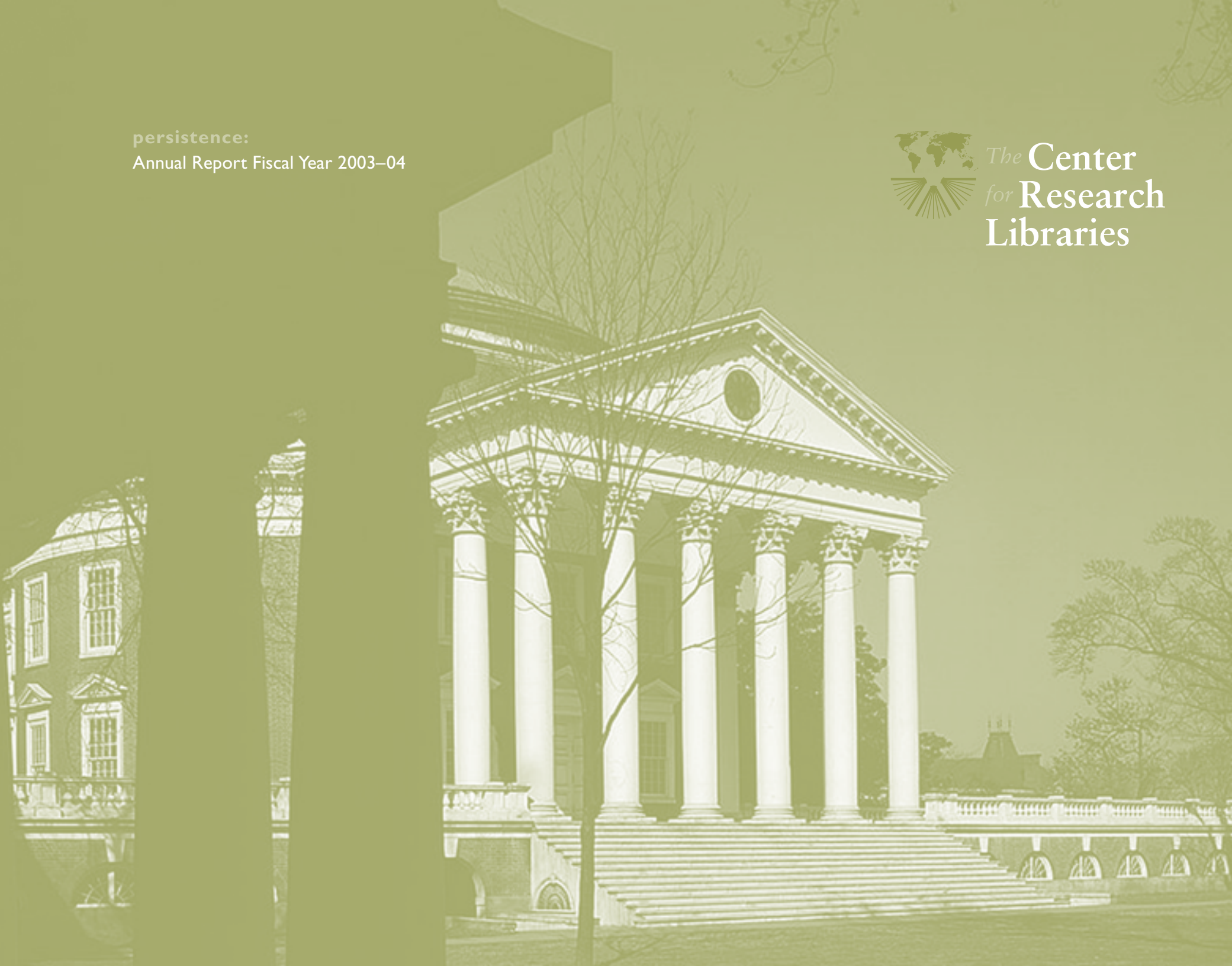


persistence:

Annual Report Fiscal Year 2003–04



The Center
for Research
Libraries





The Center for Research Libraries is a consortium of North American universities, colleges, and independent research libraries. The consortium acquires and preserves newspapers, journals, documents, archives, and other traditional and digital resources for research and teaching and makes them available to member institutions through interlibrary loan and electronic delivery.

The Center's mission is to support advanced research and teaching in the humanities, sciences, and social sciences by ensuring the survival and availability of the knowledge resources vital to those activities. The Center accomplishes this mission through cooperative action with its member libraries and partners.

Message from the Chair



FISCAL YEAR 2004 was a highly productive, growth year for the Center for Research Libraries. Growing the collection and increasing its accessibility to the scholarly community are at the heart of the organization's mission. The year's acquisitions, detailed on page 15 of this report, range from Arab-American newspapers to the papers of church missionary societies in the Far East to political files on the creation of modern Iraq. The Center also made great progress on "closing the distance" between its resources and users by adding more than 127,700 records to its catalog and to OCLC, and by increasing to over 90 percent the volume of interlibrary loan requests and ARIEL document deliveries processed within one business day.

Grave challenges were posed by a distressed economy, realigned federal and state spending priorities, and rising costs among commercial knowledge providers. In the face of these challenges, the Center's accomplishments in 2004 attest to the vision, dedication, and hard work of the Board, management, and staff. The Center is especially indebted to Stanley Chodorow, my predecessor as Chair, who continued to serve on the Board, and to four members whose terms of office expired in April 2004: Frances Groen, who chaired the Center's Membership Committee; Nicholas C. Burckel, who chaired the Nominating Committee; John W. Boyer; and James F. Williams, II. Their dedication to the organization enabled the Center to weather formidable economic challenges while continuing the transformation of its operations and services set forth in the 2002–2007 Strategic Plan. They will be succeeded by Brian E.C. Schottlaender, University of California-San Diego; Nancy Allen, University of Denver; Fred Heath, University of Texas at Austin; Barbara von Wahlde, State University of New York at Buffalo; and Charles Phelps, University of Rochester.

For many years the largest source of sustained Center funding has been the annual cost shares assumed by member institutions. Concerned about rising cost shares, the Board commissioned the Strategic Membership Taskforce in April 2004 to examine the membership structure, develop plans to expand membership, and explore alternative

funding scenarios. While the Taskforce will present its recommendations in fiscal year 2005, its in-depth cost-benefit analysis of Center programs, services, and expenditures provided data that greatly informed planning in 2004.

Vital to the Center's growth is its ability to promote cooperative action to meet common needs of member universities. In 2004 the Center was able once again to bring the resources of major partners to its collaborative initiatives. These partners included the Andrew W. Mellon Foundation, the National Endowment for the Humanities, the Institute of Museum and Library Services, and the Gladys Krieble Delmas Foundation.

In the spring of 2004 the Center became the administrative home of the Global Resources Network (GRN), an initiative co-sponsored by the Association of American Universities and Association of Research Libraries to expand the availability of international information resources among North American scholars and students. The preservation and archiving work of the Center's International Resources and Global Newspaper initiatives once again leveraged significant outside support and expertise in the sustained, large-scale development of foreign-language materials.

Most important, the community of Center members expanded in fiscal year 2004 to include three new institutions—Texas A&M University, Reed College, and Loyola Marymount University—and an additional 15 new members by December 31, 2004, including Oklahoma State University, Georgia State University, University of Alaska Fairbanks, seven members of the MINITEX consortium, and five members of the Associated Colleges of the Midwest. The addition of these new members enlarges the community of scholars and researchers who benefit from the diverse collections and resources the Center makes available.

A handwritten signature in gold ink that reads "Carla J. Stoffle". The signature is written in a cursive, flowing style.

Carla J. Stoffle, *Chair*,
Board of Directors of the Center for Research Libraries

Message from the President

THE THEME of this year's annual report **persistence** has a number of meanings. Its literal meaning, given by the Oxford English Dictionary, is "1) persisting or having a tendency to persist. 2) continuing or recurring; prolonged." This year the Center for Research Libraries showed this kind of persistence by marking its 55th year, as an enterprise through which North American universities accomplish collectively what is beyond the means of any individual university. Together the Center's members have assembled a vast corpus of scholarly materials on every subject and from every part of the world. These materials support original research in traditional and emerging disciplines in the humanities, sciences, and social sciences.

In everyday usage **persistence** also suggests a tendency to persevere, stubbornly, in the face of resistance. Stubbornness too is characteristic of the Center. Unlike most content providers, the Center continues to specialize in resources for those doing advanced research, rather than in commonplace materials for larger audiences. We preserve the kinds of knowledge and historical evidence that commercial publishers do not. We do so when we microfilm newspapers like *Berhanena Selam*, one of the earliest Amharic newspapers published in Ethiopia, and when we archive Web sites produced by African political parties or voting data from elections in the Philippines. Such behavior goes against the flow of the market. But it is necessary to assure the survival of the diverse source materials upon which the creation of new knowledge depends.

Persistence in its technical sense applies to the Center as well. *Wikipedia*, an online open source encyclopedia, defines persistence as "the capability used by a computer programmer to store data structures in non-volatile storage such as a file system or a relational database." In library vernacular this sense of the term is applied broadly, to ensuring that a resource is accessible on an ongoing basis. The Center's mission, "to ensure the survival and availability of the knowledge resources vital to advanced research and

teaching in the humanities, sciences, and social sciences," means providing for the persistence of historical evidence and critical information.

How the Center accomplishes its mission continues to evolve as the needs of the research community it serves change. The Center's strategic plan, adopted in 2002, frames a vision of how we pursue our goals today: "CRL aims to realize a shared network of traditional and digital resources for scholarly research and teaching, and to develop and manage these resources strategically for the benefit of the academic and independent research libraries community." This year we enlisted several organizations in our efforts to bring about this shared network. We joined with the Association of Research Libraries and Association of American Universities to provide administrative, communications, and logistical support for activities like the Latin American Open Archives Portal, which harvests social science gray literature produced by non-governmental organizations (NGOs) in Latin America.

We also began to work with the Association of African Universities to promote the dissemination of dissertations and theses produced by scholars at African universities. And we embarked with the Council of American Overseas Research Centers to gather metadata on the holdings of the network of American research centers in the Middle East, South Asia, and other parts of the world.

We also recruited new partners to support our efforts on the global level to preserve at-risk print and digital scholarly materials. The Center received financial support from the Institute of Museum and Library Services, the Gladys Krieble Delmas Foundation, and the Government Printing Office to help strengthen the network of North American repositories and libraries of record. And on the Political Communications Web Archiving investigation we brought together four major U.S. universities, the San Francisco-based Internet Archives, and the Library of Congress. On the Political Web project



and on other fronts, the Andrew W. Mellon Foundation provided the Center essential funding and valuable advisory support again this year.

Most important, the number of organizations that help advance the Center's mission increased this year with the addition of new members to the consortium. Texas A&M University, Loyola Marymount University, and Reed College joined the partnership this year.

Broadening our constituencies and gaining new partners attest to the worth of the work that we do—and to the importance of **persistence** as a core value.

A handwritten signature in green ink, reading "Bernard F. Reilly, Jr.", written in a cursive style.

Bernard F. Reilly, Jr.
President

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THE YEAR 2004 saw the Center increasing its emphasis on acquiring and preserving research resources from emerging regions of the world. The Center seeks to compensate for the growing scarcity of resources available to member libraries to acquire, catalog, and preserve materials, especially for researchers at institutions that concentrate on undergraduate studies.

INTERNATIONAL RESOURCES

The Center's International Resources department brought substantial resources to bear this year on the persistence of scholarly material. Constituted as a formal division in the previous fiscal year, the department brings together the Center's international collection programs and special projects to respond in a coordinated way to the needs of scholars utilizing foreign-based material in their work. The Center's international programs rely upon the vast expertise and capabilities of the Center's membership to identify, select, provide access, and preserve resources for higher education research across the spectrum of subjects and geographic regions. The Center has established partnerships with key organizations and initiatives worldwide to further its mission of supporting advanced research and teaching in the humanities, sciences, and social sciences.

Area Studies Microform Projects (AMPs)

The engines that drive development of international collections at the Center continue to be the Area Studies Microform Projects, spearheading efforts to preserve important resources from or about their respective areas of interest. The microform collections provide persistent access to newspapers, scholarly journals, manuscripts and monographs, archives, reports, statistical information, and myriad other items of value.

This year the **Cooperative Africana Microform Project (CAMP)** commissioned preservation of *Berhanena Selam*

(1925–1936), one of the earliest Amharic newspapers published in Ethiopia. CAMP filmed or acquired current newspapers from Malawi, Liberia, Mali, Uganda, and South Africa. CAMP also approved the acquisition of the commercial sets “Government Publications relating to Basutoland, 1868–1966” and “Government Publications relating to Nyasaland, 1891–1964,” adding to its already extensive set of official publications. In addition, the Center increased access to CAMP materials by providing online access to many reference guides, most notably the guide to the substantial collection of South African Political Materials known as the **Karis-Gerhart collection**.

The **Latin American Microfilm Project (LAMP)** recently preserved a collection of public opinion research from Argentina, from the “Archivo José E. Miguens” at the Universidad de San Andrés, covering a wide spectrum of themes of interest for social scientists and historians. The themes include attitudes with respect to privatization; perceptions on international conflicts that affected Argentina (especially border disputes); images of political parties, armed forces, and other social institutions; and more. LAMP has also commissioned a number of new projects featuring filming or scanning of materials from Brazil, Argentina, Mexico, and Bolivia.

The **Middle East Microform Project (MEMP)** acquired and is in the process of preserving *As-Sameer*, an important early Arab-American newspaper published in New York from 1936–1957. It filmed several Arab-American serials as well as political opposition newspapers from various countries, including *Iraq al-hurr* (“Free Iraq”) and *Barid al-Janub*, both published in London. The Middle East collections were highlighted in the Spring 2004 issue of *Focus*, the Center's online newsletter.

The **South Asia Microform Project (SAMP)** engaged in several long-term and ambitious projects such as microfilm duplication of critical 19th century Bengali periodicals

in collaboration with the Centre for Studies in the Social Sciences, Calcutta. SAMP also preserved brittle Hindi journals from the collection of sociologist Kenneth Jones, which deal with religious, sociological, and historical issues in India.

The **Southeast Asia Microform Project (SEAM)** preserved a collection of documents pertaining to the United Nations Transitional Authority in Cambodia (UNTAC), which was responsible for overseeing Cambodian elections in 1993; coordinating the repatriation and resettlement of refugees and displaced persons; and facilitating the rehabilitation of Cambodian infrastructure following decades of civil war. It also acquired the collection of Congress for a People's Agrarian Reform (CPAR) documents, incorporating meeting minutes, conferences and workshops, position papers, and campaigns for agrarian reform in the Philippines.

The **Slavic and East European Microform Project (SEEMP)** acquired a 1992–1995 run of *Oslobodjenje*, the important daily Sarajevo newspaper, covering the war years in Bosnia and Herzegovina. SEEMP also continued to pursue the preservation of important, if rarely collected, regional newspapers from 24 Russian cities.

Global Resources Network

The Center and the Association of Research Libraries (ARL) have formed a partnership to manage and support the AAU/ARL Global Resources Network (GRN). In spring 2004, the two institutions finalized arrangements to make the Center the operational home for two of the long-standing and successful GRN projects—the German-North American Resources Partnership (GNARP) and the Latin Americanist Research Resources Project (LARRP).

Under its agreement with ARL the Center will provide administrative, technical, legal, financial management, and communications support for the regular activities of the

projects, and will work to create synergies between them, the existing CRL-based Global Resources projects, and other international resources projects and programs at the Center. The Center's new role in these projects began on June 1, 2004.

The Center has long provided administrative support for two of the original six Global Resources projects—the Cooperative African Newspapers Project and the Digital South Asia Library. The addition of the two new projects expands the Center's cooperative network to new areas. GNARP is a collaborative project of more than 60 institutional members in the U.S., Canada, and Germany dedicated to improving access to German-language materials for scholars in North America and fostering closer collaboration between North American and German research libraries in resource sharing and the development of digital collections. LARRP is a cooperative initiative to improve access to the array of research resources published in Latin America. Its goals are to restructure access to collections and resources on a comprehensive scale and to improve electronic access and document delivery systems for Latin American resources.

Library of Congress Cooperative Acquisitions Programs

Collaboration with the Library of Congress Cooperative Acquisitions Programs (CAP) in New Delhi (India), Jakarta (Indonesia), and Islamabad (Pakistan) has led to the acquisition of substantial international resources that complement the collections of member libraries. Through selective serial acquisition, the Center provides access to intellectual output of South and Southeast Asia not frequently held by other participating libraries. The Center has been working with the Jakarta office to acquire Thai-language monographs, serials, and quasi-governmental materials including economic, cultural, and NGO documents and reports. The "Thai National Collection" augments Southeast Asian resources held in the U.S. by providing materials difficult to obtain through conventional sources.

Similarly the Center's comprehensive acquisition of microfiche output from the Library's New Delhi and Jakarta offices makes available to Center members countless rare, endangered, or voluminous materials otherwise unavailable in university collections. Through the coordination of its technical services staff, the Center is developing strategies to add records to the catalog and to OCLC for the tens of thousands of serial and monographs available in this immense collection.

Digital South Asia Library (DSAL)

Through this collaborative digital initiative, the Center provides patrons with both bibliographic information and research materials ranging from archaeological photographs and gazetteers to dictionaries and maps concerning South Asia. These materials augment the already significant holdings of South Asian publications at the Center.

Funding from the Department of Education under an initial Technological Innovation and Cooperation for Foreign Information Access (TICFIA) grant ended in September 2003. The project was successful in creating or digitizing countless valuable resources for South Asian studies, including pedagogical resources (books, primers, readers), major reference books and statistical works (such as the *Statistical Abstract Relating to British India* and *The Imperial Gazetteer of India*), full-text journals (*Annual of Urdu Studies* and the *Social Scientist*) and journal indexes, and impressive image collections, such as those from the American Institute of Indian Studies and the Government College of Arts and Crafts in Madras.

The project continues to be a critical success, judging from the level of use of the site. The number of distinct hosts served by the site reached 15,000 during the month of September 2003. DSAL ranks among the top 10 resources for "South Asia" queries among search engines such as Google and Yahoo.

The University of Chicago and the Center are now working closely on a new phase of the DSAL project entitled the "South Asia Information Access" (SAIA), funded by the TICFIA program. SAIA brings together a federation of partners in the U.S., U.K., and South Asia to create electronic resources relating to South Asia and make them available both locally and through DSAL by means of an open archives portal under development with the assistance of the University of Michigan and the OAIster project.

The Digital Dictionaries of South Asia (DDSA), a closely related project coordinated by the South Asia Language and Area Center at the University of Chicago and hosted by DSAL, has also made substantial progress. Eleven dictionaries of languages from the subcontinent are now available on the site, and several more will soon be available. A new three-year project funded by the Department of Education will be used for the second phase of DDSA. The project will make at least 10 monolingual dictionaries for modern literary languages of South Asia.

Center for South Asia Libraries

The Center for South Asia Libraries (CSAL) is a separate not-for-profit organization based at the Center, which is devoted to promoting North American universities' access to materials for South Asian studies and strengthening the capabilities of libraries and research centers in South Asia to support such studies. In 2004 a grant of \$90,000 was awarded by the Ford Foundation to the Sundarayya Vignana Kendram in Hyderabad for creation of a South Asia Union Catalogue under the auspices of CSAL. The project will encompass publications in all modern and classical languages produced in the region. The first phase of the Union Catalogue will focus on imprints from southern India and Sri Lanka. During the three years of funding the program will create an online bibliography and a union catalog of holdings. Subsequent phases will focus on the northeastern and northwestern regions of the

subcontinent. Funding for following phases will be sought from other funding sources.

International Coalition on Newspapers (ICON)

The International Coalition on Newspapers completed the second and final year of its 2002–2004 grant from the National Endowment for the Humanities. The project has completed microfilming 21 newspaper titles, with approximately 263 reels of film produced. Preserved titles include eight from Latin America, three Lithuanian diaspora titles, one each from Turkey and Egypt, and eight Slavic and Eastern European titles. Major partners in this initiative included the University of California-Berkeley and Columbia University, which made available long runs of hard copy for filming. Other Center members and participating libraries helped fill gaps in runs, and the preserved titles are available for loan through the Center.

Other project accomplishments include the continued creation of and enhancements to foreign newspaper catalog records. More than 600 new CONSER-level records are available through OCLC and the Center's catalog and appear in the ICON database of international newspapers, freely available to users at <http://icon.crl.edu>. Prospective catalog records are added to the utility when titles are selected for microfilm to improve communication and alert the preservation community. Many enhancements were made to the ICON database to facilitate better searching and display, and a new administrative interface was developed that will allow participating libraries and ICON to load batches of records.

One purpose of the grant was to survey international newspaper collections in the U.S. and Canada through the expansion and broader dissemination of the International Federation of Library Associations (IFLA) survey of international newspaper collections. The ICON Survey of

International Newspaper Collections was conducted among CRL members and other major institutions. Responses were obtained from 40 institutions by late summer. After a complete assessment of data, results were made available on the ICON Web site.

This year ICON received a new grant from the National Endowment for the Humanities to continue its efforts for two more years. The follow-on grant, which began on July 1, 2004, will continue to employ the successful collaborative model to undertake preservation microfilming, further enhance the ICON database, and begin cataloging of newspaper collections held by selected ICON partner institutions. ICON will also digitize important reference texts relating to foreign newspapers, to provide context to the valuable collections held by ICON partners. Under the new phase of ICON the Center will work with the Library of Congress, British Library, National Library of Canada, and other partners to make the ICON project a more self-sustaining program.

Political Communications Web Archive

The Political Communications Web Archive project, funded in 2002 by the Andrew W. Mellon Foundation, concluded in 2004 after a 15-month investigation of curatorial, technical, and long-term management issues for capturing and preserving Web-based political communications.

The Center and its partners examined some of the scholarly uses of Web content as primary source materials for research and publication. In the process, project investigators interviewed a number of scholars who drew heavily upon Political Web sources in their work. Interviews conducted with those scholars explored the nature of their research, the kinds of Web materials used, and the products generated by their work. The purpose of the study was to ensure that methodologies for harvesting and preserving Political Web content support the actual research being done.

The investigation also examined producer behaviors, individuals or institutions creating or hosting sites for consumption, and the potential impact on both the use and persistence of such sites for future research. Several case studies were undertaken, including the Latin American Network Information Center's Electoral Observatory, a directory of sites covering Latin American elections, and a specialized crawl of Web sites created around the April 2003 Nigerian presidential elections.

The Political Communications Web Archive project engaged research teams from Cornell University, New York University, University of Texas/LANIC, Stanford University, and the Internet Archive. The findings include the following:

- The ideal harvesting methodology would achieve the following:
 - combine automated selection and crawling of sites with manual assessment and description;
 - preserve the original “look and feel” of the captured site; and
 - provide continual feedback on changes within a site to inform selectors' decisions on frequency of capture.
- The responsibilities of selection and capture are best distributed across a wide network of subject area specialists and experts, with centralized management to ensure quality, stability, and ongoing development of the archive.
- Access to the archive should allow flexibility for future uses of data in ways that cannot be foreseen now.

As a next step, the Center will undertake additional surveying and analysis of user needs and behaviors in 2005. The results will inform the further development of a Center strategy for capturing and preserving critical Web resources. The final report of the Political Communications Web Archive investigation is available on the Center's Web site.

Database of African Theses and Dissertations (DATAD) Project

In September 2003, the Center began working with the Association of African Universities (AAU) to provide consulting support for the Database of African Theses and Dissertations (DATAD) project. Under DATAD the Association of African Universities has developed and now manages an online database of citations and abstracts for theses and dissertations produced at African universities. The Association's overall objective in DATAD is to enhance the capacity of African universities to collect, manage, and provide access to their collections of theses and dissertations, and to expose the research output from higher education institutions in Africa to the wider research community.

Building on its traditional role of collecting non-U.S. gray literature, the Center is working with the Association to lay the groundwork for disseminating the contents of the dissertations and theses in electronic form. The AAU received transitional funding from the Partnership for Higher Education in Africa (an initiative of the Carnegie Corporation of New York, the Ford Foundation, and the Rockefeller Foundation) to continue and expand the DATAD program.

The Center is advising the Association in developing a plan for sustainable growth, and guidelines for managing copyright and intellectual assets. A workshop on “Intellectual Property, Governance, Dissemination, and Funding Strategies” was held in Accra, Ghana in February, attended by graduate deans, faculty, library directors, and vice-chancellors from a number of African universities. Bernard Reilly and James Simon coordinated the program.

Activities for fiscal year 2005 will include site visits to DATAD partner institutions in Africa (target countries: Uganda, Tanzania, Kenya, Cameroon, and Senegal). Reilly and Simon will meet with librarians and officials

to gain perspective on the challenges facing universities in the development of intellectual property policies and in permitting wider accessibility of their university's scholarly output. The outcomes of these discussions will feed into the copyright documentation and business plan the Center is developing with DATAD.

American Overseas Digital Library / Digital Library for International Research

The American Overseas Digital Library—renamed the Digital Library for International Research (DLIR) in November 2004—is a joint effort of the Center and the Council of American Overseas Research Centers (CAORC). It is a project to provide open access to rare and unique materials in the libraries of the American research centers in the Mediterranean basin, the Middle East and North Africa, West Africa, South and Southeast Asia, Central Asia, and Mexico. The Center provides consultation and administrative support for the project, coordinating the day-to-day operations of this increasingly valuable resource. Additional information is available on the CAORC Web site.

Several DLIR project components, which focus on corollary materials contained within the broader consortium, achieved significant progress in 2004. The Middle East Research Journals (MERJ) project, funded by Institute of Museum and Library Services for 2002–2005, loaded 1,900 journal records from nine research centers to OCLC and the DLIR catalog. The Mapping the Mediterranean (MEDMAPS) initiative, funded by the U.S. Department of State's Bureau of Education and Cultural Affairs for 2003–2005, has completed the major portion of its survey of maps at nine research centers in the Mediterranean basin. Inventories of these maps will be available on the DLIR Web site while the data is being prepared for the catalog. An educational Web site featuring sample digitized maps is also in process.

CENTER OPERATIONS AND INFRASTRUCTURE

Operations at the Center during fiscal year 2003–04 improved access to the Center's collections and strengthened members' collections through its cooperative purchasing programs, while relieving local budget pressures. Operations also increased the systematic preservation procedures for the collections, an initiative which has strong member interest and support.

Access to the Center's Resources

Visibility of Resources

The Center has added over 314,511 records to the catalog—about 40 percent of the 842,300 bibliographic records in the catalog as of June, 2004—and to OCLC since its cataloging initiative began in January, 2002. More than 127,700 records were added in fiscal year 2003–04. During the same timeframe, the Center completed cataloging of newspapers, Latin American memoria, Russian popular periodicals, Turkish (Ottoman and modern) materials, and reached the benchmark of completed cataloging for one-third of the 800,000 foreign language dissertations collection. Of the newspapers cataloged, 560 were part of the microfilm set, *Revolutionary Mexico in Newspapers, (1900–1929)*.

To expand access beyond what we can do in-house, the Center outsourced Thai language material, French language dissertations on fiche, and German, French, and Spanish drama on fiche. To improve access to individual works in large microform sets, the Center outsourced creation of records for more than 600 individual works for the *Bibliothek der Frauenfrage in Deutschland* purchase proposal.

To improve access through the online catalog, the Center implemented keyword searching as well as the capability of searching for newspapers and other specific formats.

The Center created 130,950 new item records for materials in the collection in order to enhance access to faculty and students initiating requests through consortium catalogs (e.g., INN-Reach).

A major microforms set list was posted to the Center's Web site. The list links guides to sets as well as Web topic guides for similar Center materials to sets. Microforms are listed under the headings below and can be accessed through the Microform Collection: Index on the Web site.

- Art and Literature
- Catalogs and Reference Sources
- Drama and Theater
- East Asia
- Europe
- Government Publications
- Personal Papers
- Organizational Archives and Papers
- Newspapers and Periodicals

Next Steps in Cataloging the Center's Collections

The Center estimates that about 1.2 million bibliographic titles remain to be added to the online catalog. Five collections account for about half of this number:

- the remainder of the foreign dissertations collection (approx. 500,000—current workflow adds 75,000–100,000 per year)
- state documents (approx. 50,000)
- textbooks (approx. 70,000)
- serials, primarily South Asian vernacular language material (6,000)
- foreign government documents (approx. 72,000).

The Center's Collections and Services Advisory Panel (CSAP), consisting of representatives from member libraries, provides ongoing guidance to the Center on its cataloging

priorities. CSAP works closely with the Center to identify priorities for cataloging and description and to coordinate Center collection management activities with those of institutions with significant related holdings. In its recent meetings, the CSAP designated the Foreign Official Gazettes as the highest priority for adding to OCLC, followed by set records for all microform sets and state documents. The Center has continued giving set records a high priority and in fiscal year 2006 will begin adding Foreign Official Gazette records to OCLC.

Edward Shreeves, University of Iowa, chaired the Collections and Services Advisory Panel. Representatives from member libraries are Joanne Halgren, University of Oregon; Deborah Jakubs, Duke University; Erich Kesse, University of Florida; Joyce Ogburn, University of Washington; Carlen Ruschoff, University of Maryland; and Stephen Wiberley, University of Illinois at Chicago.

Document Delivery and Interlibrary Loan

Workflow improvements at the Center and attention to quick turnaround time created an improved response rate for document delivery and interlibrary loan of originals. The Center's interlibrary loan management software for OCLC requests showed that the Center steadily improved its turnaround time over that of the previous fiscal year.

In fiscal year 2003–04, 90 percent of all articles and books delivered digitally were sent in one business day, and 90 percent of all hard copy and microforms loaned were processed internally in one business day. Hard copy materials are sent to members by one- or two-day air or ground service.

Comparative data for the last three years demonstrate the significant improvements made during fiscal year 2004.

Turnaround Times for FY 2003 and 2004

Increase in items processed in 24 hours

	Non-returns/ Copies	Returns
July 2003–June 2004	90%	92%
Jan–May 2003	74%	72%
July–Dec 2002	55%	48%

Digital Delivery

Within the next five years the Center must develop and put in place the capability to electronically deliver all requests for collection materials. Continued handling and delivery of paper-based and film materials in the collections put these materials at greater risk as each year passes. Moreover, the limitations of hard copy delivery are an obstacle to expansion of the Center's membership abroad.

Electronic delivery will entail conversion of Center film and paper materials on an on-demand basis, rather than creating a "just-in-case" digital library. And though the required technology is widely available, the Center will have to surmount intellectual property issues, revise basic processes in document delivery, and implement new practices in technical services to meet this ambitious goal.

To establish detailed benchmark data on current document delivery, the Center was funded by the Gladys Kriebel Delmas Foundation to do a fine-grained analysis of current document delivery and interlibrary loan flows, and to begin to determine the optimal methodologies for on-demand digital conversion of print and microfilm content. The data collection effort began in August, 2004.

Building Resources for Members through Center Acquisitions

Through the Purchase Proposal Program, Center members elected to acquire several major microform sets to strengthen the Center's international resources: five important Arab-American newspapers, the Church Missionary Society Archives for East Asia and South Asia, archives on the creation of the modern state of Iraq, *Times of India* newspaper issues to add to the Center's holdings, and the Mexican Rare Monograph Collection from Latin American History and Culture. These microform sets represent an investment of over \$250,000 in new collections at the Center.

The Shared Purchases Program, in its second successful year, facilitated acquisition of six additional microform sets. Under this program the Center and a small number of interested members acquire materials of special interest to a limited number of members but are not selected under the Purchase Proposal Program. Sets acquired this year ranged from the Save the Children Fund Archive to the full Plant Taxonomic Literature collection. A list of new acquisitions selected by members in fiscal year 2004 through the Purchase Proposal and the Shared Purchase Programs appears on page 15.

The Center's ongoing cooperative collection development programs have enabled members to relieve local budget pressures as well. For example, one institution was able to shift local collection development funds to other high priority projects by relying on the Center's subscription to the *Times of India*.

Preserving the Center's Collections

Sherry Byrne, Preservation Librarian at the University of Chicago Library, completed in fiscal year 2004 a preservation assessment of our paper collections, funded by

Within the next five years the Center must develop and put in place the capability to electronically deliver all requests for collection materials.

the National Endowment for the Humanities Preservation Assistance Program. The grant focused on the analysis of preservation needs of the dissertations collections. However, Ms. Byrne examined the preservation needs of the Center's collections more broadly in order to provide solutions that could be applied to similar, fragile paper-based collections. The Center subsequently formed a small working group, representing both access and preservation needs, to develop and implement new practices in handling and reformatting collection materials.

Print Archives

The Center's Distributed Print Archiving project continued through September 2004 under funding from the Andrew W. Mellon Foundation. This year all three institutions partnering with the Center—Michigan State University, Yale University, and the University of Illinois at Urbana/Champaign—signed agreements to develop and maintain distributed archives for specific JSTOR titles. Michigan State University completed assembly of its print archive, and the visit to monitor the university's compliance with the archiving agreement is pending.

By the end of fiscal year 2004, the Center's JSTOR archive contained more than 60 percent of the journals in JSTOR to date. Because of collaboration with JSTOR and promotion of the archive through talks at ALA, the North American Serials Interest Group, and the Center's council meetings, university and college libraries concerned about the persistence of print have and continue to offer the Center regular contributions of material.

Arab-American Newspapers from Library of Congress: *Al Nasr, Al-Ayam, Al-Bayan, Al-Sayeh, Kawkeb America,* and *Al-Kawn*.

Church Missionary Society Papers. Section 1, Part 18: Fukien Mission, 1900–34; Kwangsi-Hunan Mission, 1911–34; China General Mission, 1935–51; and South China Mission, 1935–51.

Church Missionary Society Papers. Section 1, Part 19: South China Mission, 1935–51; Chekiang Mission, 1935–51; West China, 1935–51; Fukien Mission, 1935–51; and Kwangsi-Hunan Mission 1935–51.

Church Missionary Society Papers Section 1, Part 20: East Asia General, 1935–49 and Annual Letters for Japan, China, and Canada 1917–49.

Church Missionary Society Archive, Section I—Missions to India: Part 3—India General, 1811–15 and South India Mission, 1815–84; and Part 4—South India Mission, 1834–80.

Confidential U.S. State Dept. Central Files: Mexico: Subject-Numeric Files, Feb. 1963–1966: Part 1: Political, Governmental, and National Defense Affairs.

The Creation of Modern Iraq. India Office. Political and Secret Files, c. 1914–1921.

FBI Reports of the Franklin D. Roosevelt White House.

International Population Census Publications 2003. Units 32–33, plus Segment 2 Supplement.

Latin American History and Culture: An Archival Record —Series IV: The Mexican Rare Monograph Collection, 1548–1890.

Russian Archives: Cold War and the Central Committee. Series 4: Plenums of the Central Committee of the CPSU, 1941–90.

Seventeenth and Eighteenth Century Periodicals and Academy Publications: Section 1: Academy and Learned Society; Section 2: Scientific, Medical, and Related Periodicals; Section 3: Literacy, Learned, and Bibliographic Periodicals; Section 4: Historical and Political Periodicals; and Section 5: Theological and Ecclesiastical Periodicals.

Times of India (Bombay, India). Various issues ranging from Jan. 1874 through Apr. 1915.

Additional materials, nominated through the original purchase proposal ballot but not selected by members were acquired through the Center's Shared Purchase Program:

Irish Pamphlets, c. 1700–1850.

Plant Taxonomic Literature Microfiche Collection: General Section.

Pressearchiv zur Geschichte Deutschlands sowie zur internationalen Politik von 1949–1960.

Sotheby and Company, Auctioneers, London. Catalogues of Sales. 1733–1945.

Western Aid and the Global Economy. Series 1: The Save the Children Fund Archive, London.



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Member Institutions for Fiscal Year 2003–04

Voting Members (90)

Arizona State University	Ohio State University	University of California-Berkeley
Brown University	Ohio University	University of California-Davis
Claremont Colleges	Oregon State University	University of California-Irvine
Columbia University	Pennsylvania State University	University of California-Los Angeles
Cornell University	Princeton University	University of California-Riverside
Duke University	Purdue University	University of California-San Diego
Emory University	Rice University	University of California-Santa Barbara
Florida State University	Rutgers University	University of California-Santa Cruz
Harvard University	State University of New York-Albany	University of Chicago
Indiana University	State University of New York- Binghamton	University of Cincinnati
Iowa State University	State University of New York-Buffalo	University of Colorado
Kansas State University	State University of New York-Stony Brook	University of Delaware
Kent State University	Texas A & M University	University of Florida
Loyola University	Tulane University	University of Georgia
McGill University	University of Akron	University of Houston
Miami University of Ohio	University of Alabama	University of Illinois-Chicago
Michigan State University	University of Alberta	University of Illinois-Urbana/ Champaign
New York University	University of Arizona	University of Iowa
North Carolina State University	University of Arkansas	University of Kansas
Northern Illinois University	University of British Columbia	University of Kentucky
Northwestern University	University of Calgary	University of Maryland
OhioLINK		

University of Miami	Washington State University	Marquette University
University of Michigan	Washington University	National Humanities Center
University of Minnesota-Twin Cities	Western Michigan University	Princeton Theological Seminary
University of Missouri-Columbia	Yale University	Purdue University-Calumet
University of Missouri-Kansas City		Reed College
University of North Carolina	Associate Members (33)	Research Libraries Group
University of Notre Dame	Bowling Green State University	U.S. Environmental Protection Agency
University of Oregon	Carleton University	University of Dayton
University of Pittsburgh	Carnegie Mellon University	University of Denver
University of Rochester	Case Western Reserve University	University of Mississippi
University of Southern California	Chicago State University	University of Missouri-St. Louis
University of South Carolina	Clemson University	University of North Texas
University of Tennessee	College of William & Mary	University of Ottawa
University of Texas-Austin	East Carolina University	University of Texas-San Antonio
University of Toronto	Florida Atlantic University	University of Victoria
University of Utah	Florida International University	Valparaiso University
University of Vermont	George Mason University	Western Kentucky University
University of Virginia	Indiana University of Pennsylvania	Wright State University
University of Washington	Johns Hopkins – Nitze School of Advanced International Studies	
University of Wisconsin	Lake Forest College	
Utah State University	Loyola Marymount University	
Vanderbilt University		

Group Members (63)

Antioch College	Hiram College	Otterbein College
Ashland University	Hocking Technical College	Owens Community College
Athenaeum of Ohio	Jefferson Technical College	Rio Grande Community College
Baldwin-Wallace College	John Carroll University	Shawnee State University
Belmont Technical College	Kenyon College	Sinclair Community College
Bluffton College	Lakeland Community College	Southern State Community College
Capital University	Lima Technical College	Stark State Community College
Cedarville College	Lorain Community College	State Library of Ohio
Central Ohio Technical College	Malone College	Terra Technical College
Central State University	Marion Technical College	Tiffin University
Cincinnati State Technical and Community College	Medical College of Ohio	University of Findlay
Clark State Community College	Mount Carmel College of Nursing	University of Toledo
Cleveland State University	Mount Union College	Ursuline College
College of Mount St. Joseph	Mount Vernon Nazarene College	Washington State Community College
College of Wooster	Muskingum Technical College	Wilberforce College
Columbus State Community College	North Central Technical College	Wilmington College
Cuyahoga State Community College	Northeastern Ohio University College of Medicine	Wittenberg College
Defiance College	Northwest State Community College	Xavier University
Denison University	Oberlin College	Youngstown State University
Edison State Community College	Ohio Dominican College	
Franciscan University	Ohio Northern University	
Heidelberg College	Ohio Wesleyan University	

Affiliate Members (2)

Association of Research Libraries (ARL)

Online Computer Library Center
(OCLC)

Cooperative Africana Microform Project Members

Full Members (41)

Boston University
Columbia University
Cornell University
Dartmouth College
Duke University
Emory University
Georgetown University
Harvard University
Indiana University
Library of Congress
Michigan State University
New York Public Library
New York University
Northwestern University
Ohio University
Ohio State University
Princeton University
Queen's University
Rutgers University
Stanford University
Syracuse Library

Temple University
University of California, Berkeley
University of California, Los Angeles
University of Chicago
University of Florida
University of Illinois,
Urbana/Champaign
University of Iowa
University of Kansas
University of Michigan
University of Minnesota
University of North Carolina
University of Pennsylvania
University of Virginia
University of Wisconsin, Madison
Yale University

Overseas Members (5)

University of Cambridge, African
Studies Center
Harry S. Truman Research Institute,
Hebrew University
School of Oriental and African Studies,
University of London
Scandinavian Institute of African
Studies
South African Library

Latin American Microform Project Members (43)

Brigham Young University	University of Chicago
Columbia University	University of Connecticut
Cornell University	University of Florida
Duke University	University of Illinois, Urbana/Champaign
Harvard University	University of Kansas
Indiana University	University of Massachusetts
Library of Congress	University of Miami
New York Public Library	University of Michigan
New York University	University of Minnesota
Ohio State University	University of New Mexico
Princeton University	University of North Carolina
Rice University	University of Notre Dame
Rutgers University	University of Pennsylvania
Stanford University	University of Pittsburgh
Tulane University	University of Southern California
University of California, Berkeley	University of Texas
University of California, Irvine	University of Toronto
University of California, Los Angeles	University of Virginia
University of California, Riverside	University of Wisconsin, Madison
University of California, San Diego	Vanderbilt University
University of California, Santa Barbara	Yale University
University of California, Santa Cruz	

Middle East Microform Project Members, 2002–2003 (24)

Columbia University
Duke University
Georgetown University
Harvard University
Hoover Institution, Stanford University
Indiana University
Library of Congress
University of Michigan
University of Minnesota
New York Public Library
New York University
Ohio State University
Princeton University
University of Arizona
University of California, Berkeley
University of California, Los Angeles
University of California, Santa Barbara
University of Illinois,
Urbana/Champaign
University of North Carolina
University of Pennsylvania
University of Texas

University of Washington
Washington University
Yale University

South Asia Microform Project Members (33)

Full Members:

Brown University	University of Iowa
Columbia University	University of Michigan
Cornell University	University of Minnesota
Duke University	University of Missouri
Emory University	University of North Carolina
Florida State University	University of Pennsylvania
Harvard University	University of Texas at Austin
Indiana University	University of Toronto
Kansas State University	University of Virginia
Library of Congress	University of Washington
New York Public Library	University of Wisconsin, Madison
North Carolina State University	Yale University
Ohio State University	
Princeton University	
Syracuse University	
University of British Columbia	
University of California, Berkeley	
University of California, Los Angeles	
University of Chicago	
University of Hawaii	
University of Illinois, Urbana/Champaign	

**Southeast Asia Microform
Project Members (20)**

Arizona State University
University of California, Berkeley
University of California, Los Angeles
University of Chicago
Columbia University
Cornell University
Duke University
Harvard University
University of Hawaii
Library of Congress
University of Michigan
University of North Carolina
Northern Illinois University
Ohio University
University of Oregon
Princeton University
Royal Institute of Linguistics
and Anthropology (KITLV),
Netherlands
University of Washington
University of Wisconsin, Madison
Yale University

**Slavic and Eastern Europe
Microform Project Members (29)**

Arizona State University
University of Arizona
University of California, Berkeley
University of California, Los Angeles
University of Chicago
Columbia University
Cornell University
Duke University
University of Florida
George Washington University
Harvard University
University of Illinois,
Urbana/Champaign
Indiana University
University of Iowa
University of Kansas
Library of Congress
University of Michigan
University of Minnesota
New York Public Library
New York University
University of North Carolina

Ohio State University
University of Pittsburgh
Princeton University
Stanford University
University of Texas, Austin
University of Toronto
University of Washington
Yale University



INDEPENDENT AUDITORS' REPORT AND SUPPLEMENTAL SCHEDULES

JUNE 30, 2004 AND 2003

To the Board of Directors
Center for Research Libraries
Chicago, Illinois

We have audited the accompanying statements of financial position of Center for Research Libraries (the "Center"), a nonprofit organization, as of June 30, 2004 and 2003, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Center as of June 30, 2004 and 2003, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The information on the supplemental schedules on pages 12 through 15 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Smart and Associates, LLP

October 15, 2004

**CENTER FOR
RESEARCH LIBRARIES**

STATEMENTS OF FINANCIAL POSITION

June 30, 2004 and 2003

ASSETS:

	<u>2004</u>	<u>2003</u>
Cash and cash equivalents	\$ 2,944,804	\$ 3,780,444
Cash held for others	314,459	407,850
Accounts receivable	32,063	71,141
Grants receivable	360,083	194,873
Prepaid expenses and other	266,626	135,133
Deferred financing costs	117,437	123,029
Property and equipment, net	<u>5,454,242</u>	<u>5,732,465</u>
Total assets	<u>\$ 9,489,714</u>	<u>\$ 10,444,935</u>

LIABILITIES:

Accounts payable and accrued expenses	\$ 523,452	\$ 608,410
Funds held for others	314,459	407,850
Deferred revenue	2,501,633	2,945,973
Loan payable	<u>2,021,053</u>	<u>2,115,790</u>
Total liabilities	<u>5,360,597</u>	<u>6,078,023</u>

Commitments and contingencies

- -

NET ASSETS:

Unrestricted:		
Operating	521,961	277,628
Net investment in property, plant and equipment	3,433,189	3,616,675
Temporarily restricted	<u>173,967</u>	<u>472,609</u>
Total net assets	<u>4,129,117</u>	<u>4,366,912</u>
Total liabilities and net assets	<u>\$ 9,489,714</u>	<u>\$ 10,444,935</u>

The accompanying notes are an integral part of these financial statements.

**CENTER FOR
RESEARCH LIBRARIES**

STATEMENTS OF ACTIVITIES

For the year ended June 30, 2004 and 2003

	2004			2003		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
REVENUE AND OTHER SUPPORT:						
Membership fees	\$ 4,096,558	\$ -	\$ 4,096,558	\$ 4,187,380	\$ -	\$ 4,187,380
Newspaper microfilm fees	8,195	-	8,195	7,450	-	7,450
Newspaper microfilm sales	85,591	-	85,591	262,245	-	262,245
Cataloging revenue	227,271	-	227,271	333,460	-	333,460
Microform sales	1,909	-	1,909	6,929	-	6,929
Access service sales	13,713	-	13,713	12,016	-	12,016
Grants	444,871	(36,798)	408,073	251,673	414,964	666,637
Interest income	11,766	724	12,490	32,051	4,030	36,081
Miscellaneous income	21,862	-	21,862	20,033	-	20,033
Net assets released from restrictions	262,568	(262,568)	-	563,873	(563,873)	-
Total revenue and other support	<u>5,174,304</u>	<u>(298,642)</u>	<u>4,875,662</u>	<u>5,677,110</u>	<u>(144,879)</u>	<u>5,532,231</u>
EXPENSES:						
Program:						
Global Newspapers	730,948	-	730,948	863,827	-	863,827
Serials	732,190	-	732,190	743,184	-	743,184
International Dissertations	706,186	-	706,186	626,400	-	626,400
Repository Collections	575,798	-	575,798	581,261	-	581,261
CRL Area Studies	398,028	-	398,028	467,278	-	467,278
Grant projects	464,193	-	464,193	767,749	-	767,749
Total program activities	<u>3,607,343</u>	<u>-</u>	<u>3,607,343</u>	<u>4,049,699</u>	<u>-</u>	<u>4,049,699</u>
Management and general	585,831	-	585,831	702,171	-	702,171
Fundraising	3,741	-	3,741	9,744	-	9,744
Total expenses	<u>4,196,915</u>	<u>-</u>	<u>4,196,915</u>	<u>4,761,614</u>	<u>-</u>	<u>4,761,614</u>
Change in net assets before changes related to collection items not capitalized	977,389	(298,642)	678,747	915,496	(144,879)	770,617
Change in net assets related to collection items not capitalized	916,542	-	916,542	776,104	180	776,284
Change in net assets	<u>60,847</u>	<u>(298,642)</u>	<u>(237,795)</u>	<u>139,392</u>	<u>(145,059)</u>	<u>(5,667)</u>
Net assets at beginning of year	3,894,303	472,609	4,366,912	3,754,911	617,668	4,372,579
Net assets at end of year	<u>\$ 3,955,150</u>	<u>\$ 173,967</u>	<u>\$ 4,129,117</u>	<u>\$ 3,894,303</u>	<u>\$ 472,609</u>	<u>\$ 4,366,912</u>

The accompanying notes are an integral part of these financial statements.

**CENTER FOR
RESEARCH LIBRARIES**

STATEMENTS OF CASH FLOWS

For the years ended June 30, 2004 and 2003

CASH FLOWS FROM OPERATING ACTIVITIES:

	2004	2003
Member and nonmember fees received	\$ 3,822,566	\$ 4,588,941
Grants and contributions received	242,863	663,311
Interest received	12,490	36,081
Cash paid to suppliers and employees	(3,665,243)	(3,738,075)
Interest paid	(32,261)	(40,271)
Net cash provided by operating activities	<u>380,415</u>	<u>1,509,987</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of collections	(916,542)	(776,284)
Purchase of property	(204,776)	(142,292)
Net cash used in investing activities	<u>(1,121,318)</u>	<u>(918,576)</u>

CASH FLOWS FROM FINANCING ACTIVITIES:

Repayment of loans and net cash used in financial activities	(94,737)	(94,737)
Net increase (decrease) in cash and cash equivalents	<u>(835,640)</u>	<u>496,674</u>

Cash and cash equivalents at beginning of year

3,780,444 3,283,770

Cash and cash equivalents at end of year

\$ 2,944,804 \$ 3,780,444

RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:

Change in net assets	\$ (237,795)	\$ (5,667)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Collections purchased	916,542	776,284
Depreciation expense	482,999	444,160
(Increase) decrease in assets:		
Accounts receivable	39,078	27,899
Grants receivable	(165,210)	(33,362)
Prepaid expenses and other	(131,493)	(95,584)
Deferred financing costs	5,592	5,592
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	(84,958)	(7,784)
Deferred revenue	(444,340)	398,449
Total adjustments	<u>618,210</u>	<u>1,515,654</u>
Net cash provided by operating activities	<u>\$ 380,415</u>	<u>\$ 1,509,987</u>

The accompanying notes are an integral part of these financial statements.

**CENTER FOR
RESEARCH LIBRARIES**

June 30, 2004 and 2003

**I. NATURE OF ACTIVITIES AND SUMMARY
OF SIGNIFICANT ACCOUNTING POLICIES:**

This summary of significant accounting policies of Center for Research Libraries (the "Center") is presented to assist in understanding the Center's financial statements. The financial statements and notes are representations of the Center's management who is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Nature of Activities:

The Center is a membership consortium of institutions with significant academic and research libraries. The Center's mission is to foster and advance scholarly and scientific research through cost-effective, cooperative programs that provide reliable access through traditional and electronic means to unique and unusual collections of library materials that are in all appropriate formats, international in scope and comprehensive in disciplines.

A majority of the Center's revenue is derived from membership fee assessments. Other revenue and support consists of grants and sales of materials reproduced.

The following provides a brief description of the Center's program services:

Global Newspapers:

This program improves access to global newspapers for

NOTES TO FINANCIAL STATEMENTS

scholars and other users worldwide by developing, managing and preserving a representative collection of newspapers and by stimulating cost savings through collaboration among a variety of partners to expand the long-term availability of newspapers.

Serials:

The serials program augments the pool of serial titles available for scholarly research by using cooperative collection development to reduce local subscription and space costs.

International Dissertations:

This program provides comprehensive access to doctoral dissertations submitted to institutions outside the United States and Canada, regardless of format, subject and location.

Repository Collections:

The Repository Collections program has four major subcomponents -

a) The Microform and Reprint Collections Component provides access to a large body of material that is either in low use locally or not available in its original form so as to reduce total costs.

b) The Collections of Record Component gathers dispersed materials into an accessible, unified, comprehensive collection to reduce local space costs.

c) The Retrospective Serial Titles Component backs up

emerging electronic serials files and reduces the shelving costs of libraries that have discarded the paperback files.

d) The Rarely-Held Monographs Component gathers retrospective monographs into an accessible and unified collection to reduce local space costs.

CRL Area Studies:

This program provides access to a pool of materials that are beyond the means of any individual area studies program. Without this extended program activity, these acquired materials would not otherwise be preserved.

Grant Projects:

This program consists of various grant funded special projects to collect, preserve and catalog materials based on grantor terms. Grant funds are also used to investigate alternative media storage techniques.

Financial Statement Presentation:

The Center reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. The Center has determined that no net assets are permanently restricted at June 30, 2004 and 2003.

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of

**CENTER FOR
RESEARCH LIBRARIES**

June 30, 2004 and 2003

**I. NATURE OF ACTIVITIES AND SUMMARY
OF SIGNIFICANT ACCOUNTING POLICIES,
CONTINUED:**

Use of Estimates, continued

contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents:

The Center considers its checking account and highly liquid debt securities purchased with an initial maturity of three months or less to be cash and cash equivalents. Cash and cash equivalents include funds held in escrow and exclude funds held for others.

Accounts and Grants Receivable:

Accounts and grants receivable are stated at the amounts that the Center expects to collect from outstanding balances. The Center performs in-house collections as necessary based on circumstances. Bad debts, which are typically minimal, are written off as incurred.

Property and Equipment:

Property and equipment with a cost in excess of \$500 and a useful life greater than one year are recorded at cost and are depreciated over the estimated useful lives of the assets. Estimated lives range from three to ten years for furniture and equipment and 30 years for the building and improvements. Upon sale or retirement, the cost and related accumulated depreciation are

NOTES TO FINANCIAL STATEMENTS

eliminated from the respective accounts and the resulting gain or loss is included in the statement of activities.

Collections:

The Center has a collection of library materials which is held for research purposes. The materials were acquired through purchases and contributions since the Center's inception. The Center has adopted a policy of not capitalizing the collections in its financial statements.

Purchases of collection items are recorded as decreases in unrestricted net assets in the year in which the items are acquired, or as decreases in temporarily or permanently restricted net assets if the assets used to purchase the items are restricted by donors. Contributed collection items are not reflected on the financial statements. Proceeds from disposals or insurance recoveries are reflected as increases in the appropriate net asset class.

Deferred Financing Costs:

The costs incurred in obtaining the \$2,400,000 loan to the Center have been deferred and are being amortized over the life of the loan starting in fiscal 2001.

Contributions:

Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor imposed restrictions on the use of the funds. Contributions reported as temporarily restricted support are reclassified to unrestricted net assets when the donor restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, and are reported in the

statement of activities as net assets released from restrictions.

Revenue Recognition:

Membership dues are recognized as revenue during the membership year. Dues received in advance of the membership year are accounted for as deferred revenue at year end.

Allocation of Expenses:

The costs of providing the Center's various programs and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services on the basis of direct salary expenses, physical space occupied and management estimates.

Income Taxes:

The Center is a non-profit organization as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes. Accordingly, there is no provision for income taxes recorded in the accompanying financial statements.

Reclassifications:

Certain amounts have been reclassified within the prior year comparative numbers to conform with current year classifications.

**CENTER FOR
RESEARCH LIBRARIES**

June 30, 2004 and 2003

2. COLLECTIONS:

The Center's Collections are made up of a wide array of publications and print material, international in scope, that are held for educational, research, scientific and curatorial purposes. New acquisitions as well as large segments of existing collections are catalogued. All holdings are preserved and their existence and condition are continuously monitored. The Collections are subject to a policy that requires proceeds from their sales to be used to acquire other items for Collections. No Collection items were disposed of through sales in 2004.

3. PREPAID EXPENSES AND OTHER:

Prepaid expenses and other consisted of the following:

	<u>June 30,</u>	
	<u>2004</u>	<u>2003</u>
Cataloging credits	\$196,125	\$118,244
Advanced to Center for South Asia Libraries	52,586	-
Prepaid insurance	<u>17,915</u>	<u>16,889</u>
	<u>\$266,626</u>	<u>\$135,133</u>

In the course of cataloging its dissertations collection, the Center incurs usage fees to access the OCLC Online Computer Library Center ("OCLC") database and also earns credits from OCLC by establishing records on the database. The Center has earned cumulative net credits of \$196,125 at June 30, 2004 because of the large volume of cataloging during 2003 and 2004. These credits will be applied to future use of OCLC services.

NOTES TO FINANCIAL STATEMENTS

The Center has entered into an agreement with the Center for South Asia Libraries ("CSAL") to act as administrator and custodian for CSAL. In this capacity, the Center receives funds on behalf of CSAL and pays expenditures related to CSAL from those funds. During fiscal 2004, the Center made net advances to CSAL resulting in an amount receivable at June 30, 2004 of \$52,586. At June 30, 2003, the Center had held funds on behalf of CSAL of \$76,537 (see Note 8).

4. PROPERTY AND EQUIPMENT:

Unrestricted property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2004</u>	<u>2003</u>
Land	\$ 128,446	\$ 128,446
Building and furniture	10,234,246	10,186,005
Equipment	<u>1,307,917</u>	<u>1,368,760</u>
	11,670,609	11,683,211
Less accumulated depreciation	<u>(6,216,367)</u>	<u>(5,950,746)</u>
	<u>\$ 5,454,242</u>	<u>\$ 5,732,465</u>

Depreciation expense was \$482,999 and \$444,160 for the years ended June 30, 2004 and 2003, respectively.

5. ACCOUNTS PAYABLE AND ACCRUED EXPENSES:

Accounts payable and accrued expenses consisted of the following:

	<u>June 30,</u>	
	<u>2004</u>	<u>2003</u>
Accounts payable	\$240,670	\$340,697
Accrued vacation	115,271	121,578
Accrued salaries		
And withholdings	76,809	59,725
Other liabilities	<u>90,702</u>	<u>86,410</u>
	<u>\$523,452</u>	<u>\$608,410</u>

6. LOAN PAYABLE:

The Center has a \$2,400,000 loan under the Illinois Educational Facilities Authority's Cultural Pooled Financing Program. The loan is collateralized by a priority lien on the Center's property and also by a letter of credit for 110 percent of the loan amount that expires in 2006. The loan is also subject to a debt service covenant requiring the Center maintain a certain debt coverage ratio. The covenant has been met for the year ended June 30, 2004. The loan is repayable in monthly installments of \$7,895, plus interest at a variable rate (1.05% at June 30, 2004), with a final maturity in 2025. Interest expense for the years ended June 30, 2004 and 2003 was \$32,226 and \$39,770, respectively.

Principal payments by year are as follows:

For the years ending June 30,	
2005	\$ 94,740
2006	94,740
2007	94,740
2008	94,740
2009	94,740
2010 and thereafter	<u>1,547,353</u>
	<u>\$2,021,053</u>

**CENTER FOR
RESEARCH LIBRARIES**

June 30, 2004 and 2003

7. TEMPORARILY RESTRICTED NET ASSETS:
Temporarily restricted net assets consist of grants received from private foundations and the federal government to support microform projects and the purchase of equipment to automate library materials. Net assets were released from donor restriction by incurring expenses of \$262,568 and \$563,873 in 2004 and 2003, respectively.

8. FUNDS HELD FOR OTHERS:
The Center serves as a fiscal agent for groups involved in area study activities. The area study groups assess fees to their members and incur expenditures for the acquisition of international library materials. Amounts held at June 30, 2004 and 2003 were as follows:

	<u>June 30,</u>	
	<u>2004</u>	<u>2003</u>
Cooperative Africana Microform Project	\$ 92,078	\$ 95,079
Latin American Microform Project	92,515	93,635
Middle East Microform Project	23,847	41,026
South Asia Microform Project	23,180	13,911
Southeast Asia Microform Project	49,625	49,527
Slavic and East European Microform Project	33,214	38,135
Center for South Asia Libraries (see Note 3)	-	76,537
	<u>\$314,459</u>	<u>\$407,850</u>

NOTES TO FINANCIAL STATEMENTS

9. PENSION PLAN:
The Center's retirement plan is a defined contribution, money purchase pension plan. Under this plan, funds contributed by the employer and participating employees are used to purchase retirement annuity and death benefit policies for the participants through the Teachers Insurance and Annuity Association and/or the College Retirement Equities Fund. Contributions made by the Center are based on participants' compensation. Pension expense for fiscal 2004 and 2003 was \$138,605 and \$160,942, respectively.

10. CONCENTRATION OF CREDIT RISK:
The Center maintains its cash accounts primarily with banks located in Illinois and in brokerage accounts, which are not federally insured. The cash balances are insured by the FDIC up to \$100,000 per bank. The Center had cash balances on deposit at June 30, 2004 that exceeded the balance insured by the FDIC by approximately \$3,063,000. Management minimizes the risk of loss by routinely monitoring account transactions and using only reputable financial institutions.

Approximately \$236,000 of grants receivable at June 30, 2004 is due from one government agency.

11. RELATED PARTY TRANSACTIONS:
The Center earns cataloging revenues from OCLC Online Computer Library Center, Inc. ("OCLC") and also purchases cataloging and other services from OCLC. A member of the Center's Board of Directors is employed by OCLC. Cataloging revenues were \$227,271 and \$333,460

for fiscal 2004 and 2003, respectively. Amounts due from OCLC in the form of cataloging credits were \$196,125 and \$118,244 at June 30, 2004 and 2003, respectively. Total services purchased from OCLC were approximately \$222,000 and \$442,000 for the years ended June 30, 2004 and 2003, respectively.

The Center also routinely provides membership services to educational institutions that employ members of its Board of Directors.

**CENTER FOR
RESEARCH LIBRARIES**

SCHEDULE OF FUNCTIONAL EXPENSES AND COLLECTIONS EXPENDITURES

	Program Services					Supporting Services		Total	
	Global Newspapers	Serials	International Dissertations	Repository Collections	CRL Area Studies	Grants	Management and general		Fundraising
Support services:									
Cataloging fees	\$ 212	\$ 1,852	\$ 140,629	\$ 6,869	\$ -	\$ -	\$ -	\$ -	\$ 149,562
Borrowing transaction fees	1,351	1,138	281	891	229	-	-	-	3,890
Innovative	13,338	11,232	2,776	8,790	2,264	-	-	-	38,400
Microform costs	60,148	-	-	-	-	-	-	-	60,148
Other support	16	140	10,616	519	-	59,208	-	-	70,499
	<u>75,065</u>	<u>14,362</u>	<u>154,302</u>	<u>17,069</u>	<u>2,493</u>	<u>59,208</u>	<u>-</u>	<u>-</u>	<u>322,499</u>
Personnel and operations:									
Consumable supplies	11,847	14,313	7,165	11,136	6,344	7,567	11,121	206	69,699
Memberships	4,476	3,777	971	2,967	801	-	18,205	-	31,197
Insurance	7,422	6,166	3,449	5,933	5,864	-	19,633	453	48,920
Travel	984	828	205	648	167	49,979	5,882	-	58,693
Business expense	143	139	107	131	275	6,249	3,937	4	10,985
Printing	1,831	1,543	386	1,209	316	388	7,778	-	13,451
Postage and delivery	19,295	20,792	19,145	19,485	17,973	9,561	18,169	8	124,428
Telecommunications	3,518	6,289	3,048	3,793	833	884	2,135	13	20,513
Board and council expense	-	-	-	-	-	-	23,476	-	23,476
Member relations	-	-	-	-	-	-	2,708	-	2,708
Special events expense	-	-	-	-	-	10,285	-	-	10,285
Other outside support	10,385	9,489	4,789	8,265	6,253	13,780	80,381	385	133,727
Personnel	441,967	380,152	370,778	338,806	314,478	306,292	324,453	1,888	2,478,814
	<u>501,868</u>	<u>443,488</u>	<u>410,043</u>	<u>392,373</u>	<u>353,304</u>	<u>404,985</u>	<u>517,878</u>	<u>2,957</u>	<u>3,026,896</u>
Plant and other:									
Equipment leases	854	743	826	639	576	-	1,238	14	4,890
Service contracts	12,327	10,724	11,917	9,229	8,311	-	17,863	206	70,577
Repairs	1,066	1,989	977	1,184	252	-	369	4	5,841
Utilities	41,501	77,464	38,043	46,114	9,826	-	14,396	166	227,510
	<u>55,748</u>	<u>90,920</u>	<u>51,763</u>	<u>57,166</u>	<u>18,965</u>	<u>-</u>	<u>33,866</u>	<u>390</u>	<u>308,818</u>
Total operating expenses	632,681	548,770	616,108	466,608	374,762	464,193	551,744	3,347	3,658,213
Interest expense (including letter- of-credit fees totaling \$23,477)	10,161	18,966	9,314	11,290	2,406	-	3,525	41	55,703
Depreciation:									
Building	31,544	58,878	28,915	35,050	7,468	-	10,942	126	172,923
Equipment and furniture	56,562	105,576	51,849	62,850	13,392	-	19,620	227	310,076
Total expenses	<u>\$ 730,948</u>	<u>\$ 732,190</u>	<u>\$ 706,186</u>	<u>\$ 575,798</u>	<u>\$ 398,028</u>	<u>\$ 464,193</u>	<u>\$ 585,831</u>	<u>\$ 3,741</u>	<u>\$ 4,196,915</u>

**CENTER FOR
RESEARCH LIBRARIES**

SCHEDULE OF FUNCTIONAL EXPENSES AND COLLECTIONS EXPENDITURES, CONTINUED

	Program Services					Supporting Services		Total	
	Global Newspapers	Serials	International Dissertations	Repository Collections	CRL Area Studies	Grants	Management and general		Fundraising
Collection expenditures - not capitalized:									
Materials	\$ 214,116	\$ 267,573	\$ 66,131	\$ 209,387	\$ 7,000	\$ 141,489	\$ -	\$ -	\$ 905,696
Preservation	-	-	-	9,031	-	-	-	-	9,031
Reference works	-	-	-	1,815	-	-	-	-	1,815
	<u>\$ 214,116</u>	<u>\$ 267,573</u>	<u>\$ 66,131</u>	<u>\$ 220,233</u>	<u>\$ 7,000</u>	<u>\$ 141,489</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 916,542</u>

**CENTER FOR
RESEARCH LIBRARIES**

SCHEDULE OF PROGRAM REVENUE AND EXPENSES - GRANTS

	Temporarily Restricted						Total Temporarily Restricted
	H. Luce Foundation	Mellon/Delmas Foundation	Mellon Foundation			Political Web Archive	
	Vietnam Microforming	Collection Assessment Project	Dissertation	JSTOR	Area Studies		
Revenue:							
Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundations and other	-	(14,080)	-	-	-	(22,718)	(36,798)
Investment income	-	-	-	-	-	724	724
Total revenue	-	(14,080)	-	-	-	(21,994)	(36,074)
Expenses:							
Other library support	5,000	-	400	20	-	-	5,420
Office supplies	-	-	-	604	2,172	516	3,292
Library supplies	-	-	1,020	-	-	-	1,020
Travel	-	-	-	3,577	6,644	8,225	18,446
Other business expenses	-	-	-	78	-	-	78
Printing	-	-	-	-	-	-	-
Postage	553	-	-	8,074	-	-	8,627
Telecommunication	-	-	-	183	-	175	358
Outside professionals	-	-	3,200	1,718	-	2,500	7,418
Special events	-	-	-	-	-	-	-
Salaries	-	-	-	69,963	9,040	1,193	80,196
SA salaries	-	-	-	5,116	-	-	5,116
Temporary agencies	-	-	-	135	-	-	135
FICA	-	-	-	5,408	664	112	6,184
Workmen's compensation	-	-	-	405	47	6	458
Medical insurance	-	-	-	8,596	997	(72)	9,521
Retirement	-	-	-	7,196	877	123	8,196
Other employee benefits	-	-	-	316	37	-	353
Recruitment	-	-	-	-	-	-	-
Personnel allocation	-	-	-	-	4,447	20,522	24,969
Total expenses	5,553	-	4,620	111,389	24,925	33,300	179,787
Collections materials	-	-	-	-	-	-	-
Total expenses and collections	5,553	-	4,620	111,389	24,925	33,300	179,787
Change in net assets	(5,553)	(14,080)	(4,620)	(111,389)	(24,925)	(55,294)	(215,861)
Net assets at beginning of year	60,968	13,668	(372)	197,554	138,595	62,196	472,609
Net assets released for capitalized equipment	(20,434)	-	-	(2,347)	(50,395)	(9,605)	(82,781)
Net assets at end of year	\$ 34,981	\$ (412)	\$ (4,992)	\$ 83,818	\$ 63,275	\$ (2,703)	\$ 173,967

**CENTER FOR
RESEARCH LIBRARIES**

SCHEDULE OF PROGRAM REVENUE AND EXPENSES - GRANTS, continued

	Reimbursement									Total reimbursement	Total	
	U of C	SSRC	CAORC	DOE	NEH	CLIR	IMLS	ARL				
	South Asian Information Access - CRL	Hemmingway Collection Preservation (Cuba)	American Overseas Digital Library	Digital South Asian Library	CFDA 45.149 Study	Print Repositories Study	Cooperative Preservation Conference	DATAD	Global Resources Network	Other		
Revenue:												
Federal grants	\$ -	\$ -	\$ -	\$ 72,074	\$ 213,234	\$ -	\$ 35,754	\$ -	\$ -	\$ 1,470	\$ 322,532	\$ 322,532
Foundations and other	46,333	-	38,198	-	-	1,823	-	28,700	7,286	-	122,340	85,542
Investment income	-	-	-	-	-	-	-	-	-	-	-	724
Total revenue	46,333	-	38,198	72,074	213,234	1,823	35,754	28,700	7,286	1,470	444,872	408,798
Expenses:												
Other library support	-	-	-	25,000	28,788	-	-	-	-	-	53,788	59,208
Office supplies	-	-	-	-	1,733	-	1,416	107	-	-	3,256	6,548
Library supplies	-	-	-	-	-	-	-	-	-	-	-	1,020
Travel	4,222	309	-	384	3,499	-	9,108	13,821	189	-	31,532	49,978
Other business expenses	-	-	1,049	-	88	-	4,910	123	-	-	6,170	6,248
Printing	-	-	-	-	-	-	-	388	-	-	388	388
Postage	-	-	-	-	99	-	766	69	-	-	934	9,561
Telecommunication	-	-	-	-	-	-	92	435	-	-	527	885
Outside professionals	-	-	-	-	1,063	-	3,000	2,300	-	-	6,363	13,781
Special events	-	-	-	-	-	-	9,818	464	-	-	10,282	10,282
Salaries	26,739	-	29,483	6,330	41,233	-	2,346	-	-	-	106,131	186,327
SA salaries	7,308	-	-	-	3,369	-	-	-	-	-	10,677	15,793
Temporary agencies	-	-	-	-	-	-	-	-	-	-	-	135
FICA	2,488	-	2,089	398	3,121	-	169	-	-	-	8,265	14,449
Workmen's compensation	191	-	159	27	233	-	9	-	-	-	619	1,077
Medical insurance	2,726	-	3,288	(402)	5,995	-	-	-	-	-	11,607	21,128
Retirement	2,544	-	2,854	543	3,861	-	-	-	-	-	9,802	17,998
Other employee benefits	115	-	123	22	161	-	-	-	-	-	421	774
Recruitment	-	-	(847)	-	-	-	-	-	-	-	(847)	(847)
Personnel allocation	-	-	-	-	19,491	-	5,000	-	-	-	24,491	49,460
Total expenses	46,333	309	38,198	32,302	112,734	-	36,634	17,707	189	-	284,406	464,193
Collections materials	-	-	-	40,595	100,894	-	-	-	-	-	141,489	141,489
Total expenses and collections	46,333	309	38,198	72,897	213,628	-	36,634	17,707	189	-	425,895	605,682
Change in net assets	-	(309)	-	(823)	(394)	1,823	(880)	10,993	7,097	1,470	18,977	(196,884)
Net assets at beginning of year	-	-	-	(1,182)	-	(1,837)	(2,206)	-	-	-	(5,225)	467,384
Net assets released for capitalized equipment	-	-	-	(500)	-	-	-	-	-	-	(500)	(83,281)
Net assets at end of year	\$ -	\$ (309)	\$ -	\$ (2,505)	\$ (394)	\$ (14)	\$ (3,086)	\$ 10,993	\$ 7,097	\$ 1,470	\$ 13,252	\$ 187,219

IMAGE CREDITS:

The photographs in this report were produced for the U.S. Office of War Information in 1940–41 by photographers Russell Lee, John Collier and Jack Delano. The images of American and Caribbean architecture attest to the endurance of cultural heritage and architectural forms. The images also suggest persistence of another kind: taken over 60 years ago with then-experimental Kodachrome film they still provide remarkably fresh and faithful glimpses of their time. The original photographs are preserved in the Library of Congress.

Jack Delano. Frederiksted, St. Croix, Virgin Islands,
December 1941

John Collier. Courtyard of the Pan American Building,
Washington, DC, May 1943

John Collier. Rotunda of the University of Virginia,
Charlottesville, April 1943

Russell Lee. Church, Pie Town, New Mexico, October 1940

[INSIDE BACK COVER]

[BACK COVER]



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