

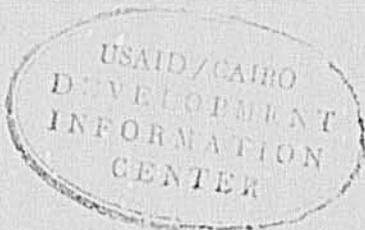
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UNIVERSITY OF MINKA
COORDINATED LIBRARIES AND USER SERVICES
AND
LIBRARY EDUCATION PROGRAMS

A PLANNING REPORT

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Richard Phillips Palmer
Fulbright Professor
University of Cairo

Usama El-Sayd Mahmoud
University of Cairo

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INTRODUCTION

This report deals with planning for coordinated libraries and library services at the University of Minia. Since a number of professionally-educated librarians will be needed to staff the proposed library system at the University, this report will include long-range plans for the recruitment and professional education of them.

The University of Minia, which was a branch of the University of Asyut from 1970 to 1977, became autonomous in 1977. The University is located in a town of about 110,000 people. The University is administered by President Abdul Monem Kamel. Vice President Mahmoud Taha is responsible for the libraries, staff and post-graduate research.

The University has five faculties as follows:

Faculty of Agriculture	Dean Nasr Hanafe
Faculty of Engineering	Dr. Assfour
Faculty of Education	Acting Dean Williams
Faculty of Arts and Human Sciences	Dean Abdul Shawky
Faculty of Science	Dean Abou Fath

The University has a faculty of 650 holding the following degrees:

Ph. D.	150
Masters	250
Bachelors	250

The University enrolls 12,000 students distributed in the following faculties:

Faculty of Agriculture	2500-3000
Faculty of Engineering	2500-3000
Faculty of Education	2500-3000
Faculty of Arts	2500-3000
Faculty of Science	300

The University is housed in a variety of older buildings throughout the town. A new campus on the outskirts of Minia is currently under construction. An administration building, a classroom building, an office and classroom building, a part of which will house the Education and Science Libraries, and a dormitory for men and a dormitory for women will be ready for occupancy in the Fall of 1978. Construction of a Graduate Library on the new campus will be undertaken soon.

PRESENT STATUS OF LIBRARIES AND USER SERVICES

An on-site visit to the University of Minia on May 2 and 3, 1978, including conversations with the University President, Dr. Kamel, and Dean Shawky, as well as with the Acting Director of Libraries, and librarians and their staffs in the Agricultural, Engineering, Arts, and Education Libraries, provided essential information regarding present objectives, staff, operations, and user services.

OBJECTIVES:

American Universities

The objectives of many university libraries in the United States are to:

1. Support the curriculum
2. Assist faculty research
3. Meet the information needs of the academic community
4. Provide outreach information services to the entire community

In addition, many university libraries are now providing terminals for utilization of national and international networks of computer bibliographic and information data banks. Many are also providing media resources for the enrichment of teaching and the enhancement of learning.

University of Minia Libraries

The five faculty librarians at the University of Minia have not specifically enunciated any of these objectives for their libraries; however, these libraries are being operated with the implied objective of providing curricular support. There is little evidence of endeavors to assist faculty research, to meet information needs of the academic community, or to extend information services to the community. There are no computer terminals to utilize on-line data banks, and there are no professionally-trained staff members to assist in the enrichment of teaching or enhancement of learning.

STAFF:

One of the major reasons that the normal objectives of university libraries have not been enunciated at the University of Minia libraries is overall inadequate professional education of the 36 individuals who operate these libraries. Of the 36 persons employed, only two have Bachelor of Arts degrees in Library Science. Another five have Bachelor of Arts degrees in other disciplines. The remaining 29 employees have only graduated from secondary schools. Eight members of the staff have received, in the aggregate, fourteen and one-half months of supplemental professional library training. It is impossible for a disparate group of individuals with such inadequate professional preparation to provide high-quality library services. In American universities

the minimal degree for a librarian is a Masters degree in Library Science, preceded by a good undergraduate major in a relevant discipline. No individuals with such qualifications are employed in the University of Minia faculty libraries.

A summary of the number of staff members in each of the faculty libraries, their experience and professional training, as well as their education, is provided in Table 1.

OPERATIONS:

Space:

The five faculty libraries are presently situated in rooms which are inadequate to meet the present objectives of the libraries.

The rooms have inadequate space for present collections of library materials and are often overcrowded with students.

The Agricultural Library occupies two floors in one of the classroom buildings. The Arabic materials are housed in glass-doored cases in several small rooms on one floor. The foreign language materials are in glass-doored cases in several small rooms on another floor. The catalog and periodicals are located in a corridor. Tables and chairs are crowded into the rooms where the books are housed.

The Engineering Library consists of two rooms, one a large classroom in which books are stored on shelves around two walls and a

TABLE 1. EDUCATION, EXPERIENCE, AND TRAINING OF EMPLOYEES IN THE FIVE FACULTY LIBRARIES AT THE UNIVERSITY OF MINNA -- MAY, 1978

	NUMBER	E D U C A T I O N			EXPERIENCE	PROFESSIONAL TRAINING
		B.A. in L.S.	B.A. other	SECONDARY SCHOOL		
DIRECTOR	1	1			1 1/2 yrs	
AGRICULTURE						
Librarian	1			1		2 mo.
Assistants	7			7		2 mo. (2)
ENGINEERING						
Librarian	1	1			11 yrs	
Assistants	2			2		Min. of Culture 3 mo. (2)
ARTS						
Librarian	1			1	15 yrs	
Assistants	9		1	8		AUC 2 wk. (1)
EDUCATION						
Librarian	1			1		Asyut 1 mo.
Assistants	9		2	7		Asyut 1 mo. (1)
SCIENCE						
Librarian	1		1			
Assistants	3		1	2		
TOTALS	36	2	5	29		

Large number of tables and chairs are available for student study. The other room is used for storage of materials in process and old and unneeded Franklin translations and other gift materials. No space is available for library technical services.

The Arts Library occupies one large room in which books are shelved and tables and chairs are available for student use. Corridors are very narrow and the room is very crowded. A small office is provided for the librarian.

The Education Library is similarly arranged on the floor above the Arts Library and the space available is inadequate to meet the needs of either staff or students.

The Science Library occupies a very small area, houses a very small collection, and services a very small student body. In the Fall the Education and Science Libraries will move into somewhat larger quarters on the new campus.

Holdings:

Books and Periodicals.

The faculty libraries at the University of Minia have fewer than 78,000 books, about 31,000 foreign and 17,000 Arabic, or about six and one-half volumes per student. For adequate library services, the collection should be more than twice its present size. The libraries hold about 150 theses and receive about 150 current

periodicals. Only the Faculty of Arts Library and the Faculty of Engineering Library have some reference works. The other libraries do not include reference works. No library has a reference collection, complete with encyclopedias, dictionaries, guides, handbooks, directories, indexing and abstracting journals, bibliographies, or union lists.

Acquisitions.

Only two of the five libraries have budgets for acquisitions. The Agricultural Library is given LE 5,000 a year and the Faculty of Arts is given LE 4,000. The other libraries are funded at the discretion of the Deans of the Faculties. Under these budgetary limitations, the total annual acquisition of materials reaches only about 3600 books. The faculty libraries occasionally receive a few books as gifts from the American University-Cairo, the British Council, or the American Embassy.

Organization of Holdings.

In the Agricultural Library the books are arranged in broad subject groups and within these groups they are classified by the Dewey Decimal Classification system, 16th edition. Simplified cataloging rules are used so that only the (1) classification number, (2) book accession number, (3) author, (4) title, (5) edition, and (6) number of pages are entered on the catalog card.

In the Engineering Library the books are arranged alphabetically within broad subject groupings. A card catalog provides limited bibliographic information about the books held in the Library.

The Faculty of Arts, Faculty of Education, and the Faculty of Science Libraries provide simplified bibliographic descriptions of their holdings. Since the Faculty Libraries do not utilize uniform procedures for organizing their materials, it will not be possible to develop a union catalog for the University's holdings until some standardization has been achieved.

Equipment:

The only equipment in any of the five faculty libraries consisted of three microfiche readers in the Agricultural Library. However, the library has no microfiche.

A summary of the operations of the five faculty libraries, as described in the preceding paragraphs, is provided in Table 2.

USER SERVICES:

Circulation:

During the past year the combined internal and external circulation of library materials has been about 25,000 items, or about one-half a book per student per week. Even these low circulation figures are inflated by the fact that all engineering students must study engineering drawings in a number of textbooks; that is, they must

TABLE 2. OPERATION OF FIVE FACULTY LIBRARIES AT THE UNIVERSITY OF MINIA
MAY 1978

	AGRICUL.	ENGINEER.	ARTS	EDUCATION	SCIENCE	TOTAL
Space Adequate	No	Yes	No	No	No	No
Holdings						
Books						
Foreign	5,000	5,200	7,000	12,000	1,425	31,000
Arabic	11,000	6,500	13,000	16,000	200	47,000
Theses						
M.A.	70	20	22	70		182
Ph.D.			6	4		10
Periodicals						
Foreign	56	29	18	12	6	121
Arabic			15	15		30
Budget/Year	5,000		4,000			9,000
Acquisitions,						
Annual Foreign	380	100	1,420	1,300	350	3,550
Annual Arabic			430			430
Hours Open	8-5	8-7	8-5	8-5	8-5	17
Users/Day	195	300	62	230	23	710
Circulation/Month						
Internal	616	12,500	2,902	3,750	50	19,818
External	160	5	2,227	2,500	30	4,922
Equipment						
Microfiche Readers	3					3

change out several textbooks to study only one drawing in each. The librarians estimate that over half of the students use the libraries as study halls to review their own notes or to read their own copies of professors' notes and manuals, rather than use library materials.

Reference Services:

The present staff is not professionally trained to provide reference or information retrieval services. No indexing and abstracting journals are available. No materials, facilities, nor skills are available to assist faculty research. Since each library functions autonomously, no central union catalog of the holdings in the various libraries, either book or periodical, is available to aid reference librarians in locating materials.

Were the pattern of instruction at the University different from lectures, rote memorization of professors' notes, and a final examination, the level of reference services would be found totally inadequate. However, since the libraries are not central to present educational procedures, there is little evidence of either student or faculty pressure for improvements (with the exception, of course, of President Kamel and Dean Shawky).

Perceived Needs:

During our visit to the University of Minia Libraries we asked four Faculty Librarians, "What kind of assistance does your

library most need?" Their responses are listed in Table 3. No librarian asked for more books, periodicals, or other information materials. All librarians asked for Arabic and English typewriters, three asked for photocopy machines, and two sought library book shelving, card cabinets, filing cabinets, and office materials. Two librarians were eager to have better-educated personnel. One wanted training for all personnel, especially assistant librarians. One wanted bibliographic tools for better organizing of the library's collection. Although all but the Engineering Librarian felt their space was inadequate, only one specifically asked for a "proper place" for the library. It is also interesting that the Agricultural Librarian wanted more microfilm and microfiche readers and reader/printers even though at the present time the library has no fiche or film.

TABLE 3. - KINDS OF ASSISTANCE REQUESTED BY FOUR UNIVERSITY OF
MINLA LIBRARIANS

	AGRICULTURAL	ENGINEERING	ARTS	EDUCATION
Typewriters English & Arabic	x	x	x	x
Photocopy machines	x	x	x	
Book shelving	x			x
Card and filing cabinets	x			x
Better educated personnel			x	x
Bibliographic tools	x			
More space for library			x	
Air conditioning		x		
Microfilm & fiche readers and reader/printers	x			
Training for everybody, especially assistants			x	
Office materials	x		x	

PROPOSED UNIVERSITY LIBRARY SYSTEM AND USER SERVICES

OBJECTIVES:

A coordinated systems of libraries, operating under a centralized administration and a clearly defined set of objectives, should be established at the University of Minia. The following set of objectives, which are common in many American universities, are recommended:

1. To support the curriculum
2. To assist faculty research
3. To meet the information needs of the academic community
4. To provide outreach information services to the governate
5. To provide linkage to national and international networks of information services
6. To provide media resources for the enrichment of teaching and the enhancement of learning

In pursuit of Objective 1, to support the curriculum, the library staff should implement library programs to assist faculty members in the reform of their teaching methods and to encourage them to give student assignments requiring the use of library materials.

In pursuit of Objective 2, to assist faculty research, the University Library system should acquire relevant research materials, including bibliographies and indexes for the effective retrieval of pertinent information.

In pursuit of Objective 3, to meet the information needs of the academic community, the library staff should maintain media collections of literature, music, art, etc., to encourage the study and enjoyment of extra-curricular topics and activities.

In pursuit of Objective 4, to provide outreach information services to the governate, the University Library system should respond to requests for information not only from individuals in government, business, industry, and education, but from all citizens regardless of rank, employment, or prior educational training.

In pursuit of Objective 5, to provide linkage to national and international networks of information services, the University Library system should arrange for inter-library loan services, install terminals, and establish purchase agreements with major on-line data base service companies for bibliographic searches and document delivery.

In pursuit of Objective 6, to provide media resources for the enrichment of teaching and the enhancement of learning, the University Library system should acquire collections of teaching materials, establish production facilities for audiovisual teaching programs, and provide space and equipment for media-enhanced student learning. It should be emphasized that pursuit of the sixth objective will require the University of Minia Libraries to acquire non-traditional kinds of holdings, and to provide non-traditional types of services. Library personnel will be involved in the design and production of teaching materials and in the distribution of non-print educational materials and equipment to students.

CENTRALIZED ADMINISTRATION:

The building of a Graduate Library on the new campus at the University of Minia will facilitate the development of a coordinated library system.

Within this new building can be situated the following components:

1. Central administration for the University Library system
2. Central processing center
3. Interdisciplinary reference collection
4. Integrated research collection

The administrative component will provide policy setting, budget preparation, personnel management, and overall coordination and standardization for the Faculty and Institute Libraries.

The central processing center will handle acquisition, cataloging, classifying, and materials processing for all library units. It will also handle serials acquisition, routing, binding, and repair. This central processing center will enable the University Library system to provide union lists of all of the holdings throughout the system--books, periodicals, and other media. It will also permit the centralized purchase, distribution, maintenance, and repair of library equipment, such as photocopiers, microfiche readers, slide projectors, overhead projectors, computer terminals, typewriters, etc.

The interdisciplinary reference collection will include essential encyclopedias, bibliographies, dictionaries, directories, handbooks, guides, biographies, atlases, indexes and abstracts, catalogs, and

other reference materials covering all of the disciplines offered throughout the University system. This reference collection must be serviced by highly qualified reference librarians with a thorough knowledge of information retrieval techniques and a thorough understanding of the structure of subject literatures.

The integrated research collection will include primary source material required by faculty and graduate students engaged in scholarly pursuits. This collection will not ordinarily be available to undergraduates. It must be serviced by library personnel who are well versed in research techniques and methodology.

STAFF:

The proposed library system at the University of Winda will require a multi-level infrastructure of library personnel with various educational backgrounds and a variety of professional skills. The central administration of the University Libraries must organize a personnel department to perform the following services:

- To write job descriptions
- To arrange for training and upgrading of present staff
- To recruit additional well-qualified candidates
- To evaluate applicants for positions
- To hire, promote, transfer, or remove personnel as appropriate

In order for the library system to function effectively, individuals with the following skills will be required:

Library administration

Personnel management

Acquisition of all media

Technical services

Cataloging

Classifying

Indexing

Abstracting

Reference services

Current awareness services

Selective dissemination of information services

Circulation control

Information retrieval

Computer systems

Media production and use

Since present library personnel will require substantial additional training to gain the skills outlined above, specific recommendations for the training of staff, as well as the development of an Institute of Library and Information Science for the education of additional personnel will be described in the third section of this report.

The libraries at present employ about 36 individuals. A general rule of thumb for library staffing in the university environment is one librarian for every 150 to 200 students. Under this rule, the University of Minia should have a library staff of between 60 and 70 professionally qualified personnel.

OPERATION:

Space:

It is important that overall direction be given to the interplay between space now available, space under construction, the continuing expansion of library holdings, and the need for study space for users.

Acquisitions:

The successful operation of the proposed University Library system involves a coordinated flow of both information and materials. The selection of media relevant to curriculum, research, and other activities of the academic community requires cooperation between faculty, subject specialists, the central acquisitions department, and the budgetary arm of the University administration. In addition, reference librarians must develop links with other Egyptian libraries and national and international library networks so that required materials can be obtained through interlibrary loans or through rapid acquisitions on demand.

Organization of Materials:

As materials are received, they should be entered into a coordinated bibliographic control system of identification, cataloging, classifying and/or indexing. The materials should be processed to indicate where materials will be stored on open stacks so that they can be readily examined and utilized. The circulation control system should make check-out of materials quick and easy. Appropriate catalogs, indexes, and files must be developed so that reference personnel can readily assist users in finding and using the materials they need. Management studies of the use of library materials and facilities will be essential to the improvement of the operation of the University Library system.

Library Equipment and Supplies:

Other units required in the University system are those dealing with the binding, repair, maintenance, and rehabilitation of library holdings, equipment, or facilities. A centralized procedure for the acquiring of library supplies will produce important economies and coordination of the Libraries' operations.

USER SERVICES:

The major, overriding, and dominant need at the University of Kansas is for well-educated and appropriately qualified professional library personnel to provide user services. Among the user services to be pro-

vided are the following:

1. Teaching Materials.

The professional library staff should assist faculty either in acquiring desired instructional materials in any media already prepared elsewhere or, in the absence of such materials, to produce for faculty the desired aids to instruction. For example, the Library should assist in the obtaining of video tapes, films, sets of slides, transparencies, photographs, pictures, phonograph records, tapes, charts, graphs, maps, models, games, case studies, simulations, etc.

2. Learning Resources.

The Library should acquire and arrange a variety of media to assist students in successful learning. Students should be involved in much more than rote memorization of professors' notes. Students should be encouraged to acquire skills in analysis, evaluation, problem-solving, and creative thinking. Self-teaching materials should be readily available to students.

3. Research Assistance.

The Library should arrange for access to all materials required for faculty and graduate students in their research endeavors. Reference librarians should possess subject expertise in the research areas so that they will understand both the terminology of the discipline involved and the structure of the literature

relative to the research.

4. Dynamic Information Delivery:

The Library staff should take the initiative in providing relevant information to faculty as such information is received by the Library. The Library should provide to all individuals (who desire the service) current awareness reports of new books, articles, theses, documents, etc., in their fields of interest. In addition, those who desire an on-going provision of very specific information in their fields of research or teaching should be provided with selective dissemination of information services in accord with the information profile that they provide to the Library.

5. Instruction in Library and Information Use:

Some members of the Library staff should give, as desired, instruction in library resources and in bibliographic searching and retrieval to students and junior faculty.

6. Outreach to the Governate:

The resources of the University Library system should be readily available to groups and individuals in the governate. A major thrust of the University Library system should be to enrich the intellectual, artistic, and social life of the governate.

LIBRARY EDUCATION PROGRAMS

INTRODUCTION:

A library is comprised of facilities, holdings, and staff. The component that is often ill-prepared is staff. The general failure of Egyptian libraries to meet the information needs of the country arises from inadequate library education programs in Egypt.

The program in library education at the University of Cairo was launched in the early 1950's when librarians were regarded with little esteem. Although the program was frequently modified, it remained focused primarily on an undergraduate degree program which provides insufficient preparation for well-rounded professional performance. While the University of Cairo offers M.A. and Ph. D. degrees in librarianship, only 19 such degrees have been awarded in the past 27 years and the number of professionally-qualified librarians is insufficient to meet the needs of the country's libraries, let alone the needs for faculty for educational programs in librarianship. A significant problem with the University of Cairo program is that university regulations prescribe that only individuals earning B.A. degrees in the Department of Librarianship can earn M.A. or Ph. D. degrees. This effectively excludes individuals with subject expertise in science, technology, and the social sciences from becoming professional librarians. Because they prevent graduates from other faculties or those earning a higher

diploma in librarianship from registering for M.A. or Ph. D. programs in librarianship, these university regulations do a great disservice to the country.

PERSONNEL NEEDS OF THE UNIVERSITY OF MINIA LIBRARIES:

Since most graduates from the University of Cairo Department of Librarianship wish to remain in Cairo and since the Department graduates too few with M.A. or Ph. D. degrees to meet the needs of Cairo libraries and library education programs, it will be necessary to develop a graduate library education program at the University of Minia to meet the personnel needs of the University of Minia Libraries. The graduate program will be needed to educate individuals for the University of Minia Library system as follows:

1. The Graduate Library will require fully qualified library professionals to:
 - a. Administer the Library system
 - b. Supervise centralized services
 - c. Coordinate faculty libraries
 - d. Provide sophisticated research services to faculty and graduate students
 - e. Educate faculty and students in the use of library facilities
 - f. Assist faculty in the preparation of teaching materials
 - g. Educate students in the use of learning resources

The foregoing activities will require a system director with a Ph. D.

degree in Library and Information Science, and several librarians and department heads with M.A. degrees in Library and Information Science.

2. The Faculty Libraries will require professional librarians

to:

a. Direct Library operations

b. Supervise technical services

c. Supervise user services to faculty and undergraduates

The foregoing activities will require a number of individuals with M.A. degrees in Library and Information Science.

3. In the Graduate Library and the Faculty Libraries, well-

trained para-professionals will be required to work in

technical services, circulation, reference, media services,

etc.

The foregoing activities will require many individuals with at least Bachelor of Arts degrees.

4. All of the libraries will require assistants to provide

clerical and other supportive services in various library

departments.

The foregoing activities require individuals who have been graduated from secondary schools and who have taken appropriate short courses in librarianship.

GRADUATE INSTITUTE OF LIBRARY AND INFORMATION SCIENCE

It is recommended that the University of Minia, in order to meet the

Library personnel needs outlined above, establish a Graduate Institute of Library and Information Science. A graduate institute is recommended in order to obtain library personnel who have strong undergraduate preparation in a variety of disciplines. It is important that librarians with backgrounds in science and technology and the social sciences, as well as in the humanities, be obtained to provide library services to the University community. When librarians only receive undergraduate preparation (and that only in the humanities) as at the University of Cairo, they fail to receive strong academic schooling in subject disciplines and are, therefore, less well prepared to understand faculty and student information needs.

Since most western nations, and most notably the United States, have found it desirable to place library professional education programs at the graduate level, it will help to upgrade the level of skills and, therefore, the status of librarians in Egypt if their professional education programs are established at the graduate level. A Graduate Institute of Library and Information Science at the University of Minia, which can accept B.A. graduates from all faculties, will prove a progressive and desirable development for Egypt.

Institute Programs:

Transition Period.

During a three to five year transition period the following

programs should be offered:

1. A Masters Degree program in Library and Information Science for employees in the University of Minia Library system who should be upgraded to the professional level
2. Non-degree short courses in librarianship for present library employees, lacking university or professional degrees, who should be trained in library techniques and procedures

Following the transition period, the Institute should continue to offer the Masters Degree program and non-degree short courses and add a Ph. D. Degree program in Library and Information Science.

Because the program in librarianship at the University of Cairo is primarily an undergraduate one and because the University of Cairo will only award Higher Diplomas, rather than Masters degrees to individuals who have taken undergraduate work in disciplines other than Library Science, there will be problems in devising programs at the University of Minia Institute which will mesh with the previous academic preparation of promising applicants. The following recommendations attempt to provide the alternative routes that may be needed:

1. Masters Degree in Library and Information Science
 - a. For applicants with a B.A. or B.S. from any

university faculty or higher institute (except a B.A. in Librarianship) the following two-year program, leading to a Higher Diploma, would be provided:

<u>First Year</u>	<u>Hours/Week</u>
1. Introduction to Library & Information Science	2
2. Building Library Collections	2
3. Descriptive Cataloging	3
4. Classification	3
5. Basic Reference	2
6. Public Library Services	2
7. School & Children's Library Services	2
8. Subject Cataloging	<u>2</u>
	18
<u>Second Year</u>	
1. Bibliography	3
2. Academic & University Libraries	2
3. Documentation & Information Science	3
4. Library Automation	2
5. Statistics	2
6. Research Methods	2
7. Reference Materials in Humanities & Social Sciences	2
8. Reference Materials in Science & Technology	<u>2</u>
	18

Upon completion of this course work and the satisfactory writing of a thesis, during a third or subsequent year, a Masters of Arts in Library and Information Science would be awarded.

- b. For those individuals who have earned a Bachelor of Arts in Library Science from the University of Cairo, no special program should be provided at the University of Minia. It will be much better for them to pursue a Masters Degree at the University of Cairo.
- c. For those applicants with a Higher Diploma in Librarianship from Cairo University, the following courses in one academic year and a thesis in another would be required to earn a M.A. Degree in Library and Information Science:

	<u>Hours/Week</u>
1. School & Children's Library Services	2
2. Academic & University Libraries	2
3. Research Methods	2
4. Reference Materials in Humanities & Social Sciences	2
5. Reference Materials in Science & Technology	<u>2</u>
	10

2. Non-degree Short Courses in Librarianship

a. For present employees in the University of Minia Libraries, regardless of degrees, the following basic short courses would be provided:

	<u>Hours</u>
1. Introduction to Library Science	8
2. Fundamentals of Cataloging	24
3. Fundamentals of Classification	24
4. Subject Headings	16
5. Bibliography	12
6. Basic Reference Materials	16
7. Reference Materials in Humanities & Social Sciences	16
8. Reference Materials in Science & Technology	12
9. Indexing	<u>12</u>
	140

These courses could be offered four hours per day for 35 teaching days.

b. For present employees holding B.A. or B.S. degrees or serving as head librarians in the Faculty Libraries, the following additional courses would be provided:

	<u>Hours</u>
1. Introduction to Information Science	8
2. University Libraries	16
3. University Library Administration	12
4. Book & Other Materials Selection	16
5. Abstracting	<u>12</u>
	64

These courses could be offered four hours per day for 16 teaching days.

c. For those assistants presently employed in the libraries, who have only secondary school education, the following additional courses would be provided:

	<u>Hours</u>
1. Circulation	8
2. Acquisitions	8
3. Shelving and Inventory	4
4. Filing Rules	<u>4</u>
	24

These courses could be offered four hours per day for 6 teaching days.

It is assumed that personnel would be granted released time from their library positions to take these courses.

3. Ph. D. Degree in Library and Information Science:

For admission to the Ph. D. program in Library and Information Science the student must have earned a Bachelor of Arts Degree with a grade of 70% or better, a Masters Degree in Library Science with a grade of 70% or better, and demonstrate a working knowledge of at least one foreign language. Requirements for the degree would be as follows:

- Mastery of two foreign languages
- Seminar in Library Administration
- Seminar in Library Research
- Seminar in Comparative Librarianship
- Dissertation

International Exchange Program:

Since it will be impossible for the new Institute to educate enough librarians for the University of Minia Library system as quickly as they are needed, it is recommended that a special exchange program of both faculty and students be set up between Egypt and the United States to provide well-qualified professional librarians for the University of Minia's Library system and to provide well-qualified and progressive faculty for the Institute of Library and Information

Science during the transition period.

It is recommended that when Egyptians go to the States for advanced training that Americans serve in the Library or Institute as their temporary replacements. It is recommended that those members of the library staff who have Bachelors Degrees and a working command of English be the first to go to the States for training. It is further recommended that those who do not have a working command of English be given the opportunity to enroll in English language training courses at the University of Minia so that they can qualify for scholarships for professional education in the United States. American faculty should be recruited not only for full-time teaching positions in the Institute, but also to come to Minia for brief periods to conduct short courses designed to improve the quality of professional performance of personnel in the Library system.

Faculty:

It is anticipated that a faculty consisting of three full-time persons, or their equivalent, will be sufficient to meet the initial program requirements. One full-time director of the Institute, one half-time professor (who may also serve half-time in the Library system,) and a number of part-time faculty from either the University of Minia Library system or from Cairo, should possess the variety of expertise required to offer the

courses in the recommended curriculum. Among the individuals who are well-qualified for teaching assignments and who are likely to be interested in full-time employment at the University of Minia, are the following:

Dr. Mohamed Amin El Benhaway

University of Michigan, Ph.D., 1964

Cairo University, Lecturer & Asst. Prof., 1964-1972

University of Adl Aziz, Jiddah, Saudi Arabia,

Prof. & Chairman of Library Science Dept., 1972-

Dr. Ahmed Gamal El Din

Ph.D., Library Science, 1973

Clarion State College (Pennsylvania), Dean of Students, 1976-

Amira Abd El Said Gattas

Cairo University, B.A. (Library Science), 1971

Cairo University, Cataloger, 1972-75

Cairo University, Dept. of Library Science, Instructor, 1975-

Cairo University, M.A. (Library Science), expected Summer 1979

Desires to return to Upper Egypt, her birthplace.

Anticipated Enrollment:

It is recommended that all of the 36 present employees in the Faculty Libraries receive education in librarianship in one or another of the Institute programs during the transition period. Since it is likely that between 60 and 90 librarians will ultimately be needed in the University of Minia Library system, at least 50 students should be enrolled in the Institute degree programs during the next few years. Of course, additional students should be enrolled to meet other library needs in the governate.

It is recommended that the Institute enroll not fewer than 20 students in any year since interaction among students in a professional program is a vital part of their education. On the other hand, it is also recommended that individual classes not exceed 25 students since student participation in class discussions, in the analysis of cases, in the reporting of projects, and in the analysis and evaluation of library problems cannot be as successfully accomplished in larger classes.

It is, of course, understood that the student enrollment in the Institute will be limited by the number of suitable faculty available.

Space, Facilities, and Equipment:

For full-scale operation the Institute will need at least three

offices, two classrooms, space for a professional library collection, and space for a bibliographic laboratory. It will also need space for conferences, staff meetings and faculty-student counseling. Since professional education is best accomplished in small groups, the classrooms will not need to accommodate more than 25 students. However, these classrooms must be equipped with electrical outlets, blackboards, screens for the showing of slides and films, and shades to exclude light.

The Institute will require typewriters and photocopy machines, overhead projectors, slide projectors, and ultimately video equipment and computer terminals. Secure space must, of course, be provided for the Institute's equipment.

While all of the space, facilities, and equipment listed above need not be available before programs for the upgrading of present library personnel are launched, it is imperative that the quality of space, facilities, and equipment be improved as rapidly as possible.

CONCLUSION:

In order to expedite the implementation of a professional library program to upgrade the staff in the University of Mindanao Libraries, we have limited our recommendations regarding the curriculum to what we believe to be in accord with government regulations and University Supreme Council rulings. We have not, for example, although it would be our preference, recommended a flexible curriculum and a course credit system for the Institute. On the other hand, while we are not absolutely certain that regulations will permit students with B.A. degrees from various faculties to be enrolled in the Institute's graduate-level degree program in Library and Information Science, we have recommended that the Institute seek to enroll students from all faculties because we are convinced that the University's Libraries must have a professional staff with expertise in all subject areas.

If the University of Mindanao administration is able to obtain permission for the establishment of a flexible curriculum, our preference is for the following two-year Masters Degree program. The four major requirements for the degree would be the following:

1. Basic Required Courses (with score of 70% or better)

- University Library Administration
- Organization of Knowledge in Libraries
- Reference and Information Retrieval Services
- Structure of Literature of Science and Technology,
Social Sciences, and Humanities

2. Elective Courses (with score of 70% or better)

Twelve selected from the following list depending upon the student's particular areas of interest:

Selection and Production of Teaching Materials

Utilization of Learning Resources

Library and Information System Design, Analysis and Evaluation

Information Storage, Retrieval, and Dissemination

Theory of Information Classification, Indexing, and Abstracting

Technical Services

Literature of Science and Technology

Literature of Social Sciences

Literature of Humanities

Government Documents and Archives

Communications Media and Libraries

Library Computer Systems and Networks

Library Systems Analysis

Information Science

International Librarianship

Research Methods

Advanced Independent Study

3. Demonstration of working knowledge of one foreign language, preferably English
4. Supervised library practice--80 hours

Although we understand that University regulations require a thesis for the Masters Degree, we recommend that efforts be made to have this requirement dropped for the Institute. Masters theses now being written in the Department of Librarianship at the University of Cairo do not contribute enough to the literature of the profession to justify the years of student labor required to write them. Students' efforts could be better directed to the study of library management and library services during the 80 hours of supervised library practice.

The new curriculum will include courses in the selection or production of teaching materials and in the guidance of students in the use of learning resources. Such courses are not taught in traditional library schools. However, they are a vital component in the preparation of the library staff at the University of Minia to assist in the enhancement of teaching and the enrichment of learning. We feel, therefore, that the library system outlined in this report and the Institute programs recommended will play a pioneering role in the modernization of Egypt's educational system.