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**Organizing and managing the collection of a public
library: The example of Riga Central Library**

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Libraries in Latvia in 2022

Number of Libraries	1 442
Library users	723 907
Physical visit	7 619 513
Virtual visit	9 101 499
Borrowed units	21 278 555
Librarians	2 848

National Library	1
University Libraries	30
College Libraries	19
Special Libraries	21
Public Libraries (including Latvian Library for the Blind and it's 8 Branch Libraries)	748
School Libraries	623

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The organisation of library work in Latvia is determined by regulations:

- Laws of Latvia,
- Cabinet Regulations,
- Regulation of Library,
- Development Strategy,
- Terms of Use of the Library,
- Acquisition Policy, etc.

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The library collection is organizing and managing according to the status and type of the library.

Legal status of the library:

- State Library
- Municipal library
- Private library

The legal status determines that a library is founded, financed, reorganised and liquidated by the State government, local government or private institution.

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**According to the status, goals and objectives of the library,
in Latvia are the following types of libraries:**

- National Library
- University library
- Special library
- Public Library
- School Library

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The organizing of library collection is independent and not restricted by political, ideological or religious motives. Restrictions can only be established by law.

Books and other documents that encourages to national, ethnic, religious hatred, racism, terrorism, as well books and other documents against the State of Latvia and its symbols are not included in the library collection.

The exception is libraries which receives the Legal deposit and libraries in which these publications are assembled for research purposes.

It is prohibited to include illegally obtained books and other documents (for example, stolen) in the library collection.



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Riga Central Library

Municipal institution in Riga city. Subordinate to the Education, Culture and Sports Department of Riga City Council.

Status of the major library in Riga region.

Main building located in the center of Riga in the building where was historically located Riga Fashion House "Rīgas Modes".



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Riga Central Library

Oldest public library in Latvia

Opened in 1906

- Donation from Riga City Council member – 5000 rubles
- The library collection contained 2976 books
- Every day more than 230 visitors in first month



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Structure of the Riga Central Library

- Administration of library
- Human Resources
- Information System Administration Division
- Library Service
 - Methodological Department
 - Project and Public Relations
 - Repository
- Acquisition and Processing Department
- Economic Department
- Lawyer

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Structure of the Riga Central Library

- Riga central Library**
 - Adult Literature and Fiction Section
 - Children's Literature Section
- 26 Branch Libraries**
- 3 External Library Service Points**
 - "The Sunny Days Library" at the Children's Clinical University Hospital
 - The Latvian Prison Administration Riga Central Prison
 - The Riga Shelter Day Centre
- Department of Pedagogical Literature**
- Beach Library at Lucavsala Sports and Recreation Park**





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Riga Central Library buildings





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Collection of the Riga Central Library

At the end of 2022 collection contained
668 981 books and other materials

Material types

- 87 % books
- 7 % periodical
- 4 % audiovisuals
- 1 % electronical
- 1 % notes, maps, pictures, etc.

Languages

- 72 % in Latvian
- 21 % in Russian
- 5 % in English
- 1 % in German
- 1 % other languages (Italian, Lithuanian, Estonian, Polish, Ukrainian, etc.)



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- ❑ **Riga Central Library** (main building) - **96 193** items
- ❑ **Imanta Branch Library** - **50 943** items
- ❑ Branch Library "**Bišumuiža**" - **8 595** items



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Organizing and development the collection of Riga Central Library is determined by Acquisition policy, which is updated every 4 years.

Policy reflects:

- Library structure,
- Sources of funding,
- Sources of acquisition,
- Selection criteria of acquisition,
- Use of unified collection,
- Procedure for accepting and using gifts,
- Work and members of Acquisition Board,
- Collection development.

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Acquisition Board of Riga Central Library

- ❑ **Members:** Director of RCL, Deputy Director of RCL, experts of Library Service, Head and experts of Acquisition and Processing Department, Head of RCL Branch Libraries.
- ❑ **Meeting** is held once a month.
- ❑ **Decides** on the purchase of the latest books and other materials; decides on the acceptance of gifts.

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Riga Central Library has unified collection and every user has one Reader card, that can be used in all Branch libraries.

- Riga Central Library (main building) has the biggest collection of Fiction, Art literature, Music literature, children literature.

- Some Branch Libraries has special collections:
 - Department of Pedagogical Literature,
 - In Branch Library "Vidzeme"- literature about Latvia,
 - In Daugava Branch Library - literature about Latvia's historical region Latgale,
 - In Branch Library "Pārdaugava" - Medical literature,
 - In Branch Library "Torņakalns" - literature about sport and healthy lifestyle,
 - In Branch Library "Avots" – special collection of Latvian publisher Helmars Rudzītis.

- Inter Library Loan (ILL) between Branch Libraries and between libraries in Latvia.



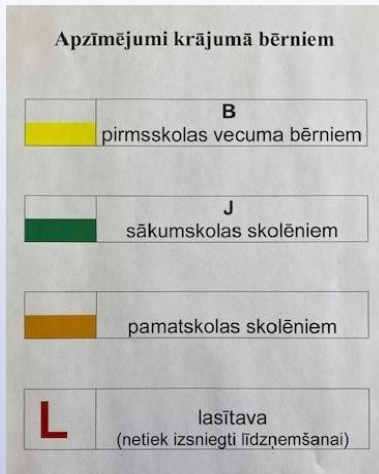
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Collection arrangement in Riga Central Library



- Classified and arranged in the UDK system
- Electronic Catalog and databases
- Library Information System ALISE
- Thematic arrangement (Families, Parents, Detective, Adventures, Travel, Romance, Poetry, etc.)
- Special Arrangement in Children's Department (color indicates age)
- Certain design in every Branch Library
- Security system in Branch Library "Pārdaugava"

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Apple Shelf In Riga Central Library and in every Branch Library.

Books, other materials and useful information:

- For people with disabilities;
- For people who work or live with people with disabilities.

Special unique and recognizable design.

Easy access.



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Repository of Riga Central Library

- ❑ **Active Collection** - literature, not older than 10 years, 1 copy in Latvian and foreign languages for use in RCB and Branch Libraries
- ❑ **Passive Collection** - rarely used but valuable literature published before 2000.
- ❑ **Exchange Collection** - redundant duplicates, gifts in good condition:
 - supports RCL and Branch libraries,
 - provides collections of External Service Points, Beach Library, Book Exchange Points,
 - Complements the collections of School Libraries in Riga, as well as other libraries in Latvia.



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Book exchange points

During a wide range of events

- Latvian Book Fair
- Riga Book Festival
- Riga Birthday Festival
- Riga Neighbourhood Festivals



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Thank you for attention!

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