

# Professional Visit Report

To

**Leibniz Information Centre for Economics**  
(Leibniz-Informationszentrum Wirtschaft)  
**Federal Republic of Germany**

From 28<sup>th</sup> June to 20<sup>th</sup> July 2019

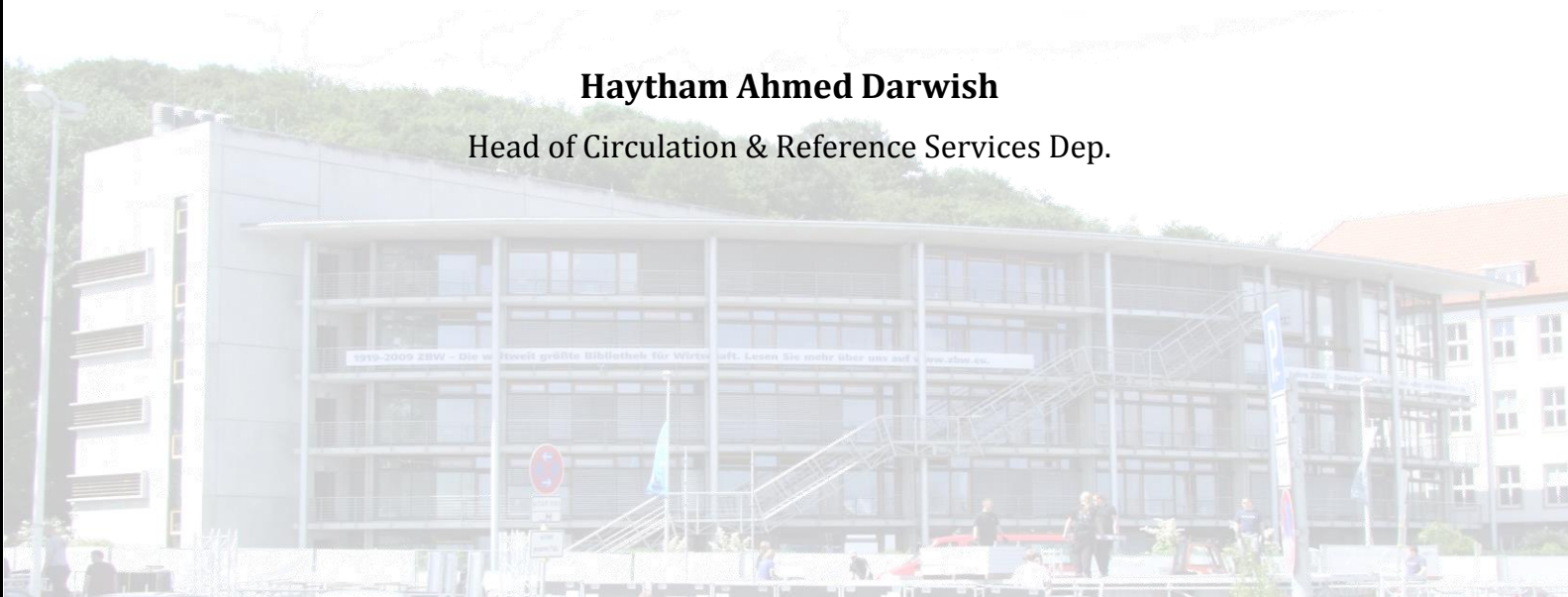
By

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Professional Visit to **Leibniz Information Centre for Economics**  
(Leibniz-Informationszentrum Wirtschaft)  
**Kiel – Federal Republic of Germany**

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**“ACKNOWLEDGMENTS “**

This professional visit was possible thanks to the invitation done by **Dr. Thorsten Meyer**, The deputy Director of Leibniz Information Centre for Economics, and the financial support given by both Bibliothek & Information International and German University in Cairo.

**We wish to express our gratitude to** everyone who contributed organizing this activity especially:

- **Dr. Thorsten Meyer** ..... Leibniz Information Centre for Economics
- **Prof. Dr. Ashraf Mansour** ..... GUC Chairman & Prime Founder.
- **Eng. Essam Hamouda** ..... GUC General Secretary
- **Dr. Salah Hegazi** ..... GUC Library Director



## Visit Timetable

Date	Department	Location (Kiel/Hamburg)
01.07.2019	Meyer, Thorsten Library Deputy Director	Kiel
	Nicole, Clasen User Services	Kiel
02.07.2019	Nicole, Clasen User Services	Kiel
03.07.2019	Nicole, Krueger – Discovery System EconBiz	Kiel
04.07.2019	Lazarus, Jens – Collection Management	Kiel
	Kammler, Tom – Collection Management	Kiel
05.07.2019	Boehrsen, Anke – Integrated Acquisition	Kiel
	Gueder, Christine – Integrated Periodicals	Kiel
08.07.2019	Wortmann, Karin – Scientific Services	Kiel
09.07.2019	Henningsen, Heike – House Management	Hamburg
	Siegert, Olaf – Open Access	Hamburg
	Flohr, Ralf – Publication Services	
10.07.2019	Weiland, Jan – EconStor	Kiel
	Lipka, Regine – Digital Archives	Kiel
11.07.2019	Bannick, Manuela – Inter Library Loan & World Share	Kiel
	Bannick, Manuela & Clasen, Nicole – IFLA & Copyright	Kiel
12.07.2019	Zarnitz, Monika – Digitization & Preservation	Kiel

15.07.2019	Bannick, Manuela – Services Counter	Kiel
	Clasen, Nicole – Borrowing History & Inter Library Loan	Kiel
16.07.2019	Kasprzik, Anna – Automatic Thesaurus	Hamburg
	Kempf, Andreas – Standard Thesaurus of Economics	Hamburg
	Beate, Otteni – Econdesk	Hamburg
18.07.2019	Richter, Stefania – License Management	Hamburg
	Flohr, Ralf – Open Access Publishing	Hamburg
19.07.2019	Thorsten, Meyer - Round-Table Discussion	Kiel



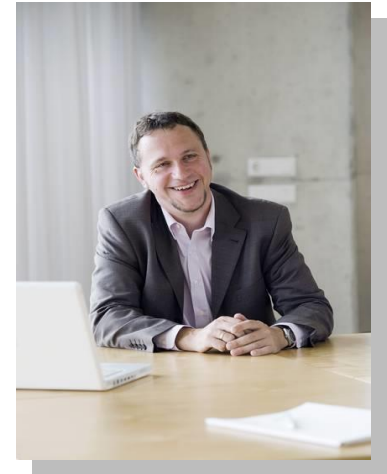
**Mon 01.07.2019**

**Meyer, Thorsten Library Deputy Director**

Actually we can't find the words to describe Mr. Meyer

He's kind, good mannered, helpful and had strong scientific background

We had a very nice conversation with him at the beginning of our professional visit to ZBW



He clarified the institute library construction and the administrative tree; also we got information about library history, activities and layout

Also he gave us information about ZBW in Hamburg and about the new library building in Hamburg which they'll move to very soon.

We want to have the opportunity to thank Mr. Meyer deeply about all his efforts to success our professional visit even with planning the visit or by arranging meetings with his kind helpful staff members.

We think that libraries even in Germany or all around the world needs a person like him to move on



**Tue 02/07/2019**

## **Nicole, Clasen – User Services (Kiel)**

We've met the most active and motivated Mrs. Nicole Clasen – the Joker as we called her, because she is not only responsible for user services department, but also she is a partner in many departments around the library as acquisition or planning and training

We got a very informative session about lending process and about information literacy program she is responsible for

- Information literacy program for MSc. students in Kiel & Hamburg
- Information literacy program for applied science students

Also we got some important statistics about the library lending process in Kiel & Hamburg as:

- 14000 users / yearly
- 240000 loans/yearly
- 35000 ILL/yearly
- 400 places
- Opening days (Monday – Friday )
- Closing days (Saturday & Sunday )



Mrs. Clasen sent us a very nice PowerPoint presentation via e-mail describing department activities and statistics.

**Wed 03/07/2019**

**Nicole, Kruger – Discovery System EconBiz (Kiel)**

This department is considered the information provision (Discovery)

This department applies its services to researchers & students along to collect needed data in studies and researches.

Also, the department is responsible for creating and applying video lectures, how to write a paper or research and research publishing.

Usually in Germany there's a union catalog for all users, but for the ZBW you can find a special Digital Compass for searching where they can do cataloging, indexing, or briefing all papers or researches.

The most famous utility and most usable in ZBW is Econbiz; it is a website for searching in articles which submitted before.

One of the most fantastic services applied by Discovery department is the live chat which is open throughout working hours to answer users inquires about writing papers or how to search.

The department is responsible for an obligatory course of 4 hours to all students about how to write down a paper or research, preferably that course in final studying year with approaching to Bsc. Thesis submitting.

(Academic Correct Kit) is a program for PhD researchers about how to apply for PhD. or how to get more information about thesis writing or how to do searching in correct way

All information can be found on [www.econbiz.de](http://www.econbiz.de)

**Thu, 04/07/2019**

**Lazarus, Jens – Collection Management (Kiel)**

This is the department which is responsible for acquiring new titles to ZBW in Kiel or Humburg  
According to world regions Africa, Asia, and Europe ...etc.

As each staff member responsible for a region according to language speaking country as they  
translate main bibliographic data

At the meantime, all specialists in ZBW trying to transfer all printed materials into digital materials  
available on internet with applying all licenses needed.

In addition the department is responsible for creating inventory for all publishers and suppliers under  
one union group instead of multi groups as National Geographic or Wiley etc...

In each new scientific periodical or online database, you find DFG as official sponsor for all users in  
Germany not only ZBW

As DFG pays  $\frac{1}{4}$  price of the subscription fees and the rest distributed between contributors from  
other scientific institutions or universities which would like to join the union.

If the ZBW fails to get fund from DFG or other contributors, ZBW had to subscribe individually and in  
that case they didn't get the financial fund.

Financial funding comes from

- Federal Government 50%
- Leibniz Community 25%
- Hamburg ZBW 12.5%
- Kiel ZBW 12.5%



About 4.2 Million Euros per year spent for acquiring new materials even printed or non-printed and about 500 to 800 thousands euros comes from DFG.

Financial fund could be distributed between all languages or economic branches according to user needs and requests.

Each year, usage statistics had to be issued for determines the importance of renewing subscription or not

Also we met **Mr. Tom Referat** he's responsible for collection management for Far East, Australia, Asia and Africa, even in printed or non-printed materials

Most of the collection in English or German language, because ZBW is considered special library in economics not a public library.



**Thu, 04/07/2019**

**Libelt, Birgit – Acquisition Department**

She's responsible for Acquisition, Cataloging for printed and E-books, Monographs and serials  
Most of library collection through buying and few through donation.

Concerning online materials had many steps to be followed by colleagues from information technology department to be submitted on internet.

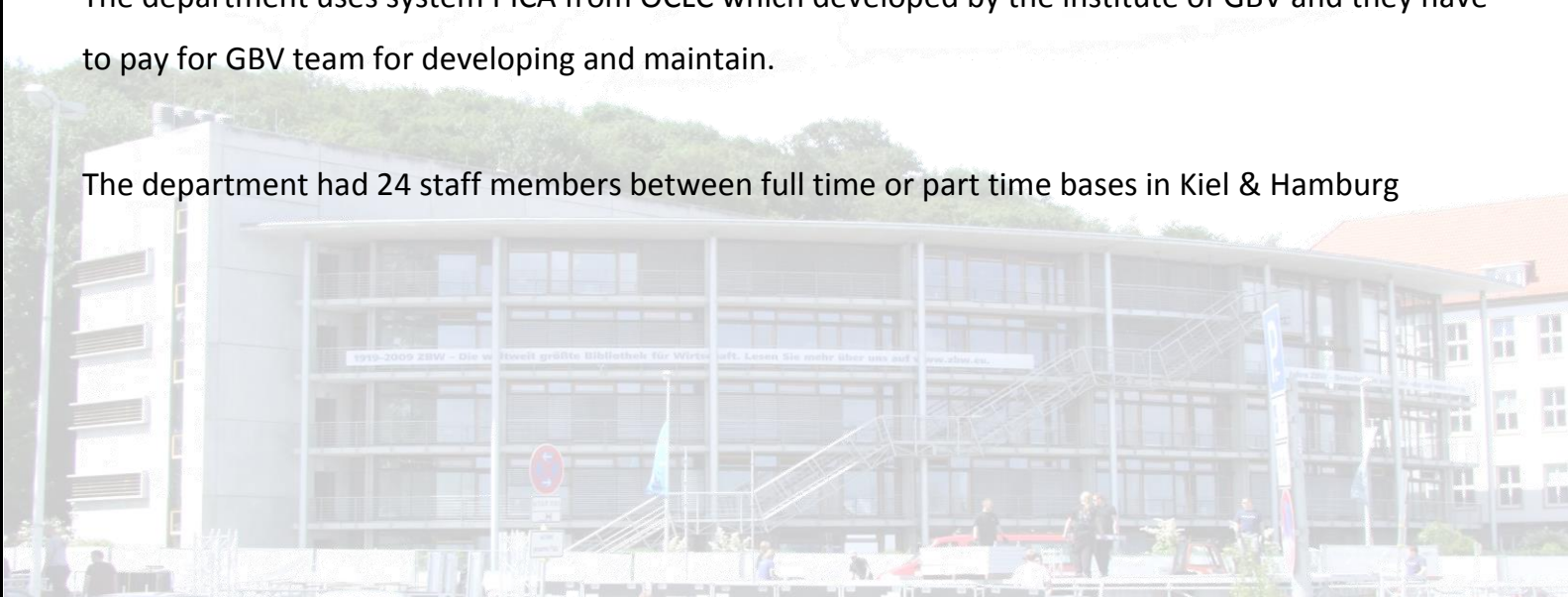
Institution called GBV had the contribution in indexing through library networks, as library colleagues prepared information needed for indexing and send to GBV to submit on internet applying the service for German and Austrian libraries.

Most of purchased materials come from Germany, England, USA, Latin America and Africa

In some cases, the department asks for new books which still not printed and in that case they had to follow up with suppliers to get the titles as long as it printed out.

The department uses system PICA from OCLC which developed by the institute of GBV and they have to pay for GBV team for developing and maintain.

The department had 24 staff members between full time or part time bases in Kiel & Hamburg



Purchase steps as following:

- 1- Searching about the book title in GBV
- 2- Download full bibliographic data from GBV to library system
- 3- Ordering the book title
- 4- The order discounted directly from the preset budget on library system.
- 5- Using library system information in inventory process later on.



Fri, 05/07/2019

## Boehrsen, Anke – Integrated Acquisition

We got a nice meeting also with the nice lady Mrs. Anke who's responsible for integrated acquisition in Kiel & Hamburg

The department had 60 staff members divided as following

- 25 staff members for monographs
- 23 staff members for periodicals
- 12 staff members for data quality coordination

The department uses K10 Plus system which is integrated system between BSZ & GBV

The K10 Plus system contains about 200 Million records to be searched.



Fri, 05.07.2019

Gueder, Christine – Integrated Periodicals

The department is responsible for purchasing periodicals in printed or non-printed periodicals

- First of all preparing basic data for each periodical (metadata)
- Transferring the metadata to LBS4 system to create new purchase order
- After the periodical arrives to the library, acquisition staff completes all metadata on the system called CBS and uploading the new record also on OCLC to be available for all users.



**Mon, 08.07.2019**

**Wortmann, Karin – Scientific Services (Kiel)**

This department considered to be part of collection management & metadata management we can summarize the main task of that department for preparing needed information to submit on EconBiz system.

Also one of the main tasks for the department is to index and summarize subject headings on special thesaurus for economics.

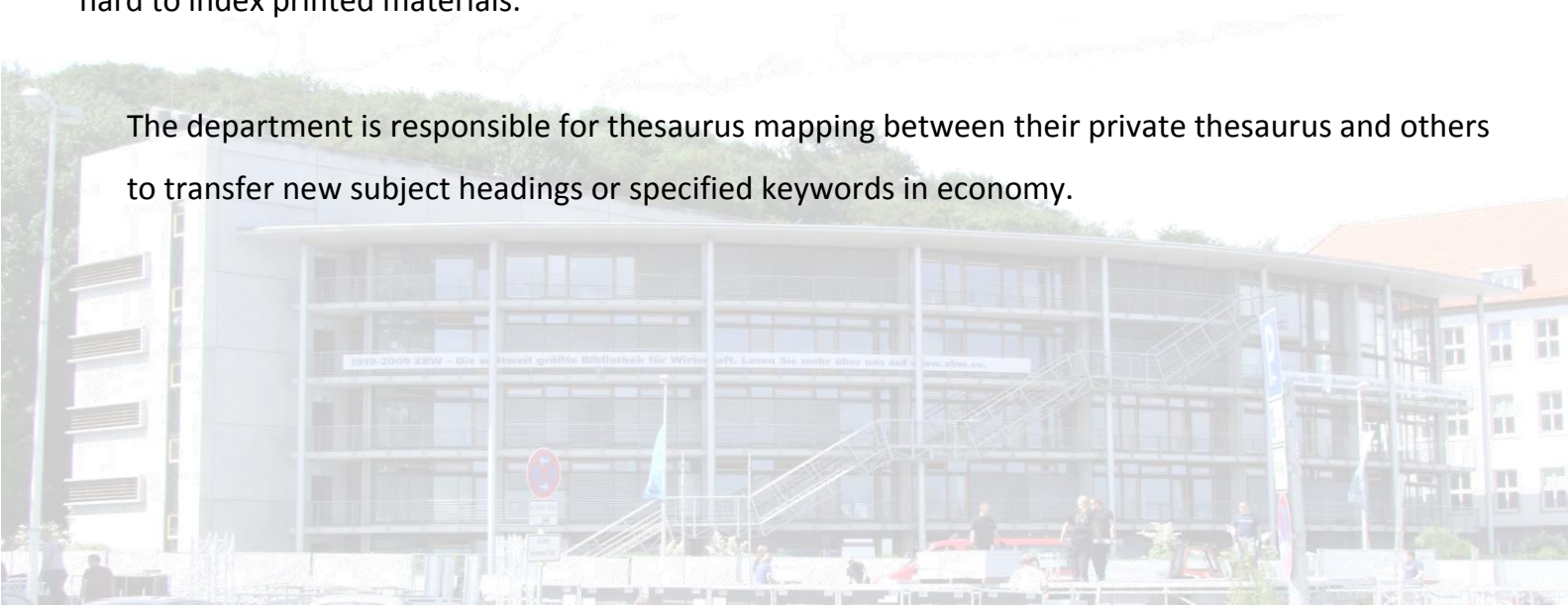
About 24 staff members working in that department in acquisition and indexing.

The economic thesaurus which the library use to choose keywords and subject headings was using since 90's but it developed with the corporation of many libraries and with DFG and now it became special property for ZBW.

You can find the thesaurus online for resources sharing with other libraries.

That's why ZBW find out a new project which is electronic indexing because in some cases it is very hard to index printed materials.

The department is responsible for thesaurus mapping between their private thesaurus and others to transfer new subject headings or specified keywords in economy.



Part of the department is called information services that are 2 staff members always ready for helping researchers and students in OPAC problems or in paper writing as they had economic background.

One of the important projects is to develop FOLIO system with Bremen University which deals with all online databases subscribed in.



**Tue, 09.07.2019**

**Siegert, Olaf – Open Access (Hamburg)**

This is the department responsible for open access agreements with publishers and suppliers as Wiley, Springer, Francis & Taylor and Elsevier

About 18000 open access resources from researcher's papers available for free

ZBW consider a member of Leibniz union





Thu, 11.07.2019

## Bannick, Manuela – Inter Library Loan & World Share

This department is responsible for Inter library loan by using system called (SUBITO) for exchange resources between libraries of consortium of 35 libraries around the world

Any country of the whole world can ask for online resources from ZBW library then, ZBW determine the price of each resource according to many parameters as following:

- How big is the asking library?
- If the asking library working individually or in consortium?
- If the asking library located in Europe or other continent?

Most of information resources which applied for ILL are printed materials not online because of copyrights.

Many databases used for ILL service as following:

- **World share:** for Individuals and institutes outside Germany.
- **GBV:** system used inside Germany and European Union.
- **Subito:** system used for the 35 libraries consortium.
- All above systems integrated in one system called (**MyBib eDoc**)

In some cases printed copy of a book can be created after the death of the author with 70 years for copyrights reasons.

Also in some cases price of ILL resources can be deducted with IFLA cards

- Green card = 8 euros
- Red cards = 4 euros

Tue, 16.07.2019

### Kasprzik, Anna – Automatic Thesaurus

Dr. Anna is responsible for a new project in ZBW for automating economical thesaurus

How it works?

This new thesaurus working with digital logic, as it consists of all preset logical steps of subject heading indexing to give accurate results.

First of all you have to give the system all entries as title, keywords, brief, or full text and at the end results pop out with regulated subject headings thought economical thesaurus.

The department is keeping new system updated with new keywords or new terms as **big data** or **dynamic data**

The new project also consists of vote program where you can get results from more than one platform and at the end most voted results could be recommend as perfect terms.



**Thu, 18.07.2019**

**Richter, Stefania – License Management**

This department is connected to collection management department

In ZBW, they had license management for Kiel & Hamburg but they wanted to extend the license control management to consortiums and unions in Germany.

License management comes into many levels as following:

- Kiel & Hamburg.
- Leibnitz institutes.
- National consortiums of all Germany.
- Alliance consortiums of all Germany.
- National license (by DFG).
- Open access literature.



**Thu, 18.07.2019**

**Flohr, Ralf – Open Access Publishing**

We can call this department Econstor Repository, which we can collect all written papers or researches in economics and submit into Econstor

Around 400 scientific institutions corporates in sharing resources throughout this software Econstor most of them in Germany and few from other countries.

Initial version of researches or scientific materials should be printed out and added into Econstor and after discussion or modifications by 2 years; a final draft copy should be added again into Econstor.

For copyrights purposes in Germany, an agreements should be signed out with institutes or universities which prefer to add their papers into Econstor which guarantee for ZBW that the donor's will not ask for versus money.

ZBW uses Dspace for repository management version 5.8 as it considered the best solution for gathering all subjects into besides MSc. or PhD. thesis

In Econstor around 177000 materials and available for free for any researcher around the world under [www.econstor.eu](http://www.econstor.eu)



Authors whom had the wish to publish on Econstor, they had to make a registration first and they had to be academic staff members or researchers in economics, then they can upload their papers into Econstor.

Most of international publishers as Springer, Wiley, or Elsevier only submit papers drafts' not original draft, if any user needs the original draft he had to pay by gold membership.

There's a website for checking paper status if it is free or not under [www.sherpa.ac.uk](http://www.sherpa.ac.uk)

All keywords, cataloging, or technical process operations had to be completed for articles and periodicals before submitting into Econbiz.

ZBW accepts only papers from PhD's students or researchers after MSc. Thesis and the student must be assigned to university or scientific institute for applying his papers.

All titles available on Econstor can be viewed on Google scholar by making sort of optimization.

It's better to use Econbiz for searching process in ZBW as its wider engine rather than using multiple search engines

Also you can find more materials on [www.leibnizopen.de](http://www.leibnizopen.de) for all institutes in Leibniz consortium.



## Tips for applying in GUC Library

1. Creating online course about how to use GUC library materials or facilities with corporate of Media Production Center (MPC) and submit it on GUC library website.
2. Making a survey about what the GUC library needs, by giving students papers and colors to draw up their needs.
3. Creating obligatory course for students in 4<sup>th</sup> GRD or 5<sup>th</sup> GRD about how to search in online databases or how to write BSc. Thesis.
4. Creating digital repository to collect the academic teachers papers' , cataloging and indexing before submitting according to digital repository software as Dspace or Greenstone, also to coordinate with each faculty yearly to collect new papers in full text.
5. Contribution in Egyptian Knowledge Bank (EKB) to transfer it to (EKB Plus) by adding academic papers or researches.



## Photo Gallery

