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Digitization work at the Library and Archives of the Benedictine Monastery in Rajhrad : digitization of archival files from the fonds of the Benedictine Monastery in Rajhrad

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DIGITIZATION WORK AT THE LIBRARY AND ARCHIVES OF THE BENEDICTINE MONASTERY IN RAJHRAD

Digitization of Archival files from the Fonds of the Benedictine Monastery in Rajhrad[1]

Abstract:

The NAKI project "The Benedictine Monastery in Rajhrad as a Cultural Phenomenon", whose main aim is cataloguing books from the historic monastery library hall and compiling the history and cultural influence of this prominent Moravian monastic institution, involves digitization of title pages of catalogued books, collections of graphic art and photographs, maps and atlases, as well as archival documents from the property of the Benedictine Abbey in Rajhrad. Digital copies of all documents, along with detailed catalogue records, have been made available online through the catalogues Aleph and VuFind, web storage Imageserver and the digital library Kramerius of the Moravian Library in Brno.

Keywords:

Rajhrad, monastery, the Benedictines, library, old prints, graphic art, maps, manuscripts, archival material, digitization

The project *Benedictine Monastery in Rajhrad as a Cultural Phenomenon* of the Programme of applied research and development of national and cultural identity (NAKI) was launched in March 2012. The main institutions participating in the research project that will run until December 2015, are the *Moravian Library in Brno* together with *Masaryk University* and the

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University of Jan Evangelista Purkyně in Ústí nad Labem. The partner institutions are also the *Benedictine Abbey in Rajhrad*, the *Moravian Provincial Archive in Brno* and the *Provincional Museum of the Brno Region – the Museum of Literature in Moravia*.[2] The project aims at cataloguing 18,500 volumes from the historic library of the Benedictine Monastery in Rajhrad which are stored in the library hall,[3] cataloguing and digitization of graphic art and map collections, digitization and cataloguing of selected files from the archival material and also mapping the history and cultural ties of the Benedictine Monastery in Rajhrad within a wider time span from the Middle Ages to the 20th century. The publication outputs of the project include exhibitions dedicated to the history of the convent and its extensive cultural influence, along with publishing of specialized literature and catalogues.[4]

All of the materials compiled within the project are the property of *the Benedictine Abbey in Rajhrad*. They are stored at two sites given by the his-

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[2]   http://www.rajhradskyklaster.cz. The project has been carried out in cooperation with the Association of Austrian, Hungarian, Polish and Czech monasteries Klösterreich – http://kloesterreich.at.

[3]   The entire historic library includes circa 65, 000 volumes. However, this number does not reflect the number of books contained in the volumes – no exception are volumes of 25 or more extra additions. Of course, each extra addition is catalogued separately as an individual piece of writing with its own cataloguing record.

[4]   Three exhibitions have taken place within the project so far: *"In omnibus glorificetur Deus"* (25 April 2013 – 31 October 2013), dedicated to the history of the monastery from the earliest times to the present, „*An vědy a umění miloval* … Milovníci a mecenáši věd a umění v řeholním rouše" (14 May 2014 – 31 October 2014), mapping the patronage and scientific activities of the Rajhrad Benedictine community from the Middle Ages to the termination of patronage activities in the authentic environment of the Catholic Church, and "*Gladio verbi dei"* (27. Mai 2015–4. October 2015) presenting the wealth of the manuscripsts related to Czech Reformation. Catalogues and accompanying publications for exhibitions: P a v e l k o v á ,   Jindra et al.: *Milovníci a mecenáši věd a umění v řeholním rouše* [Lovers and Patrons of the Sciences and Arts in Order Robes]. Brno 2014; P a v e l k o v á ,   Jindra und Koll.: *Liebhaber und Mazen von Wissenschaften und Kunst im Mönchsgewand*. Brno 2014; H e i l a n d o v á ,   Lucie –   M a h e l ,   Richard –   P a v e l k o v á , Jindra –   R i c h t r o v á ,   Eva: *Posledních dvě stě let v historii rajhradského kláštera* [The Last Two Hundert Years in the History of Rajhrad Monastery]. Brno 2013; H e i l a n d o v á ,   Lucie –   M a h e l ,   Richard –   P a v e l k o v á , Jindra –   R i c h t r o v á ,   Eva: *Letzte zweihundert Jahre in der Geschichte des Benediktinerklosters in Rajhrad*. Brno 2013; *An vědy a umění miloval* ... Milovníci a mecenáši věd a umění v řeholním rouše. Exhibition catalogue. Brno 2014; H e i - l a n d o v á ,   Lucie –   P a v e l k o v á ,   Jindra –   R i c h t r o v á ,   Eva: *In omnibus Deus glorificetur*. Dvě stě let od povýšení na opatství [In omnibus Deus glorificetur: Two hundred years since elevation to an abbey]. Exhibition catalogue. Brno 2013; K r m í č k o v á ,   Helena –   M a z a l o v á ,   Lucie –   M u t l o v á , Petra –   Š e v č í k ,   Pavel: *Pro defensa veritatis evangelice*. Brno 2015.

tory of the monastery in the second half of the 20th century. In the spring of 1950, the so-called Operation K took place in Czechoslovakia.[5] During the operation, the activities of male (in autumn 1950 also female) monasteries were illegally and forcibly terminated, and their property was confiscated by the state. The administration of movable cultural property was divided between various state institutions. The Archives of the Benedictine Abbey in Rajhrad, well-arranged since 1840 by the monastic archivist and later the abbot Viktor Šlosar (1793–1854), were transferred to the *Moravian Provincial Archives* (abbr. MZA), while the historic library came under the administration of the then *University Library* (nowadays the *Moravian Library in Brno*, abbr. MZK). The library remained stored in unsuitable premises of the abandoned monastery until the 1970s, serving as warehouses for the Czechoslovak People's Army. The library was afterwards transferred from the monastery and stored in external depositories of the University Library in Brno. Only the most valuable part – manuscripts and incunabula – were stored directly in Brno, where they received special attention from the staff of this institution.[6] The restitution of movable property of the monastery took place after 1989. The archival fond remained under the title *E 6 Benediktini Rajhrad* in the MZA where it has been stored until now as a deposit of the owner. The fond is arranged, provided with inventory and fully available to researchers. The legal restitution of the historic library took place

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5   K a p l a n , Karel: *Akce K – likvidace klášterů v roce 1950*. Dokumenty a přehledy [Operation K – Liquidation of the Monasteries in 1950: Documents and Synopses], part 1 and 2. Praha 1993 (Dokumenty o perzekuci a odporu, vols. 4 and 6); V l č e k , Vojtěch: *Likvidace mužských řádů v českých zemích v 50. letech ve středoevropském kontextu, aneb Ochráníme vás před hněvem pracujícího lidu* [The liquidation of the men's orders in the Czech lands in the 1950s in the Central European context, or Save us from the anger of the working people]. Securitas Imperii 19/2, 2011, pp. 144–157.

6   D o k o u p i l , Vladislav: *Soupis tisků 16. století z fondů Universitní knihovny v Brně* [Inventory of the printed books of the 16th century from the collections of the University Library in Brno]. Vol. 2. Tisky 16. století z knihovny benediktinů v Rajhradě [The early printed books of the 16th century from the library of the Benedictes in Rajhrad]. Brno 1959. D o k o u p i l , Vladislav: *Soupis prvotisků z fondů Universitní knihovny v Brně* [Inventory of the early printed books from the collections of the University Library in Brno]. Praha 1970; D o k o u p i l , Vladislav: *Soupis brněnských tisků*. Staré tisky do roku 1800 [Inventory of Brno Printed Books: Early printed books to 18000]. Brno 1978; V o b r , Jaroslav: *Soupis postinkunábulí (tisků z let 1501–1520) z fondů Státní vědecké knihovny v Brně* [Inventory of the post-incunabulae (Printed books from 1501–1520)]. Vol 1. Brno 1985, Vol 2. Brno 1986, Vol 4. Brno 1988, Vol 5. Brno 1989; V o b r , Jaroslav: *České tisky Moravské zemské knihovny v Brně a jihomoravských klášterních knihoven z let 1501–1800* [Czech printed books of the Moravian Library in Brno and the South Moravian monastery libraries from 1501–1800]. Vols. 1–2. Brno 2005.

in 1993. In 2004, the library was physically relocated back to the library hall of the *Benedictine Abbey in Rajhrad*.[7] Since 2005 it has been under the administration of the *Provincial Museum of the Brno Region – the Museum of Literature in Moravia.*

The library fond of the Benedictine Monastery in Rajhrad is now stored both in the publicly accessible historic library hall and in depositories, and the most valuable manuscripts along with incunabulae are stored in the safe deposit box outside the library premises. The subject of professional interest and cataloguing of project researchers are mainly books stored in the library hall which holds copies from incunabulae (in total 163 incunabulae) to the production of the 19th century, and sporadically (in cabinets outside the shelves) also the 20th century. (The depository contains mostly periodical production of the 19th century.) The library also contains manuscripts, including documentary manuscripts.[8] In 1950 some of these manuscripts were not physically located in the library but in the archives of the abbey. During the so-called "cleaning out the monastery" within the Operation K, these manuscripts, along with the actual archival material, were relocated to MZA, from where they were returned in restitution to the library after 1989.[9]

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[7]   At first, the library hall interiors, including furniture, were restored in 1999–2004, within the grant Programme of Restoration of Movable Cultural Monuments of the Czech Ministry of Culture. The documents related to the hall restoration (eg. restoration reports) and relocation of books back to Rajhrad – the Register Office of the MZK, department Monastery Rajhrad. J e l í n k o v á , Věra: *Knihovna benediktinů v Rajhradě – návrat po třiceti letech* [Library of the Benedictines in Rajhrad – Return after Thirty Years]. Knihovnická revue 15/4, 2004, pp. 286–290.

[8]   The oldest manuscript from the monastery library – Martyrologium Adonis, sg. R 388 – was created in the early 10th century, however, the library holds also a number of manuscripts from the 19th century. For the earliest relics see: H a v e l , Dalibor: *K počátkům písemné kultury rajhradského kláštera* [On the beginning of the written culture of the Rajhrad monastery]. In: Milovníci a mecenáši věd a umění v řeholním rouše. Eds. J. Pavelková a kol. Brno 2014, pp. 30–59. The oldest and most valuable manuscripts are available in digital form in the database Manuscriptorium (www.manuscriptorium.com).

[9]   The monstrous state operation was accompanied by mutual disputes between state cultural institutions (and authorities participating in implementation of the Operation K) regarding distribution and location of particular movable objects from the closed monasteries. Sometimes, such as in case of the Rajhrad Monastery, the disputes continued many years after the so-called "cleaning out operation". For documents on the general perspective of the problem and particular monastic buildings, see the National Archives, fond no. 852, the State Office for Church Affairs, esp. box no. 82, for Rajhrad box no. 85. (The fond is only partially ordered, the same materials often occur repeatedly in different boxes). Vladislav Dokoupil sought repeatedly and without success the restitution of the Rajhrad manuscripts from the archive and their reintegra-

As part of the work on the project *Benedictine Monastery in Rajhrad as a Cultural Phenomenon*, the books from the library hall of the abbey have been gradually transferred to the MZK, where the expert cataloguing takes place. The cataloguing records are available in the *Union Catalogue of South Moravian historical collections* from a web browser of the *Moravian Land Library* in Brno.[10] Records from this catalogue can be searched and displayed either in the older format/ search engine Aleph, or more recently in VuFind system. Cataloguing records are linked in a form of external links to digital copies of the title pages, or title pages of individual works included in each library volume (additions bound with another books).[11]

The collection of graphic art, which has been part of the monastery museum since the 19th century, represents another part of the Rajhrad cultural heritage and is the subject of cataloguing and digitization work. After the collection is compiled by experts, it will be deposited and made available

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    tion into the library volume (and therefore their location in the University Library in Brno).

[10]   http://www.mzk.cz/katalogy-databaze. All book signatures are shelf-marked and follow the ordering system of the monastery library (rack, row, shelf). In the MZK catalogue they always begin with the letter R (Rajrad).

[11]   Over the last few years, the Rajhrad monastery library collection has been the subject of systematic research by Jindra Pavelková. Cf. for example: P a v e l k o v á , Jindra: *Výzdoba moravských tisků raného novověku z fondu klášterní knihovny v Rajhradě* [Decoration of Moravian early printed books of the Early Modern Period from the collection of the monastery library in Rajhrad]. In: Problematika historických a vzácných knižních fondů Čech, Moravy a Slezska. Architektura knihy (forma, obsah a jejich tvar). Sborník ze 14. odborné konference Olomouc, 22.–23. listopadu 2005. Ed. R. Krušinský. Brno 2006, pp. 17–29; P a v e l k o v á , Jindra: *Alexius Habrich, nejen knihovník.* [Alexius Habrich, not just a Librarian] Z cyklu osobností rajhradského benediktinského kláštera. In: Muzeum Brněnska. Sborník. Ed. J. Hanák. Předklášteří 2007, pp. 86–96; P a v e l k o v á , Jindra: *Nejstarší soupisy rukopisů knihovny Benediktinského opatství Rajhrad z pera A. Habricha a jejich srovnání s dnešním stavem* [The earliest inventories of the manuscripts of the library of the Benedictine abbey Rajhrad from the pen of A. Habrich and their comparison with the state today]. In: Problematika historických a vzácných knižních fondů Čech, Moravy a Slezska. Sborník z 16. odborné konference Olomouc, 13.–14. listopadu 2006. Ed. R. Krušinský. Brno – Olomouc 2008, pp. 161–171; P a v e l k o v á , Jindra: *Opatská knihovna rajhradského benediktinského kláštera* [The abbatial library of the Rajhrad Benedictine monastery]. In: Problematika historických a vzácných knižních fondů Čech, Moravy a Slezska. Sborník z 16. odborné konference Olomouc, 13.–14. listopadu 2006. Ed. R. Krušinský. Brno – Olomouc 2011. pp. 233–241; P a v e l - k o v á , Jindra: *Historická knihovna Benediktinského opatství Rajhrad a historie jejího zpracování* [Historical library of the Benedictine abbey of Rajhrad and the history of its treatment]. In: Pontes ad fontes. Církevní dějiny ve světle pomocných věd historických a příbuzných oborů. Eds. S. Bolom-Kotari – M. Bolom-Kotari – V. Němečková. Hradec Králové 2001, pp. 92–102.

to researchers at the MZA. The oldest graphic art from the property of the *Benedictine Abbey in Rajhrad* are copies from the 17th century, however, the core collection consists of prints of a wide thematic range and various graphic techniques from the 18th and 19th centuries. Since the beginning of the 20th century, the collection of graphic art has also included photographs, both portraits and for example images documenting various events associated with the life of the monastic community (pilgrimages, festivities).[12] Cataloguing records of prints and photographs are also available via the MZK portal by searching from the *Union Catalogue of South Moravian historical collections*. Again, the records are linked to a digital copy stored in the web storage of the MZK imageserver.mzk.cz. (The actual document from this web storage is displayed after clicking on an external link in the MZK catalogue.)

The visual sources from the property of the *Benedictine Abbey in Rajhrad* further include a separate map collection (also containing atlases), which was catalogued by the staff of the administering institution – the Museum of Literature in Moravia.[13] Cataloguing records were imported to the *Union Catalogue of South Moravian historical collections*. The actual collection is stored on the premises of the Rajhrad Monastery, where it is

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[12]   The collection includes portraits of the superiors of the Benedictine monasteries (apart from Rajhrad, particularly of the important Austrian monasteries such as Melk and Göttweig), the usual religious themes including small devotional prints, but for example also reproductions of artworks located in the collections of the Belvedere, a series of marinas and etchings depicting genre scenes. A part of the collection also consists of graphic illustrations of prints published by the Papal bookpress of the Rajhrad Benedictines, sporadically also individual prints from its production. The graphic techniques represented in the collection include copper engravings, etchings, lithographs et al. Heilandová, Lucie: *Grafická sbírka rajhradského kláštera* [Graphic collection of the Rajhrad monastery]. In: Bibliotheca Antiqua 2013. Sborník z 22. konference, 30.–31. října 2013, Olomouc. Eds. R. Krušinský and T. Vintrová. Olomouc 2013, p. 137–145. For the printing house comp.: K u b í č e k , Jaromír – P a p í r n í k , Miloš: *Papežská knihtiskárna benediktinů rajhradských v Brně 1881–1918* [Papal bookpress of the Rajhrad Benedictines in Brno 1881–1918]. Brno 2012. The author of portraits of Rajhrad monks was mainly the later prominent photographer from Brno, Quido Trapp (1830 –1889), who was supported by the Benedictines of Rajhrad at the beginning of his career.

[13]   The collection was founded in 1868 and most of the included maps come from the 18th and 19th centuries. Křivová, Petra: *Mapová sbírka knihovny benediktinského kláštera v Rajhradě.* [The map collection of the Library of Benedictine monastery in Rajhrad] In: Problematika historických a vzácných knižních fondů Čech, Moravy a Slezska. Sborník z 16. odborné konference Olomouc, 13.–14. listopadu 2006. Ed. R. Krušinský. Brno – Olomouc 2008, pp. 17–19.

available to researchers. Digital copies of these maps, as well as graphic art and photographs, will be gradually made available on line.[14]

The biggest extent of digitization work within the project *Benedictine Monastery in Rajhrad as a Cultural Phenomenon* is carried out on archival documents.[15] The documents from the collection E 6 Benediktini Rajhrad represents the largest volume of data digitized in the project. The monastery archive, compiled before the mid-19th century by Viktor Šlosar, was inventoried under the expertise of the monastic archivist (and later the last abbot of Rajhrad) Jan Václav Pokorný (1894–1979) in 1919. His inventory became the basis of a detailed inventory of the collection E 6, compiled in the mid-1970s by Mojmír Švábenský, the archivist of the MZA. The inventory is an essential tool for the detailed cataloguing of digitized archival materials.[16]

The digitization unit is an archival box. Fifty archival boxes have been digitized so far.[17] In subsequent cataloguing each box corresponds to one catalogue record. Selection of individual boxes is guided by current research needs of the grant project (compiling of the history of the monastery and its library). Therefore, the order and extent of material digitized in the project has not been fixed. The physical characteristics of the archival material are very diverse: different sheet sizes, binding or the absence of binding, damage, etc. These aspects, along with the limited funding of working hours (the working hours of a temporary worker are 20 hours per week), significantly slow the progress of digitization, which takes place in the digitization department of the MZA. Archival material is scanned to the TIFF format and uploaded to a portable external hard drive. The scans are then checked in the research department of the MZA (completeness and technical correctness of a copy, especially legibility and intelligibility for end-users). The data is then transferred to the MZK and copied to an internal

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14   Other maps and plans from the abbey property are part of the Moravian Provincial Archives, fond E 6 Benediktini Rajhrad. Along with other archival material from this fond, they are being selectively digitized and made available (including cataloguing records) in the digital library Kramerius of the Moravian Library. Cf. below.

15   The Moravian Provincial Archives, fond E6 Benediktini Rajhrad also includes some charters. It has already been digitally processed and made available via the portal Monasterium.net. The separate inventory of Rajhrad charters: Š v á b e n s k ý , Mojmír: *E 6 Benediktini Rajhrad, dílčí katalog. Listiny*. Brno 1975.

16   Š v á b e n s k ý , Mojmír: *E 6 Benediktini Rajhrad 1045–1908*. Inventář Moravského zemského archivu [E 6 Benedictines of Rajhrad 1045–1908: The inventory of the Moravian Provincial Archives]. Brno 1975.

17   As of 22 April 2015.

server storage where they are archived. The data is converted in parallel to JPEG format for the purpose of cataloguing.

The core of the already digitalized material is from the second half of the 18th and the 19th century, selected was also material related to the history of the monastery in the 20th century. It includes estate inventories, material related to the land property of the monastery, such as maps and plans of parts of the monastery estate (agrarian and forestry estates) and buildings (esp. outbuildings), documents from inheritances of particular monks (personal files, official and private correspondence, specialized literature and literary works, diaries and other personal writings, sermons and other material including the visual one). The so far digitized material from personal inheritances of superiors and ordinary monks of the monastery relates especially to the following significant personalities: Viktor Šlosar (*1793, abbot 1832–1854), Benedikt František Xaverský Richter (1791–1859), Řehoř Tomáš Volný (1793–1871), Antonín Josef Rücker, librarian of the monastery (1794–1860), Metoděj Ignác Halabala (1833–1814), Vojtěch Jakub Slouk (1825–1898), Maurus Josef Kinter (1842–1928), Pavel Julius Vychodil, the head of the Papal bookpress of the Rajhrad Benedictines (1862–1938), Augustin Alois Vrzal, the Russian studies scholar, translator (literary pseudonym A. G. Stín, 1864–1930), Alois Josef Kotyza (* 1869, abbot 1937–1947), Václav Jan Pokorný (* 1894, abbot 1947–1979).

However, the largest group of digitized archival material from the fond E 6 consists of material for the large-scale topographic work by Řehoř Volný (1793–1871) *Die Markgrafschaft Mähren. Topographisch, statistisch und historisch geschildert* (six volumes of in total seven parts divided by regions)[18] and *Kirchliche Topographie von Mähren* (Brno and Olomouc dioceses are further divided by deaneries).[19] They form a total of 19 archival boxes with extracts by Volný and his colleagues which became the basis for the above mentioned publication. In the current plan, a series of 27 boxes of material from the inheritance of Maurus Kinter (1842–1928), the monastic librarian and archivist, containing correspondence and various records of

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[18]   V o l n ý , Řehoř: *Die Markgrafschaft Mähren. Topographisch, statistisch und historisch geschildert.* Bd. 1. Prerauer Kreis. Brünn 1835, Bd. 2. Brünner Kreis (Abt. 1 a 2). Brünn 1836 a 1837, Bd. 3. Znaimer Kreis. Brünn 1837, Bd. 4. Hradischer Kreis. Brünn 1838, Bd. 5. Olmützer Kreis. Brünn 1839, Bd. 6. Iglauer Kreis. Brünn 1842. Second edition of the whole work Brünn 1846.

[19]   V o l n ý , Řehoř: *Kirchliche Topographie von Mähren, meist nach Urkunden und Handschriften.* Abtheilung 1 Olmützer Erzdiöcese, Bd. 1. Brünn 1855, Bd. 2. Brünn 1857, Bd. 3. Brünn 1859, Bd. 4. Brünn 1862, Bd. 5. Brünn 1863; Abtheilung 2 Brünner Diöcese, Bd. 1. Brünn 1856, Bd. 2. Brünn 1858, Bd. 3. Brünn 1860, Bd. 4. Brünn 1861; General Index. Brünn 1866.

his extensive scientific and administrative activities, have been selected for further digitization.

The second group of archival documents which is the subject of digitization is represented by the so-called manuscripts of the monastery library. It concerns manuscripts that were registered among the library items and most of them shared the fate of the monastery library also after 1950. As mentioned above, only part of them, along with the abbey archive, was moved to the MZA as part of the so-called "cleaning out the monastery" during the Operation K. They were re-incorporated into the library after it was relocated back to the Rajhrad Abbey (therefore, along with the fond E 6, they did not remain deposited in the MZA). The so-called library series of the Rajhrad collection of manuscripts includes a total of 740 signatures and 933 volumes of archival material. The material is thus very rich and diverse. Since the 17th century, the Rajhrad librarians registered basically everything written by members of the monastery – whether it was original works or copies, records of study lectures, tracts, commentaries, sermons, copies of prayers and spiritual exercises, and much more. Only some archived signatures are stored in archival boxes, other material is organized in the form of paper envelopes of various sizes tied with a cord. For those reasons, we have chosen signature as a digitization unit. It nearly always consists of several parts (content units). Each part of the signature corresponds to a separate cataloguing record.

Eleven signatures were chosen for digitalization. Six of these have been completely scanned and parts of other signatures are in the process of compilation.[20] It concerns an integrated group of archival material from the extensive scholarly inheritance of Řehoř Volný (latin abstracts of charters from Moravian monasteries and many copies of other sources – *Moravica*), additional to the already digitized archival collection E 6. This archival material is being transported to a digitization department of the MZK, where it is scanned to a TIFF format which is then archived and converted in parallel to a JPEG format for the purpose of further processing. Due to the above described technical parameters of this archival material and the fact that the digitization line of the MZK is equipped and trained primarily for digitization of recent publications, the digitization of these archival materials (including further processing of digital copies) has brought, especially at the beginning, considerable technical problems, which again has significantly slowed the progress of work.

After a digital copy is created, both groups of archival material are catalogued and published online in a uniform manner. Archival material is

20   Data from 22 April 2015.

catalogued in the library system Aleph.[21] Each archival box (collection E 6) or signature, or parts of a signature (manuscripts of the monastery library), corresponds to a separate catalogue record. Those records can be then searched in online catalogues of the *Moravian Library in Brno*, namely through the system Aleph (it is essential to set the base *Union Catalogue of South Moravian historical collections*) and VuFind.[22] The digital copy of archival material is published within the web store (digital libraries of the MZK) Kramerius as a publicly available document.[23] The system for searching in the digital library Kramerius enables searching for archival material only by title or author (creator). After a specific archival material is found, it is also possible to view related documents and thereby obtain for example a complete list of parts of the signature. It is also possible to display the digital copy of a particular archival material in reverse order – through the direct link to the library Kramerius from the record in the particular library catalogues of the MZK (similarly as graphic art and prospectively also map collections).

The digital library Kramerius enables separate viewing of individual sheets (including zooming or rotation of an image), and also generating a PDF file of the entire document (or its individual pages/sheets). The detailed information about an archival unit can be displayed in the bookmark "description". It is possible to obtain the following details: main title, section title, alternative title/titles (titles of partial content units of archival material),[24] languages occurring in the document, author or authors,

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21   The publication used as a cataloguing tool for the group of manuscripts from this library: Dokoupil, Vladislav: *Soupis rukopisů knihovny benediktinů v Rajhradě* [Inventory of the manuscripts of the library of the Benedictines in Rajhrad]. Praha 1966. For the Fond E 6 we have used the archival inventory by M. Švábenský – cf. note 15.

22   http://www.mzk.cz/katalogy-databaze. The shelf marks of the archival material from the fond E 6 Benediktini Rajhrad are in the format R – A – O. e. 6, where R = Rajhrad, A = archival material / archive, O. e. 6 = shelf mark of a particular archival material matching the fond inventory. The shelf marks of the manuscripts from the monastery library are in the format: R – R 677, where the first R = Rajhrad, and characters R 677 are a manuscript signature, as specified in D o k o u p i l , L.: *Soupis rukopisů*. In the catalogue, it is also possible to search for other standard entries, particularly such as the author, title etc. (for more details on the structure of catalogue records, see below).

23   http://kramerius.mzk.cz/search/.

24   It can be for example inserted prints (newspaper articles, printed material on places of pilgrimage, annual reports of various associations), lists of students from various institutions, comprehensive treatises on noble families, monuments or major events, internally homogeneous group of sources (e.g. extracts from the chartulary of a particular monastery) and much more.

abstract/s (brief summary of the content, more detailed characteristics of the document), key words, date of origin of archival material, physical description (number of sheets, and exceptionally also the size if the sheets are of approximately same size), signature.

An actual catalogue record in the library system Aleph, which can be displayed in a most detailed form in the catalogue of the MZK (the bookmark MARC), provides much more information on the content and form of an archival unit. The catalogue template was created and modified directly for our purposes according to the Cataloguing Rules AACR2R (originally a template for the format monograph/old prints) in the Bibliographic Format MARC 21. During the process of modifying the template for the purposes of cataloguing archival material, it turned out that the least problematic was the maximum use of fields 500, the so-called non-formalised notes, where a more detailed information can be recorded. (In the bookmark "description" in the digital library Kramerius, fields 500 correspond to the label "abstract", which then appear more than once in the description depending on the number of notes of that type in the catalogue entry.) This group of notes includes among others also fields 505, where the title and extent (which sheets of an archival material it concerns) of content units is recorded and which the cataloguer considers to be potentially interesting for researchers. In our cataloguing system some archival material has no additional content units (in the case of homogeneous material, e.g. correspondence), however, some of them have many content units, in which case a subjective selection needs to take place. Titles of these content units are indexed in the library catalogue and displayed in the digital library Kramerius in the bookmark "description" under the label "alternative title". The main title of an archival unit, section titles or titles of smaller content units are adopted to the maximum possible extent in a transcribed form from the archival material. The transliterated form can, in justified cases, act as another alternative title. Only if titles cannot be adopted from archival material, they are artificially created with the help of an archival tool (inventory).[25]

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[25]   D o k o u p i l , V.: *Soupis rukopisů;* Š v á b e n s k ý , M.: *E 6 Benediktini Rajhrad.* The process of a detailed cataloguing requires working with original archival material or digital copies. An example might be one of the shelf marks from the library series of manuscripts, R – R 671 (Řehoř Volný, *Miscellanea historica*), which is one of the manuscripts that were stored at the Moravian Provincial Archives at the time of compilation of Dokoupil's inventory and therefore were unavailable to researchers. While working on this case, Dokoupil relied only on the card catalogue of the library manuscripts, which was compiled by the librarian of the monastery Maurus Kinter at the end of the 19th century. (The tool is stored in the Rajhrad Abbey – in the Museum of Literature in Moravia.) In his published inventory, Dokoupil adopted some of Kinter's mistaken readings of the table of contents of this shelf mark and,

The main title, titles of content sections, author (creator), or signature are therefore the major groups of data by which a particular archival material and its digital copy can be searched. The cataloguing template indeed provides much more detailed information on the physical status and content of each archival signature. This information is included in other fields of a catalogue record, and its use for description of archival material is to the maximum possible extent parallel to cataloguing of old prints.[26] The following may serve as an example: field 041 languages of the document, 260 date of origin, 300 physical description of the document (scope, size), 544 storage location of the original archival material, 562 types of fonts used (including information on any printed material as part of an archival unit), 563 type of binding, 651 geographical entry (authority), 655 subject entries, 710 institutions (corporations) that are creators of archival material as a whole or of its individual content parts. In the case of archival material from the library series, the records contain their old signatures (created by Maurus Kinter), for archival material of the fond E 6 it is the number of an archival box and inventory number in the MZA (always in field 980, sub-field p).

The greatest benefit of digitization, carried out within the project *Benedictine Monastery in Rajhrad as a Cultural Phenomenon* on a large collection of mainly archival documents from the property of the *Benedictine Abbey in Rajhrad*, is free availability of these digital copies to a wide research community. While the sources related to the oldest history of the monastery are very well known and have been long used by historians, only marginal attention has been paid to the more recent history of the convent (especially in the 19th and 20th centuries, where a large part of digitized archival material belongs). Monographic compilations of selected problematic topics and periods from the history of the *Benedictine Monastery in Rajhrad* have been produced thanks to the efforts of the project team members. The monographies aim at a difficult goal to contribute at least partially to reducing this deficit in the field of current historical research on the history and cultural influence of the monastery. However, we in particular hope that the archival material made available digitally within the project *Benedictine Monastery in Rajhrad as a Cultural Phenomenon* will be used in the future by a general professional public.

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unfortunately, he created some of them himself. For example, sign. R 671,3 under the content item no. 9 of Dokoupil's inventory features the nonsensical "Die Hennath. Gedicht von Czikan", in the original it is obviously "Die Heimath".

26   https://www.nkp.cz/o-knihovne/odborne-cinnosti/oddeleni-rukopisu-a-starych-tisku/katalogizace-starych-tisku-ve-formatu-marc-21-strucna-instrukce-a-priklady (quoted on 22 April 2015).

DIGITALIZAČNÍ PRÁCE NA KNIHOVNĚ A ARCHIVU BENEDIKTINSKÉHO KLÁŠTERA V RAJHRADĚ
Digitalizace archivního aktového materiálu z fondů benediktinského kláštera v Rajhradě

Moravská zemská knihovna v Brně, spolu s Masarykovou univerzitou a Univerzitou Jana Evangelisty Purkyně v Ústí nad Labem, jsou hlavními řešiteli projektu NAKI s názvem *Benediktinský klášter Rajhrad jako kulturní fenomén* (březen 2012–prosinec 2015). Na projektu dále spolupracují Moravský zemský archiv, Muzeum Brněnska – Památník písemnictví na Moravě a zejména Benediktinské opatství Rajhrad, jehož majetkem jsou všechny zpracovávané materiály.

Jedná se především o historickou klášterní knihovnu, jejíchž 18 500 svazků, umístěných v knihovním sále rajhradského kláštera, je odborně katalogizováno. Veškeré katalogizační záznamy jsou, spolu s externími odkazy na digitální kopie titulních listů děl, zpřístupňovány prostřednictvím katalogů MZK (Souborný katalog Jihomoravského kraje). Stejným způsobem jsou prezentovány sbírky grafiky a map.

Největší objem digitalizovaných dat tvoří archiválie aktové povahy, uložené ve fondu E 6 Benediktini Rajhrad v MZA, a skupina rukopisů klášterní knihovny, kterou spolu s vlastním knihovním fondem spravuje Památník písemnictví na Moravě. Archiválie jsou digitalizovány na pracovištích v MZA a MZK a následně katalogizovány prostřednictvím podrobného popisu v knihovnickém systému Aleph, jehož katalogizační šablona byla vytvořena a modifikována podle katalogizačních pravidel AACR2R v bibliografickém formátu MARC 21 přímo pro tyto účely. Digitální kopie archiválií je následně publikována jakožto veřejně přístupná v digitální knihovně MZK Kramerius. Základní skupinu metadat, doprovázejících tuto on-line digitální kopii (kterou je možné kromě prohlížení i stáhnout v PDF verzi v celém nebo jen vybraném rozsahu archivní jednotky), doplňují podrobné informace katalogizačního záznamu v systému Aleph nebo VuFind na webu Moravské zemské knihovny v Brně.