NALIS FOUNDATION
**NATIONAL ACADEMIC
LIBRARY AND INFORMATION
SYSTEM**

ANNUAL REPORT
(March, 6th – December 31st, 2009)
The NALIS Foundation

I.

The activity of the NALIS Foundation began in April 2009 with a series of **founding, management and administrative decisions** and actions:

- Registration (15/04) of the Foundation;
- Election of the Executive Director (06/03), the members of the Board of Directors (05/06) and the Chairman of the Board of Directors (05/06);
- Management agreements with the members of the Board of Directors, the Chairman of the Board of Directors and the Executive Director (5/06);
- Labor contracts with the Deputy Executive Director (01/07); the labor contracts with the other employees were signed later in the same and the following months;
- Contract for accounting services (01/06);
- Choice of office premises.

II.

On June 10th was signed a **Grant Agreement with the America for Bulgaria Foundation**. The grant is supporting the NALIS project, which was proposed by the NALIS Foundation and discussed with the America for Bulgaria Foundation. This funding is intended to allow the construction of a national library and information system and becomes the main resource for the activities of the NALIS Foundations.

As soon as the Grant Agreement came into effect (№EDU.0004.20090319) and the first installment was transfered (in June 2009) the NALIS Foundation began its full activity.

III.

The **setting up of the institution** was completed. Adopted were all the regulations concerning the governance of the Foundation, They are based on its By-Laws.

- The Articles of Association (the By-Laws) as the legal cornerstone of NALIS;
- Rules and Procedures for the Undertaking of Socially Useful Activity by the NALIS Foundation;
- Rules for the Activity of the Board of Directors of the NALIS Foundation;
- Procedure for the Award and Conclusion of Contract for the Purchase of Assets and Services for the NALIS Foundation;
- Internal Rules of the NALIS Foundation to Control and Prevent Money Laundering and Financing of Terrorism.

The Board of Founders met 2 times, and the Board of Directors – 10 times during the reported period.

An Activities Diary is updated on a daily basis at the NALIS Foundation.

IV.

The **office** of the NALIS Foundation was to a great extent **equipped** with the necessary furnishing and communication means.

- Lease contract for the office premises of the Foundation was signed;
- All the stages – market analysis, collection of offers, supply contract – of the most important equipment were finalized (equipment includes portable PCs, multifunctional device and other office machinery, as well as furniture, office accessories, blinds, air conditioners and security system);
- The corporate design of the NALIS Foundation was developed and approved.

V.

The specific **NALIS Project activities** were organized around three main areas.

- Acquiring of the necessary **hardware and software platform**; the main stages in this regard were completed before the end of 2009:

  o The market was explored, the offers collected, the contract signed and the servers and routers – delivered;

- A contract for the purchase of the modules MetaLib/SFX, Primo, DigiTool and ALEPH was signed with Ex Libris; these modules ensure the software platform of the NALIS Project; the contract with Ex Libris takes into consideration all the services related to the NALIS Project implementation.

- The **translation and editing of the documentation related to the MARC 21 Format** has begun. This is an important component of the NALIS Project. A Working Group was established for this purpose and the results from its work are as follows:
  - Finalized was the translation in Bulgarian of the two basic for the Format brochures: *Understanding MARC Bibliographic: Machine-Readable Cataloging* (UB) and *Understanding MARC Authority Records: Machine-Readable Cataloging* (UA);
  - The first brochure (UB) was edited by the Working Group (2 revisions) and its final version in Bulgarian is prepared for publication on the website of the Foundation;
  - The second brochure (UA) was prepared for the first revision;
  - A three-language glossary of the library terms used in the translated MARC 21 documents was created and regularly updated with new information; the glossary was converted into MSAccess and is being prepared for testing into a web environment.

- The first **training** was organized. It was dedicated to a general introduction to the union software platform, necessary for the project:

  - The course, organized by the NALIS Foundation, was intended for system administrators of the founding institutions and was discussing issues related to ALEPH (30/11/ at the Sofia University).

VI.

The **dissemination** of the key ideas of the NALIS project has begun. A greater activity in this respect will be carried out at a later stage – together with the first visible results from the project implementation. The dissemination had three trends so far:

- Several presentations were carried out:

  - With the Bulgarian Ministry of Culture (Deputy Minister Dimitar Dereliev., 27/10);

- o With the academic community at the 140-Year Anniversary of the Establishment of the Bulgarian Academy of Sciences (10/11);
  - o At the Annual Council of the Bulgarian Information Consortium (04/12);
  - o At the General Assembly of the PhD Students at BAS (09/12).

- Publications on the Project and the NALIS Foundation in Bulgarian and foreign periodicals:

  - o Newsletter of the Central Library of BAS (in Bulgarian);
  - o Ex Libris Press Releases;
  - o Bibliosphere Review.

- Finalization of both the structure and content of the Foundation's website.

- Contacting representatives from some academic institutions (mainly medical ones) which have intentions to join the project.

The beginning of the NALIS project may well be assessed as successful and promising. Within a relatively short period the Foundation built its institutional basis and started its proper functioning. The hardware and software which will assure the successful implementation of the project were acquired. The NALIS Foundation's team and Board quickly began their routine activity and established a friendly and creative atmosphere of cooperation and good motivation.

The project is facing many challenges. During 2010 the Foundation is going to solve two main issues: the setting of the library and information system in the three founding institutions; the gradual concentric broadening of the network through the association of new academic libraries. It is clear that various difficulties and complications may occur in the process of achieving these aims, but we firmly believe that the Foundation will be able to overcome them.

30 December 2009   Dincho Krastev
                                         Executive Director of NALIS Foundation