



FAQ e-Helvetica Deposit

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Generalities

What are e-Helvetica?

e-Helvetica are electronic publications that are:

- published in Switzerland

or

- related to Swiss citizens or persons residing in Switzerland

or

- created by or in collaboration with Swiss authors or authors associated with Switzerland

What are electronic books ?

Electronic books or e-books are publications that have been created in electronic format. They may exist independently or have been published in digital form in parallel with other types of publication. Electronic books must be published on the Internet.

What is the e-Helvetica Deposit?

e-Helvetica Deposit is a platform dedicated to self-publishing and to small publishers. Once you have registered using the *Request form*, you can register and load your electronic books using the *Submit a book form*.

Where can I get more information on e-Helvetica Deposit?

You can submit your questions and suggestions at info.e-helvetica@nb.admin.ch.

What is a permanent identifier?

A permanent identifier is a valid and permanent address for digital material. It can replace the URL in a library catalogue or in other inventory systems or can be used as a stable reference in the documents themselves. As the links are permanent, there is no need to update them. With a permanent identifier, digital publications are uniquely identified. Examples of permanent identifiers: URN (Uniform Resource Name), DOI (Digital Object Identifier), PURL (Persistent Uniform Resource Locator) etc. The Swiss National Library assigns a URN to e-books.

To submit

Who can deposit electronic books at the Swiss National Library?

E-Helvetica Deposit is designed for self-publishers and small publishers that publish one or a few titles per year. Self-publishers and small publishers can submit their titles and load them directly on e-Helvetica Deposit.

[e-Helvetica Deposit](#)

I have published an electronic book. How can I deposit this book at the Swiss National Library?

You can deposit your e-book and the related data on e-Helvetica Deposit, our platform for self-publishers and small publishers. You can request a login using the *Request form*.

Can I deposit a French language book?

Yes, you can deposit a French language book in e-Helvetica Deposit. The Swiss National Library collects books in all languages if they have a connection with Switzerland and have been published by your own publishing house.

My book was published in Italian and English. When I input data, can I directly load both language versions?

If the same book was published in two different languages, both books should be deposited separately. You need to complete a form for each language edition.

What file format can be used to deposit the electronic books?

The Swiss National Library accepts PDF and EPUB formats for e-books, JPG and PNG for book covers. Other formats like Kindle (.azw), Mobipocket (.mobi, .prc) etc. cannot be considered at this time. If your e-book is available in several formats, please deposit only one format. Please note that your file should not contain any restrictions on use, such as password protection, limited access in time or other limitations.

My book is available in PDF and EPUB format. Can I deposit both?

If your eBook is available in both formats, please only one send. We collect a book with identical content in only one electronic form.

My file is over 1GB. So I cannot give it to you?

If your e-book file exceeds the prescribed size, please contact info.e-helvetica@nb.admin.ch.

I have registered but my login is not working.

In the confirmation email you received after registering, please check if your login data are correct. If you have forgotten your password, please click under Login [Link] on Forgot Password. You will receive an email with a link that lets you change your password. If you still cannot connect, please contact info.e-helvetica@nb.admin.ch.

I moved and I would like to change the address in my account.

Once you're connected to e-Helvetica Deposit, you can open the Account menu, change your address or other contact data and save changes.

In the future, I will not deposit any more e-books at the Swiss National Library. How can I delete my account?

You cannot delete your account yourself. Please contact info.e-helvetica@nb.admin.ch.

Last year, I deposited an e-book. Meanwhile, the URL has changed.

We do not make subsequent changes to the URL unless it has been entered incorrectly during the registration by mistake. Assigning a unique identifier - this time in the form of a Uniform Resource Name (URN) - ensures the permanent access to your e-book. The URN is assigned by the Swiss National Library and its function is to ensure the perpetual link to the e-book. Therefore the links don't have to be updated or maintained.

[URN](#)

My book contains only four pages; it is a sort of flyer. Can I still deposit it?

Your book must have at least six pages of content. According to the collection regulations of the Swiss National Library, this rule applies to both printed and electronic publications collected by the library.

Our publishing house publishes musical scores. Do you also collect scores?

No, we do not collect musical scores in electronic format.

When I proceeded to deposit my book, I filled in all the fields but I received an error message at the time of the upload (An application error occurred). What should I do?

If several publishers send a document of a certain size at the same time to e-Helvetica Deposit, this

may cause a system time-out. In this case, please try again later. The registration you started is automatically saved in the buffer memory.

Collecting

Why does the Swiss National Library archive electronic books?

The Swiss National Library has the legal mandate to collect, list, conserve and make available the documents printed or stored on other media that are linked to Switzerland. Therefore this mandate includes also born digital publications such as e-books.

What electronic books are collected by the Swiss National Library?

The Swiss National Library collects publications that have a link to Switzerland. These publications are identified under the professional term Helvetica. Specifically, these are publications that are:

- published in Switzerland

or

- related to Swiss citizens or persons residing in Switzerland

or

- created by or in collaboration with Swiss authors or authors associated with Switzerland

What electronic books are not collected by the Swiss National Library?

The Swiss National Library does not collect e-books unrelated to Switzerland. It does not collect isolated articles, publication projects, working drafts, provisional versions, summaries, abstracts or maps, films, musical scores and audio files. These, websites and official publications are not collected by e-Helvetica Deposit. These publications are collected through other means.

The printed version of my book is already listed in the catalogue of the Swiss National Library. Do I still need to submit the e-book version?

The Swiss National Library collects both the print edition and the electronic edition of a publication. You can definitely submit your e-book.

[e-Helvetica Deposit](#)

I edit an online journal on indigenous poisonous plants. Can I deposit my journal?

In the first phase, only e-books can be deposited via e-Helvetica Deposit. Further development of e-Helvetica Deposit is however planned to allow the deposit of other types of publications.

In 1963, I published a book of poetry that I just digitized. Can I give you the digitized edition?

In e-Helvetica Deposit, you can only deposit born digital publications. But the Swiss National Library collects both printed publications digitized and born digital publications (born digital).

My friend wrote an interesting e-book about the commune of Celerina and illustrated with his own photographs. May I deposit it on his behalf?

If you are neither the author nor the publisher of this e-book, you cannot deposit it in the e-Helvetica Deposit. You can only submit books published by your own publishing house. However, your friend may deposit his book himself if it is published by his publishing house and published on the Internet.

What are the criteria for submitting my book?

Your book must be in PDF or EPUB format, have at least six pages, have a link with Switzerland and have an author and a title. The registration form gives you more details about the mandatory information that you will be asked to fill in.

Cataloguing

I would like to give you 50 e-books. Entering so much data for each book requires a significant effort. Can I just only upload the files?

The descriptive information (metadata) is absolutely necessary because it is the source for document discovery in our library catalogue Helveticat and for long-term archiving. If you wish to submit a greater

number of electronic books, please contact info.e-helvetica@nb.admin.ch. We will then consider if an automated deposit process of your publications is appropriate, as is the case of larger publishers.

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Where can I find an overview of the thematic groups of the Swiss National Library?

You can find a list of thematic groups in the e-Helvetica Deposit form under *Deposit a book*. Under *Other indications - Thematic Group*, there is a drop down menu containing all the categories. The thematic groups are based on the Dewey Decimal Classification (three positions).

In submitting my e-book, I unfortunately made a mistake in the metadata. Should I resubmit?

For books that are stored temporarily, it is still possible to change the data. Once you have submitted your e-book definitely, you cannot edit the metadata. Please contact info.e-helvetica@nb.admin.ch. The Swiss National Library will make the corrections for you.

I do not have an Internet address for my e-book. Does this mean that I cannot give it to you?

If you do not have an Internet address for your e-book, you cannot submit it to us. The Swiss National Library collects only electronic books that are published on the Internet.

There is no direct link to my book on the Internet. The information on my book is on my website with other information. Can I not submit it?

The internet address is an important reference for publication. The Swiss National Library collects only electronic books published on the Internet. It can be a direct link to the book and an information on your website is sufficient as a statement of publication.

I registered my own publishing house "Anton Muster" on e-Helvetica Deposit. However, my book was edited by Book on Demand. Can I still deposit my book?

Yes, we also accept e-books from on-demand book publishers. When you submit your book, you can enter the name of your on-demand publisher in the Editor - Name field.

Archiving and using the collections

What happens to my e-book and how can I access it?

After your e-book has been checked and accepted by the Swiss National Library, the descriptive data (metadata) and electronic books are integrated into the Ingest system. This system prepares the data for archiving and ensures that the corresponding metadata are available in the catalogue Helveticat. e-books are stored with metadata in the long-term archive. Archived e-books can be searched and displayed in online e-Helvetica, the access to digital collections system. If you selected the access right *Limited access*, your e-book can only be consulted in the reading rooms of the Swiss National Library. In this case there is no possibility of reproduction such as saving, printing etc. Furthermore, the electronic book cannot be borrowed.

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Can I access my e-book once it has been archived?

Electronic books are listed in the Helveticat catalogue and can be consulted in the e-Helvetica Access, the access database of digital collections. As the publisher, you decide if your book has unlimited access or can only be accessed on the premises of the Swiss National Library. If access is unlimited, your book can be accessed from anywhere. If consultation is limited to the premises of the National Library, its content is protected and can only be consulted within the reading rooms of the National Library. Reproduction though saving and printing, and loan, etc. is not possible. These conditions also apply to publishing houses, which in case of assigning limited availability status to their books, can also only consult their own books within the reading rooms of the National Library.

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What do the different access rights mean?

Via e-Helvetica Access, the access system to the digital collections, our users have the possibility to view the text of your archived electronic book. You can choose between the two access categories *open access* and *limited access*. If you select *open access*, access to your book is unrestricted. It is freely accessible in full text on the internet. If you select *limited access*, access is only possible on the premises of the Swiss National Library. Reproduction options such as saving, printing, etc. are not possible. The electronic book cannot be borrowed either.

Other access categories are not provided. If you have any questions about the access category, please contact info.e-helvetica@nb.admin.ch.

Does the registration of my publishing house and the deposit of my e-books incur one-time or annual costs?

No, registration and deposit are free. Once you have registered (you only need to do this once), you may submit as many books as you wish.

Is there a fee for archiving my e-book?

No, the long-term archiving is free for users of e-Helvetica Deposit.

Does the Swiss National Library pay me for the e-books I deposit?

The publisher deposits its electronic books at the Swiss National Library free of charge. It thus contributes to the implementation of the legal mandate of the Swiss National Library.