PERSONAL INFORMATION	**Fouad Abd-Elghafar Mohamed**

📍 1 Zaki Khatab Street Mashal, Haram, Giza (Egypt)

📱 +201151769515 - 01030815013

✉ FouadMohamed.25@hotmail.com

Sex Male | Date of birth 23 Feb 1990 | Nationality Egyptian

POSITION	Specialist Librarian

WORK EXPERIENCE	

1 Mar 2015–Present	**Specialist Librarian**

British University in Egypt
Sweis Road, El Shorouk, 11837, Cairo (Egypt)
lib.bue.edu.eg

- **Responsibilities**:
  - Original and copy cataloguing according to RDA rules in MARC 21 format, and using classification number according to English edition "DDC22" to create advanced and complex Class numbers.
  - Original and copy cataloguing according to AACR2 rules in MARC 21 format, and using classification number according to English edition "DDC22" to create advanced and complex Class numbers.
  - Archiving and cataloguing according to RDA rules in Dublin core format and Archive files such as old newspapers, exams, reports, and academic articles.
  - Responsible for metadata by using the Dublin core (DSpace).
  - Descriptive, Subject and Authority cataloguing, also able to catalogue print and non-print library materials such as Books, Periodicals, Theses, CD (S), DVD (S) and E-Books (Arabic, English, and other languages) by using international recognized standards, rules and best practices and by using MARC 21 format.
  - Using LCSH and LC classification and MARC21/RDA/AACR2 international standards for cataloguing.
  - Quality Assurance for MARC21 Records.
  - Participating in the training sessions to the future librarians in the summer training, on descriptive, subject, and authority cataloguing.
  - Check-out and check-in books at circulation desks and Shelving of library materials.
  - Information literacy sessions in cataloguing.
  - preparing orders for new books in the library (Acquisition)
  - Inquiries help for users including references assistant and dealing with user information needs.
  - Presenting any required reports and statistics about bibliographic and authority records.
  - Create cataloguing reports to resolve routine cataloguing related problems.
  - **Accomplished Tasks:**
  - Supervisions and worked on Corrected approximately 2500 record and 4000 item in the summer holiday, 2015.
  - Summer Training [2015, 2016, 2017, 2018, and 2019]
  - Creating manuals for cataloguing, authority files according to AACR2 and RDA rules, and internal processes.
  - Reorganizing the library materials by re-cataloguing the old materials in the library, creating an

authority file according to RDA rules.
- ▫ Reorganizing the subject heading for all records.

| Nov 2013–Apr 2015 | **Cataloguer** |

Higher Institute for Islamic Studies, Giza (Egypt)

- ▪ **Responsibilities**:
- ▫ Original cataloguing According AACR2 rules in MARC 21 format advanced and complex Class numbers "DDC22".
- ▫ Descriptive, Subject, and Authority cataloguing, also able to catalogue different types of materials: Books, Periodicals, Theses and E-Books (Arabic, English and other languages) by using MARC 21 format.

| Sep 2014–Mar 2015 | **Cataloguer** |

Cybrarians

Outsource Cataloguer in Cybrarians for Classic Books According RDA rules in MARC 21 format.

| 1 Apr 2014–30 Mar 2015 | **Assistant librarian** |

Al Manhal

- ▪ **Responsibilities:**
- ▫ Original and copy According to RDA rules in MARC 21 format.
- ▫ Metadata Cataloguer in a built-in system with advanced and complex Class numbers "DDC22".
- ▫ Quality Assurance for metadata and MARC21 Records.
- ▫ Presenting any required reports and statistics about bibliographic and authority records.
- ▪ **Accomplished Projects:**
- ▫ Team leader: "Early Arabic Printed Books" for British Library with CENGAGE Learning.

| 30 Mar 2013–30 Mar 2014 | **Cataloguer** |

Arabian Advanced System (Naseej), Giza (Egypt)
naseej.com

Responsibilities:

- ▫ Original cataloguing According to AACR2 rules in MARC 21 format and using classification number according to Arabic edition "DDC21" to create advanced and complex Class numbers.
- ▫ Descriptive, Subject, and Authority cataloguing, also able to catalogue different types of materials: Books, Periodicals, Theses and E-Books (Arabic, English and other languages) by using MARC 21 format.

Accomplished Projects:

- ▪ Cataloguer: "At Cairo Office".
- ▫ King Khalid University.
- ▫ King Abdul-Aziz University.
- ▫ Princess Nora bint Abdullrahman University.
- ▫ Shaqra University.
- ▫ University of Lebanon.

- ▫ University of Algiers.
- ▫ Omdurman Islamic University.
- ▫ Arab Planning Institute in Kuwait.
- ▫ Library Dubai Police.
- ▫ Command and Staff College of the Armed Forces Saudi Arabia, Saudi Arabia.
- ▫ Aljouf University.
- ▪ <u>Team leader:</u> "At Al-Jouf University at Saudi Arabia _Sep. 2013."
  - ▫ Supervising four libraries the Central Library for males, Central Library for Girls, Tabarjal library and Jandal library).

Dec 2013–Jan 2014	**Cataloguer**

Care of Built Environment Collective (Megawra), Heliopolis, Cairo (Egypt)

- ▪ **Responsibilities**:
- ▫ Original and copy cataloguing According AACR2 rules in MARC 21 format advanced and complex Class numbers "DDC22".
- ▫ Descriptive, Subject, and Authority cataloguing, also able to catalogue different types of materials: Books, Periodicals, Theses and E-Books (Arabic, English and other languages) by using MARC 21 format.

2012–2013	**Soldier**

Egyptian Army

Mar 2012–Aug 2012	**Cataloguer**

Cairo Regional International Commercial Arbitration (CRCICA)

- ▪ **Responsibilities**:
- ▫ Original cataloguing According AACR2 rules in MARC 21 format advanced and complex Class numbers "DDC22".
- ▫ Descriptive, Subject, and Authority cataloguing, also able to catalogue different types of materials: Books, Periodicals, Theses and E-Books (Arabic, English and other languages) by using MARC 21 format.

Jul 2011–Dec 2011	**Cataloguer**

Gulf Centre for strategic studies (GCSS), Cairo (Egypt)

- ▪ **Responsibilities**:
- ▫ Original cataloguing and archiving According AACR2 rules in MARC 21 format advanced and complex Class numbers "DDC22".
- ▫ Descriptive, Subject, and Authority cataloguing, also able to catalogue different types of materials: Books, Periodicals, Theses and E-Books (Arabic, English and other languages) by using MARC 21 format.

Jul 2009–Sep 2009	**Cataloguer**

Special Library of Dr. Salah Abd-El-Wahab for law

- ▪ Original cataloguing for Law Books According AACR2 rules in MARC 21
- ▪ Reference: Dr. Ahmed Abdelradi, Teacher Assistant at Cairo University, Faculty of arts, Library Science Department. **Email:** <u>ahmad.abdelradi@gmail.com</u>

| 7 Jun 2008 | **Web Researcher** |
| | Arabian Advanced System (Naseej), Giza (Egypt) |

Duties and responsibilities:

- Find targeted information on the Web, through various search engines and similar utilities, to perform research on a variety of subjects. This is often done to support mobile companies in KSA

POST-Graduate EDUCATION

| 2016–Present | **Master's degree in Library Sciences** |
| | Cairo university, Giza (Egypt) |

UNDER-Graduate EDUCATION

| Sep 2007–May 2011 | **Licentiate of Library & Information Science - Information Technology Division - Faculty of Arts - Cairo University** |
| | Cairo University, Giza (Egypt) |

- Graduation Project(s):
  - Prepared bibliographic database with my colleagues with title "Index for Citations analysis of books - CAB": Database of citations contained reference books in Arabic language in the Egyptian specialty libraries and information in the period from the beginning of almost any publication from 1950 until 2010, one of top 10 Graduation Projects in subject. Degree: Excellent.
  - Prepared non-bibliographic database with my colleagues by MS Sql server 2005 and C# language, called "Wars of The 20th century" database.
  - Prepared with my colleagues the official website of the department library, information and document department. 2009-2010.

Trainings and Courses

| 30 Nov.2019-1 Dec. 2019 | **Collection development workshop** |
| | (Global Access Institute) |

| 14 Oct. 2019- 2 Dec. 2019 | **CPD certificate "Passport 3: The Key to Professional Writing"** |
| | (The British University in Egypt): |

| 5 Aug. 2019-13 Sept. 2019 | **Course "Fundamentals of Metadata online"** |
| | ALCTS web courses (American Library Association) |

| 1 Oct. 2018 –15 Jan. 2019 | **Data Analyst Track** |
| | One Million Arab Coder – Udacity – UAE |

| 11 Aug. 2018 –13 Aug 2018 | **Workshop "The Cataloguing of non-printed materials using RDA rules"** |
| | Al-Zad for digital archiving |

1 June 2018 –12 July 2018	**Full stack Developer**
	• Python
	• Git repository

One Million Arab Coder – Udacity - UAE

| 18 December 2017 | **Passing the TOEFL test (Total score 500 dgree)**
Cairo University Center for Languages and Translation |

| 24 April 2017-2 June 2017 | **Course in descriptive cataloguing "Fundamentals of cataloging RDA"**
ALCTS web courses (American Library Association) |

| 8 March 2017- 8 May 2017 | **CPD certificate** |

(The British University in Egypt):

- Introduction to Customer Service
- Effective Communication Skills
- Dealing with Difficult Situations
- Working in a Team
- Time Management
- Filing Strategies and Techniques
- Microsoft Outlook Mail
- Microsoft Excel: Using functions
- Microsoft Excel: Creating charts and pivot tables
- Minute Taking

| 7 Sep 2015–8 Sep 2015 | **Workshop in descriptive cataloguing using " RDA "**
Cybrarians |

| 2014 | **Workshop for RDA rules in MARC 21**
Bibliotheque Alexandrie "Library of Alexandria", Alexandria (Egypt) |

| 19 Apr 2014–22 Apr 2014 | **Workshop in descriptive cataloguing using " RDA "**
Cybrarians |

| 2010 | **Trained on (ISI web of knowledge & Scopus Databases)**
Supreme Council of Universities : Digital Library Unit, Giza (Egypt) |

| 2009 | **Training in Central Library of Cairo University.**
Cairo University |

| 4 Oct 2009–12 Oct 2009 | **MARC 21 Format for Bibliographic Data**
Research and Information Services Systems Centre (Egypt), Giza (Egypt) |

| 13 Dec 2008 | **International Computer Driving Licence (ICDL)**
Russian Culture Centre, Cairo (Egypt) |

PERSONAL SKILLS

Language(s)

Arabic (Mother language) , English

Job-related skills

- **Library software Experience (Library system):**
  - Horizon.
  - Koha.
  - Symphony.
  - Future.
  - Millennium (Sierra)
  - CDS/ISIS.
  - Marc Edit.
  - Marc Report.
  - DSpace

Digital competence

- Operating systems: (Windows Desktop Versions)
- Office suite: (Microsoft office, Google Document and forms)
- Internet: Highly skilled in searching on the internet
- Content Management Systems: Using as an Editor (Joomla, WordPress)

ADDITIONAL INFORMATION

Conferences

- Attended "The standard model 'BIBFRAME' for resources description and access in web environment: Applications and challenges"
  - Conference organized by Cybrarians, the Arabic Portal for Librarianship and Information (Cairo, Egypt. 9-10 September 2015)
- Participated in organizing thirteenth national conference for libraries and information specialists.
  - Egypt at Sinai University (El-Arish 5-7 July 2009)
- Participated in organizing conference of Arab Federation for Libraries and Information
  - library of the Faculty of Agriculture - Cairo University (Nov 24-26 2008)

Interests

- Reading.
- Play football.
- Following the new technologies in computer environment.