

Education City Library Directors Council (ECLDC)
Meeting Minutes

Date: Sunday, 18th January, 2009

Location: Virginia Commonwealth University - Qatar

Present: Dana Beth (VCU-Q), Judy Higgins (TLCS), S.C. Kumaresan (ABP), Gill Westera (NU-Q), Frieda Wiebe GUSFS-Q, Ed Warro (CL), Beverley Stubbs (QA), Amr El-Masry (Heritage Library), Tracy Havlin (Sidra), Ellen Sayed (WCMC-Q)

Apologies: Carole Thompson (TAMUQ), Aisha Al-Kelaifi (QFIS)

1. Amendments to previous minutes:

- Frieda, rather than Carole, is a member of the Professional Development Committee

Minutes

2. Reports from each site

- a) **VCU-Q** Building expansion has started with the foundation being laid for the library first. Completion is expected January, 2010 with probable move during summer, 2010. The library will have a much larger space. There will be recruiting for 3 professionals; Design Research Librarian, Material Resource Librarian and Image Librarian. Ed recommended Sheikha at Capital Projects as a possible source for material samples to be housed in the collection. The Reference Librarian of Arts, Kristina Keogh, from main campus will visit and give a workshop at 11:00 a.m. on Wednesday, 21st January. She will stay for 6 days. (Dana)
- b) **Sidra** Tracy Havlin is the acting consultant in project planning for the libraries. Two libraries are planned; Clinical Library, predominantly digital, and the other will be a Patient Resource Center. Expected opening will be November, 2011. Services are provided to the project team, including 30 nurses. Google 'Sidra library' to look at the website. The marketing team is redesigning sidra.org website which will include a link to a revamped library website. (Tracy)
- c) **NU-Q** Staff have been appointed; Admin Assistant - Mel Aquino; Public Services Librarian – Nikki Krysak; Collection Services position is being advertised (role will be collection development). NU-Q will be moving to CMU next semester break if the building is ready. The dedication is planned for March so will host visitors from US. NU-Q students are looking for paid work; if freshman are trained, they are available for 4 years. (Gill)
- d) **TLC** Additional responsibilities have been added; as well as the library, all textbooks and all assets are included within library domain. Staffing has been reduced. (Judy)
- e) **ABP** ABP have 6 students working; QR20 per hour with not more than 30 hours week per unit. There is a work/study program with QF. ABP have experienced problems with the ordering process; difficulties with electronic services; bills being

rejected and not paid by QF. A Qatari assistant librarian is sought for the Fall semester. (Kumar)

- f) **CL** Five year business plan, with budgets, has been approved by HH. Minutes of Board meeting, and the meeting with HH records: there is exemption from QF procurement and HR; understanding that M&C pay bills only. The CL will have an acquisition dept; not using M&C to get bids; the processing system is not suitable for libraries; need to meet standards and practices of the profession. Ed and Head of Technical Services will present a plan of how it will be done; most of the acquisition will be SOLE source.

Approval has been given for staffing of 125, start up budget for collections of 300,000 items, and complete plan of services. Some data bases will be available in advance of opening.

Beginning with VCU, Ed will visit each university and talk to the Dean and faculty about what CL will be doing; will do more as opening gets closer. Recruiting for next 13 positions will take place at ALA and ads will be posted in the Chronicle. Currently there are 5 staff members. CL continues in Portacabin 9 though following remodeling of a villa near ROTA will move, in 2 or 3 months, with 25 employees.

Planning has progressed to the Working Drawings phase with the last problems being resolved. (The process is Schematic Drawings, then Detailed Drawings, and finally Working Drawings.) There will be a book dispensing system, a book mover system and smart shelves similar to that available in Singapore. The smart shelves keep track electronically; books are counted when browsed; notified if book is in the wrong place. RFID and integrated system must work together. (It is recommended that the universities don't get RFID until CL makes its decision in 3 or 4 months.)

CL has agreed to sign on with UNESCO for World Digital Library. Materials from all over the world are put online to create an online cultural heritage site. Russia, France, and Brazil are among the countries involved. Qatar agreed to join and will coordinate materials from the Arab world. Best cultural heritage will be available online; each country involved put 10 items to get started. The grand opening launch will be on April 21 at the UNESCO headquarters in Paris. On the site a scholar will talk about why the item is significant; Al Jazeera is producing a video for Qatar; all peripherals will be in 7 languages; a 2 to 3 minute prototype about the World Digital library is online. (Ed)

- g) **WCMC** Dr Javed Sheikh from Stanford has arrived as the interim Dean. Staffing changes have occurred in the library. Jim Malone, from Tennessee, has been appointed as the Information Services librarian; vacancies for 1 librarian and 1 library technician. SAP has been implemented and coordinated with NY. There are difficulties for the library systems. (Ellen)
- h) **QA** The libraries at QA hosted almost 100 librarians from the independent schools for a full day workshop on 'Library Design: How to create a student-centered and student-friendly library environment'. The program consisted of a presentation, with picture examples of Qatar Academy, of the elements of library design. This was followed by visits to each of the libraries. Finally, in groups of similar schools, the

librarians discussed how they could make changes in their own schools. The most common change related to creating a 'reading' area in their libraries.

Approval has been received to increase staffing by adding two part/time library assistants. (Beverley)

- i) **Heritage Library** The library is temporarily in a building in the Al Luqta area and will move to the Central Library. The collection has 85000 titles; all are rare; 35 are very rare. A library system is not used and File Maker is used to keep a record. With 10 staff only 1 is a professional librarian. The digitalization project is being developed. Starting with the English collection, 1300 books and 300 maps have been scanned. Since 3 Sept the Data Base Developer has been working on the records to convert to MARC standards. Help is requested with Dewey and Subject Headings for the Arabic collection. Ed agreed to discuss this.

In December, the Heritage Library participated in the Doha International Book Fair to present their services. (Amr)

- j) **GUSFS-Q** RFID is being implemented. The new semester started with not enough student assistants to open until midnight. Getting staff until midnight 7 days a week is a problem. The appointment of another librarian, Leila Musthapha, from New York has been approved; anticipated arrival is March 1. She will manage collections and instructional services particularly the Arabic collection. She has an Arabic, Farsi, Hebrew background. Kumar has students who would be willing to work; Frieda will let him know if it is possible.

A big microform collection has been acquired and is being loaded into the catalog. It includes US government foreign policy documents not available in other format; cost of US \$286,000. RFID (MMM) being implemented; same as CMUQ; always issues of compatibility. (Frieda)

CNAQ uses same system as Singapore.

- 3. **Results of Survey** Dana tabled a 3 page report and asked everyone to please read it.

4. **AOB**

- a. Nancy Fawley is meeting Martine Raphael (SEC) to discuss protocols and features of a university library with the plan of a presentation to students from independent schools. Frieda, Gill and Ellen expressed interest. (Dana)
- b. Ed attended a meeting to talk about standards required for Community Colleges. CL will provide PD for librarians at all levels. CL will take college graduates to work in CL. After graduating in the US with MLS these graduates would qualify for an entry level position in CL. A 10 year career development plan would reach management. (Ed)
- c. UNESCO World Book Day is celebrated on April 23; 100+ countries participate in promotion of reading and writing. What can we do?? (Frieda)

- d. EAIFL <http://www.eaifl.com> Tickets are now on sale. 26th February – 1st March (Bev)
- e. Embargoed materials at the Ministry of Interior – a map is available from the Aramax office in the Recreation building. (Gill)
- f. Qatar is mentioned on a map dated 1574; one of 10 maps from the Heritage Library (Amr)
- g. An update of the distribution list for ECLDC requested (Ellen)

Next meeting: 8 February Ellen WCMC-Q 10:00 – 12:00

Meeting closed at 12:00 with appreciation to Dana for hosting.

dbeth@QATAR.VCU.EDU	Dana Beth
mhammam@QF.ORG.QA	Mohammed Hammam
thavlin@SIDRA.ORG	Tracy Havlin
jhiggins@QF.ORG.QA	Judy Higgins
aalkelaifi@QFIS.EDU.QA	Aisha Al Kelaifi
skumaresan@QF.ORG.QA	S.C. Kumaresan
els2026@QATAR-MED.CORNELL.EDU	Ellen Sayad
bstubbs@QF.ORG.QA	Beverley Stubbs
carole.thompson@QATAR.TAMU.EDU	Carole Thompson
ewarro@QF.ORG.QA	Edward Warro
g-westera@NORTHWESTERN.EDU	Gill Westera
fw27@GEORGETOWN.EDU	Frieda Wiebe

Confirm Meeting Dates .

<i>8 March</i>	<i>Kumar</i>	<i>ABP</i>
<i>19 April</i>		<i>CMU-Q</i>

Minutes recorded by Beverley Stubbs (Hon. Chair)