory organisations to develop common solutions to shared problems.

The Topic calls for appropriately scoped projects to test tools and techniques and not for large-scale digitisation exercises.

Rationale If libraries are to provide services which reflect the digital environment, then they must:

- (i) incorporate new electronic products into library collections and services;
- (ii) make existing resources more accessible - provide a window in to the knowledge they hold. This means, in addition to acquiring new products, converting existing print-based items to digital form. Such conversions may be carried out to save storage space, to provide better services (eg to satisfy demand from remote users for fast document delivery), or to create surrogates of rare and fragile works.

Libraries face particular problems in the heterogeneity of the materials they acquire and in the need to maintain them for long-term future use.

Issues Conversion requires solutions which test also appropriate methodologies and collaborative strategies, covering for example:

- conversion costs and methods for scaling-up from experimental to operational environments;
- elimination of duplication of effort (eg by scan-once policies);
- guaranteeing 'last' or 'archival' copy availability (e.g. by keeping locations information on masters and on copies);

Issues (cont)

Electronic documents raise questions of:

- cataloguing so that their content is readily accessible to users;
- additional information to support other maintenance functions, such as the format of the document, date, requirements for storage;
- conditions on use of the documents, eg licences applicable, conditions for display and printing, charges applicable etc.
- approaches to the application of authentication techniques: test and evaluate their use at the document creation stage and at time of use.

Technical factors

These include:

- test and adaptation to the library environment of existing components, taking account of factors such as:
 - potentially large volumes of data;
 - heterogeneity of material types and formats;
 - appropriate data and format standards;
 - handling and protecting fragile works;
 - costs of digitising;
 - optimal media for storage and distribution.
- techniques to support authentication and document integrity - their application to creation, storage and usage;
- access and manipulation tools, taking account of:
 - wide range of formats;
 - personal research facilities (eg take notes, download extracts, support cross-referencing, printing etc.);
- open standards - so developments are portable to other libraries and systems and can be integrated into other systems in the library;
- developing tools and techniques which will support long-term archival availability of electronic materials (eg migration systems, emulators).

**Complementarity
with previous work**

Projects: ELISE, VAN EYCK, DECOMATE, ELSA, RIDDLE,
INCIPIIT; MUMLIB, BAMBI (FP3)
CHILIAS, TESTLAB, DELICAT (CFP'95)

**Targeted
Organisations &
Alliances**

Libraries; document management systems suppliers; hardware/software suppliers of scanning and storage tools; digitisation services; software developers and integrators; computing & communications departments and services; library systems suppliers; other cultural heritage and memory organisations, eg museums, galleries, archives etc; publishers.

CALL TOPIC 3 Development and testing of tools for the management of library services in an electronic environment

- **tools for management of multiple electronic document stores and files in libraries**
- **tools for application of work flow re-engineering techniques to library operations**

Scope

The first part of this Call Topic is concerned with developing tools for managing collections of electronic materials in libraries - as distinct from managing the individual documents themselves. Libraries need to manage a wide range of computer files and media, containing resource records, administrative data, databases and document stores. Libraries now require support systems and tools which will help them identify and implement management policies for these collections.

The second element is that with the increasing use of networked systems and of electronic resources and services in libraries, libraries need to consider:

- their traditional work-flows and organisation of tasks;
- the ways they interact with their users;
- their interactions with other departments and services in their organisation;
- their interactions with their suppliers.

Tools are needed to evaluate and manage optional work flow patterns.

Rationale

Existing library management tools and management systems have, on the whole, been developed to support traditional library operations and services based on paper collections. However, the changing management and operational environments in libraries impose new requirements for library management tools and systems.

Issues

Investigation of management strategies based on the development and evaluation of techniques covering:

- optimal storage media for particular material types and formats;
- refreshment cycles and frequency, again by material types, usage etc.;
- archiving - whether locally or by transfer/copy to recognised deposits;
- usage levels and appropriate storage and access strategies;
- monitoring and evaluation of usage;
- staff re-training.

<i>Technical factors</i>	<p>These include:</p> <ul style="list-style-type: none"> - capability to integrate with existing library systems; - assessment and integration of techniques for: protecting the integrity of files; security management; administering charging, usage and cost-recovery policies. (Charging systems etc should be compatible with any being developed for accessing external networked services.) - testing in the library domain work-flow re-engineering tools applied in other areas.
Complementarity with previous work	<p>Projects: DECIDE, DECIMAL, EQLIPSE, MINSTREL, DECOMATE, SELF (FP3) Concerted action: CAMILE (CFP'95) Study: <i>Library performance indicators and management tools</i>, by Suzanne Ward et al. Luxembourg, Office of Official Publications, 1995. ISBN: 92-827-4901-0</p>
Targeted Organisations & Alliances	<p>Libraries; library systems developers and suppliers; software houses; computing departments and services, management consultancies.</p>

2.Action Line B Telematics Applications for Interconnected Library Services

Objectives: Improve co-operation, resource development and resource sharing between libraries and encourage the shift from collection to access based services through interconnections between libraries, suppliers and publishers.

Task goals

- LB 2.1 LIBRARY INTERCONNECTION**
Interconnection between libraries to support development and enhanced services based on a distributed library resource in Europe.
- LB 2.2 CROSS-BORDER SERVICES**
Integrated cross-border services for data-exchange, interlibrary lending and document delivery between libraries.
- LB 2.3 ACQUISITION AND DISTRIBUTION**
Electronic links between libraries and publishers/suppliers for acquisition and distribution of materials and data.
- LB 2.4 STANDARDS FOR LIBRARIES**
Development, testing and integration of open standards in libraries.

CALL TOPIC 4-5 bis Distributed library services:

- interconnected library services, integrating applications for different functions
- scaling-up of demonstrators
- test-beds and pilots of new services

CALL TOPIC 6 bis Services for the acquisition and supply of materials to libraries

- new economic models for distribution, deposit and use

CALL TOPIC 7 bis Models for distributed digital libraries and associated services.

Background

Action Line B concentrates on the development of networked library services, based primarily on the collections libraries collectively acquire, hold and manage. It includes not only networking between libraries but also between libraries and their suppliers of materials, in order to modernise and improve the cost-effectiveness of the distribution chain. It focuses on creating platforms that can be transferable to other library systems and services and on scaling-up existing pilots of interconnected systems and services to demonstrate cross-border viability. The ability of projects to generate service demand and to transfer results is important. It builds explicitly on work in the previous Libraries programme (especially Actions Lines I and II) but also encourages projects to exploit existing collaborative frameworks and national developments.

A key factor in the Action Line is the need for strong partnerships to support the technical developments, to encourage service developments and exploitation, and to support large-scale demonstrators.

**Context for
Call Topics**

The previous libraries programme addressed two core problems affecting the development of a libraries infrastructure in Europe: the availability and accessibility of bibliographic records (Action Line I); and testing interconnections between systems for different library functions (Action Line II). These included catalogue enquiry (SR/Z39.50), electronic document delivery, acquisition of materials via EDIFACT, and record exchange. The work carried out contributes to the creation of components or building blocks which now need to be integrated into applications which satisfy users' requirements for access and delivery services. As more library resources and materials become accessible over networks, the potential to develop new distributed library services increases. There are many forms for these, depending on factors such as: the nature of the resource; the availability and capacity of the existing library infrastructure; international demand for the services; language and cultural issues; access to and cost of appropriate network facilities for libraries and for their users. As libraries and library policy at local and national level move from being collection driven to access driven, new service and acquisition models will be needed.

New models are also needed in the supply of materials: existing methods for the acquisition and supply to libraries of published works need to be adapted to the electronic environment and appropriate methods for delivery, authorisation, payment and cost-recovery developed. There is scope for libraries and publishers to develop new partnerships in the electronic publishing environment.

Increasingly, libraries will also contribute to larger distributed digital libraries, whose resources may contain also collections from museums, data archives, and other memory organisations. There is a need to investigate the new models for maintaining, providing access to and delivering services from these new collections.

Budget

The estimated budget available for this Action Line is of the order of 60%-70%.

CALL TOPIC 4-5 *bis* Distributed library services

- **interconnected library services, integrating applications for different functions**
- **scaling-up of demonstrators**
- **test-beds and pilots of new services**

Scope

The Call Topic covers services offered by several libraries collectively, both to their combined existing users and to 'third-party' users. Projects may approach the development of distributed networked services in a number of ways:

- **integrating the building blocks or components for interconnecting different functions in order to develop new services, for example catalogue access and document delivery or ILL;**
- **scaling-up applications to demonstrate European wide viability and to validate user-demand for the services. User communities and groups targeted by the services must be clearly defined, relevant and capable of demonstrating the potential demand and impact;**
- **developing test-beds of new distributed library services, based on print and/or electronic materials. Distributed libraries will need to develop and provide appropriate information on their resources, on the services provided, and on conditions of access and use. Any one library, participating in a distributed library, will have to ensure that its systems and services are accessible by and usable by users of other libraries, through those library systems. In addition, user services should potentially be available through 'neutral' third party access points, i.e. not from a library system but from an independent, value-added access service (kiosk) provided on the network.**

Systems must take account of varying policies for access and delivery, including charging, licensing and user-authentication mechanisms.

Rationale

To date pilot applications have tended to experiment mainly with one library function (OPAC, document delivery, ILL, acquisition). The challenges now are to integrate these, to scale-up applications to a European level, and to develop new services. Distributed libraries can take many forms: they might be highly specialised, offering services in only a narrow subject area; or totally unspecialised, offering access to all the resources of the participating libraries. Individual libraries, large or small, might contribute to several distributed libraries, which may be differently defined according to subject, geographic and linguistic proximity, or existing cooperative arrangements. Equally, users may wish to use several distributed libraries.

End-users, who increasingly use telematics for work and recreation, also require access to library resources, irrespective of library type and location: the user's interest is in the library resource needed and in

accessing it and acquiring it as transparently as possible, without visibly switching between libraries. Libraries should be able to present themselves to the user as one library, if they wish.

Issues

Key issues for demonstrators are:

- integration of results from the previous programme and extension (scaling-up) of projects;
- organisational and management approaches need to take account of library policies for inter-library access to and use of resources, for reciprocal user rights and privileges, and for cost-sharing;
- establishing appropriate organisational frameworks and partnerships, in parallel with the technical evolution of the services;
- sustainable growth and development towards full-scale operations;
- stimulating and assessing demand for the interconnected services;
- criteria for the operational service;
- economic viability of the proposed services;
- staff availability and training to support the service.

Technical factors

These include:

- application of relevant open standards;
- upgrading applications to current versions of the standards;
- interoperability between the library systems;
- integration of applications at the technical and service level and approach to integration design;
- identification of additional services and standards needed to support integration;
- maintenance and support of the service;
- benchmarking to test service delivery and potential for expansion of the test-beds;
- distributed data and resource models and location of resources;
- end-user functionalities provided and associated user profiles;
- provision of adequate local support for remote users, whether they enter the distributed library system via another library or from a neutral/third-party entry point;
- support for cost-recovery, accounting etc.;
- technologies for handling authentication, access control, user registration, etc.

**Complementarity
with previous
work**

Projects: SOCKER, EUROPAGATE, LIRN, ONE, SR-TARGET, ARCA, EDILIBE II, EDIL, EURILIA, DALI, FASTDOC (FP3)
UNIVERSE, ELISE II, ELITE (CFP'95)
Precursor project: ION

**Targeted
Organisations &
Alliances**

Library automation co-operative and library networks; library systems suppliers; libraries, including those with nationally recognised responsibilities (eg in specific subject areas); management consultant companies; research networks and other network service suppliers; communications companies and software houses.

CALL TOPIC 6 *bis* Services for the acquisition and supply of materials to libraries

- **new economic models for distribution, deposit and use.**

Scope

This Call Topic focuses on:

- improving the use of electronic commercial transactions in the publication chain, and
- on developing and testing different economic models for distribution, deposit and use of electronic documents. This includes protecting the long-term availability and accessibility of these publications through appropriate collaboration with their publishers and/or intermediaries.

This will require practical tests of new economic models, including how to add value to the interactions between publishers and libraries in the distribution process. The models must also take account of the continuing existence of paper-based publications and their purchase by libraries.

There is complementarity here with Call Topic 2. Call Topic 2, however, focuses on the internal management by libraries of electronic documents, including management of long-term archives. The emphasis in Call Topic 6 *bis* is on the library's relationship with suppliers in the archiving process. The development of appropriate authorisation, charging and cost-recovery mechanisms will be an important part of the models.

Rationale

Libraries, publishers and intermediaries such as subscription agents have always been partners in the distribution chain for printed materials. However, as an increasing number of materials acquired by libraries will be the product of electronic publishing so new methods for distributing, charging for and purchasing the materials will be necessary.

Issues

Systems need to test different approaches, including:

- transactional models of use;
- licensing;
- payment mechanisms - directly by the end-user or by libraries acting as financial intermediaries and brokers of the services on behalf of their users;
- implications of copyright and rights of re-use and re-distribution;
- conditions of access and implementing them;
- rights and agreements for maintaining and using archival versions.

<i>Technical factors</i>	<p>These include:</p> <ul style="list-style-type: none"> - document formats and standards; - file transfer and delivery mechanisms; - compatibility with standards in other retail areas; - accounting and payment methods, eg electronic transfer of funds at time of purchase/use or credit-based systems using smart-cards; - security and document integrity.
Complementarity with previous work	<p>Projects: EDILIBE II, EDIL, FASTDOC, EURILIA, DALI, ELSA, DECOMATE, COPINET (FP3) BIBLINK (CfP'95) Concerted actions & accompanying measures: ECUP+, IMPRESS (CfP'95) Study: Issues faced by national libraries in the field of deposit collections of electronic publications (part 1: storage, access and service implications). Published as: <i>Deposit collections of electronic publications</i>, by J.S. Mackenzie Owen, J.v.d.Walle. Luxembourg, Office of Official Publications, 1996. ISBN: 92-827-7643-3</p>
Targeted Organisations & Alliances	<p>Libraries and library networks and co-operatives; publishers; learned societies; library suppliers and booksellers; document delivery services; software houses; network service suppliers.</p>

CALL TOPIC 7 bis Models for distributed digital libraries and associated services

Scope The Call Topic focuses on developing feasible models for large-scale distributed digital libraries. Libraries have a key role in this environment: as they digitise collections, they become organisers and providers of high-volumes of content; and they acquire or provide organised access to digital resources on behalf of their users. There is to date little practical experience yet of digital libraries and of the services required from them. Setting them up is a complex matter, requiring a detailed assessment of organisational, economic, functional and technical options. This Call Topic addresses the first phases of the project life-cycle, namely user needs and requirements analyses, and functional and technical specifications for eventual demonstrator services. The issues facing libraries are being faced also by other suppliers of digital content, such as museums, galleries, archives and there is considerable scope for collaboration in addressing questions of information organisation and access.

The model should cover the players and alliances needed, the definition of the user communities and services required, the network and technical components, and the organisational and technical architectures needed. Its feasibility can, optionally, be tested through the development of a test-bed prototype.

Rationale The global distributed digital library is part of the vision of the Information Society but there are as yet few examples of large-scale demonstrators. Many of the components and technologies needed to develop them exist but have not always been precisely defined and integrated into applications. One feature of the distributed digital library is the diversity of its content and forms of representation (multi-media). New alliances are needed with other organisations producing knowledge in digital form in order to test the issues of retrieval and use in this complex environment.

Issues In developing models for services, the following issues need to be considered:

- identification of major players;
- organisational structures needed;
- service management issues, including volumes of demand, usage, cost-recovery, and cost-sharing approaches;
- management of IPR and conditions of access;
- user groups, functionalities needed, and types of services envisaged;
- content needed and mechanisms for its provision;
- support for multilingual access.

Technical factors In addressing the technical design of the model, the following should be considered:

- network components, standards and protocols;
- metadata for distributed resources;

- distributed database design and management;
- indexing and retrieval of heterogenous objects;
- storage technologies;
- application of data standards;
- multilingual tools needed.

**Complementarity
with previous work**

Projects: SOCKER, EUROPAGATE, ONE, SR-TARGET,
ARCA, EDIL, EURILIA, DALI (FP3)

UNIVERSE, ELISEII (CfP'95)

Concerted action: ECUP+ (CfP'95)

Projects in Language Engineering and Information Engineering
sectors.

Precursor project: ION

**Targeted
Organisations &
Alliances**

Library automation co-operative and library networks; library systems
suppliers; libraries, especially those with nationally recognised
responsibilities; management consultant companies; research networks
and other network service suppliers; communications companies and
software houses; other heritage and memory organisations.

3. Action Line C Library Services for Access to Networked Information Resources

Objectives: Build on and extend information resources and services mediated and delivered by libraries.

Task goals

LB 3.1 **INFORMATION RESOURCES ENVIRONMENT IN LIBRARIES**
 Evolution of an organisational framework and integration of emerging resource discovery technologies into services for organised access to networked information resources.

LB 3.2 **LIBRARY-MEDIATED INTERMEDIARY SERVICES**
 Library-mediated services for end-user access to network information resources.

CALL TOPIC 8-9-10 bis	Adding-value to networked information services delivered through libraries <ul style="list-style-type: none"> • user services based on resource discovery and retrieval • test-beds for library-mediated access and services based on networked information resources • tools for use of retrieved networked information resources
CALL TOPIC 11	User applications supporting unified access to combined networked information and library-based resources.
CALL TOPIC 12	Integrating library services with distance learning environments.

Background Action Line C is concerned with the networked information resources which are external to the library, i.e. with information which is not permanently acquired or managed by the library but to which the library provides a value-added gateway for its users. These networked resources are emerging in parallel to the traditional publishing chain. They impact on scholarly communication; new actors and new products (for information, for leisure) are emerging; and new channels and mechanisms for electronic distribution are appearing. It is important that relevant library expertise be mobilised to contribute to the organisation of this new information and knowledge.

Libraries have always organised knowledge and have provided users with access to information through their advice and referral services - their value-added mediation function. This function is no less relevant when applied to networked information. Libraries also have a significant role in providing access to services and information to users who may not themselves have the technology and facilities to access and use these resources. This Action Line is concerned with the value any kind of library can add in the networked electronic environment for users and for all levels of information needs.

There is an opportunity for libraries to enter with new technology-based services at this point, without necessarily having networked and automated library systems.

**Context for
Call Topics**

As network resources and resource discovery services proliferate, there is a continuing need to maintain organised descriptions of these resources and to support quality access to sustainable services. Effective and efficient access to high-value information will become increasingly important to users. Libraries can contribute to the organisational frameworks needed to support sustainable services and can add-value for their users to the retrieval and the use of networked information resources, by exploiting their role as intermediary. These value-added services will require also the development of appropriate user interfaces which support access for users not only to the network resources but to all resources available through the library, within the library and information infrastructure. Libraries have a particular role in providing access and services to special categories of users, such as distance learners, who may not otherwise have access to networked information resources or to the facilities needed to use them.

The Call Topics in this Action Line follow a logical service scenario, namely:

- adding-value to services through organising access, adding mediation tools to the search and retrieval process, and developing local facilities to manipulate and enhance the retrieved information;
- developing interfaces for general and specialist users.

This is a recent area for library services: the evaluation of options and of the techniques selected as well as the monitoring of test-bed services are important considerations.

Budget

The estimated budget available for this Action Line is of the order of 15%-20%.

**CALL TOPIC
8-9-10 bis**

Adding-value to networked information services delivered through libraries

- **user services based on resource discovery and retrieval.**
- **test-beds for library mediated access and services based on networked information resources**
- **tools for use of retrieved networked information resources**

Scope

The focus of this Call Topic is on how libraries develop value-added services through exploiting their role as skilled intermediaries for organising and retrieving networked information resources. Effective discovery of resources relies on the availability of consistent high-quality information and services. Though there has been a rapid increase in the discovery services available and in the software tools on which they are based, the organisational frameworks needed to support sustainable services are not keeping pace with the technology. There is a need to develop experimental services, testing appropriate descriptive and indexing methods, and to test different models for collaborating with resource providers. Libraries might also set up local discovery services based on specialised domain knowledge.

Libraries can also add value to the search and retrieval process. 'Library-mediated access services' can be based entirely on software tools which help the user to select, locate and retrieve appropriate resources. Alternatively, the mediation can be through human intervention, supported by techniques such as mirroring the users' searches or by interactive dialogue. The mediation services should be available to users over the network as well as those physically present in the library. Once information is retrieved, the added-value can be provided through tools which process and enhance the information for further use (eg filtering; interpretation; enriched indexing and structuring). New resources can be created through: integrating the resources retrieved with other library products and services; or by repackaging and customising the resources to provide new distributed publications - this can be done by libraries on their own or together with publishers. Facilities will also be needed to process the retrieved resources so that they can be transferred to personal information handling environments provided in the library or on home or office PCs (cf Call Topic 11).

There is scope here for cross-sector projects with the Telematics for Research sector of the Telematics Applications Programme, but with the emphasis on the library's role, contribution and services.

Rationale

There is a steady increase in the variety and number of networked information services, which are external to the resources held in libraries. Appropriate organisational frameworks for the collection and maintenance of data are needed to support effective resource description and discovery. One of the traditional roles of the library is as intermediary to information and there is increasing user-demand for

cost-effective services based on information that is of high quality, high-relevance and high usability. All types of libraries can provide these services which are relevant to all types of users and users groups.

Issues

There is a range of underlying issues which can impact on the services delivered. These include:

- the development of service models and profiles for library-based resource discovery services and liaison with organisations already active in this area;
- developing sustainable services for description and discovery;
- service evaluation, including cost-effectiveness, efficiency, quality and relevance of information, impact on library operations and their cost;
- requirements for appropriate training and learning in support of user-assistance;
- copyright implications of re-using and re-packaging materials.

Technical factors

The main technical issues concern:

- standards for metadata and resource description, including levels of description and methods of classification/indexing;
- the application, integration and enhancement of currently available tools in a distributed environment;
- multilingual access;
- integration of appropriate tools to support mediation, including expert systems, artificial intelligence, intelligent agents, language processing tools, group working techniques;
- maintaining dynamic user profiles for individuals and groups;
- merging of formats and files from multiple sources;
- data interoperability;
- interoperability with other services offered by the library.

**Complementarity
with previous work**

Projects: BORGES (FP3)
ELVIL, ILSES (CFP'95)
Concerted action: ECUP+ (CfP'95)
Study: *Knowledge models for networked library services*, by J.S. Mackenzie Owen and A. Wierck. Luxembourg, Office of Official Publications, 1996. ISBN: 92-827-5838-9
DESIRE (Telematics for Research) + other programmes (eg Language Engineering and Information Engineering)

**Targeted
Organisations &
Alliances**

Libraries; publishers; software developers; academic computing departments; network service providers, such as research networks; organisations representing clearly identified user groups; information providers on the networks.

CALL TOPIC 11 **User applications supporting unified access to combined networked information and library-based resources.**

Scope This Call Topic integrates the user access tools developed to support access to local systems and to distributed library services with those needed to access networked information resources. The aim is to provide the user with a single environment from which to access services. It should support the full range of services and facilities for the user, but be compatible with the user's normal desk-top environment, either in the library or remotely.

There is scope here for cross-sector projects with the Telematics for Research sector of the Telematics Applications Programme, but with the emphasis on the library's role, contribution and services.

Rationale All services offered by the library, whether to a local resource, to a series of distributed library resources, or to combined library and network information resources, should be accessible to the user from within his normal working environment. The services and resources should be delivered in as seamless or transparent a manner as possible.

Issues There are a number of aspects which applications must address, including:

- authorisation, registration, and cost recovery for multiple and disparate services;
- usability and adaptability to different skill levels;
- range of functionality required;
- monitoring access and resource use;
- integration with other interfaces to library services.

Technical factors The technical issues affect development both of suitable clients and of appropriate servers in the libraries and include:

- network access and authorisation;
- integration of different resource discovery and description environments;
- multiple formats for retrieved resources;
- integration of retrieved resources to a user-defined environment;
- development of resource use, authorisation and accounting controls with appropriate user-access systems (eg smart cards).

Complementarity with previous work Projects: SOCKER, EUROPAGATE, SR-TARGET, ONE; DALI; JUKEBOX; CASELIBRARY; COPINET (FP3) ELVIL, LIBERATION (CFP'95)
Study: *Knowledge models for networked library services*, by J.S. Mackenzie Owen and A. Wierck. Luxembourg, Office of Official Publications, 1996. ISBN: 92-827-5838-9

Targeted Organisations & Alliances Libraries; software developers; academic computing departments; network service providers; information providers on the networks.

CALL TOPIC 12 Integrating library services with distance learning environments

Scope

This Call Topic is concerned with the options for integrating, in the most effective way, the user of the networked library with the distance learning environment. The library may play a relatively passive role or may develop greater collaborative and proactive partnerships with the providers of distance learning services. There are a number of service options or models to be considered. The library may provide the distance learner with access to library and information resources together with the facilities to use these locally; specialist mediated and value-added services, such as customised publications and packaging of resources, may be provided by the library in conjunction with the distance learning provider; or the library may enter actively into the provision of distance learning facilities either by acquiring and stocking materials or by acting as intermediary for the resource provider. All types of library and all levels of learner may be involved. Library support for distance learners can be as part of a formal structured course (eg institutionally based), as part of an open-learning process, or as part of a modular approach to learning, using multiple resources supported by different institutions.

This Call Topic specifically provides an opportunity for cross-sector projects with the Education and Training sector of the Telematics Applications Programme but with the emphasis on the library's role. Within the libraries programme, this Call Topic has a link with Call Topics 8-9-10 *bis* and 11: the library can re-package resources in support of distance learning services, either on-demand of the user or in co-operation with the distance learning course provider; the library can add value through providing the user with facilities that may not otherwise be available to him. This might be for economic reasons, for technical reasons relating to the availability of network bandwidth and access, or because the wide range of resources and the user functionality offered are not necessarily available from the desk top or at home.

Rationale

Libraries have a traditional role in the support of learning. Many libraries already provide users of distance learning courses with support in terms of documents, advice and information on sources, and facilities to access multi-media materials. The new information and communications technologies now offer possibilities for access to and delivery of distance learning materials. Libraries can continue to provide support services to distance learners in this new environment by mediating access to information and to learning resources as well as by providing the facilities to use these networked services.

Issues

Different roles and models for libraries need to be defined and evaluated, according to the different learning groups and levels supported. In addition, the availability and potential for transborder services needs to be assessed.

Technical factors In addition to the relevant technical factors under Call Topics 8-9-10 *bis* and 11, projects here must address how the library service interacts with the services of the distance learning provider, including support for interaction between the learner and the service.

Complementarity with previous work Projects: BIBDEL; EDUCATE; PLAIL; MURIEL. (FP3) LISTED (CFP'95)
Study: *Open Distance Learning in public libraries*, by Peter Brophy, Joyce Allred, John Allred. Luxembourg, Office of Official Publications, 1996. ISBN: 92-827-7339-6

Targeted Organisations & Alliances Libraries (with emphasis on public libraries and on school libraries); educational institutions; educational publishers; academic computing & communications departments; network service providers; open learning institutions; distance learning course providers.

LIST OF PROJECTS FROM CIP'95

Acronym	Project Title
ACTION LINE A	
CHILIAS	Children in Libraries: improving multimedia virtual library access and information skills
DELICAT	Knowledge-based System for Consistency in Bibliographic Databases
ILIERS	Integrated Library Information Education and Retrieval System
TESTLAB	Testing Systems using Telematics for Library Access for Blind and Visually Handicapped Readers
TOLIMAC	Total Library Management Concept
ACTION LINE B	
BIBLINK	Linking Publishers and National Bibliographic Services
CASA	Cooperative Archive of Serials and Articles
ELISE II	Electronic Library Image Service for Europe - Phase II
ELITE	Electronic Library Teleservices
UNIVERSE	Large Scale Demonstrators for Global, Open Distributed Library Services
ACTION LINE C	
ELVIL	The European Legislative Virtual Library
ILSES	Integrated Library and Survey-data Extraction Service
LIBERATION	Libraries: Electronic Remote Access to Information over Networks
LISTED	Library Integrated System for Telematics-based Education
CONCERTED ACTIONS AND ACCOMPANYING MEASURES	
CAMILE	Concerted Action on Management Information for Libraries in Europe
CoBRA+	Computerised Bibliographic Record Actions Plus Preservation and Service Developments for Electronic Publications
ECUP +	European Copyright User Platform
EFILA+	European Forum for Implementors of Library Applications
HARMONICA	Harmonised Access & Retrieval for Music-Oriented Networked Information Concerted Action
IMPRESS	Implementation Maintenance and Promotion of the EDILIBE/EDITEUR Standards Sets
PubliCA	Public Libraries Concerted Action

APPENDICES

A2: Outline of a proposal to be submitted to the LIBRARIES Sector of the Telematics Applications Programme

A3: Project description: summary of main points

A4: List of National Focal Points of the "Telematics for Libraries"

Outline No.	For CEC use only

Outline of a proposal to be submitted to the LIBRARIES Sector of the Telematics Applications Programme

Personal and organisational data:

Name	Position
Organisation	Department
Address	

Tel	Fax
E-mail	

Proposal data:

Title	Action Line(s) & Call Topic(s) ⁽¹⁾	
Acronym	Project duration (estimate)	Effort (m/m, estimate)

The following are optional estimates (these figures will not commit you in any way):

Total costs (in ECU)	Requested funding (in ECU)	Percentage of costs
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Note: For cost-shared projects, funding is up to 50% of allowable costs BUT for the demonstration phase, funding is normally only up to 33% of allowable costs.

Partner data (including potential partners):

Organisation and Department	Country	Type ⁽²⁾

⁽¹⁾ Cf "Telematics for Libraries: Background Document", Expansion of Research Tasks, Context and Scope of Call Topics.

⁽²⁾ IND (Industrial or commercial enterprise), EDU (University, Higher Education), ROR (Research Organisation), INT (International Organisation (publicly funded and non-profit making)), OTH (Other) - (Libraries not attached to organisations of any of the first four categories (eg Public Libraries, National Libraries) should use OTH.)

Please describe the project you intend to propose. Structure your description using the following section headings. Consider in particular the questions asked or instructions given under each of these headings. **Please pay particular attention to sections marked with an asterisk. Do not use more than four pages A4 (ca. 1600 words maximum) in total.**

S1: Project stages

Which stages of the Libraries project model will be covered? (*See section "Implementation of Projects" of the Background Notes. If later stages or project extensions will be covered describe the work done previously.*)

S2: Objectives and user orientation *

What are the objectives of the project and in which way could libraries (librarians and/or library users) benefit from its results? (*Which real user needs does the project respond to?*)

S3: Expected results *

Which concrete results are expected and which methodological/technical approach is envisaged?

S4: Validation and demonstration

Give a first indication of how the results of the proposed project will be validated and demonstrated. (*Likely number and types of test sites? Which libraries are expected to participate? What will be their role?*)

S5: Project structure and management

Give a first indication of how the proposed project will be structured (*e.g. in terms of main activities and their timing*) and managed (*bearing in mind the added complexity of European cooperative projects*).

S6: European dimension *

Why will the proposed project have a European (*and not just a national, regional or local*) impact and how will it contribute to general European policies (*eg. on the Information Society and on issues such as creating employment and industrial competitiveness*)?

**For all enquiries and submission of Proposal Outlines to the
LIBRARIES Sector contact:**

Fax: +352-4301-33530

Please note: Your Proposal Outline consists of the form on the preceding page, duly filled in, and a maximum of four pages A4, containing the description of the intended project with section headings S1 to S6. The Commission Services may return an Outline Proposal without comment if the information provided is insufficient.

Project description: summary of main points

I Please make sure your project description (Proposal Form B) contains the following headings:

1. User needs and application area

1.1 User needs to be addressed and description of application sites

1.2 Market situation and prospects

1.3 Knowledge of Sector and technologies to be used

1.4 Technical aspects of the Demonstrator

2. Work content

2.1 Phases of the project

2.2 Work-packages

2.3 Self assessment

3. Validation plan

4. Exploitation plan

5. Project milestones and deliverables

6. Project management

7. The Partnership (Consortium)

8. European dimension and benefits

9. Economic and social impact

10. References and related projects

II Proposals to the Libraries Sector should pay particular attention to the following points (references to the above headings are given in brackets).

- Identification and justification of the objectives and goals (*including a specification of the needs of libraries and/or their users the proposed project will be based on*). (1.1)
- The impact of the application on the libraries community (*e.g. multiplier effects, reduction of disparity, knowledge and skills transfer, new alliances*). (1.1)
- Market situation and library needs. (1.2)
- Contribution towards the objectives of the Libraries Sector, as set out in this background document (*eg. Action Line goals, creation of new services, consolidation of results of previous libraries projects, etc.*). (1.3)
- Applications of existing or emerging technologies in the domains covered by the proposal and pertinent work in the libraries area related to the proposed project (*this may include a literature survey*). (1.3)
- Expected concrete results (deliverables) of the proposed project (*e.g in terms of service/product functionality and operational capability*) and the way they will be validated and demonstrated. (1.4, 3)

- Technical and organisational options to be explored. (1.4)
- The technical development and integration work which is required and justification of tools, technologies and methods that will be used. (1.4)
- Standards and interoperability aspects (*across systems and borders, if relevant*). (1.4)
- Maximal use of generic or multipurpose components of information and communication technologies, networks and infrastructures. (1.4)
- Content and timescales of the proposed project work-plan identifying stages, work-packages, deliverables, milestones, reviews, and standards (including quality standards) to be applied. (2.1, 2.2, 2.3, 5)
- Effort required (in terms of personnel, facilities and services, equipment, etc). (2.2)
- Clear identification of the processes of verification (in stage 2) and of demonstration (in stage 3). (3)
- Provisions for possibly revising initial specifications and designs, and adjusting test criteria and performance measurements, during the verification phase (*bearing in mind that verification is an iterative process*). (3)
- Appropriate involvement of libraries (*including their users*) both as technology users and as validators of the proposed demonstrators / services. (3)
- Exploitation potential of the results (*i.e. elements of transferability, replication of results, provision for continuity, potential legal and administrative obstacles, etc.*). (4)
- Provision for firm exploitation planning, based on adequate data and information collected during the demonstration phase. (4)
- Appropriate dissemination activities. (4)
- Project management techniques to be adopted, bearing in mind that the proposal is for a cooperative project (e.g. decision process, information flow, organisation, planning and reporting, etc). (6)
- Identification of potential risks and fallback situations (*if applicable*). (6)
- Strength and balance of the consortium (*ie. libraries should be adequately involved, possibly in new alliances*). (7)
- Capability of partners to supply the resources assigned to them. (7)
- Competences and skills of the consortium and the respective roles and contributions of the participants. (7)
- Identification of a clearly defined leadership role. (7)
- Added value of carrying out the project within a European, as opposed to a national, framework. (8)

(Please note: The general instructions on "Form B: Proposal Description", given in the Telematics Applications Programme Information Package, must also be observed unless they are clearly not applicable to Library Sector project proposals.)

III Further points to consider while drafting your project proposal:

- The overall dimensioning of the proposed project should be in accordance with its objectives and the envelopes indicated in the work-programme of the Libraries Sector.
- The resources specified for the execution of the work must be adequate and realistic.
- The resource distribution must be realistic and sufficient resources must be allocated in particular to validation.
- Allocation of individual staff resources should be indicated and whether appropriate co-funding is available.

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Research and development in the Libraries Sector of the Telematics Applications Programme aims to help increase the ready availability of library resources across Europe and to facilitate their interconnection with the information and communications infrastructure. The two main orientations are the development of advanced systems to facilitate user access to library resources, and the interconnection of libraries with other libraries and the developing "information highway".

National Focal Points for the Libraries Sector have been established in all member States and in other European countries to promote the programme and to assist proposers requiring sector-specific advice and information.

EUROPEAN COMMISSION
COMMISSION EUROPEENNE

Telematics for Libraries NATIONAL FOCAL POINTS

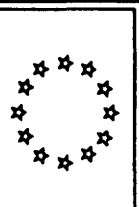
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