

# Syed Sajjad Ahmed

Box 1910, King Fahd University of Petroleum & Minerals (KFUPM)  
Dhahran – 31261, Kingdom of Saudi Arabia  
E-mail: [sjahmed@kfupm.edu.sa](mailto:sjahmed@kfupm.edu.sa)  
Mobile: (966)559493901; Phone: (9663)8603008

## Objective

Seeking a full-time Managerial position in an Academic library

## Experience

Jul. 2011 - present

KFUPM Library

Dhahran

### Manager (A), Cataloging Operations & Systems Department

- Administration, planning, policy & procedures development; original cataloguing, database maintenance, and authority control;
- Organization, administration and supervision;
- Planning, goal-setting and decision-making;
- Developing catalogs and cataloging procedures;
- Making recommendations and decisions for cataloging policies;
- Outlining the duties of individual staff members;
- On-the-job training of personnel;
- Cataloging of serials, including electronic journals, complex materials, and foreign language materials;
- Authority control and database maintenance;
- Participating in the continuing education activities of the library and short courses;
- Organization, administration and supervision of the Systems Department
- Management of Symphony, an integrated library automation system.
- Liaise between the Library and the Information Technology Center, and between the Library and the Arabian Advanced Systems, the local vendor of Symphony; coordinate with various library departments on all matters related to Symphony, maintain Symphony files; test and implement new Symphony versions and releases, etc.
- Support IT services of the library regarding computers, applications, software, specially operating system software and virus protection software, etc.
- Monitor and maintain the local library network (Library LAN);
- Document all IT resources of the library;
- Keep track of applications and software updates;
- Promote the use of technology within the library;
- Liaise with ITC for all IT requirements, solving problems and finding solutions;
- Undertake special assignments given by the Dean of Library Affairs.

Aug. 2000 – Jun. 2011

KFUPM Library

Dhahran

### Senior Cataloger, Cataloging Operations Department

- Responsible for **original** and complex **copy** cataloging of monographs, serials, A/V materials, computer files and electronic resources using **HORIZON/SYMPHONY** (an Integrated Library Automation System),

**LC Classification, LCSH, AACR2, & USMARC**, and Internet-based tools such as **LC's Classification Web and Cataloger's Desktop**.

- Perform **database maintenance** and **authority control** work using **LC's Name and Subject Authorities** (Internet-based).
- Test new versions of **Horizon/Symphony** – Integrated Library Automation System.
- Assist the Senior Manager in developing **policies, procedures, and manpower** requirements. Incorporate revisions to the **Cataloging Operations manual**.
- Train new catalogers and library staff.
- **Supervise** Cataloging & Systems Departments during the absence of the Senior Manager.

Aug. 1994 - June 2000

KFUPM Library

Dhahran

### **Cataloger, Cataloging Operations Department**

- Copy cataloging, original cataloging of monographs, serials and maps using AACR, Library of Congress Classification, LC Subject Headings, and LC Name Headings.
- Cataloging of audiovisual materials and electronic resources;
- Bibliographic searching;
- Changes; corrections; re-cataloging; reclassification; etc.;
- Authority control and database maintenance;
- Installation, configuration and maintenance of electronic tools in cataloging;
- Participation in short courses, library committees, and special projects.

### **Additional Work Responsibility**

Aug. 1997- Aug. 2004

KFUPM Library

Dhahran

### **Library Webmaster**

- Design/Re-design, development and maintenance of library website.
- Maintain layout continuity across website pages. Expand the library website with updated information and keep an eye on the site by making sure that links are working and documents are up to date;
- Content Management of the library website;
- Support library staff in matters relating to the library web site;
- Keep abreast of the new developments in the area of Web and Internet technologies;
- Responsible for the **design**, development, implementation and maintenance of the **Cataloging Operations Department Web site**.
- Develop and coordinate strategies for organizing and providing **access to digital information** through the **library Web site**.

### **Experience**

Aug. 1983 – Aug. 1994

IDL-INBRI, Bangalore,

India

### **Librarian Cum Information Officer**

- **Supervised** both the Library and Information Center.
- Provided **reference** services using traditional & **electronic resources**.
- Designed, developed and introduced several **computer-based** library and **information services**, including DIALOG Online & CD-ROM.
- **Developed** new modules for **information literacy instruction**.
- Presented **seminars** & conducted **bibliographic** instruction sessions.

Oct. 1977 – Aug. 1983                      TIFR Centre, Bangalore,                      India

### **Library-in-Charge**

- **Supervised** both the Library and Information Center.
- Developed **collection management** policies and implemented the same.
- **Designed**, developed and implemented **computer-based** library and **online information** services.

Apr. 1976 – Oct. 1977                      National Aerospace Labs, Bangalore,                      India

### **Library-in-Charge**

- Performed **cataloging** of monographs, serials, and other library materials
- Responsible for **compilation** of subject **bibliographies** and performed project-oriented selective dissemination of information (**SDI**) services.

Dec. 1975 – Apr. 1976                      The British Library, Bangalore,                      India

### **Library Assistant**

- Performed mainly **circulation work**, shelves checking and stack maintenance.
- Performed reservation, membership and sending reminders work.

## **Education**

1988                      M.Lib.Sc., University of Bombay, Bombay, India

1975                      B.Lib.Sc., Bangalore University, Bangalore, India

1974                      M.Sc. (Physics), Bangalore University, Bangalore, India

1972                      B.Sc., Bangalore University, Bangalore, India

## **Skills**

### **Library Skills**

- Supervisory, both professional and support staff personnel.
- Extensive knowledge of AACR2, Library of Congress Classification, LC Subject Headings, LC authorities and MARC 21 format.
- Rich experience in cataloguing of complex materials including serials
- Expertise in database maintenance and authority control
- Good knowledge of Horizon and Symphony library systems

### **Computer Skills**

- Extensive knowledge of core and optional modules of Horizon and Symphony integrated library automation systems; their design and architecture
- Knowledge of PC-based library applications, and web technology
- Use of electronic cataloguing tools (Cataloger's desktop, Classification web, LC authorities, MARC formats and others)

### Research and Writing Skills

- Published more than 25 articles, including some research-based in refereed and/or ISI-ranked journals

### Communication Skills

- Experience in delivering papers at conferences and giving lectures in short courses, seminars, and workshops.

### Awards & Honors

- Received “**Certificate of Appreciation**” from the Director General of Libraries for my valuable contribution to the “System Migration from **Horizon** to **Symphony** Project” (May, 2010).
- Received “Distinguished Service Award” for Work Excellence, dedication, assistance to users, and cooperation extended to his superiors and colleagues (2005-2006) from the Deanship of Library Affairs (June, 2006).
- Received “**Certificate of Appreciation**” from the Deanship of Library Affairs for the excellent contributions to the successful implementation of the Library Automation Project “**HORIZON**” (KFUPM, Dec. 2004).
- Received “Distinguished Service Award” for Distinguish service as Library Webmaster during the period September 1997 – September 2004), from the Deanship of Library Affairs (KFUPM, Oct. 2004).
- Received “**Certificate of Service**” in appreciation of ten years of service to the university (KFUPM, May 2004).
- Obtained **Second Rank** (I Class II) in the **M.Lib.Sc.** Examination conducted by the University of Bombay in 1988.
- Awarded “**GOLD MEDAL**” by the Bangalore University for obtaining **First Rank** (I Class I) in the **B.Lib.Sc.** Examination of 1975.
- Received “**Karnataka State Award**” for obtaining I Rank in the B.Lib.Sc. Examination of the Bangalore University in 1975.

### Participation in Committees / Memberships

- Member, Horizon Automation Committee (KFUPM).
- Member, Symphony Automation Committee (KFUPM).
- Member, Library Promotion Committee (KFUPM).
- Special Libraries Association/Arabian Gulf Chapter (SLA/AGC), Bahrain.
- Indian Association of Special Libraries & Information Center (IASLIC), Calcutta, India.
- Karnataka State Library Association (KALA), Bangalore, India.

### Publications

#### Journal Articles:

1. An Overview of Institutional Repository Developments in the Arabian Gulf Region, *OCLC Systems & Services: International Digital Library Perspectives* 28, no.2 (2012).

2. [From Online Catalogs to Library Portals : Empowering Users](#), *Vine : The Journal of Information and Knowledge Management Systems* 37, no.3 (Sep. 2007).
3. [A Study of Cataloging Department Websites of the Arabian Gulf Libraries](#), *Journal of Internet Cataloging : The International Quarterly of Digital Organization, Classification and Access* 7, no.3/4 (2004) [published in Sep. 2007].
4. [Managing Change to Enhance Web-based Services in the Arabian Gulf Libraries](#), *Online Information Review* 26, no.4 (2002) : 265-270.
5. [Developing Electronic Resources at the KFUPM Library](#), *Collection Building* 19, no.3 (2000) : 109-116.
6. A Microcomputer Based Online Information System, *Lucknow Librarian* 18, no. 4, Oct.-Dec. 1986 : 115-122.

### Conference Papers:

1. [Web Resources for Catalogers](#) : An Examination of Cataloging Department Home Pages, in: *Proceedings of the 10<sup>th</sup> SLA/AGC Conference held in Kuwait*, 30<sup>th</sup> March – 1st April 2004.
2. Managing Change to Enhance Web-based Services in the Arabian Gulf Libraries, in: *Proceedings of the 9<sup>th</sup> SLA/AGC Conference held in Doha, State of Qatar*, 2-4<sup>th</sup> April 2002.
3. [A Prototype Library Home Page Design for Arabian Gulf Libraries](#), in: *Proceedings of the 8<sup>th</sup> SLA/AGC Conference held in Abu Dhabi, UAE*, 24-26<sup>th</sup> October 2000 : 80-85.
4. Building and Maintaining Electronic Resources: KFUPM Library Experience, in: *Proceedings of the 7<sup>th</sup> SLA/AGC Conference held in Muscat*, 27-29<sup>th</sup> October 1999: 225-241.
5. Tools For Web Site Development, in: *Proceedings of the 5<sup>th</sup> SLA/AGC Conference held in Dubai*, 10-12<sup>th</sup> September 1997.
6. Using LISTSERVs (Internet/BITNET) For Training Catalogers, in: *Proceedings of the 4th SLA/AGC Conference held in Kuwait*, 16-18<sup>th</sup> April 1996.

### Library Newsletter Articles:

1. iBistro's Knowledge Portal, *Library Newsletter*, Fall 2009 : 5-7.
2. Projected-Oriented Selective Dissemination of Information (SDI) Services, *Library Newsletter*, Spring 2009: 1-3.
3. Integrated Searching of Disparate Electronic Resources, *Library Newsletter*, Fall 2008: 3-4.
4. Integrated Searching of Disparate Electronic Resources, *Library Newsletter*, Fall 2008: 3-4.

5. Virtual Reference Services at KFUPM Library, *Library Newsletter*, Fall 2007 : 6-7.
6. Impact of Web-based Cataloging Resources on Horizon Database Quality and Information Retrieval, *Library Newsletter*, Fall 2006: 6-7.
7. Multiple Access to E-Resources, *Library Newsletter*, Fall 2005: 2-3.
8. Value-Added Horizon Catalog Records: User Benefits, *Library Newsletter*, Spring 2005 : 3.
9. Remote Access to Electronic Resources Via Horizon Remote Patron Authentication, *Library Newsletter*, Fall 2004: 3-5.
10. Internet Search Strategies, *Library Newsletter*, Fall 2003 : 6-8.
11. Internet/Web Searching Tools, *Library Newsletter*, Fall 2002: 5-6.
12. Web Resources Directory: Links to Selected Web-Based Resources, *Library Newsletter*, Fall 2001: 6-7.
13. Empowering Users with Quality Internet/Web Resources, *Library Newsletter*, Fall 2000: 4.
14. KFUPM Library Web Site Development: New Initiatives, *Library Newsletter*, Spring 2000: 2.
15. KFUPM Library Information Gateway, *Library Newsletter*, Fall 1999: 6.
16. The KFUPM Library Information Gateway, *Library Newsletter*, Spring 1998: 2-3.

### Other Publications:

1. Web Browser Training Manual, Dhahran: KFUPM, March 1999.
2. A Computerized Bibliography on Emulsion Explosives, Bangalore: INBRI, Jan. 1991.
3. Chemical Information System, Bangalore: INBRI, Jan. 1991.
4. Library Information System, Bangalore: INBRI, July 1985.

### Achievements

- Designed, developed and implemented independently, the **KFUPM Library Web site** and the **Cataloging Operations Dept. Web site**.
- Effectively improved **Bibliographic** and **authority** databases.
- Successfully converted the “**Cataloging Procedures Manual**” in HTML and made available through the COD Web Site.
- Significantly contributed to the successful testing and implementation of **HORIZON** System (2004) and **SYMPHONY** System. (2009).

### Short Courses participated as an Instructor

- As an Instructor of Library Short Courses, invariably received an evaluation **score of 3.5+ out of 4.0.**
- Constructively contributed to the deliberations of the various **Library Committees** for which I was a Member.
- Since joining KFUPM (August 1994) published **4 articles** in International refereed journals, presented **7 papers** in International Conferences, contributed **16 articles** to the KFUPM Library Newsletter and successfully delivered lectures in **7 library short courses.**
- Planning and Implementing Successful System Migration (May 19-23, 2007)
- Cataloging in the 21<sup>st</sup> Century (April 15-19, 2006)
- Mastering the Library Automation System Functions (April 23-27, 2005)
- Automated Cataloging (April 24-28, 2004)
- Use of Electronic Tools for Knowledge Organization (March 1-5, 2003)
- Role of the Librarian in the Organizational Enterprise Network (Intranet) (April 24-28, 1999)
- The Effective Use of Information Technology in Libraries (May 10-14, 1997)

### Short Courses Attended

- Electronic Information Sources (May 25-29, 1996)
- Training on HTML. King Fahd University of Petroleum and Minerals, Dhahran (6-10 July 1996).
- Electronic Information Sources. King Fahd University of Petroleum and Minerals, Dhahran (25-29 May 1996).
- Introduction to Windows and its applications. King Fahd University of Petroleum and Minerals, Dhahran (14-25 Oct. 1995).
- Information management using Microcomputers. King Fahd University of Petroleum and Minerals, Dhahran (8-12 Apr. 1995).
- CD-ROM based information retrieval. King Fahd University of Petroleum and Minerals, Dhahran (12-16 Nov. 1994).
- Intensive course on “MS-DOS and dBase-IV applications in library functions”. National Aeronautical Laboratory, Bangalore (8-20 May 1989).
- Course on dBase-III and its applications. INBRI, Bangalore (Jul.-Aug. 1987).
- Proficiency Certificate in Automation of information & retrieval. Indian Institute of Science, Bangalore (Jan.-May 1986).
- Certificate course in Systems design and Cobol Programming. Indian Institute of Science, Bangalore (Apr.-Jun. 1985)

- Certificate course in the French Language, Alliance Francaise de Bangalore (Jan. – June 1979).
- Introduction to Computers and programming in FORTRAN – IV. Tata Institute of Fundamental Research, Bangalore (Aug. 1978).

### **Personal Information**

- Name : Syed Sajjad Ahmed
- Date of birth : June 10, 1953
- Place of birth : Channapatna, Karnataka State, India
- Religion : Islam
- Languages: English, Arabic, Urdu, Hindi & French.
- Marital Status: Married with two children.
- Citizenship : Indian
- Passport Details: No. : Z 1883226, Issued at Riyadh, Saudi Arabia (Valid up to 24<sup>th</sup> March 2020).