

# Ahmed S Metwaly

Director of NU library

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Giza, Egypt

## EXPERIENCE

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09/2014 – Present

### Director

Nile University library, record management and digital archiving

- Supervise the activities of assigned staff. Write and conduct performance evaluations. Schedule employees, assign work and monitor its progress. Guide and develop employees in the accomplishment of duties.
- Propose and monitor staffing requirements and the hiring and training of qualified personnel. Determine community needs and desires for books and other library materials related to program area of responsibility, then allocates resources accordingly.
- Select books, periodicals, and audiovisual materials to meet each program goals. Monitor program budget.
- Lead collection development team in the process of acquiring and delivering library materials and services.
- Meet with vendors and sales representatives. Select vendors based on ability to meet library needs.
- Teaching the scientific research for undergraduate and postgraduate students. Supervise
- Analyzing current paper and electronic records, filing systems.
- scan and use OCR technology for traditional documents
- Determine the document components (Shapes and types) and formats.
- Preparation the policy and procedures which need to be implemented for EDRMS
- Create and develop a documents classification scheme
- inventory and track records
- EDRM system administration (Laserfiche)

11/2009 – 08/2014

### Reference and Electronic Resources librarian

Nile University library

09/2008 – 10/2009

### Librarian

British University in Egypt library

09/2007 – 08/2008

### Librarian

Future University library

07/2006 – 08/2007

### Assistant Librarian

Arab academy for banking and financial sciences

## EDUCATION

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09/2015 – 02/2019

### Librarianship

Faculty of Arts, Cairo University

Ph.D.

Dissertation topic: Altmetrics: An analytical and experimental study

09/2002 – 06/2006      Librarianship, Documents and Information Technology.  
Faculty of Arts, Cairo University  
Excellent Bachelor  
Accumulated Grade: Very good with Honors degree.

## CERTIFICATES

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04/2021      Intellectual property general course  
WIPO

2020      Writing skills for international journals  
Naseej Academy

2019      Social media marketing course  
Marketer Academy

2018      Manuscripts verifications  
Arabic Manuscripts Institute

2018      ICDL  
Microsoft

## SKILLS

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Library Systems (KOHA, Symphony)	Expert	MS office	Expert
Digital archiving Systems (Laserfiche, Infofort, Docushare)	Expert	Presentation and teaching	Expert
ERP systems (MS dynamic)	Advanced	Team leader	Expert

## LANGUAGES

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Arabic	Native	English	Fluent
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## TALKS AND SESSIONS

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Guest speaker at 7<sup>th</sup> international conference of science metrics      6/2023

Guest speaker at international webinar "Paradigm shift towards online libraries during pandemic" 9/2020

## REFERENCES

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### **Mr. Amr Mousa**

Previous secretary general of the Arab league, Previous chairman of the board of trustees of Nile University.  
01222110022

### **Dr. Tarek Khalil**

Previous president of Nile University.  
tkhalil@nu.edu.eg  
002-01090011351

### **Dr. Faika Mohamed Hasan**

Professor at Librarianship and information technology department, Faculty of Arts, Cairo University.  
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### **Dr. Mostafa Hossam Eldin**

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002-01004571150