



FAQ e-Helvetica Deposit

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1 Generalities

What is e-Helvetica Deposit?

e-Helvetica Deposit is the platform for publishers to deposit individual digital publications with the Swiss National Library. Once you have registered as a publisher, you can submit and upload your digital books and journals using the relevant forms.

What is e-Helvetica Deposit?

e-Helvetica Deposit contains digital publications that are:

- published in Switzerland
- or
- related to Switzerland or to Swiss citizens or persons residing in Switzerland
- or
- created by, in collaboration with, or published by Swiss authors or organizations associated with Switzerland

I have published a digital publication (book or journal). How can I deposit it at the Swiss National Library?

You can deposit your digital publication and its descriptive data at e-Helvetica Deposit, our platform for publishers. You can request a login using the *Register as publisher* form.

Why does the Swiss National Library archive digital publications?

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

What file format can be used to deposit the digital publications?

The Swiss National Library accepts PDF and EPUB formats for digital publications, JPG and PNG for covers. Other formats like Kindle (.azw), Mobipocket (.mobi) etc. cannot be considered at this time. If your digital publication 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 digital publication is in PDF and EPUB format. May I deposit both?

If your digital publication is in both formats, please just submit one of them. We only keep one digital version of a publication with identical content.

What is the difference between books and journals?

Books are completed publications normally contained in one volume, or sometimes in several volumes. By journal we mean a regular publication under the same title, usually bearing numbering. The numbering can simply correspond to a year. If you are unsure whether your publication is a journal or a book, please contact deposit.e-helvetica@nb.admin.ch.

I scanned my own publication that appeared in print a few years ago. May I deposit the digital reproduction with you?

No, e-Helvetica Deposit is only for born digital publications.

My friend publishes an interesting publication. May I deposit it with you?

If you are not the author or publisher of a digital publication, you may not deposit it with us. Your friend may of course deposit the publication with us, provided she is the author or publisher of the publication, and it is on the Internet.

I would like to give you 50 digital publications. Entering so much data for each publication requires a significant effort. Can I just only upload the files?

The descriptive information (metadata) is mandatory 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 digital publications, please contact deposit.e-helvetica@nb.admin.ch. We will then consider if an automated deposit process of your publications is appropriate, as is the case with larger publishers.

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

If you do not have an Internet address for your digital publication, you cannot submit it to us. The Swiss National Library collects only digital publications that are published on the Internet.

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

The Internet address is an important reference for publication. The Swiss National Library collects only digital publications published on the Internet. It can be a direct link to the publication. However, a note on your website is also sufficient as a reference for publication.

May I also deposit a French language book or English language journal?

Yes, you may also deposit a French language book or English language journal via e-Helvetica Deposit, provided you are the publisher of those publications. The Swiss National Library collects publications in all languages as long as they have a connection to Switzerland.

What happens to my digital publication and how can I access it?

After your digital publication has been checked and accepted by the Swiss National Library, the descriptive data (metadata) and the publication are ingested into the Ingest system of the National Library. This system prepares the data for archiving and ensures that the corresponding metadata are available in the catalogue Helveticat. Once stored in the long-term archive the publications can be searched and viewed in e-Helvetica Access, the entry portal to the National Library's digital collections. If you selected the access right *Access limited*, your publication can only be consulted in the reading rooms of the National Library. In this case there is no possibility of reproduction such as saving, printing etc. Furthermore, the digital publication cannot be borrowed.

Can I access my digital publication once it has been archived?

Digital books and journals are listed in the Helveticat catalogue and can be consulted in e-Helvetica Access, the entry portal to the Swiss National Library's digital collections. As the publisher, you decide if your publication has unlimited access or can only be accessed on the premises of the National Library. If access is unlimited, your publication 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 options such as saving, printing, lending etc. are not possible. These conditions also apply to publishing houses, which in case of assigning limited availability status to their publications, can also only consult their own publications within the reading rooms of the National Library.

What do the different access rights mean?

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

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

My file is over 1 GB. Does that mean I cannot give it to you?

If your digital publication exceeds the prescribed size, please contact deposit.e-helvetica@nb.admin.ch.

When I proceeded to deposit my publication, I filled in all the fields but I received an error message at the time of the upload. 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.

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

You can find the list of thematic groups in the e-Helvetica Deposit form if you submit a book or register a journal title. You can open the drop-down menu in the *Thematic group* field to see all the Swiss National Library thematic groups. The thematic groups are based on the Dewey Decimal Classification (three positions).

What is a persistent identifier?

A persistent identifier is a valid and permanent address. 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 persistent, there is no need to update them. With a persistent identifier, digital publications are uniquely identified. Examples of persistent identifiers: URN (Uniform Resource Name), DOI (Digital Object Identifier), PURL (Persistent Uniform Resource Locator) etc. The Swiss National Library assigns a URN to digital publications.

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

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

2 Register as publisher**Who can deposit digital publications at the Swiss National Library?**

e-Helvetica Deposit is designed for publishers that publish one or a few titles per year. Publishers can submit their digital books and journals and load them directly on e-Helvetica Deposit.

I have registered but my login is not working. What can I do?

Please check if your login data are correct. If you have forgotten your password, please click on *Retrieve login data*. You will receive an e-mail with a link that lets you change your password. If you still cannot connect, please contact deposit.e-helvetica@nb.admin.ch.

I have moved. Can I change the address in my account by myself?

Yes, log in to e-Helvetica Deposit and go to the *Account* menu. You can change and save your address and other contact data there.

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

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

Does the registration of my publishing house and the deposit of my digital publications 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 publications as you wish.

Is there a fee for archiving my digital publication?

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

Does the Swiss National Library pay me for the publications I deposit?

No, publishers deposit their digital books and journals at the Swiss National Library free of charge. By doing so, they contribute to fulfilling the National Library's legal mandate.

3 Books

What are digital books?

Digital books have the following features:

- produced digitally
- publication is only digital or in parallel to other types of publication (e. g. print)
- published on the Internet
- one-time publication

If you are unsure whether your publication is a book or a journal, please contact deposit.e-helvetica@nb.admin.ch.

What digital 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 Switzerland or to Swiss citizens or persons residing in Switzerland
- or
- created by, in collaboration with, or published by Swiss authors or organizations associated with Switzerland

The final decision on whether to collect a digital book lies with the National Library.

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

The Swiss National Library does not collect digital books unrelated to Switzerland. It does not collect isolated chapters, publication projects, working drafts, provisional versions, summaries, abstracts, maps, images, photographs, digital reproductions, films, musical sheets, musical scores or audio files. Theses from Swiss universities and websites are also not eligible for e-Helvetica Deposit. These publications are collected elsewhere in the National Library.

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

The Swiss National Library only collects one carrier form. If we already have the printed edition in our collection, please do not register the digital edition.

My book was published in Italian and English. Can I upload both language versions together when entering the data?

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.

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 digital publications collected by the library.

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

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

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/or a title. In the form *Submit a book* you will find further information on obligatory details.

My friend wrote an interesting digital book about the commune of Celerina and illustrated it with his own photographs. May I deposit it with you?

If you are neither the author nor the publisher of this digital book, you may not deposit it in 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 is on the Internet.

In submitting my digital 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 definitively submitted your digital book, you cannot edit the metadata. Please contact deposit.e-helvetica@nb.admin.ch. We will make the corrections for you.

Last year, I deposited a digital book. Meanwhile, the URL has changed. Do I have to report that?

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

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 digital books from on-demand book publishers. When you submit your book, you can enter the name of your on-demand publisher in the *Name of publisher* field.

In the *Books* menu is indicated that a publication I have submitted is *Converted to journal*. What does this mean?

The publication you have submitted is a journal issue that we have transferred to the *Journals* menu. It is treated as a periodical publication.

4 Journals

What are digital journals?

Digital journals have the following features:

- produced digitally
- publication is only digital or in parallel to other types of publication (e. g. print)
- published on the Internet
- constant title
- regular and ongoing publication frequency
- editions are normally numbered

If you are unsure whether your publication is a journal or a book, please contact deposit.e-helvetica@nb.admin.ch.

Which digital journals does the Swiss National Library collect?

The Swiss National Library collects publications with a connection to Switzerland. They are grouped together under the professional term Helvetica. Specifically, these are journals that are:

- published in Switzerland
- or
- with a thematic reference to Switzerland
- or
- published by Swiss organizations or organizations with a connection to Switzerland

The editorial content of the journals collected by the National Library must comprise at least one third of the publication. In addition, the individual editions of the journal must count in average six or more pages. Mandatory is also the publication of the journal on the Internet.

Examples: academic journals (including open access), trade magazines, magazines, yearbooks, journals issued by associations, journals from official bodies (Confederation, cantons, municipalities), journals from religious communities, journals from international organizations based in Switzerland, corporate journals (employee and customer magazines), journals by organizations such as parties, associations, unions, etc.

The final decision on whether to collect a digital journal lies with the National Library.

Which digital journals does the Swiss National Library not collect?

The Swiss National Library does not collect any digital journals that have been published outside Switzerland and have no connection to Switzerland or in which less than one third of the content is Swiss. The journal must also be published on the Internet. Individual articles or publications mainly comprising advertising, school magazines and unpublished works are not collected. Images, photographs, digital reproductions, films, maps, sheet music, scores, music files and websites cannot be deposited with e-Helvetica Deposit. They are collected elsewhere in the National Library.

How can I deposit issues of my digital journal?

The first step is to register as a publisher on e-Helvetica Deposit. After successful registration you can register a journal title. You can only submit individual issues of your publication once the journal title has been accepted by the Swiss National Library. You will be notified by e-mail. You can now submit the issues for the authorized title under *Submit issues* by uploading the corresponding document (PDF and EPUB formats are accepted).

There is also a printed version of my journal collected by the Swiss National Library. Is it still possible to submit and deposit the digital version on e-Helvetica-Deposit?

In this case, please contact the Swiss National Library by e-mail at deposit.e-helvetica@nb.admin.ch. We then check in each individual case which version is collected.

My journal comes out in French, German and Italian. May I upload all language versions at the same time when entering the data?

No, you need to submit each title and the corresponding language version individually. Please make sure you deposit the language version corresponding to the issues (German issues for the German language version, French issues for the French language version, etc.).

The publication frequency of the title I submitted has changed. What do I need to do?

You must report changes to the journal metadata to us via e-mail at deposit.e-helvetica@nb.admin.ch. We will then make the change(s) to the metadata.

A journal I deposit is now transferring to another publisher. The new publisher would also like to deposit the journal with you. What do we need to do?

Contact us by e-mail at deposit.e-helvetica@nb.admin.ch. Then we can transfer a registered journal from one publisher to another. The new publisher must also register with e-Helvetica Deposit before we can complete the transfer.

Unfortunately, I failed to notice an error in the metadata when submitting my digital journal. Should I submit it again?

No, tell us about the change to the metadata or corrections by e-mail at deposit.e-helvetica@nb.admin.ch. We will then make the change(s) to the metadata.

What must I do if there is a change to the title of my journal?

If the title changes, contact the Swiss National Library by e-mail at deposit.e-helvetica@nb.admin.ch. Indicate the old title and the new one. We will then contact you about the next steps. If there is a change in the title, the journal may have to be submitted again. We will then close the journal under the former title. However, a change of title does not automatically entail a new registration.

The journal I issued is no longer published. Must I report that?

Tell us by e-mail at deposit.e-helvetica@nb.admin.ch, if a journal you deposited is no longer published. We will then close that title, so no more issues can be deposited. We will also make the necessary changes to the metadata.

I have informed you that my journal will no longer be published. The Swiss National Library has confirmed to me that the title has been closed. However, it has now become clear within the association that a journal will continue to be produced after all. So the journal will appear again after a longer break. I would like to submit it to you again. What do I need to do?

Contact us by e-mail at deposit.e-helvetica@nb.admin.ch. If the journal title has changed, you must register it again. If the journal resumes with the same title as before, we can reopen this title in e-Helvetica Deposit and you can continue depositing issues. We will make the necessary changes to the metadata.

I have mistakenly submitted an issue to the wrong title. What should I do?

Please contact us by e-mail at deposit.e-helvetica@nb.admin.ch. We will make the necessary changes.

I have mistakenly submitted a journal issue as a book. What should I do?

Please contact us by e-mail at deposit.e-helvetica@nb.admin.ch. We will make the necessary changes.