

# Our commitment

Shored up by an outstanding documentary heritage and expertise of the highest standard, the Bibliothèque nationale de France (BnF) works with international public and private cultural operators worldwide to protect and disseminate written heritage and to promote international research.

## Our priorities

- Describing, digitising, showcasing and sharing a universal heritage.
- Promoting our scientific and technological expertise.
- Playing an active part in safeguarding documentary heritage and solidarity.
- Disseminating our data at the very heart of the knowledge society.

## Our areas of expertise

### The library in the digital age

The BnF has built up considerable expertise in the production, dissemination and preservation of metadata and digital files. The digital library Gallica, digital preservation system SPAR (Scalable Preservation and Archiving Repository) and non-print legal deposit chain are all highly relevant examples of this know-how.

### New forms of scientific and digital cooperation

With some fifteen digital cooperation projects on the go, the BnF has a wide range of adaptable services available from the digitisation of corpora to the collaborative portal. Moreover, the BnF has taken part in an array of content, research & development projects at European level. As a founding partner of the *Bibliothèque francophone numérique* (French-language Digital Library) and Europeana, the European Digital Library, the BnF, through its *Gallica marque blanche* service, has a host of innovative solutions available as regards the creation of digital libraries.

## Our offering

This offering encompasses our full range of expertise, with possibilities for training, receiving expert guidance and advice, individual residencies and digital services.

### Preserving written and audiovisual heritage

The BnF lends assistance to operations safeguarding endangered heritage in the wake of crises and sets up initiatives aimed at transferring skills in terms of physical and digital preservation. Thanks to its two centres dedicated to preservation and restoration, the BnF is a fully-fledged beacon of excellence when it comes to the physical preservation of endangered written heritage.

### Knowledge mediation

The BnF has over a decade's worth of experience in knowledge mediation and renowned expertise in cultural engineering.

### Professional exchanges

With the backing of the French Ministry of Culture and Communication, the BnF hosts researchers-in-residence through the *Profession Culture* programme and culture professionals on *Courants du Monde* internships.

# Physical and digital preservation

Over time, the Bibliothèque nationale de France (BnF) has developed appropriate techniques for its preservation mission. New activities must now be carried out alongside the traditional curative preservation and binding activities, and these include preventive preservation and preservation, training and raising awareness among staff, digitisation, research and technological watch.

## Our offering

- Assess the state of a heritage collection, the quality of its environment and the preservation practices and policy of an institution (library or archives).
- Help to define a preservation strategy and policy.
- Provide project management guidance: identifying needs and priorities, preparation of calls for tenders, organising an activity, setting quantitative and qualitative targets and assessing the results.
- Provide guidance with organising, implementing and/or assessing an emergency plan.

## Our strengths

- Practical experience gained of the BnF's extensive collections (more than 40 million documents and several petabytes of digital data) and those of other French institutions, coupled with unflagging research and surveillance efforts.
- An emergency plan developed over the past 15 years for the purposes of exceptional disaster response and salvage.
- A preventive and curative preservation policy, encompassing staff training and enhancement of their awareness, research and technological watch.

## Our achievements

- Assessment and assistance with setting up the long-term preservation and digitisation project of the archives of the Tuol Sleng Genocide Museum (S21), Cambodia (2016).
- Assistance with successfully implementing the shift in digitisation policy and reorganising the digital production workflow of the Bibliothèque et Archives nationales du Québec (BAnQ) (2012).
- Assessment of the equipment and training needs of the library of the Institut des belles-lettres arabes in Tunis after a fire (2010).

## Our rates

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Digital legal deposit

Since 2006, digital legal deposit has governed the harvesting of all French online publications. This new mission has come hand-in-hand with the setup of a complete circuit for processing born-digital documents and the adaptation of the scientific and heritage principles underpinning legal deposit to the context of the Internet.

## Our offering

- Present a circuit for harvesting and archiving born-digital documents in the web environment.
- Help to develop and monitor the development of open-source applications for harvesting, archiving, communicating and using web archives.
- Provide expertise on legal requirements and issues (especially copyright and personal data protection) bearing on the harvesting and use of online content.
- Help to define a legal deposit collection in the web environment: crawling criteria, defining the national domain, organising selections and content policy.

## Our strengths

- 10 years of experience in harvesting, preserving and communicating websites belonging to the French domain under the legal deposit law.
- 14 years of experience in archiving web pages, with a view to forming collections that are representative of online publications belonging to the French domain.
- A collection of almost 600 terabytes, growing by 120 terabytes every year.

## Our achievements

- 2.4 billion website files harvested.
- Founding member of the International Internet Preservation Consortium (IIPC), Chair and Treasurer (2016).
- Provision of the code for the crawling application BnF Collecte du web - Building Collections on the Web to the Biblioteca Nacional de España (2015).

## Our rates

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Producing metadata for a national bibliographic agency

As a national bibliographic agency, the BnF carries out authoritative cataloguing for the identification of documents that are published or distributed in France. Bibliographic records and authority files are made available to other libraries in the form of bibliographic products.

## Our offering

- Shore up the analysis of the metadata production context according to the national publishing economy, legal framework (legal deposit etc.) and available resources for use.
- Provide guidance with defining the bibliographic production objectives in terms of the available resources for use and technological and standard-related developments.
- Make recommendations for implementing or developing processes and solutions for producing, processing and disseminating metadata.

## Our strengths

- Over 13 million records in the BnF's general catalogue.
- Pioneering achievements regarding the Semantic Web and innovativeness with respect to metadata.
- Experience with holding talks and cooperating with a range of stakeholders: for example the inter-branch organisation for the book industry, cultural operators (archives etc.) or technological innovation stakeholders.
- Active involvement in international bibliographic networks and bodies advancing the consideration of interoperability issues.
- A panel of services for providing standardised and reusable bibliographic data, under open licence terms and in a variety of formats.

## Our achievements

- Benchmark authority files, not least the RAMEAU subject headings authority file: a reference throughout the French-speaking world.
- data.bnf.fr, a pioneering service trialling Linked Open Data and Semantic Web technologies on a large scale, and which won the Stanford Prize for Innovation in Research Libraries (SPIRL).
- Strategic partnerships with major national libraries and such global operators as Wikipedia or the Online Computer Library Center (OCLC) which manages the Virtual International Authority File (VIAF) and International Standard Name Identifier (ISNI).

## Our rates

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Digital library and digital mediation strategy

Supporting the compilation of a collaborative digital collection is a content mediation and dissemination policy and a communication strategy on the social networks aimed at setting up a community along the same lines as the *Gallicanautes* – users of Gallica, the digital library of the BnF and its 270 partners.

## Our offering

- Support the creation of a digital heritage library and digital mediation for the purposes of promoting heritage content.
- Provide documentary and technical expertise regarding data and metadata which is being put online and possibly promoted.
- Raise awareness and administer training in digitisation techniques, uploading tools, data structuring and mediation content drafting for a digital library.

## Our strengths

- 20 years of experience in developing and maintaining a scalable heritage digital library, Gallica, [gallica.bnf.fr](http://gallica.bnf.fr).
- Nationally- and internationally-renowned digital expertise.
- Demonstrated competence in guidance and training measures.

## Our achievements

- Gallica: over 3.5 million documents, several hundred mediation pages guiding access to online content, a mobile version and strong activity on the social networks.
- 10 years of experience in running the network of partner libraries called *pôles associés* (associated clusters) and pooling BnF expertise with respect to shared digitisation.
- Major contribution to Europeana ([www.europeana.eu](http://www.europeana.eu)), with 3 million digital objects supplied, and to such thematic projects as Europeana Sounds ([www.europeanasonsounds.eu/fr](http://www.europeanasonsounds.eu/fr)), Europeana Regia ([www.europeanaregia.eu/fr](http://www.europeanaregia.eu/fr)), Europeana Collections 1914-1918 ([www.europeana-collections-1914-1918.eu](http://www.europeana-collections-1914-1918.eu)) and Europeana Newspapers ([www.europeana-newspapers.eu](http://www.europeana-newspapers.eu)).

## Our rates

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Physical and digital preservation

Over time, the Bibliothèque nationale de France (BnF) has developed appropriate techniques for its preservation mission. New activities are now carried out alongside the traditional curative preservation and binding activities, and these include prevention and protection, training and raising awareness among staff, digitisation, research and technology watch.

## Objectives

- Implementing and optimising a preservation and/or digitisation policy.
- Organising and improving the way your facility is run.
- Setting up an activity (an emergency plan or a restoration workshop for example).

## Target audience

Professionals at any stage of their career, holding basic skills or responsibilities in charge of tasks associated with the preservation of archive or library documents.

## Teaching resources and method

- Awareness-raising/general training in preservation with account taken of the local context.
- Theoretical presentations and/or practical exercises.
- Provision of customised material.
- Testing.

## Achievements and references

- Training of staff from the American University of Beirut (AUB) library in the protection and upkeep of documents, with a view to setting up a preservation/restoration workshop (2013).
- Training in Western bookbinding for professional binders from the Moscow Library for Foreign Literature (2012).
- Digitisation training workshop, in Rabat, for librarians from French-speaking Africa as part of the Réseau Francophone Numérique (2012).

## Duration and rates

Short- or medium-term training programme depending on requirements and topics (from 2 days to 3 weeks., i.e. from 12 to 90 hours).

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Physical and digital preservation

This seminar is organised as part of the French Ministry of Culture and Communication-led “Courants du Monde” programme. Validation by the Cultural Department of the French Embassy or Institut français is compulsory.

## Objectives

- Laying the groundwork for a preservation policy and organisation system.
- Analysing the risks and causes of damage to collections, choosing appropriate treatments and learning the right means for applying these.
- Identifying suitable preventive measures.
- Coming up with a method for scheduling the measures and presenting a plan for getting hold of the means to carry these out with clear priorities set.
- Raising the awareness of policymakers, institution heads and their teams.
- Putting together a network of preservation experts and managers in partnership with the Bibliothèque nationale de France.

## Target audience

Institution heads and preservation professionals in a cultural institution of the library, archives, museum or audiovisual institute type. Candidates shall submit applications for selection by a jury on the basis of the following criteria:

- professional experience;
- the candidate’s involvement in the institution or department employing him or her;
- relevance of the candidate’s motivations, aims and project in light of the programme;
- quality of the partnerships being considered;
- level of French proficiency as assessed by the French network’s authorities abroad.

## Teaching resources and methods

- Training in the basics of preservation.
- Theoretical presentation.
- Discussing past experiences, case studies and practical assignments.
- Visits (to workshops, stacks, libraries, archives and museums).

## Achievements and references

Physical and digital preservation of library collections (2015).

## Duration and rates

10 days

This programme has the backing of the French Ministry of Culture and Communication. As such, the following costs are covered: tuition fees; accommodation expenses; travel expenses in France; social cover (health insurance, civil liability, repatriation); *per-diem* allowance for meals.

The cost of the international travel ticket is not covered.

# Preservation and audiovisual heritage

The chemical and physical deterioration of audiovisual collections is a heritage emergency demanding our immediate attention, and one which the BnF is fully capable of tackling given its renowned expertise in the matter.

## Objectives

- Developing the expertise of staff in charge of multimedia, audiovisual or sound collections by teaching them how to identify the different types of media and their specific features.
- Improving the quality of collections' physical preservation methods (standardisation, storage, packing).
- Allowing for an initial assessment to be carried out of media at risk.

## Target audience

Managers of multimedia, audiovisual or sound collections in such cultural institutions as libraries, archive centres and documentation centres.

## Teaching resources and methods

- Explanations and presentations of collections to show the diversity of physical media (magnetic, mechanical and optical) and formats (analogue and digital).
- Case studies with a view to assessing deteriorated media and identifying the safeguarding priorities (cleaning, repacking).

## Achievements and references

- On-site expert appraisal of the audiovisual collection at the National Library of Cuba (2015).
- On-site expert appraisal of a collection of 260 cylinders (2015) at the Prince's Palace of Monaco Archives.

## Duration and rates

Two days (14 hours).

€400 without added value tax per staff member per half-day, i.e. €1,600 without added value tax per session with one staff member, excluding travel and accommodation expenses.



# Digitisation and audiovisual heritage

Digitisation is partly a solution to address the urgent situation of audiovisual collection deterioration and, in this regard, the BnF has a safeguarding plan in place. Media deterioration and equipment obsolescence are the key principles underpinning this safeguarding digitisation policy.

## Objectives

- Digitising the contents of an audiovisual heritage to safeguard and communicate them.
- Keeping on top of the legal and financial aspects: drawing up a schedule of specifications, assessing the costs and analysing proposals.
- Managing a digitisation strategy on a day-to-day basis.

## Target audience

Managers of multimedia, audiovisual or sound collections in such cultural institutions as libraries, archive centres and documentation centres.

## Teaching resources and method

- Theoretical presentations and specific case studies concerning every stage making up a digitisation workflow plan as well as the financial and legal aspects.
- Tour of digitisation studios at the Bibliothèque nationale de France and on a service provider's premises.

## Achievements and references

International internship "Audiovisual resources in libraries" in 2009, 2010, 2011, 2013 and 2014.

## Duration and rates

Five days (35 hours).

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Young people's literature

The National Centre for Young People's Literature (CNLJ) carries out international measures aimed at promoting books for children and developing the practice of reading. It plays an advisory role as regards the management and facilitation of libraries, actively promotes local editions and provides editorial consultancy services. It administers training programmes abroad on request.

## Objectives

- Learning about the history of young people's literature and books, encouraging the passing on and adoption of this heritage.
- Finding out the latest in young people's publishing, across all publishing genres, and acquiring analytical tools.
- Applying professional practices that take on board the cultural habits of children and young people.
- Becoming more familiar with the reading practices of children and young people.

## Teaching resources and method

The CNLJ offers a training programme on the themes of heritage, mediation and publishing output.

These courses can take a variety of forms, including: internships; workshops; encounters; visits and guided activities.

Customised training sessions are also available, with the possibility of sessions being organised abroad.

## Target audience

Childhood, youth and book industry professionals: librarians, documentalists, teachers, coaches, team leaders, social workers, storytellers, booksellers, publishers and authors.

## Duration

Classroom-based: 18 internships, lasting 6 to 24 hours.

## Achievements and references

- Training in digital resources, Switzerland (2016).
- Training in promoting the practice of reading at the Bibliotheca Alexandrina (2015).
- Training of training leaders in Beirut (2012).

## Rates

**In France** (all of the internship rates indicated are net of VAT):

1 day	2 days	3 days	4 days
€135	€270	€405	€540

Excluding any travel and accommodation expenses.

### Abroad:

€400 without added value tax per staff member per half-day, excluding travel and accommodation expenses.

# Researchers in residence

As part of the French Ministry of Culture and Communication-led “Profession Culture” programme, every year the Bibliothèque nationale de France hosts culture professionals. During their residency, which typically lasts three months, a tutor guides them in their study of a particular theme, collection or project with a close bearing on the library’s activities. Based on the principle of reciprocity, this programme makes it possible to share know-how and forge cooperative ties.

## Target audience

Precedence is given to professionals affiliated to an institution whose project ties in with the collections and departments, scientific and cultural programmes, management methods or development projects of the BnF.

The candidate suggests a project based upon the sharing of knowledge and know-how within a defined context. At the end of the internship, the researcher-in-residence submits a paper on the work s/he has accomplished during his or her residency. The main selection criteria are:

- the interest of the project put forward for the BnF;
- the potential impact of the researcher-in-residence’s work and presentation proposals (publications, events etc.);
- the candidate’s affiliation to an institution with which the BnF has developed or intends to develop a partnership;
- the BnF’s geographic priorities.

## Achievements and references

- 74 candidates hosted at the BnF under the “Profession Culture” programme since 2004.
- Description of manuscripts at the Ségou Library (Mali) on Islamic law (2014).
- Correction and development of records of rare books in Chinese in the BnF’s general catalogue, with a view to transferring them to the Union Catalogue of Ancient Books put together by the National Central Library of Taiwan (2014).
- Study of the correspondence between Nadia Boulanger and Igor Markevitch (2014).

## Practical information

This programme has the backing of the French Ministry of Culture and Communication. As such, selected candidates benefit from a residency allowance. Lodgings are provided by the BnF at the International Accommodation and Exchange Centre.

The cost of the international travel ticket is not covered.

# Scalable Preservation and Archiving Repository (SPAR)

Would you like to preserve your digital data over the long term, within a repository guaranteeing data security, confidentiality and integrity? The BnF's third-party digital archiving service meets all of these requirements.

## Our offering

The BnF offers a cost-effective third-party archiving service equivalent to the one it carries out for its own heritage collections. The Interministerial Service of the Archives of France (SIAF) has accredited our Digital Archiving Department for the preservation of current and semi-current public records in digital format.

## Our achievements

- Centre Pompidou (2011).
- Musée du Quai Branly - Jacques Chirac (2014).
- Musée Picasso (2014).

## Our strengths

- An extensive array of formats are accepted along with several levels of integrity verification.
- A flexible offering, tailored to your requirements, with several delivery methods possible.
- Clear, easy-to-understand and durable information.
- The exchange and consultation of archived data, at any time, via an extranet service.

## Our rates

Variable, depending on: the volume, the method of integration, the medium and the commitment timeframe.  
General rate, per terabyte, in €, after tax

Data volume on 2 tapes	Extranet	Customised service	Option: additional archiving
<b>3 years</b>			
1 TB	2,695	4,455	1 disk: 350; 2 disks: 700.
2 to 5 TB	2,045	2,920	
6 to 9 TB	1,780	2,255	
10 to 29 TB	1,620	1,900	
30 to 49 TB	1,440	1,575	
<b>5 years</b>			
1 TB	2,545	3,990	1 disk: 315; 2 disks: 630.
2 to 5 TB	1,960	2,680	
6 to 9 TB	1,740	2,160	
10 to 29 TB	1,590	1,840	
30 to 49 TB	1,420	1,530	
<b>8 years</b>			
1 TB	2,460	3,725	1 disk: 295; 2 disks: 590.
2 to 5 TB	1,910	2,545	
6 to 9 TB	1,720	2,110	
10 to 29 TB	1,570	1,805	
30 to 49 TB	1,410	1,500	

# Digitisation of collections

This service is intended for cultural institutions which see a heritage-related interest in the BnF's collections. The production of digital copies concerns documents in the public domain for non-commercial distribution.

## Our offering

- Documentary and technical expertise of documents and metadata.
- Preparation for the digitisation and restoration of physical documents.
- Project planning and monitoring.
- Digitisation carried out on our digitisation chains and quality control.

With the possibility of options and additional services:

- Cataloguing carried out by collection specialists and possibility of hosting professional cataloguers.

## Our strengths

- Over 40 million documents and several petabytes of digital data.
- Over 8 million pages digitised on average per year since 2010.
- The design and management of Gallica, an internationally-acknowledged digital heritage library: over 3.5 million documents and a mobile version.
- A digitisation process that is shored up by stringent quality control and respects the integrity of documents.
- Digital collections can be promoted on a collaborative portal and through communication measures as well as the organisation of scientific events.

## Our achievements

- Ancient editions of Chinese books with the National Central Library de Taiwan (2015).
- Ancient Chinese printed material with Shandong University (2015).
- Hebrew manuscripts with the National Library of Israel (2016).

## Our rates

The total cost is calculated on a cost-per-page basis. Depending on the volume and type of documents, this varies between €0.70 and €2.52 per page. It is set with the BnF at the end of the study stage.

It includes: the preparation, digitisation and quality control of files.

It does not include: management costs that are calculated depending on the scope and complexity linked to the specificity of each project ; a possible cataloguing, the cost of which is calculated on the basis of the number of documents; commercial reuse, which is dependent upon a specific agreement being signed.