The Future of Cataloguing in Egypt

An Action Plan

Cybrarians
The Arabic Portal for Librarianship and Information

Cairo, Egypt
2017
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The future of cataloging in Egypt: an action plan


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Introduction

By
Professor Mohammed Fathi Abdel Hadi

Information organization is one of the most important circles of information circulation and transfer, and cataloguing considered the main core of Information organization, as the output of cataloguing is search and retrieval tools which services any user who like to find the information.

Although the cataloguing started in the Egyptian libraries very early in the 19th century until now, but the cataloguing is no longer achieving its main goals. As a result, this work gets its power as the first work in the history of cataloguing in Egypt provide detailed work plans that will transfer the cataloging from individual process to a process based on standards and team works.

We present this work which prepared by a big team work includes more than 20 persons of cataloging experts in libraries, library schools, and other institutions work in library and information field in Egypt. We present this work to all types of institutions in the Egyptian library community.

This work includes nine proposals of integrated projects that will develop cataloguing process not only in Egypt, but in all Arab countries. The proposals cover projects of Arabisation of the new cataloging standard RDA, plans for teaching and training, national policy for cataloguing in Egypt, national authority file for names and corporate bodies, national cloud catalogue, and union catalogues.

Each project had its own team work, and included information related to goals, executive procedures, time plan, human power, estimated budgets, expected outputs, and performance assessment.

We wish this work finds all help and support to execute the proposed projects in the actual field, and became road map for bright future for cataloguing in Egypt.
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An Introduction

By
Dr. Mahmoud Khalifa

The Arabic Portal for Librarianship and Information (known as Cybrarians), organised a seminar titled “The Future of Cataloguing in Egypt”, on the 5th of March 2016, at MISR Public Library. It was delivered by Dr. Mostafa Hossam El Din, Associate Professor of the Librarianship Department, Cairo University, and chaired by Professor Hisham Fathi. The seminar discussed the challenges facing libraries in Egypt in the field of cataloguing in particular and bibliographic control in general, with regards to the revolution that has taken place in this field. The discussion addressed the emergence of the new International Standard (RDA), the frequent discussion about efforts to issue the BIBFRAME standard model as an alternative to MARC 21 and other developments and changes, as well as steps to be taken on the national level to address these challenges.

The seminar was highly attended by a large number of library and information science community and affiliates, who enriched the discussions that ensued from the seminar sessions. An action plan was needed, and the Arabic Portal for Librarianship and Information has recommended organizing another second session of this seminar.

On the 21st of May 2016, at MISR Public Library, the Arabic Portal for Librarianship and Information launched this second session of the seminar, with the participation of various representatives of the library and information science community in Egypt in order to come up with a shared action plan. Participating representatives were from major libraries such as the national library, big research libraries, academic departments, public libraries, university libraries, school libraries, as well as the Egyptian Library Association and other libraries that have implemented the new international cataloguing standard. Representatives from each of these parties have put forward a clear vision for an action plan that would tackle all issues, aspects, and problems related to the future of cataloguing in Egypt.

Seminar Speakers:
- Professor Mohammed Fathi Abdel Hadi, Librarianship Professor, Cairo University
- Professor Raouf Helal, Director of the Egyptian National Library
- Professor Khaled Abd El Fattah, Head of the Egyptian Universities Libraries Consortium
- Professor Amany Gamal Megahed, Head of the Egyptian Library Association
- Mr. Ahmed Aman, Deputy Director of MISR Public Library
- Mr. Mostafa Ganbah, in charge of the union catalogue of school libraries in Egypt
- Dr. Salah Hegazi, Chairman of the Egyptian Library Association committee for libraries of private universities
- Dr. Hisham Fathi Makki, Deputy Head of the Computer Department, Library of Congress Office, Cairo, Egypt
- Ms. Rania Osman, Head of Libraries of the Future Section, Bibliotheca Alexandrina
- Ms. Shadia El Hanafi, Head of Authority Control Section, the American University in Cairo Library
- Ms. Heba Ismail, Technical Director of Egypt’s Society for Culture & Development (ESCD)

The seminar was concluded with a statement entitled "The Future of Cataloguing in Egypt" recommending the following:
First: Forming a team involving representatives from all the sectors of the library community in Egypt.

Second: The team undertakes the following tasks:
1. Prepare the detailed plan
2. Develop implementation mechanisms
3. Suggest cooperation and coordination proposals
4. Follow-up evaluation of performance and results of work periodically

Third: The plan should include the following aspects:
1. Arabisation and propagation of the RDA standard
2. National cataloguing policy
3. Technical aspects of the specifications of the automated systems used
4. Position on machine readable bibliographic and authority records accessible in Egyptian libraries
5. Position on BIBFRAME
6. Training programs at the local and national levels
7. Education programs and curricula
8. Research projects proposed to provide practical solutions
9. Initiatives and efforts of coordination and cooperation
10. Funding resources available

Fourth: The team meets regularly. The team should choose its premises and elect its secretary on its first meeting. It can also invite those who wish to attend its meetings and participate in its efforts.

Fifth: The Arabic Portal for Librarianship & Information (Cybrarians) serves as the technical secretariat of the team and the window through which its activities, documents and the results of its meetings are made available.

Sixth: The plan is published after the initial preparation on a large scale and presented to the library community to discuss, amend, improve, or modify it within a prescribed deadline.

Seventh: The plan shall be finalised no later than 6 months from 21 May 2016 (i.e. by December 2016) at a general national meeting organised by the Egyptian Library Association.

In implementation of this statement, a voluntary team was formed of the following members:
1. Prof. Mohammed Fathi Abdel Hadi
2. Prof. Raouf Helal
3. Prof. Khaled Abd El Fattah
4. Prof. Amany Megahed
5. Mr. Ahmed Aman
6. Dr. Salah Hegazi
7. Dr. Hisham Makki
8. Ms. Rania Osman
9. Ms. Heba Ismail
10. Dr. Mostafa Hossam El Din
11. Dr. Mahmoud Khalifa
12. Ms. Shadia El Hanafi
13. Mr. Mostafa Ganbah
14. Dr. Laila Samea
15. Dr. Sahar Rabei
16. Dr. Dina Abdel Hadi

As work began, sub-teams were formed and new staff members were added, including:
1. Mr. Ayman El Masry
2. Mr. Mahmoud Abu El-Fadl El-Dewi
3. Ms. Amina Adel
4. Ms. Azisa Ali Mohammadi

The team held three meetings. Its most important proposals were the following:

**First meeting**
Held at 11 am on Saturday 4 June 2016 at Misr Public Library. The following topics were discussed:

1. **Procedural aspects**
The team unanimously decided to select Professor Mohammed Fathi Abdel Hadi as the Team Leader, Dr. Mustapha Hossam El Din as Deputy Leader and Dr. Mahmoud Khalifa as Technical Rapporteur for the team.

2. **Distribution of the team members on work areas, committees, and projects**
The team proposed nine main projects as an action plan to develop the future of cataloguing in Egypt, with a specific plan being prepared for each project. The tasks and responsibilities of preparing these plans were distributed to the team members as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arabisation of the RDA standard</td>
<td>- Ms. Rania Osman</td>
</tr>
<tr>
<td></td>
<td>- Dr. Mahmoud Khalifa</td>
</tr>
<tr>
<td>2. Egyptian National Cataloguing Policy</td>
<td>- Dr. Mostafa Hossam El Din</td>
</tr>
<tr>
<td>3. National Egyptian Cloud Catalogue</td>
<td>- Prof. Khaled Abd El Fattah</td>
</tr>
<tr>
<td></td>
<td>- Prof. Raouf Helal</td>
</tr>
<tr>
<td>4. Egyptian National Authority File of Names</td>
<td>- Dr. Laila Sayed Sami’a</td>
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<tr>
<td></td>
<td>- Mr. Ayman El Masry</td>
</tr>
<tr>
<td></td>
<td>- Ms. Shadia El Hanafi</td>
</tr>
<tr>
<td>5. Cataloguing curriculum in libraries and information science departments in Egypt</td>
<td>- Prof. Mohammed Fathi Abdel Hadi</td>
</tr>
<tr>
<td></td>
<td>- Dr. Dina Fathi</td>
</tr>
<tr>
<td></td>
<td>- Dr. Sahar Rabei</td>
</tr>
<tr>
<td>6. Training program on the RDA standard</td>
<td>- Dr. Amany Megahed</td>
</tr>
<tr>
<td></td>
<td>- Mahmoud Khalifa</td>
</tr>
<tr>
<td>7. Union catalogue of public libraries in Egypt</td>
<td>- Dr. Salah Hegazi</td>
</tr>
<tr>
<td></td>
<td>- Mr. Ahmed Aman</td>
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<tr>
<td></td>
<td>- Ms. Heba Ismail</td>
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Future of Cataloguing in Egypt

### 3. Team approach
Each project plan is set within ten pages, with the following points:
- Project title
- Preparation team
- Project objective
- Aim of the project
- Executive actions and procedures of the project
- Proposed time plan for implementation
- Contributors needed for implementation
- Project costs
- Expected outputs
- Performance indicators

### 4. Time Plan for achievement of projects plans
- Finishing all plans and sending them at least one week before 3 September.
- 3 September: Meeting to discuss projects plans.
- 24 September: Finalising all projects in view of the remarks of the team.
- 8 October: Introducing the projects to the library and information science community in Egypt for reviewing.

**Second Meeting**
Held at 12 am on Saturday, 3 September 2016 at the Greater Cairo Library in Zamalek. The meeting discussed the following topics:

1. **Presentation and discussion of the projects that have been completed**
   Each team presented its own project. After the presentation, the project was discussed with the rest of the team. The discussion was followed by comments and observations on each project. Each team was asked to complete the proposed amendments during the meeting.

2. **Determine the next work plan and the date of the next meeting**
   - Add the proposals made at this meeting to the projects and make minor adjustments that may be required.
   - Projects should be submitted before 8 October 2016.
   - Projects should be available to the community of specialists for discussion on 8 October 2016, and the deadline for receiving proposals is one month.
   - Gather the proposals received from the community, finalise the projects, issue a document of the projects, and publish them.
   - Next meeting: Thursday, 3 November 2016, hosted by Prof. Khaled Abd El Fattah, in the digital library unit of the Supreme Council of Universities, Cairo University.

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<tbody>
<tr>
<td>8.</td>
<td>Union catalogue of school libraries in Egypt</td>
</tr>
<tr>
<td>9.</td>
<td>Updating technical and functional specifications of systems for automated libraries and content management systems and making preparations for the BIBFRAME model</td>
</tr>
</tbody>
</table>
3. Add new members to the team
   - Mr. Mahmoud Abou El Fadl, participated in the preparation of the union catalogue for school libraries project
   - Ms. Amina Adel, participated in the project training program representative of the Egyptian of Libraries Association

Third Meeting
Held on Thursday, 3 November 2016, 11 am at the Digital Library Unit of the Supreme Council of Universities. The meeting covered the following topics:

1. The proposed contents, format, and final form of the document
Dr. Mostafa Hossam El Din presented a proposed demonstration for the document. After reviewing the discussions and proposals presented by the attendees, it was agreed to submit the document according to the following:
   2. Contents
      - Presentation of the document by Prof. Mohammed Fathi Abdel Hadi
      - A General introduction presenting the document, the work team, the emergence of the idea, its development and administrative matters by Mahmoud Khalifa
      - Exclusive summary clarifying the objectives and principles of the document with a summary of the projects by Dr. Khaled Abd El Fattah, Dr. Mostafa Hossam El Din
      - The full texts of the nine projects
      - A bibliographic list that includes all the literature on cataloguing in general and the Arabic intellectual production about the new international standard for cataloguing RDA published 2005-2016, to be prepared by Ms. Azisa Ali Mohammadi

2. The proposed method for submitting the document and making it available to the library and information science community in Egypt
   - The document to be published in electronic form and accessed through the Arab Library and Information Portal.
   - And to be published in print form by the Bibliotheca Alexandrina if it so agrees.

3. The concerned Egyptian institutions and bodies to which the document will be submitted
The document will be made available in limited editions and sent to the concerned institutions for the implementation of the projects. Each copy shall be accompanied by a letter addressed to the concerned institutions indicating the role it can play. The institutions to be contacted are:
   1. Egyptian National Library and Archives
   2. Bibliotheca Alexandrina
   3. The American University in Cairo
   4. General Administration of School Libraries at the Ministry of Education
   5. Egyptian Library Association
   6. Digital Library Unit of the Supreme Council of Universities
   7. Software Engineering Competence Centre (SECC) of the Egyptian MCIT
   8. Misr Public Libraries
   9. Egypt’s Society for Culture & Development
   10. Departments of libraries and information science in the Egyptian universities
11. Companies producing automated systems for library management in Egypt

4. **Determine the proposed date to present the document, and the proposed date for the submission of the document to the Egyptian authorities and institutions concerned**

The team agreed on the following tasks and dates for the completion and issuance of the document:

- 26 November: All amendments to the projects are completed and the final draft is written.
- 26 November: Completion of the presentation and demonstration of the document and the executive summary.
- December 3: The document is ready in its final form and to be sent to the entities involved.
- January 2017: Receive any comments or remarks from the entities involved and add them to the document to be ready for printing.
- The date of the launch of the document will be determined later on, based on the acceptance of the Bibliotheca Alexandrina to publish the document, provided that the ceremony will be held in it in that case.
An Executive Summary

By
Dr. Mostafa Hossam El Din
Prof. Khaled Abd El Fattah Mohammed

The action plan aims to assist library and the information society in Egypt to deal with the practical and technical challenges posed by the developments and changes that have occurred in recent years in the field of cataloguing worldwide and its related operations, activities and services. Facing the challenges can be accomplished through nine projects that achieve two objectives:

The first is to provide the basic infrastructure for improving cataloguing and its associated operations, as activities and services, in Egypt whether in relation to the standards of content, coding, combination, or policies, authority control, automated systems, education and training or catalogues which are tools to achieve this aim.

The second objective is to invest this base structure in advanced applications to discover and publicise the huge intellectual heritage in libraries and other information repositories of human heritage facilities in Egypt. Additionally, to make it available to all beneficiaries through channels, tools, and standard services that applies state-of-the-art technologies.

The following principles were taken into account in the planning, preparation and implementation of this plan and in the selection of the projects:

- Active participation of different sectors of the library and information science community in Egypt.
- The selected projects have an effective impact at the national level.
- The National Library “Egyptian National Library and Archives” should have an active role in preparing and implementing these projects.
- The starting point of implementation in each of these projects is "a starting point" in the sense that it starts from a certain point in time and moves forward, leaving the treatment of the above for other projects, which are planned later.
- The implementation of each of these projects shall commence when the minimum requirements for its implementation are met without waiting for the availability of all the elements.
- Depend on local funding for these projects as much as possible.
- Compliance with international standards, specifications and measurements.
- Active participation in the international efforts of the bibliographic and authority control.

The working plan includes the following projects:

First Project: "Arabisation and Propagation of the RDA Standard”
The project aims to localise the "RDA Toolkit" in Arabic. The standard will be available online in Arabic, including the rules, vocabulary, data elements, lists for relators and relationships, plans, and all other related texts. The amendments and additions will be translated on a timely basis. The localised standard will provide examples and models from the Arab intellectual heritage.

Second Project: “National cataloguing policy”
The project aims to issue a document outlining the Egyptian preferences, choices and inputs in cataloguing. It covers terms, data elements, description language and its vocabulary and levels, in addition to the formatting of numbers, dates and calendars records, measurement units, coding plans,
abbreviations, symbols, methods and formats of recording and displaying metadata and access points, besides, roles and relationships based on the RDA instructions.

Third Project: “The National Authority File for Names”
The project aims to form a national collaborative authority tool based on state-of-the-art technical and professional standards for name authority control, including, individuals, bodies, geographic areas, conferences, and Authorised titles. This tool helps to increase the efficiency of information retrieval and access, and to participate in international efforts in this context.

Fourth Project: “Cataloguing and Metadata Curriculum”
The project aims to develop a description of a course on cataloguing and metadata fit for teaching at departments of libraries and information science at Egyptian universities. It includes objectives, units, teaching methods, and resources, to keep pace with the technical and technological developments in knowledge organisation in web environment. It provides students with models, examples, and exercises from the Arab intellectual heritage and offers additional literacy guides to increase their knowledge and skills.

Fifth Project: “National Training Program on RDA”
The project aims at developing a training program that will be available to Egyptian cataloguers provide them with knowledge and skills to use the RDA standard. This program is based on the structure and content of the program developed by the Library of Congress to train US instructors on the standard, with examples and samples from the Arab intellectual heritage.

Sixth Project: "Egyptian Cloud Catalogue”
The project aims to develop a framework and mechanisms for building a national catalogue that adopts cloud-computing techniques. It will be an integrated tool that comprises all Egyptian libraries with electronic catalogues on the web. This includes a conceptualisation of Egyptian cloud catalogue specifications in terms of infrastructure and requirements, participating institutions, participation and membership model, data transfer mechanisms (export and import) and conservation measures.

Seventh Project: "Union Catalogue for Public Libraries in Egypt”:
The project aims at creating a standardised, machine-readable, and online catalogue inclosing bibliographic data and holding data that describes what is available in Egyptian public libraries from sources of information in various forms and types. The project includes a conceptualisation to identify the mechanisms and executive steps necessary to distinguish the recordings that describe the "focus group" within these holdings, specifically, the group that represents the basic information needs of the beneficiaries of the public libraries in Egypt.

Eighth Project: “Union Catalogue of School Libraries in Egypt”:
The project aims to create a standardised, machine-readable, accessible catalogue of bibliographic data and holding data that describes the assets various forms and types available in Egyptian school libraries. The project includes a conceptualisation to identify the mechanisms and executive steps necessary to distinguish the recordings that describe the "normative group" from the sources of information recommended by the Egyptian Ministry of Education for the students of each grade, which suit their information needs.

The project aims at identifying technical and functional specifications that should be available in the automated systems used in Egypt to manage the activities, operations and functions of libraries in the web environment, especially with respect to the subsystems the cataloguing and the catalogue. The systems should suit the developments and changes imposed by the application of RDA, particularly in regard of database structure, characteristics of the new generation of catalogues or the availability of web-scale discovery tools.

Carrying out the Action Plan requires that the following Egyptian organisations and institutions be responsible of supervising the preparation and implementation of these projects:

1. Bibliotheca Alexandrina, "Arabisation of the RDA standard" project
2. Egyptian National Library and Archives, the "National Cataloguing Policy"
3. Egyptian National Library and Archives, the “National Authority File for Names” project, jointly with Bibliotheca Alexandrina and the Egyptian Universities Libraries Consortium
4. Library, Documentation and Information Science Department, Cairo University, “Cataloguing and Metadata Curriculum”
5. Egyptian Library Association (ELA), “National Training Program on RDA”
6. Digital Library Unit, Supreme Council of Egyptian Universities, “Egyptian Cloud Catalogue” Project
7. Misr Public Libraries, the “Union Catalogue for Public Libraries in Egypt” Project, in association with Egypt's Society for Culture & Development

The implementation of the action plan of all projects is expected to take three years 2017-2019
Projects

**First Project:** Arabisation and Propagation of the RDA Standard

**Second Project:** Egyptian National Cataloguing Policy

**Third Project:** National Cloud Catalogue

**Fourth Project:** A National Authority File for Names and Corporate Bodies

**Fifth Project:** Cataloguing Curricula

**Sixth Project:** Training Program on RDA Rules

**Seventh Project:** Union Catalogue for Public Libraries

**Eighth Project:** Union Catalogue for School Libraries

**Ninth Project:** Functional and Technical Specifications of Automated Systems
The First Project

Arabisation and Propagation of the RDA Standard

RDA Translation project: developing an Arabic version of the RDA Toolkit

By

Rania Osman
Mahmoud Khalifa

Contents

1. Introduction
2. Project Scope
3. The need for An Arabic Version of RDA
4. Procedures
5. Translation teamwork
6. Publishing and distribution of RDA

1. Introduction
RDA is the new bibliographic description standard and known as the ancestor of the AACR2. It is a set of guidelines that indicates how to describe a resource, focusing on the pieces of information (or attributes) that a user is most likely need to know.

RDA Will facilitate the description of relationships between related resources and between resources and persons or bodies that contributed to creation of that resource RDA presents more complexities to the cataloguers giving more burden to deal with new terminologies and the idea of understanding new concepts associated with RDA.

The new cataloguing tool that is based mainly on the conceptual models for bibliographic and authority data (FRBR) and (FRAD) that was first published by the International Federation of Library Association (IFLA), yet it is different when it comes to implementation and that what makes RDA is really difficult to understand due to its relation to these models.

The new tool supported the need for a new cataloguing tool due to the explosion of digital formats and the difficulty facing the cataloguers to deal with non-book formats using the same cataloguing rules used for printed ones. Also, there is a great increase in the multiple formats appears on the book market recently referring to the turn from the printed formats to digital ones that require the descriptive tools used to be more flexible according to the change nature of the materials formats.

2. Project Scope
The aim of the project is towards unifying and standardizing the descriptive cataloguing activity in Arab libraries by applying a new international standard cataloguing rule that is consistent with the development trend of the world libraries and actual situation of Arab libraries in developing towards digital libraries. The goal of the project is to publish the most update and quality version of RDA in Arabic language as a tool to ensure the unification of the descriptive cataloguing activity.
Translation of RDA will mark a new development step in the Arab Region in the adoption process, help its library community have one more standard cataloguing tool for the whole system, effectively support the mission of creating and archiving the intellectual collections of the whole Arab Region, and contribute to implementing the goal “Standardisation, Sharing, Integration”

3. The need for An Arabic Version of RDA
In 1996, the first Arabic translation of AACR2 was published in Egypt after 8 years of the original edition AACR2 issued. As a result, educating AACR2 in library schools was delayed, and the practicing in the libraries too. A few libraries in Arab countries depend on the English tools in cataloguing and classification, the Arabic translation is the main way to spread the new cataloguing rules in the practical and academic environment.

The most difficult problem that faces the Arabic cataloguers in libraries when implementing RDA is the new terms in RDA and the controlled vocabulary like the words used for occupation in the Authority records, which have no equivalents in Arabic, and every library tends to use their own translation. An Arabic translation for RDA is needed due to the controlled vocabularies in the RDA lists that should be translated into Arabic.

The necessity to translate RDA Toolkit into Arabic in order to;
- Keep our library community up to date.
- Implement RDA in libraries early as possible as we can.
- Encourage libraries to apply the most recent standards.
- Start training programs for librarians in Arab countries.
- Encourage the researches about usage and effects of RDA in libraries.

4. Procedures
- Bibliotheca Alexandrina will lead the participating institutions, and will represent Arab community in negotiations with ALA regarding translation license.
- A proposal will be presented to ALA based on the outline of this proposal.
- Bibliotheca Alexandrina have the right to add its own terms and conditions to the final proposal.

5. Translation Teamwork
We will have different team works through translation steps, we will have a team of translators, and team of reviewers, and third of experts. Generally, we put some criteria to choose members of our team works:

- Practical experience in cataloguing for 5 years at least.
- Academic background.
- Excellent skills in English and Arabic.
- Ability to work with teamwork.

5.1. Head of teamwork (To be assigned later)
5.2. Translation team (from different Arab countries)

This teamwork will be responsible to the translation process. The team will reflect different experience in practical cataloguing and academic aspects, and will reflect the geographical representation from different countries in the region.
Egypt

- Bibliotheca Alexandrina
- Library of Congress, Cairo Office.
- American University in Cairo.
- Cairo University, Department of Librarianship

Persian Gulf countries

North Africa countries

Lebanon and Jordan

The translators will be divided into small teams; each one will have a specific mission in the translation process as following:

1. Item and manifestation.
2. Work and expression.
4. Person, Family, and Corporate Body.
5. Concept, Object, Event, and Place.
6. Appendices, glossary, and index.
7. Examples.

5.3. Revision Team

This team will consist of five cataloguers. Their main mission is revising:

- Main context of the original text after translation.
- Arabic translation quality.
- Typo mistakes.
- Language and style to ensure ease of the translated text.
- Arabic example, which will be included in the text.

6. Publishing and distribution of RDA

The Arabic translation of RDA should be available in RDA Toolkit. A printed version also should be issued in Arabic.

Potential users

Egypt

- 18 library schools in Egypt.
- About 1350 public libraries
- About 600 Academic libraries.
- About 550 special libraries.
- 2 National libraries with about 200 branches.
- About 4600 students at undergraduate library schools (2012)
- About 12000 graduate librarians.
- About 30000 librarians work in libraries.
Arab countries

- About 20 library schools.
- About 1200 public libraries.
- About 2400 academic libraries.
The Second Project
Egyptian National Cataloguing Policy

By
Dr. Mostafa Hossam El Din

Project Background
The project aims at providing preferences and guidelines on the cataloguing practices, in a web-scale world, applying the international standard Resource Description and Access (RDA). Special preferences and additions will be published regarding terminology, descriptive data, its language, script, and levels, recording of numerals, dates, calendars, units of measurement, codes, abbreviations, symbols, data display, etc. Sample exercises and models for application will also be presented.

Rationale
1. The commitment to the internationalisation of the RDA standard has made it important for the national cataloguing bodies to set their specific cataloguing policies and to provide their preferences, guidelines, and special additions regarding language and script, numerals, dates, units of measurement or the encoding of data.

2. The correct implementation of the RDA standard requires the provision of all preferences, choices, and additions that are specific to cataloguing in Egypt. This should be made available to all interested parties so that they could benefit from the reasonably presented cataloguing practices, especially that the RDA committee publishes all the cataloguing policies of participating countries on the RDA Toolkit website.

   1. Although Egypt is renowned for its leadership in the development of cataloguing practices\(^1\) in the Arab region and the standardisation and formulation in accordance with the Anglo-American Cataloguing Rules\(^2\) (AACR), there is no one specific ‘policy document’ that explicitly states the cataloguing policies in Egypt, except for what is there in the introductions of the Arabic translated editions of the Anglo-American Cataloguing Rules, and in cataloguing textbooks. So it would be important to publish a specific document for this policy.

   2. Efforts exerted since 2005\(^3\) in promoting the development of the international cataloguing standard RDA should be invested in terms of documenting terminology or practices.

   3. Cataloguing policies of the United States, the United Kingdom, Australia, and other countries have been uploaded on the RDA Web Tool. This is an incentive for all national cataloguing bodies in the Arab world, including the National Cataloguing Authority of Egypt "Egyptian National Library and Archives", to develop their national cataloguing policies and work on uploading them on the tool of the international standard benefiting from the full Arabisation of the standard.

Objectives
1. Issue a ‘policy document’ that follows the rules of the global standard RDA and that would determine all Egyptian-specific preferences, guidelines and additions regarding terminology, descriptive data,

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\(^1\) Practices of the Library of Al-Azhar Mosque, Egyptian National Library and Archives, and Alexandria Governorate Library

\(^2\) In 1962, Professor Mahmoud Al-Sheneti and Mr. Mohammed Al-Mahdi have set the descriptive cataloguing rules. This was followed by the translation and Arabization of the different editions of the Anglo-American Cataloguing Rules and the International Standard Bibliographic Description (ISBD).

\(^3\) The 3rd IFLA Meeting of Experts on an International Cataloguing Code, Cairo, Egypt, 2005.
language, script, levels, recording of numerals, dates, calendars, units of measurement, codes, abbreviations, symbols, data display, etc.

2. Provide examples and adequate models that would identify the Egyptian national policy for cataloguing and follow the rules of the global standard RDA.

3. Reviewing the ‘policy document’ for language, style, and form of presentation. It will be published both in print and electronically, and possibly uploaded on the Web, as a related addition to RDA Toolkit Arabisation.

**Outcomes**

**Egyptian national cataloguing policy divided into the following sections:**

- **Background:**
  A brief introduction about the development of cataloguing rules and practices since the 1960s.

- **Objectives:**
  Purpose and objectives that the Egyptian national policy would accomplish.

- **Scope:**
  The technical scope of the Egyptian national cataloguing policy (description, access points, and authority control).

- **Standards:**
  The international principles and standards that the Egyptian national cataloguing policy is committed to, in addition to supplementary lists and tools related to cataloguing, subject analysis, and classification.

- **RDA Implementation Policy:**
  Define major Egyptian national cataloguing policy elements for RDA implementation, with respect to all its sections: the introduction, Chapters 1 to 32, and Appendices A to K.

- **Priorities and national, regional, and international cooperation:**
  Define entities and resources with priorities for description and authority control, as well as ways to implement original cataloguing and copy cataloguing.

- **Workflow:**
  Determine a viable workflow that would ensure effectiveness.

- **Quality Control:**
  Define methods and data quality metrics.

- **Policy Updating and Reviewing:**
  Define a specific time for policy updating and the responsible reviewing committee.

- **Reference resources:**
A complete list of reference resources that were used in preparation of the policy.

1. A practical guide for the Egyptian national cataloguing policy with preferences, guidelines, additions and practices specified as well as examples and models for application provided.
2. A glossary of terminology including descriptive data in RDA and its elements.
For complete lists, please visit: http://metadataregistry.org/

Implementation phases

Phase 1: Data Collection (72 working hours)
- Egyptian practices and rules
- Egyptian adaptation and implementation of the RDA standard
- Other countries experiences in setting their national policies

Phase 2: Define policy elements (228 working hours)
- Arabisation of terminology
- Determine all Egyptian-specific preferences and additions in all RDA sections: the introduction, the Chapters, and the Appendices
- Provision of examples and models for application

Phase 3: Writing of policy document (156 working hours)
Writing a first draft of policy document that includes all of its sections.

Phase 4: Writing of manual (156 working hours)
Writing a ‘practical work guide’ for the Egyptian national cataloguing policy in accordance with the RDA standard.

Phase 5: Prepare a glossary (72 working hours)
Prepare an English-Arabic and Arabic-English glossary.

Phase 6: Preliminary revision (228 working hours)
Preliminary technical and linguistic revisions of policy document, manual, and glossary.

Phase 7: Final revision (72 working hours)
Technical revision of policy document, manual, and glossary by a committee formed for this purpose and that represents the following parties:
- Academic staff specialised in cataloguing in Egyptian librarianship departments
- Cataloguing sections in the following libraries:
  - Central library, Cairo University,
  - The American University in Cairo Library,
  - Bibliotheca Alexandrina,
  - Library of Congress Office in Cairo,
  - Egyptian Universities Libraries Consortium
- Cataloguing experts

Phase 8: Publishing (156 working hours)
Printing and publishing the three documents in hard copy and preparing them for electronic publishing.
N.B.
Total working hours are about 1140 hours, amounting to 6 months.
Work duration can be shortened if more than one stage is executed simultaneously.

Implementation Alternatives
The project will be presented to the Board of Directors of the Egyptian National Library and Archives in order to study and choose the best of the alternatives listed below:

First Alternative: Internal implementation at the Egyptian National Library and Archives
A committee from the Egyptian National Library and Archives will supervise the preparation of the three documents.

Limited cost is an advantage to this alternative.

Second Alternative: Implementation at the Egyptian National Library and Archives with external supervision
A committee from the Egyptian National Library and Archives will prepare the three documents, under the supervision of experts appointed for this purpose

Expert knowledge and limited cost are advantages to this alternative.

Third Alternative: Off-premises Implementation
The Egyptian National Library and Archives will delegate the preparation of the three documents to a group of experts who will sign a contract for this purpose.

Although this alternative will ensure a high quality of the work done, it will be of a high cost on the part of the Egyptian National Library and Archives.

Fourth Alternative: Off-premises implementation with an external fund
The Egyptian National Library and Archives will delegate the preparation of the three documents to a group of experts who will sign a contract for this purpose. It will propose and negotiate a fund from an external funding entity.
The Third Project
National Cloud Catalogue

By
Prof. Khaled Abd El Fattah Mohammed

Project data:

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of the project</strong></td>
<td>The Egyptian Cloud Catalogue (ECI)</td>
</tr>
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</table>
| **Project description**                 | - Establishing a framework and a mechanism for creating an Egyptian Cloud Catalogue, that would be an integrated tool involving all libraries that have electronic catalogues available on the World Wide Web.  
- Identifying scenarios to set the specifications of the Egyptian Cloud Catalogue, in the form of an integrated framework that would take into consideration infrastructure requirements, participating institutions, Participation model and membership, mechanisms of data transfer (import and export) and maintenance procedures. |
| **Project Manager**                     | Prof. Khaled Abd El Fattah Mohammed                                                        |
| **The publisher**                       | -                                                                                           |
| **Place of publication**                | Cairo                                                                                      |
| **Date of preparation**                 | 25/08/2016                                                                                 |
| **Language**                            | Arabic                                                                                     |
| **Place**                               | Egypt, Cairo, Supreme Council of Universities.                                             |
| **Time**                                | 4.30 pm.                                                                                   |
| **Subject classification**              | 025                                                                                         |
| **Document Type**                       | Project document (printed and digital)                                                     |
| **Length of/volume of the Document**    | 10 pages                                                                                    |
| **Controlled and non-controlled terms** | Library Catalogues, Search Catalogues, Bibliographic treatment, Cloud Catalogue, Library automation, back-up, Metadata migration |
| **Notes**                               | This document is prepared as part of the work of the Coordination Committee, Future Cataloguing Project in Egypt, under the auspices of the Arab Portal for Libraries and Information, and contributions from many other participating academic and scientific competencies and professional. |
| **Title of the collection**             | The Future of Cataloguing in Egypt                                                          |
| **This document was prepared by:**      | Unit of Digital Libraries, Knowledge Sector, Higher Education, Supreme Council of Universities, Ministry of Higher Education, Egypt |
Introduction

Throughout their history, Library catalogues have passed six basic stages. Each stage was marked by the prevailing technology at the time. These stages are summarised in the table below:

<table>
<thead>
<tr>
<th>Catalogue Type</th>
<th>Technology Used</th>
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<tbody>
<tr>
<td>manual</td>
<td>Handwriting and typing</td>
</tr>
<tr>
<td>Electronic</td>
<td>Microfilms</td>
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<tr>
<td>Computerises</td>
<td>Computer</td>
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<tr>
<td>Linked</td>
<td>Information networks</td>
</tr>
<tr>
<td>Web</td>
<td>worldwide web</td>
</tr>
<tr>
<td>cloud</td>
<td>Cloud Computing</td>
</tr>
</tbody>
</table>

However, the work methods of cloud Catalogues, and their frameworks have not been established yet, all indications suggest shifting to this pattern of Catalogues in the very near future. One of these indicators is the means via which technological components that serve institutional working environments are provided. Many leading enterprises have begun providing cloud computing services, as a more secure and efficient technological alternative than traditional methods; procurement, installation and maintenance. In addition to the fact that many International companies, that produce automated systems, have started giving access to their software programs in the form of cloud services, for example, allowing subscription in their databases and search tools. The reporting systems, and file management software, are rapidly evolving into cloud systems. Development indicators suggest that major companies are planning to merge three types of software used by libraries, and introducing them in the form of cloud services. These programs are:

- Library management systems
- Resource finding systems
- Digital Content Management Systems

All technical developments taking place in the field of processing Cataloguing data suggest shifting towards this pattern of technical processing, in terms of semantic processing of Catalogue data. One of the most striking example of this is the project, among others, that aims to make Library Catalogues part of the semantic web, and to link Library Catalogues Data together.

In addition to the above, there are major developments in cataloguing rules, related to the Functional Requirements for Bibliographic Records (FRBR), and Resources Description and Access (RDA), which already have been in place, as well as the current developments in the BIBFRAME.

Purpose and Justification

1. The accelerated technological transformation into cloud computing environment, and the expected changes in methods dealing with automated systems; from the phase of purchasing, installation and operation, till the phase of cloud environment.
2. The many advantages that cloud environment offers, e.g., saving material and human resources, as well as managing and preserving data.
3. The establishment of an integrated Egyptian infrastructure that supports automation of all procedures used in the participating libraries.
4. The need for an integrated unified national environment, that maintains and provides cataloguing data.
5. The need for a national bibliographical search tool, and a bibliographical cloud, that support libraries, publishers, and beneficiaries all at the same time.
6. The reduction of back-ups costs, and ensuring data security and integrity at the national level.

Objectives of the project:

1. Identify implementing bodies, the participants, and the beneficiaries of the project.
2. Determine the technological and technical requirements of the project.
3. Define specifications and action policies of the project in details.
4. Indicate the possible funding frameworks for implementation.
5. Develop a strategy model for creating a cloud catalogue.
6. State specifications of the Egyptian “Centre for Expertise”, that will supervise, and coordinate the project at the national and regional levels with relevant actors.

Specifications of the Cloud Catalogue:

1. It is planned to be a national bibliographic cloud that can serve all libraries at the national level, and Contribute to the cosmic bibliographic cloud.
2. A search tool, not just a traditional Catalogue.
3. Adopts the concept of a uniform main record.
4. Adheres to all international standards and rules, regarding creating records, according to the national policy.
5. A catalogue of libraries and materials in the publishing market and electronic resources.
6. Adopts mechanisms that support reading, and learning plans.
7. Adaptable to operate in any given environment.
8. Uses reciprocal operation protocols to link different work protocols.
10. A tool for accessing materials in a user-friendly environment.
11. Taking advantage of social media potentials.
12. Links collections in an integrated manner.
13. Easily used to help the beneficiaries.
15. Supports both libraries and librarians’ activities, such as acquisition and cataloguing.
17. A tool where all libraries and publishers share rights and responsibilities, and opens new horizons for book publishing markets.
18. A distinctive method to gain profits from publishers, advertisements, and services, to the benefit of participating libraries.
19. A collective work created by the entire library community, led by the National Egyptian Library and achieves and prominent library associations.
**The Expected Results:**

The project aims at establishing an integrated framework to create a cloud Catalogue, taking into consideration all the administrative, technical, professional, and financial requirements. As such, the project could be introduced to any institution interested in developing the information sector in Egypt, or in the Arab region, or to a foreign financing institution to seek help in implementation at the national or the regional level.

Target institutions (participating, beneficiary or funding institutions).
- Required resources.
- Activities.
- Operations and tasks.
- Achievements.
- Outputs

The above elements are to be developed in the form of matrix function, and an output matrix to specify requirements for implementation.

**Other funding models:**
The project could be financed by the following alternative bodies:
- 1. The ministries concerned (ministries of communications, higher education, culture ... etc.).
- 2. Subscriptions from institutions ready to participate, including publishers (according to price policy).
- 3. External and internal grants for development projects (ministry of Investment).
In addition to any other body suggested by the Committee, or by the scientific, academic, and professional community.

**Models of shifting**
Model (1) The current infrastructure of the Egyptian universities libraries consortium is based on the Uniform Catalogue.
Acknowledgments:
I extend my sincere thanks and appreciation to all those involved in the preparation of this document, especially:
1. Dr. Mona Farouk Ali Associate Professor of Library and Information Sciences, Helwan University
2. Ms. Sarah Salah Assistant Lecturer, Library and Information Sciences, Helwan University
3. Ms. Maha Abdullah an educational designer at the National Centre for e-Learning.

The References:


The Fourth Project

A National Authority File for Names and Corporate Bodies

By
Ms. Shadia El Hanafi
Mr. Ayman El Masry
Dr. Laila Samea

I. Authority File for Names:

The Scope:

The authority file contains all types of name headings related to the Arab intellectual production (names of persons, corporate bodies, conferences, and geographical areas), whether written in Arabic or in any other language by Arab authors).

Arabic is the primary language of the authority file, however, references may be added in English or French, if and when necessary.

A National Authority File for Names will be created in collaboration with the Egyptian bibliographic entities, including the Egyptian National Library And Archives, Bibliotheca Alexandrina, and the Egyptian Universities Libraries Consortium. With view of making it accessible for Egyptian libraries, archives and other information utilities, as well as for the Virtual International Authority File (VIAF).

The objectives:

The vision:

The Authority File for Names is considered the main resource for constructing headings at the national level. It is established cooperatively in line with the latest international standards of content and form, to ensure uniformity of practices. It is expected to represent Egypt in all relevant bibliographic forums.

The message:

- Enhancing and supporting cooperation among libraries and other relevant information utilities in the area of exchanging bibliographic data, at both the national level and the Arab region.
- Promoting technical processes, constructing bibliographic records in Egyptian libraries catalogues.
- Improving the efficiency of retrieving information and its transition to a linked data environment.

The overall goal:

The overall goal of constructing a National Authority File for Names is to standardise the form of name headings, and ensure stability and consistency in application, thus enhancing the efficiency of retrieval processes and, scaling up the community of technical operations in Egyptian libraries, and promoting cooperation and sharing resources.
Below is a list of sub-goals derived from the overall objective, they are expected to contribute mutually to achieving it:

1. Developing and enhancing a technical operation environment, which can provide users with more efficient and responsive retrieval services of bibliographic records.
2. Keeping the environment of the Egyptian libraries and information centres current with the latest international cataloguing standards and rules, via introducing authority records complied with Resource Description and Access (RDA) standard. Granting Egyptian libraries, information utilities, and Archives access to bibliographic data, as well as saving time and effort.
3. Improving the efficiency of retrieving and accessing information, through making bibliographic data accessible on the internet.
4. Emphasizing the importance of Egypt’s representation in areas related to authority control, and associated standards of form or content, at both the international and regional levels. It is hoped that this file will represent Egypt in the Virtual International Authority File (VIAF).
5. Providing complete authority records, constructed in line with RDA standard, and fulfilling the Functional requirements for authority records.
6. Highlighting the importance of bibliographic cooperation, particularly sharing bibliographic resources.
7. Developing a national policy for authority control practices, and constructing headings commensurate with the nature of Arab content and collections.
8. Allowing libraries, information centres, and archives to access the national authority file for names.

**Measures and steps for implementing the project:**

**First: The administrative decisions:**

Before authority control specialists and reviewers start implementation, decisions must be taken to determine:

1. Who will host the file. (As it is a national file, it has to be under the supervision of the Egyptian National Library and Archives.
2. The efficiency and validity of automated systems used their ability to accommodate new fields, identify duplicates and merging names, as well as the effectiveness of search engines. (Is the automated system of the Egyptian National Library and Archives up to these potentials?)
3. The reliability of former authority records in any of the three bodies.
4. Whether each corporate body is going to use its own automated system, and merge with the other two bodies later? Or will data entry be centralised in one automated system accessible online?
5. Does libraries have automated systems, or a cloud storage media (Cloud Computing).
6. The available physical resources that can be used to cut expenditures as much as possible?

All of the above require written administrative decisions binding to all participants, should they agree.

**Second: Implementation steps:**

1. Approval of the proposal submitted to the project after making the necessary amendments to it.
2. Identify the work team, and making a list of their contact details.
3. Draw the strategic plan of the project.
4. Determine the role of each team member, set the schedule, and performance indicators for each one of them.

5. Set up an organisational structure for the management team, to ensure more dynamic channels of communication.

6. Make sure that the vision, the mission and the objectives of the project, are clear to all members of the team.

7. Develop guidelines to authority control specialists in charge of construction, maintenance and revision of authority records, to ensure compliance with RDA standard, as well as subscribe in RDA Toolkit.

8. Set rules and procedures governing the local practice, especially rules of selection and heading preferences.

9. Identify reliable resources, references to construct name headings, and data related to the authority record (e.g., al-A‘lām by Khayr al-Dīn al-Ziriklī, Mu‘jam al-mu‘allifin by ‘Umar Riḍā Kaḥḥālah, etc.)

10. Start dividing work, as follows:
    - Egyptian National Library and Archives will be in charge of constructing geographic names and corporate bodies.
    - The Egyptian universities libraries consortium will be in charge of constructing names of dissertations, thesis, and conferences.
    - Bibliotheca Alexandrina shall be in charge of constructing personal names, and participate in revision processes.

11. Develop a detailed procedural guide, to response to different cases and problems faced by authority control specialists while searching the authority record before adding new ones, using international bibliographic resources, identify resources ... among other procedures.

12. Prepare monthly statistics to illustrate the workflow, and sampling the records to check their quality.

13. Document all meetings and decisions taken, and make them accessible to employees and senior management of the project.

**Proposed time plan for implementation:**

The project can be implemented in three stages, divided into three years according to the set operation plan, within the framework of the strategic plan of the project:

**The first stage:**

Constructing an authority file: it involves the three proposed bodies, should they approve; the Egyptian National Library and archives - Bibliotheca Alexandrina - The Egyptian universities libraries consortium (a carefully selected work group).

**The second stage:**

Involving a number of public libraries that have experienced cataloguers in Authority Control to search in the authority file, and assess the possibility of constructing Headings proposals and ask authority control specialists to provide feedback and evaluation using practical examples from file records.
The third stage:

Ensure that the Authority File Records are accessible for libraries and information centres, so records can be used in constructing name headings in bibliographic records, and Headings proposals, if necessary. They also have to be accessible by virtual international authority file (VIAF).

Potential cost:
Expenditure items may include:
- The cost of automated system configuration
- Cloud storage
- Subscription fees of RDA Toolkit
- Working tools and guidelines
- Training Cost.

The needed Human resources for implementation:

1. A team responsible for planning, following-up, and developing work manuals (Ms. Shadia El Hanafi - Mr. Ayman El Masry - Dr. Laila Samea).
2. A training team responsible for construction and maintenance of authority records, as well as managing relevant issues and problems (Bibliotheca Alexandrina Proposed: a working group/task team led by Ms. Darine El Kassas - Ms. Shadia El Hanafi).
3. Audit, Accreditation and Quality Control Group (Bibliotheca Alexandrina - a group trained by the Egyptian universities libraries consortium – the Egyptian National Library and Archives).
5. A follow up team for Headings proposals received from libraries and information centers, to check out their novelty, and send them to the authority control specialists.

The outputs of the project:

1. Creating a collaborative authority tool, in line with the latest international standards, that meets the technical requirements of libraries, information utilities, and archives.
2. Constructing authority records for personal names, corporate bodies and authorised titles, that contain complete database, where names can be verified, distinguished, and linked to related name headings and works.
3. Promote the efficiency of retrieval processes, due to the high quality of headings construction, and heading form authorisation in the bibliographic records.
4. Facilitating information access with greater efficiency, due to data accessible via BIBFRAME standard online.
5. The supervising committee of the Authority File will closely follow ongoing developments in authority control in general, and in RDA standard in particular, in addition to emphasizing the importance of putting these developments into action in the Egyptian libraries, for the benefit of users.
Performance indicators:

1. Types of authority headings created.
2. Number of authority headings constructed.
3. Average fields number in the authority records.
4. Number of records added to the File per week.
5. Average productivity of workers per week (monthly).
6. Number of heading proposals received.
7. Average number of name headings verified and authorised per month.
8. The average number of linked fields in the authority record.

SWOT Analysis:

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The diversity of cooperative bibliographic entities participating in creation of Authority File, and their automated systems, for example: The Egyptian National Library and Archives has a huge and varied stock of information resources that represent different aspects of Arab intellectual production, and can enrich the Arabisation processes. It also has models of solving problems in place. The fact that there are number of libraries affiliated to the Egyptian Library. Bibliotheca Alexandrina has modern and effective technical and technological applications in information organisation and retrieval, as well as its great interest in translating and applying bibliographic standards. Controlling the choice of application among large number of libraries, due to the affiliation of university libraries to the Egyptian universities libraries consortium, and the centralisation of training and communication. The availability of employees with various technical and technological expertise, which help integrate different operation processes. Various collections with all forms of information resources, which enrich headings and enhance the ability to</td>
<td>1. The vulnerability of finance resources. 2. Diversification of working procedures and capabilities of participating libraries. 3. Different automated systems with different potentials and different response of system suppliers to the needs of participating libraries. 4. Type of contract with system suppliers. 5. Lack of a clear national policy for practices of authority control construction or RDA selecting rules. 6. No files of the Egyptian National Library and Archives are accessible online. 7. The difficulties faced by many Egyptian libraries in dealing with MARC format, and in creating machine-readable records.</td>
</tr>
</tbody>
</table>
process different kinds of entries.
4. Cooperation and synergy will lead to a kind of integration, and benefit both the technical operations community and users.
5. The coordination of guidance, training, and experience processes.
6. the suggested cooperative corporates have standard systems that support MARC 21 and UNICODE.

<table>
<thead>
<tr>
<th>Opportunities</th>
<th>Threats</th>
</tr>
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<tbody>
<tr>
<td>1. Accelerated technological developments and cloud computing applications will facilitate File construction.</td>
<td>1. Late issuance of the budget.</td>
</tr>
<tr>
<td>2. Availability of a stock of bibliographic records in Bibliotheca Alexandrina via VIAF.</td>
<td>2. Delay in one of the implementation agreed upon phases.</td>
</tr>
<tr>
<td>3. The availability of substantial explanatory works and guides, that explain the basis of authority control process, according to RDA standard, especially publications of the Arabic Union Catalogue.</td>
<td>3. Negative views on the project and its potential for success.</td>
</tr>
<tr>
<td>4. The availability of significant number of applications, examples, and tools on the Internet, such as, Virtual International Authority File (VIAF), in which Bibliotheca Alexandrina is a recognised member.</td>
<td>4. Lack of motivation and week awareness of some information specialists regarding the importance of the project and its completion in time.</td>
</tr>
<tr>
<td>5. The availability of funders, whom can be contacted and engaged in supporting the project financially.</td>
<td>5. Lack of systems suppliers response to development requirements of automated systems used.</td>
</tr>
<tr>
<td>6. Availability of a stock of bibliographic records in Bibliotheca Alexandrina via VIAF.</td>
<td>6. Starting implementation with no clear policies or mechanisms.</td>
</tr>
<tr>
<td>7. The availability of substantial explanatory works and guides, that explain the basis of authority control process, according to RDA standard, especially publications of the Arabic Union Catalogue.</td>
<td>7. Many important concepts are not clear enough to cataloguers such as RDA, FRAD, FRSAD, and FRBR.</td>
</tr>
<tr>
<td>8. The availability of significant number of applications, examples, and tools on the Internet, such as, Virtual International Authority File (VIAF), in which Bibliotheca Alexandrina is a recognised member.</td>
<td>8. Some Egyptian libraries are not ready for Appling this project yet.</td>
</tr>
</tbody>
</table>

GUIDELINES:

According to MARC 21 format, a complete authority record in the National Authority File for personal names must contain the following fields:

1. Preferred name form (filed 1XX).
2. Important dates associated to the name, e.g., dates of birth, death and activity (field 046).
3. Places, such as places of birth, of death, and Addresses associated to names (fields 370,371).
4. Activities and affiliation related to name (fields 372, 373,374).
5. Gender (field 375).
6. The language used in writing and publication (field 377).
7. A special field to indicate or cite for the catalogued resource, for which a heading was created. (the first 670 field). reference to other extra resources consulted to find out other used or unused forms of headings (670 added fields).
8. See Reference Fields (4XX). And/or See Also (5XX) for the preferred name form, if any.
9. Other fields, such as information on Heading Linking Entries 7XX. Information on alternative entries in other languages 8XX.
10. The following values of fixed-length fields:
   - Leader 06/z (Type of record-Authority data)
   - Leader/17 (Encoding level)
   - Field 008/09 (Kinds of Authority Records)
   - Field 008/10 (Descriptive cataloguing rules)
   - Field 008/29 (reference evaluation)
   - Field 008/32 (Undifferentiated personal name)
   - Field 008/33 (Level of establishment)

When constructing a main record, it should contain, at least, the following data:
The required Authority Fixed-length fields, field 1XX for heading, at least one field 670 for citation of catalogued resource that contains the heading.

Major issues when considering the preferred name form:
- Names composed of two parts (Abdul-llah, Abdul-Rahman, Abu-al-Fadl, Ibn-Hazm ...), should be hyphenated in the English form of the name or not?
- Will women names be reversed or will they be entered in the natural order of the name?

II. National Corporate Bodies Authority File

The objective of the project:
- Making the National Corporate Bodies Authority File available online, so that any MARC-based system can use it for search and/or download purposes.
- Creating a preliminary vision on how to construct a National Corporate Bodies Authority File in Egypt, with a view of authorise names of these corporate bodies, and make them accessible for purposes of information search and retrieval.

The project is divided into two phases:

Phase 1: Former names of corporate bodies: this phase requires a financial sponsor, for instance a company working in the field, such as AL-Manhal or Dar Al Manzoma. In return, the company will receive free publicity.

Phase 2: Current names of corporate bodies: This phase does no need funding, it is part of the work of the cataloguers in the Egyptian National Library And Archives.

How to authorise corporate bodies names:
This can be done in two phases:
1. Governmental bodies that the country name is part of their names, e.g., General Egyptian Book Organisation, are authorised as follows:

الهيئة المصرية العامة للكتاب $a 2 110

Governmental bodies that do not have the country name in their names, e.g., ministry of culture, are authorised as follows:

وزارة الثقافة $b مصر $a 1 110

Nongovernmental bodies that hold the name of the state, e.g., المركز المصري للدراسات السياسية, are authorised as follows:

المركز المصري للدراسات السياسية $a 2 110

Nongovernmental bodies that do not hold the name of the state, e.g., مركز دراسات ابن خلدون, are authorised as follows:

مركز دراسات ابن خلدون (مصر) $a 2 110

**Subsidiary bodies:**

They are authorised under the top name as follows:

e.g. إدارة المعلومات والنشر التابعة لقطاع المعلومات بوزارة التربية والتعليم are standardised as follows:

إدارة المعلومات والنشر $b ووزارة التربية والتعليم، $b مصر $a 1 110

Notice that "قطاع المعلومات" was dropped, and the "وزارة" is listed directly under "وزارة التربية والتعليم". This is because there is only one department with the name in "وزارة التربية والتعليم" entitled "إدارة المعلومات والنشر"

**Establishment Date:**

The establishment date of the corporate body - if any - is entered as follows:

2005046

**Other forms of the name of corporate body:**

these forms are entered in fields 410.

**Citation:**

The resource where the authorised form and where other forms of the name are found must be entered as follows:

670 $a Title of work, Date of publication : $b Information found (the authorized form of the corporate body name)
Examples of Arabic authority records

040  ‡a EG-NL  ‡b ara  ‡e rda
046  ‡f 19211227  ‡g 20091031
100 1 ‡a مصطفى محمود،  ‡d 1921-2009
372  ‡a التأليف  ‡a الطب
374  ‡a كاتب  ‡a طبيب  ‡a مفكر
375  ‡a ذكر
377  ‡a ara ‡e عربية
400 0 ‡a مصطفى محمود  ‡e EG
670  ‡a في بيتنا يسكن الشيطان--19  ‡b مفكر
700 1 4 ‡a Mahmüd, Mustafa,  ‡d 1921-2009

040  ‡a EG-NL  ‡b ara  ‡e rda
046  ‡s 1952
1102 ‡a جامعة القاهرة
368  ‡a الكليات والجامعات
370  ‡c مصر (المصرية)
372  ‡a التعليم العالي
377  ‡ara  ‡a eng
4101 ‡a مصر  ‡b القاهرة
4102 ‡a القاهرة جامعات  ‡b المتحدة العربية
5102 ‡a جامعات السابق
670  ‡a روية جامعة القاهرة لاستراتيجيات بناء الدولة المصرية الحديثة، 2003
710 2 0 ‡a Jamiat al-Qahirah 0 (DLC)

040  ‡a EG-NL  ‡b ara  ‡e rda
130 0 ‡a القرآن  ‡p سورة البقرة
380  ‡a الأعمال المقدسة
380  ‡a الكتب المقدسة
670  ‡a البقرة، مقدمة تفسير الفاتحة وأوائل سورة البقرة، 1981
730  ‡a Qur’an.  ‡p Surat al-Baqarah 0 (DLC)
The Fifth Project
Cataloguing Curricula

By
Prof. Mohammed Fathi Abdel Hadi
Dr. Sahar Rabei
Dr. Dina Mohammed Fathi

Objective of the Project

To develop a vision for teaching the curriculum of descriptive cataloguing at the undergraduate level in the departments of libraries and information science in the Arab Republic of Egypt, including objectives, units, methods of teaching, evaluation, and sources.

Key activities

Data preparation phase:

- Reviewing the latest and most relevant studies.
- Designing a data collection form for the data to be collected from departments of libraries and information science.
- An initial determination of the curriculums that are already taught in the departments of libraries and information science.
- A full conception of descriptive cataloguing courses.

Preparation phase:

- Preparing a standard description of the course according to what was approved by the National Authority for Quality Assurance and Accreditation of Education.
- Compiling of the proposed scientific material.

The pilot phase:

Sending a description of the course or courses to the members of the teaching staff assigned to teach descriptive cataloguing in the libraries and information departments to determine the feasibility of application and its obstacles.

Preparing the final form of the course.

There is a range of factors that may help in the implementation:

- Adequate training for the teaching staff
- Technological capabilities and access to tools
- Laboratories and equipment suitable for the number of students
Budget

Financial support is required in the case of preparing a textbook or choosing a translation of a textbook that will be taught and participating in the latest technical tools.

Some parties, for example, the Egyptian National Library and Archives, the Egyptian Universities Libraries Consortium and Al-Dar Al-Masriah Al-Lubnaniah, can be approached to obtain the necessary funding.

Contributors

The committee proposes appointing a group of faculty members from librarianship departments to teach technical courses such as:

Dr. Badawia El bassyouny - Professor at Tanta University

Dr. Mona Farouk - Associate Professor at Helwan University

Dr. Amani Abdel Aziz – Assistant Professor at Cairo University

Dr. Munira Mazhar - Assistant Professor at Cairo University

Expected results

- Preparing a curriculum consistent with technological developments.
- Preparing or translating a textbook
- Preparing a more comprehensive graduate for the tools needed in cataloguing applications.
- Qualifying the graduates to be able to face the challenges of the labour market

A proposed cataloguing course

Course objectives

This course aims to prepare students for:

- The basics and principles of cataloguing and catalogues.
- The application of cataloguing rules in accordance with standards.
- The use of tools and methods that enable them to implement these rules
- Addressing the problems they encounter while working and follow current developments

Proposed course content

<table>
<thead>
<tr>
<th>Topic</th>
<th>Proposed course</th>
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<tbody>
<tr>
<td>1. Principles and bases of cataloguing and catalogues Libraries and the foundations of organizing information sources. Definitions and concepts The concept of cataloguing and catalogues and their importance.</td>
<td>Year: First Course name: Organisation of Information Unit of course units A compulsory subject</td>
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</table>
reviewing models for the most prominent traditional and non-traditional catalogues

<table>
<thead>
<tr>
<th>The structure of data elements</th>
<th>How to identify and highlight sources of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguishing the nature of bibliographic data, factual data, and reference data.</td>
<td></td>
</tr>
<tr>
<td>Cataloguing and online catalogues</td>
<td>The most prominent features of online catalogues</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Standards of descriptive cataloguing</th>
<th>Year: First</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content standards</td>
<td>Course name: Organisation of Information</td>
</tr>
<tr>
<td>- Descriptive Cataloguing standardization: A Historical Perspective</td>
<td>Unit of course units</td>
</tr>
<tr>
<td>(Panizzi’s Rules - Cutter Rules - Anglo American Cataloguing Rules)</td>
<td>A compulsory subject</td>
</tr>
<tr>
<td>- Modern trends</td>
<td></td>
</tr>
<tr>
<td>RDA Resource Description and Access and Metadata standards</td>
<td></td>
</tr>
</tbody>
</table>

| - Standards of coding and composition: | |
| ISO 2709 (Forms of communication Formal structure of the record) | |
| - Mark 21 format | |
| - Metadata standards | |
| Prominent coding languages | |
| - Bibliographic Framework Model (BiBFRAME) | |

<table>
<thead>
<tr>
<th>3 - Building a standard bibliographic record</th>
<th>This unit can form one or more courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- MARC 21 (Independent unit)</td>
<td>A compulsory subject</td>
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<tr>
<td>Construction and configuration, content labels, and content</td>
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<tr>
<td>MARC format and web applications</td>
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<tr>
<td>- Metadata</td>
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<td>Dublin Core</td>
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<tr>
<td>Create metadata using different standards</td>
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<td>Metadata uses and applications</td>
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<tr>
<td>- Resource Description and Access (RDA)</td>
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<td>Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Data (FRAD), Functional Requirements for Subject Authority Data (FRSAD)</td>
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<tr>
<td>General structure of rules.</td>
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<td>Structure, how to use rules</td>
<td>Determination of access points in RDA</td>
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<tr>
<td>-----------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>4 – standards of describing archival materials</td>
<td>Standards of describing archival materials</td>
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<td>5. Cooperation in cataloguing</td>
<td>Central cataloguing, Cooperative cataloguing, Unified Catalogues, Cataloguing in Publication, Copy Cataloguing</td>
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<tr>
<td>The role of Bibliographic Utilities</td>
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</tr>
</tbody>
</table>

**Teaching Methods:**

- Lectures.
- Visual presentations.
- Field visits.
- Discussions.
- Assignments.
- Practical applications.

**Teaching aids such as:**

Models and samples (Samples of types and forms of catalogues, models of different types of records). It is necessary to have a bibliographic laboratory.
The Sixth Project

Training Program on RDA Rules

By

Amina Adel
Mahmoud Khalifa

Project Overview

This project seeks to come up with a clear plan to develop a training program on the new cataloguing rules (RDA). The program will be built in terms of structure and content on the RDA program of the Library of Congress. This program will be the Egyptian National Training Program to serve as a guide for all learners, those interested in and the practitioners of cataloguing. It is proposed that the program should be available to all, free of charge, on two levels: a preliminary level and an advanced level.

This is the first phase of preparing the training program. The second phase will be the formulation of a detailed outline of the deployment and availability of the program.

Objective of the Project

1. Develop the general framework for a national training program on the new rules for cataloguing.
2. Formulate the specifications and content of the training program.
3. Set the executive steps and procedures for implementing this program.
4. Determine the availability of the program.

Training program content

The training program will be based on the program published by the Library of Congress, for the training on both descriptive and authority cataloguing rules. The program covers the following topics:

1. Principles of Functional Requirements for Bibliographic Records FRBR.
2. The relationship between MARC, RDA and FRBR.
3. Using the RDA toolkit.
4. Introduction to "RDA", definition of manifestation and item.
5. Description of carrier and work.
6. Definition of expression and content.
7. Relationships.
8. Authority files 1.
10. Special topics.
11. Copy cataloguing in RDA

Key activities

1. The Egyptian Libraries Association is responsible for the accreditation of qualified instructors for training on cataloguing rules. The instructor should be trained by the Library of Congress or OCLC experts.
2. Determine and define the scientific material and identify its content and form comprehensively.
3. Form four small teams, each of which consists of three members.
4. Each team prepare the scientific material and the Arabic forms for two or three sections of the content of the training program described above.
5. Five reviewers are assigned to review what has been accomplished by the teams.
6. Process the content in a publishable format.
7. Provide the program in an online training platform.

Executive tasks

1. Preparing, processing and dividing the content of the training program into sub-topics.
2. Reviewing the content after dividing and processing it.
3. Preparing Arabic forms for the records included in the training content.

Implementation schedule

1. Procedural aspects, selecting the participating team and reviewers and developing the work plan: one month
2. Preparing the scientific material: 3-6 months
3. Reviewing: 3 months
4. Electronic processing and publishing: one month

Contributors

1. Processing and preparing: 8 trainers.
2. Reviewing process: 3 reviewers.
3. Processing and publishing: 3 technicians.
The Seventh Project

Union Catalogue for Public Libraries

By

Dr. Salah Hegazi
Ms. Heba Ismail
Mr. Ahmed Aman

Project description:

The aim of this project is to develop a concept for constructing a union catalogue for all public libraries in Egypt that comprises all libraries belonging to the various bodies and institutions that were built and supported financially by the state budget. This catalogue should be accessible to the Egyptian people, who made it happen.

Introduction:

Libraries are moving toward establishing large entities that would contribute to their growth, help to reduce efforts, and achieve greater precision (for examples, cooperative purchasing, subscription to databases within a coalition, or cooperative cataloguing …etc.). They are also heading to apply the principle of information access, in other words the possibility to import data from catalogues, in order to save time, and standardise data and work techniques.

Among other projects, the following are particularly worth mentioning:

- The Union Catalogue of Periodicals of University libraries of Gulf States. It was constructed at the beginning of the eighties of the twentieth century. It has been of great benefit to libraries and readers alike. An agreement to exchange interlibrary loans between university libraries was signed, and followed successfully for a long period, until internet began to spread.
- The project of the Egyptian Universities Libraries Consortium Catalogue (The Future Library System), it was a positive initiative, was passionately welcomed and appreciated by all workers in the field. The project is still under development.

It should be noted that there are many projects in the field at the global level, and most of the distinguished libraries permit free export and import of their data without creating obstacles or withholding of information.

The catalogue adopted the following elements:

1. The available catalogues and the potential to take advantage of, after reviewing their data and approving their records.
2. The approximate, not the exact number of public libraries.
3. The libraries that can be tapped and permit free access to their catalogues.
4. The period for the implementation of the proposed plan and completion of the catalogue.
5. In conclusion, the project proposer hopes to find cooperation from all libraries, and to start implementation with the distant and poorest governorates.
Catalogues available for use after revision:
Future of Cataloguing in Egypt

دليل استخدام فهرس مكتبة جمعية مصر للثقافة وتكنولوجيا المجتمع

**IBistro**

IBistro هو الفهرس المستند على شبكة الإنترنت، مصمم لتسهيل الوصول إلى مكتبات المكتبات من كتب و
نوعية معلومات وتوفير فيه خاصية البحث السريع والمتقدم.

كيفية الدخول على فهرس المكتبات:

يمكن الوصول إلى الفهرس من خلال:

1. الضغط على لغة فهرس المكتبات كما هو موضح بالصورة.

(http://www.ics.org.eg)
The approximate not the exact number of public libraries
A Geographic Assessment of Public Libraries in Egypt Scot E. Smith and Hesham Monsef Rasol

<table>
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<tr>
<th>Governorates</th>
<th>Male Population</th>
<th>Female Population</th>
<th>Total Population</th>
<th>No of Libraries</th>
<th>Persons / Library</th>
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Table 3: Libraries and Young Population

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<th>No. of libraries</th>
<th>No. of SEATS</th>
<th>Pop Male</th>
<th>Pop Female</th>
<th>Total Pop</th>
<th>Person / seats</th>
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The time frame for the implementation of the proposed plan and completion of the catalogue.

1. Preparation and selection of volunteers in various governorates
2. Training of volunteers
3. Comprehensive inventory of public libraries, libraries of cultural centres, clubs and non-governmental organisations
4. An inventory of the catalogues and Servers, to choose one or more servers for uploading and distribution of data
5. Agreeing on the format of data, in which it is provided to the general reader, and specify ways of adding and modifying
6. Equipping libraries with necessary equipment and assistive devices
7. Launching the catalogue and approving records
Objective of the Project

There is a problem with the current manual system, which the project aims to overcome by ending the traditional work methods, employee performance procedures, red tape, and administrative complications. This will simplify the work procedures and provide quick and accurate procedures for performing work. Managers and supervisors will focus on the supervisory work instead of being immersed most of the time in bureaucracy and paperwork. This will lead to creating a better workplace for greater productivity, as well as contributing to the detection of problems in the workflow to avoid them before their occurrence, along with presenting the institution as a modern organisation with contemporary technology.

Satisfying the increasing demand for information due to the change in the nature of the need for information because of scientific and cultural progress, the overlap between scientific subjects and the emergence of new specialised topics, especially with the shrinking of financial resources available to purchase sources of information. The increase in the volume of intellectual production and the multiplicity of forms of publication and languages made it difficult for human capacity and traditional methods to save, organise and retrieve this information in a satisfactory and adequate way.

- Good employment for workers
  - Reducing the number of employees or keeping their number to the minimal.
  - Making optimal use of the human element in the library and raising the efficiency of work.
  - Improving the level of services available and providing new services to library users as well as better collection of data to help manage libraries using the automated system.

- Accomplishing steadiness and stability in libraries and information centres guarantee peace of mind and stability. The authority responsible for the catalogue and its automated system continuously improve and update the system to keep pace with developments, amendments and continuous changes.

- Improving of the efficiency of technical operations. This project will help to reduce the gradual implementation of various technical operations as cataloguing, classification, acquisition and the other operations that require the repetition of work. The catalogue provides a level of efficiency and accuracy in storing bibliographic data and rapid processing of records and their amendment and printing.

- Cooperating with other library systems through the deployment and support of Local Area Networks (LAN) as well as global networks, such as the Internet, in sharing resources available between different libraries, along with the exchange of information and machine-readable information resources, thus providing common ground for work and inter-library cooperation.

- Saving time and effort
Libraries will be able to improve their performance and provide better information services than in traditional systems, taking into account the level of efficiency, accuracy, and speed in the provision of these services, regardless to the number of users and categories. Users were able to access services without having to go to the library at any time, especially with the availability of online systems that are not linked to the working hours of the library.

- Other reasons
  - Make the online catalogue available to users, as well as providing different entries of search through the library's automated catalogue.
  - Provide new services that are difficult to provide through the traditional system such as selective dissemination of information and specialised bibliographies.
  - Facilitate the evaluation of the work accurately and quickly

**Key activities**

**Phase 1: Formation of the organizational structure of the project (30 days)**

A) A higher administrative body (digital library unit) with no more than five members

The responsibility of supervision and management and the development of policies and plans that achieve the objectives of the catalogue and follow up the implementation of the plan of work in the catalogue consist of:

A technology manager responsible for managing the automated system used to create the catalogue.

A technical Manager responsible for the management of technical operations and standardisation of work practices within the catalogue.

Director of coordination (responsible for coordination with provincial officials and the development of the central training program for Governorates and follow-up of implementation)

Director of review and quality control team...

B) Provincial officials responsible for training and administrative coordination in the governorate-approved and selected by the administrative body-

C) Review and quality control team - approved and selected by the administrative body - in accordance with clear and predetermined terms. The review team shall develop a plan for the method and system of work for reviewing all entries respectively on all governorates)

**Phase 2: Review and Preparation (90 days)**

A) Reviewing the system: The system used and its components shall be reviewed in accordance with its terms and conditions of the school libraries and their manner of work and propose what should be added, deleted, or modified under the responsibility of the administrative body

B) Preparing a guide in line with the RDA standard

C) Reviewing pre-existing records in the catalogue to determine their validity and reproducing them according to the RDA standard
**Phase 3: Input and Training**

A) Listing the number of school libraries in each governorate and their capabilities and holdings and the availability of Internet connection or its alternatives.

B) Providing libraries that do not have computers with computers or providing them with internet connection under the supervision of the Education Directorate of the Governorate or the Ministry of Education.

C) Cooperating with library and information science departments in universities provided that the students have their practical training in school libraries on technical operations or help in the process of entering the holdings on the catalogue (provided that the governorate official trains the students before starting work).

D) Recording of holdings, the project is divided into three phases, each phase includes 100 school libraries, 12 months for each phase (where recording the holdings of at least 25 libraries should be achieved every 3 months), with a maximum of 36 months for completing the whole project.

**Expected results**

1. The catalogue will serve as a guide to the materials and collectibles that have been supplied to libraries and will be a good means of acquisition.
2. Reducing the effort exerted by students to get the required material or to know the library in which material is located.
3. Providing all activities of the school library in an automated manner, thus relieving the pressure on the library specialist.
4. Unifying cataloguing and classification, the technical procedures, using uniform standards, formulas and rules.
5. Activating the interlibrary loan service (exchange of publications and periodicals)
6. Allowing supervision and central follow-up of persons in charge without meeting the burden of traveling and moving.

6. Increasing communication between the library specialist and library users community (students and parents)

**Budget**

The project funding consists of supplying computers for school libraries and providing them with access to the Internet.

The following entities may cooperate:

1. Ministry of Education (General Administration of Libraries - Directorates of Education in the governorates)
2. Information Technology Centre, Mansoura University
3. Ministry of Communications
4. Ministry of Culture
5. Egyptian Universities
The Ninth Project

Functional and Technical Specifications of Automated Systems

By
Dr. Hisham Fathi Ahmad Makki
Ayman Mohammed El Masry

A Brief description of the project

Technology infrastructure is the basis of cataloguing. This project studies and analyses the technological reality of Egyptian libraries in order to reach the technical specifications of the automated systems that should be available in libraries.

Objective of the Project

1. Evaluating the current technological situation of libraries comprising traditional and digital holdings management systems, hardware, networking capabilities and library technology specialists’ capacities.

2. Setting the total and partial specifications of the technological structure of the libraries.

3. Identifying procedures for testing and approving library technologies.

Implementation stages and steps:

First stage

Forming a team consisting of representatives of system specialists in libraries, system supply companies, and local system developers.

Second stage

Developing a checklist for the technological specifications based on the specification for automated systems for integrating libraries issued in 2005 by the Software Engineering Evaluation and Certification Centre in the addition to other technologies that will be developed.

Third stage

Formulating fieldwork with libraries to determine the used technologies and analyse the results.

Fourth stage:

Devising the final specification and writing the technological recommendations for each library that participated in the field survey.