

**Deanship of Libraries Affairs**

**Almajmaah University**

**Deanship of Libraries Affairs**

**Quality Center**

**A report on Accomplishments and Activities of Deanship of Libraries Affairs**

**During the First Semester of the Academic Year 1432-1433**

**Deanship of Libraries Affairs**

**Safar 1433- Jan 2012**

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**A Report on Accomplishments of Deanship of Libraries Affairs in the first Semester of the Academic Year 1432-1433**

Serial No	Activity or Accomplishment	Execution Date	Executor/cooperator	Remarks
<b>First Axis: Establishing and Developing the infrastructure of university libraries</b>				
1	Preparing the central library building in order to get it furnished and activating the internet service	Shawwal 1432	Deanship of Libraries Affairs – Projects Management	
2	Transferring the properties of central library from Community College	Dho elqeedah-delhijjah 1432	Deanship of libraries Affairs	
3	Supplying Library of Alghat with new books	Muharram 1433	Deanship of Libraries Affairs	
4	Renovating library of Faculty of Education in Almajmaah and supplying it with new books	Ramdan 1432 – Muharram 1433	Deanship of Libraries Affairs	
5	Supporting all branch libraries with computers and printers	Shawwal 1432 – Safar 1433	Deanship of Libraries Affairs	

**The Second Axis: Supplying university libraries with the latest printed and electronic information resources**

6	Teaching staff members participation with some colleges in nominating information resources for different specializations	Shawwal 1432 – Safar 1433	Deanship of libraries, Faculty of Medicine, Faculty of Engineering, Faculty of Education in Almajmaah	
7	Supplying university libraries from International Sharjah book fair	16-26/11/2011	Deanship of Libraries Affairs	
8	Supplying university libraries from International Cairo Book fair	25 Jan-6 Feb 2012	Deanship of Libraries Affairs	
9	Renewing subscription in Saudi Digital library and electronic databases, and new subscription to six databases	Safar 1433	Deanship of Libraries Affairs, Saudi Digital Library	

**Third Axis: Mechanizing University Libraries**

10	Creating automatic catalogue for central library in Almajmaah	Dhulhijjah 1432	Deanship of Libraries Affairs, Information technology	
11	Creating automatic catalogue for the library of Faculty of Education in Almajmaah	Dhulhijjah 1432	Deanship of Libraries Affairs, Information technology	
12	Creating automatic catalogue for the library of Faculty of Sciences and Humanities in Alhoutah	Dhulhijjah 1432	Deanship of Libraries Affairs, Information technology	
13	Creating the automatic catalogue for the library of Faculty of Education in Alzulfi	Muharram 1433	Deanship of Libraries Affairs, Information technology	
14	Creating automatic catalogue for the library of Faculty of Sciences in Alzulfi	Safar 1433	Deanship of Libraries Affairs, Information technology	

**Forth Axis: Providing traditional and electronic information services to all university employees**

15	Publication Service (Yearly report of 1432, brochure of information services, Deanship's brochure, A guide of electronic databases)	Shawwal 1432- Safar 1433	Deanship of Libraries Affairs	
<b>Fifth Axis: Inaugurating Information Literacy Program</b>				
Inaugurating Information Literacy Program (ILP) that targets to equip university employees with skills of acquiring information from different resources, how to deal with them and the ethics of dealing with them. Deanship presented a quite number of courses:				
17	Introductory Lecture entitled: "British Medical Journal and the way of writing them by the British Lecturer Jennifer Lewis	Saturday 10/11/1432 Muharram 1433	Deanship of Libraries Affairs, Information development company, Library of Faculty of Applied Medical Sciences	
18	Subscription to a number of local newspapers in central library	8/10/2011 Shawwal 1432- Muharram 1433	Deanship of Libraries Affairs	

20	Introductory Lecture entitled: "Electronic Databases in Almajmaah University"	Tuesday 29/10/1432 In the University theatre	Deanship of Libraries Affairs, Deanship of Quality and Skills Development	
21	Training course entitled: "Databases and Digital Library"	17-18/1/1433 Training hall in Deanship of Quality and Skills development on university campus	Deanship of Libraries Affairs, Saudi Digital Library	42 teaching staff and other employees attended the course and

**Sixth Axis: Deanship Represents University in the forum of Libraries Affairs deans in Saudi Universities**

22	Participation of Dean of Libraries Affairs in the forum of Libraries Affairs Deans in Saudi Universities in Riyadh	Wednesday 7/11/1432	Saudi Digital Library	
23	Participation of Dean of Libraries Affairs in the forum of Libraries Affairs Deans in Saudi Universities in Riyadh	Wednesday 10/1/1433	Saudi Digital Library	

**Seventh Axis: Professional Preparation for Clerks in University Libraries**

24	Yasser Aldahsh attended the course (Classification in Libraries) in Institute of General Administration in Riyadh	15-19/1/1433 in Riyadh	Saudi Digital Library	
25	Yasser Adahsh attended the course (Establishing Digital Libraries) in Institute of General Administration in Riyadh	20-22/2/1433 in Riyadh	Institute of General Administration	
26	Dr. Usamah Khamees attended the workshop: of Quality: the first meeting of Quality Centers Heads for the academic year	25/12/1432	Deanship of Libraries Affairs, Deanship of Quality	
27	Six of Deanship's employees attended the training course entitled: "Databases and Digital Library"	17-18/1/1433	Deanship of Libraries Affairs, Saudi Digital Library	

28	<b>Dr. Usamah Khamees attended the program "Introducing the System of National Commission for Evaluation and Academic Accreditation"</b>	<b>Tuesday – Wednesday 13-14/11/1432</b>	<b>National Commission for Evaluation and Academic Accreditation, Deanship of Quality and Skills Development</b>	
29	<b>Dr. Usamah Khamees attended the introductory lecture "How to Use Smart board" Deanship of Quality and Skills Development</b>	<b>Tuesday – Wednesday 10-20/12/1432</b>	<b>Deanship of Quality and Skills Development, Deanship of Information Technology</b>	
30	<b>Dr. Usamah Khamees attended "First Meeting of Electronic Gate Supervisors"</b>	<b>Tuesday 6/11/</b>	<b>Deanship of Information Technology</b>	
31	<b>Dr. Usamah Khamees attended "A training Course for Electronic Gate Supervisors for One Day"</b>	<b>3/1/1433</b>	<b>Deanship of Information Technology</b>	
32	<b>Deanship's employees attended a course of projects management in Univeristy</b>	<b>3-5/11/1433</b>	<b>Administration office of projects in University</b>	

**Eighth Axis: Deanship participates in Scientific Researches of University and project of Self-evaluation**

33	Dr. Abdulaziz Alomran's participation in the study "Almajmaah University in Local Development"	1-3/ 1433	Office of His Excellency University Rector	
34	Dr. Usamah Khamees attended "First Forum of members of the first self-team	Monday 8/2/1433	Deanship of Quality and Skills Development	Committee member "Institutional Sequence" in the first self-evaluation team

**Ninth Axis: Enriching the content of Deanship of Libraries Affairs Gate on the internet**

35	Growing the number of the gate's pages from (5) main pages to (23) main pages	1-3/ 1433	Deanship of Libraries Affairs, Deanship of Information Technology	
36	Adding the secondary pages (Second level) (17) secondary pages	1-3/1433	Deanship of Libraries Affairs, Deanship of Information Technology	
37	Enriching the content of the gate with more than 70 external links for websites provide services for users	1-3/1433	Deanship of Libraries Affairs, Deanship of Information Technology	