**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**

**Catalogue of Axes of the Report**

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| **Axis no** | **Axis topic** | **Page no** |
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| **Second** | **Supplying university libraries with the latest printed and electronic information resources** | **3** |
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| **Forth** | **Providing traditional and electronic information resources to all university employees** | **5** |
| **Fifth** | **Inaugurating Information Literacy Program ILP** | **6** |
| **Sixth** | **Deanship represents the university in the meeting of Deans of libraries affairs in Saudi Universities** | **7** |
| **Seventh** | **Practical preparation for clerks in university libraries** | **7** |
| **Eighth** | **Deanship participates in the scientific researches of university and self-evaluation program** | **9** |
| **Ninth** | **Enriching the content of Deanship of Libraries Affairs' Gate on the internet** | **10** |

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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** |
| **First Axis: Establishing and Developing the infrastructure of university libraries** |
| **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** |   |
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| **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** |   |

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| **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** |   |

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| **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** |   |
| **16** | **Providing wifi internet connection in the central library** | **Shawwal 1432-Safar 1433** | **Deanship of Libraries Affair** |   |
| **17** | **Studying the level of satisfaction of users of university libraries** | **Shawwal 1432-Muharram 1433** | **Deanship of Libraries Affairs** |   |
| **18** | **Subscription to a number of local newspapers in central library** | **Shawwal 1432- Muharram 1433** | **Deanship of Libraries Affairs** |   |

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| **Fifth Axis: Inaugurating Information Literacy Program****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:** |
| **19** | **Introductory Lecture entitled: "British Medical Journals BMJ and the way of utilizing them" by the British lecturer Jennifer Lewis** | **Saturday 10/11/1432****8/10/2011** | **Deanship of Libraries Affairs, Information development company, Library of Faculty of Applied Medical Sciences** |   |
| **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** |

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| **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** |   |

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| **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** | **25/121432** | **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** | **Dr. Usamah Khamees attended the program "Introducing the System of National Commission for Evaluation and Academic Accreditation"** | **Tuesday – Wednesday 13-14/11/1432** | **National Commission for Evaluation and Academic Accreditation, Deanship of Quality and Skills Development** |   |
| **29** | **Dr. Usamah Khamees attended the introductory lecture "How to Use Smart board" Deanship of Quality and Skills Development** | **Tuesday – Wednesday 10-20/12/1432** | **Deanship of Quality and Skills Development, Deanship of Information Technology** |   |
| **30** | **Dr. Usamah Khamees attended "First Meeting of Electronic Gate Supervisors"** | **Tuesday 6/11/** | **Deanship of Information Technology** |   |
| **31** | **Dr. Usamah Khamees attended "A training Course for Electronic Gate Supervisors for One Day"** | **3/1/1433** | **Deanship of Information Technology** |   |
| **32** | **Deanship's employees attended a course of projects management in Univeristy** | **3-5/11/1433** | **Administration office of projects in University** |   |

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| **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** |
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| **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** |   |