

Tarek

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**Nationality: Egyptian**

**Profile**

**A bilingual ( English and Arabic) University Librarian with a track record approaching 30 years of senior professional experience in establishing and developing new Libraries and optimum services to meet the challenges of the 21st century.**

**Key skills**

* **Planning and development of new Library services**
* **Strategic and operational planning**
* **Leadership and development of staff**
* **Developing optimum collections with an emphasis on e-resources**
* **Extensive experience in academic and medical libraries**
* **Flexible and innovative thinker**
* **Working effectively in multi cultural environments**

WORK EXPERIENCE

**The British University in Egypt (BUE) September 2005 to present**

**El Shorouk, Cairo, Egypt**

**Job Title: University Librarian**

The British University in Egypt was opened in September 2005; it presently has 9 main Faculties i.e.: Engineering (Including: Petroleum, Civil, Electrical, Architecture, Mechanical and Chemical), Informatics & Computer Science, Business (Including: Business Administration, Political Science and Economics), Nursing, Pharmacy, Dentistry, Mass Communication, Law and Arts. Number of current students is approximately 9,200 with growth plans for 11,000 students by academic year 2017/2018. As the BUE is accredited by British Universities the Library has to conform to the standard of an equivalent UK University Library. A new 21st century leading edge Library was planned and opened in April 2015. It is planned to underpin the students’ experience with regard to their teaching, learning and research. It provides a transformational, seamless and integrated service provision with high levels of IT provision and IT support.

**Responsibilities:**To date, reporting to Vice President for Research & Post Graduate Studies, responsibilities include:

* Planning, including a current Library Strategic Plan, developing policies and managing the development of the University Library and its staff, including Operational Plans, for the benefit of the University community.
* Preparing, proposing and managing the annual Library budget.
* Ensuring performance management of Library staff.
* Overseeing the delivery and development of staff training and development
* Overseeing the communication strategies including social media and the Library website and its updates
* Overseeing optimum collection development with an emphasis on e-resources that best meets the requirements of academic staff and students.
* Providing planning input from the Library perspective for the new University Library ( phase 1 opened in April 2015 and Phase 2 opened in September 2016) which offers **innovative leading-edge service** including highly flexible learning spaces/ zones to underpin and enrich the student experience and learning opportunities, and liaising with the Architect and academic community regarding all aspects of the delivery.
* Providing quarterly progress reports to the BUE’s Board of Trustees.
* Planning the moving plan from the old Library to the new building
* Ensuring the delivery of information skills programs (in specially designed rooms) including workshops to staff and students on the use of the Library website, catalogue and e-resources.
* Overseeing the IT requirements and capability including the Library System.
* Representing the Library and the University, as necessary, at external meetings and on professional bodies in Egypt and abroad.

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**The German University in Cairo (GUC) October 2003 to September 2005**

**New Cairo, Egypt**

**Job Title: Head of Library**

The German University in Cairo was opened in October 2003. At that time it had 3 main specialties: Engineering, Biological, and Management as well as offering MBA studies for post graduate studies.

Number of Library staff: 4.

**Responsibilities:**

Responsibilities included the following:

* Selecting the library system (KOHA).
* Developing Library rules, regulations and the fine systems.
* Coordinating between colleges/ departments regarding ordering books.
* Cataloging-classifying books according to DDC.
* Lending books to students and applying the penalty system.
* Supervising the reading hall.
* Helping students and lecturers searching through databases.
* Advising students concerning classification and searching methods in databases.
* Interviewing potential Library employees.
* Selecting the library furniture.
* Orienting new students and visitors.
* **Supplying** document delivery service to University staff.

**The National Training Institute, Ministry of Health January 2003 to October 2003**

**and Population**

**Nasr City, Cairo Egypt**

**Job Title:Senior Reference Librarian**

The National Training Institute is a training centre for medical personnel, with a specialist library of medical **reference including a book collection**, journals, and electronic material.

**Responsibilities:**

Responsibilities included the following:

* Participating in selecting an automated library system.
* Selecting material to build a book collection.
* Arranging meeting with both national and international libraries in order to develop a partnering relationship.
* Interviewing and selection of library staff.
* Supervising of a junior librarian.
* Classifying medical books using NLM.
* Developing policies and procedures for the library.
* Participating in the selection of a library home page.
* Subscribing to Medline data base.
* Subscribing within the WHO virtual library (ILL service).

**Mubarak Public Library (Currently Misr Public Library) August 2000 – January 2003**

**Giza, Egypt**

**Job Title: Library specialist**

The Mubarak Public Library is a public library with a book collection of approximately 150,000 books.

**Responsibilities:**

Responsibilities included

* Supervising and managing of the multi-media room,
* assisting in research for customers,
* Orienting customers to the library system,
* Classifying (DDC)/ data entry of books,
* Providing reference service; and specialized telephone service with reference assistance,
* Operating a cyber-café,

**Al-Amal Hospital August 1991 – Jan. 2000**

**Jeddah, Saudi Arabia**

**Job Title: Head of Library and Translation Department and**

**Coordinator for the prevention program.**

Al-Amal Hospital is a specialized hospital for the treatment of drug addiction and substance abuse rehabilitation.

**Responsibilities:**

* Responsibilities included the management of the library and of translation service, and coordinator of visiting service for visitors to the facility.

Duties included the following:

* Ordering of books and journals using the technical operations by using LC classification, and serving the users.
* Supervising the translation staff administratively and assisting colleagues with translation.
* Coordinating community groups that visited the hospital, which included preparing educational materials and tours within the hospital.

**Egyptian Federation for Chambers of Commerce October 1990 - August 1991**

**Cairo, Egypt**

**Job Title: Librarian**

The Egyptian Federation for Chamber of Commerce is a business association **for** the business community. This organization maintained a reference library for information, indexes, and references on business.

**Responsibilities:**

* Cataloging and indexing commercial directories
* Serving customers with research information and references

**Al-Ahram Centre for Microfilm October 1990 – August 1991**

**Ein Shams University, Cairo, Egypt**

**Job Title: Classifier (Part-time)**

**Responsibilities:**

* Classifying medical thesis using the Universal Decimal Classification

**Health Sciences College November 1986 – August 1990**

**Kuwait**

**Job Title:** **Librarian**

The Health Sciences College is a college for Allied Health Care Professionals of approximately 300 students, and 1000 books.

**Responsibilities:**

* Research assistant
* Cataloging and classifying using NLM and Dewey
* Customer Service

**Military Service Obligation October 1984 – January 1986**

**Air Force**

**Job Title: Librarian**

Responsibilities:

* Provided general library service to users.
* Cataloging

**Education**

* Cairo University, Cairo, Egypt Sept. 2015 to (expected to be completed by Dec. 2017)  
  MA (Library Science)
* Cairo University, Cairo, Egypt Sept.1980 -June 1984  
  BA (Library & Information Science)

**Language Skills**

* English: Fluent in writing, reading and speaking.
* Arabic : Native speaker.

**Papers presented in conferences**

* Presented a paper (in Arabic) in the 13th conference for librarians held in Al Arish, Egypt in July 2009 entitled: “A practical guide to start a new academic library in Egypt: self experiment”.
* Presented a paper (in Arabic) in the 5th Arabic gathering for libraries and information centers in Cairo, Egypt in January 2010 entitled: “The professional preparation for librarians in academic libraries”

**Recent Continuing education**

* Strategic planning to support libraries and information centers (annual meeting for library directors in the Arab countries held in Hurghada, Egypt from. 9-11 May 2017).
* MA student (Library Science), Cairo University, Sept. 2015 to (expected to be completed by Dec. 2017)
* Strategic information leadership: Negotiation (50 hours online course), Aberystwyth University, UK. 31 August, 2014.
* Strategic information leadership: Stability and change (50 hours online course), Aberystwyth University, UK. 11 June, 2014.
* Strategic management for leaders (one day workshop), Cairo, Egypt.
* Strategic leadership (one day workshop), Cairo, Egypt.
* Loughborough University Library (UK) for a 5 day developmental visit, Loughborough, UK.
* Time management (one day workshop), Cairo, Egypt.
* Communication skills (one day workshop), Cairo, Egypt.
* Developing Skills for New Managers (one day workshop), Cairo, Egypt.
* Ebsco and Emerald databases workshops, Cairo, Egypt.
* Internet, Windows, Excel, Word, Cairo, Egypt.

**Membership of committees**

Internal

* A member and Secretary of the University Library Committee (ULC)
* A member of the University Teaching and Learning Committee (UTLC)

External

* Member, and former Chairman of the International Libraries’ Committee in Egypt.

**Awards received**

* Employee of the month award from BUE Library staff (Feb. 2012). BUE, Cairo, Egypt.
* Best Librarian award for international libraries in Egypt (November 2011), Egyptian Libraries’ Association conference, Hurghada, Egypt.
* Employee of the Month and Employee of the Year awards (1996), Al Amal Hospital, Jeddah, Saudi Arabia.