



EUROPEAN COMMISSION

DIRECTORATE-GENERAL PRESS AND COMMUNICATION

INTERINSTITUTIONAL RELATIONS, INFORMATION POLICY, REPRESENTATIONS

Representations: Information Campaigns, Relays and Networks

EDC

EUROPEAN DOCUMENTATION CENTRE

Activity Report

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EDC
EUROPEAN DOCUMENTATION CENTRE
Activity Report

1. IDENTIFICATION

1. Details of EDC

1.1. Host structure

1.1.1. Organisation.....

1.1.1.1. Department.....

1.2. Name of EDC.....

1.3. Address.....

1.3.1. City.....

1.3.2. Postcode.....

1.3.3. Country.....

1.3.4. Telephone number.....

1.3.5. Fax.....

1.3.6. E-mail.....

1.3.7. Home-page.....

1.3.8. URL.....

1.4. Date of establishment

1.4.1. Day.....

1.4.2. Month.....

1.4.3. Year.....

2. LOCATION AND PREMISES

2.1. Location

		Yes	No
2.1.1.	Separate premises	☐	☐
2.1.2.	Library	☐	☐
2.1.2.1.	Central library	☐	☐
2.1.2.2.	University library	☐	☐
2.1.2.3.	Individual area	☐	☐
2.1.2.4.	Integrated into a larger Library	☐	☐
2.1.3.	Publicity and signposting	☐	☐
2.1.3.1.	At the entrance to the EDC	☐	☐
2.1.3.2.	At the entrance to the host structure	☐	☐

2.2. Premises

2.2.1.	Available area	 m ²
2.2.1.1.	Reading room	Yes ☐ No ☐
2.2.1.2.	User places	n°
2.2.1.3.	Storage	 m ²
2.2.1.4.	Other	 m ²

3. OPENING TIMES

- 3.1. Open to public from to
- 3.2. EDC staff present from to

4. STAFF **Names**

% working hours in EDC

- 4.1. Responsible
.....
- 4.2. Head librarian
.....
- 4.3. Other librarians
.....

- 4.4. Library assistants
.....
- 4.5. Others
.....
.....

5. **DOCUMENT ORGANISATION**

- 5.1. Document handling
- 5.1.1. Cataloguing system.....
.....
.....
- 5.1.2. Indexing system
- 5.1.2.1. Classification (systematic classification).....
.....
- 5.1.2.2. Indexing (Thesaurus/list of subject headings/keywords).....
.....

5.2. Document storage

- | | Yes | No |
|---|--------------------------|--------------------------|
| 5.2.1. Complete collection from opening of EDC | ☐ | ☐ |
| If yes : | | |
| 5.2.1.1. All publications kept | ☐ | ☐ |
| 5.2.1.2. Only some publications kept | ☐ | ☐ |
| 5.2.1.3. From (date) (year) | | |
| 5.2.2. Direct access for users to all documents stored on shelves classified by subject in the reading room | ☐ | ☐ |

- | | | | |
|--------|---------------------------------------|--------------------------|--------------------------|
| 5.2.3. | Direct access only to reference works | ☐ | ☐ |
| 5.2.4. | Direct access to everything | ☐ | ☐ |

6. **EQUIPMENT**

6.1. Computing equipment

6.1.1. Computers

6.1.1.1. For library work n°

6.1.1.2. For library users n°

6.1.1.3. Specifications:

- Processor.....
- Memory.....
- Disk.....
- Other.....

Yes

No

6.1.2.1 CD-ROM reader ☐ ☐

6.1.2.2 DVD reader ☐ ☐

6.1.2.3 CD recorder ☐ ☐

6.1.2.4 DVD recorder ☐ ☐

6.1.3. Software.....

- Windows (version).....
- Word processing.....
- Specific software for cataloguing.....
- Other.....

Yes

No

6.1.4. Internet access ☐ ☐

6.1.5 Europe by satellite ☐ ☐

6.1.6. Telecommunications

Type of access: Yes No

via modem ☐ ☐

RDIS/ISDN/ADSL ☐ ☐

Host structure's proxy/LAN ☐ ☐

Bandwith

Other type of access.....

6.2. Other equipment

		Yes	No
6.2.1.	Microfiche reader	☐	☐
6.2.2.	Photocopier	☐	☐
6.2.3.	Scanner	☐	☐

7. **INFORMATION SOURCES AVAILABLE**

		Yes	N°	No
7.1.	<u>Primary documents</u>			
7.1.1.	Documents published by the Commission	☐		☐
7.1.2.	Documents published by the Commission jointly with private publishers	☐		☐
7.1.3.	Other documents on the European Union	☐		☐
7.1.4.	Documents/grey literature	☐		☐
7.1.5.	Collections of microfiches	☐		☐
7.2.	<u>Secondary documents</u>			
7.2.1.	Bibliographies	☐		☐
7.2.2.	Reference documents	☐		☐
7.2.3.	Other	☐		☐
7.3.	<u>Relays website</u>			
7.3.1.	Do you at least occasionally use the Relays "intranet"	☐		☐
	If yes, which pages.....			
7.4.	<u>Electronic products</u>			
7.4.1.	Community CD-ROMs/ DVDs			

Official Journal ☐
Eurostat publications ☐

Others:
.....

8. DOCUMENTARY PRODUCTS

		Yes	No
8.1.	Newsletter	☐	☐
8.2.	Bibliography	☐	☐
8.3.	Documentary research	☐	☐
8.4.	Selective dissemination of information by user profile	☐	☐
8.5.	Creation of own database	☐	☐
	If yes, title:		
8.6.	Own CD-ROM	☐	☐
	If yes, title ⁽¹⁾ :		
			
8.7.	Others ⁽¹⁾ :		
			

¹ Insert lists if necessary.

9. ACCESSIBILITY FOR USERS

		Yes	No
9.1.	For the whole host structure	☐	☐
9.1.1.	For the area	☐	☐
9.1.2.	General public	☐	☐
9.1.3.	Statistics on users ⁽²⁾ :		
		n°	%
9.1.3.1.	Teachers		
9.1.3.2.	Researchers		
9.1.3.3.	Students (undergraduate)		
9.1.3.4.	Students (postgraduate)		
9.1.3.5.	Other students		
9.1.3.6.	Professions		
9.1.3.7.	Others		
9.1.3.8.	Total users per year, per month and annual percentage		
9.1.3.9.	Total users per year compared to the previous year		
9.1.3.10.	Main areas of interest		

10. ADDITIONAL ACTIVITIES

		Yes	No
10.1.	User training	☐	☐
10.2.	Participation in academic activities	☐	☐
10.3.	Participation in meetings, conferences, round tables organised by the Commission	☐	☐
10.4.	Participation in seminars organised by the Commission centrally or by the Representation	☐	☐

² Insert a table if necessary.

- | | | | |
|-------|--|--------------------------|--------------------------|
| 10.5. | Exchange programme organised by the Commission | ☐ | ☐ |
| 10.6. | Events for the general public | ☐ | ☐ |
| 10.7. | Others: | | |
| | | | |

11. **COOPERATION AND COLLABORATION**

- | | | Yes | No |
|-------|--|--------------------------|--------------------------|
| 11.1. | With relays in the same network | | |
| | - regional level | ☐ | ☐ |
| | - national level | ☐ | ☐ |
| | - European level | ☐ | ☐ |
| 11.2. | With other networks (Relays, Euro Info Centres, BIC, etc.) | | |
| | - regional level | ☐ | ☐ |
| | - national level | ☐ | ☐ |
| | - European level | ☐ | ☐ |
| 11.3. | With the Commission | | |
| | - in Brussels | ☐ | ☐ |
| | - via national Representation Office | ☐ | ☐ |
| 11.4. | With the other EU Institutions | | |
| | - at central level | ☐ | ☐ |
| | - via national Representation Offices | ☐ | ☐ |

12. **INFORMATION ABOUT ACADEMIC ACTIVITIES RELATING TO EUROPE WITHIN THE UNIVERSITY ³**

- | | | Yes | No |
|-------|--------------------------|--------------------------|--------------------------|
| 12.1. | European Studies centres | ☐ | ☐ |

³ Applicable to EDCs hosted by Universities

- | | | | |
|-------|------------------------------------|--------------------------|--------------------------|
| 12.2. | University level | ☐ | ☐ |
| 12.3. | Action Jean Monnet | ☐ | ☐ |
| | Comments: | | |
| | | | |
| 12.4. | Other Community programmes | ☐ | ☐ |
| | If yes, which: | | |
| 12.5. | Doctoral theses | ☐ | ☐ |
| | If yes, which ⁴ : | | |
| 12.6. | Others..... | | |

13. **PROMOTION OF EDC**

- | | | Yes | No |
|-------|---------------------------|--------------------------|--------------------------|
| 13.1. | Within the host structure | ☐ | ☐ |
| 13.2. | In the region | ☐ | ☐ |
| 13.3. | Outside | ☐ | ☐ |
| 13.4. | Intranet | ☐ | ☐ |
| 13.5. | Internet | ☐ | ☐ |
| 13.6. | Brochure | ☐ | ☐ |

14. **EDC'S QUESTIONS AND PROPOSALS**

- 14.1. Training needs.....
- 14.2. Others.....

Signed:

Head Librarian of the host structure or Librarian in charge of the EDC

⁴ Insert lists if necessary