

SYED SAJJAD AHMED

P. O. Box 1910, King Fahd University of Petroleum and Minerals,

Dhahran 31261, Kingdom of Saudi Arabia

e-mail : sjahmed@kfupm.edu.sa

Voice : (9663)-8603008 (Office)

Home Page : <http://staff.kfupm.edu.sa/library/sjahmed/>



Career Objective

To seek a challenging career as **Catalog / Reference / Web Librarian** in an organization with strong commitment towards innovation, motivation and professional service.



Academic Credentials

M.Lib.Sc.

1988 University of Bombay, Bombay, India

Master of Library Science

Area of Specialization: Computer applications in library & information services.
Grade: I Class (II Position).

Master Thesis Title: Online databases & services: A-State-Of-The-Art study and their use in selected science libraries of Bangalore.

M.Sc.

1974 Bangalore University, Bangalore, India

Master of Science (Physics)

Major: Nuclear Physics

Grade: II Class

Project Title: Design and construction of a pulse generator.



Work Experience

Senior Cataloger & Library Webmaster

Aug. 1994 – Present King Fahd University of Petroleum & Minerals, Dhahran, Saudi Arabia

Job responsibilities & achievements

Senior Cataloger:

- Responsible for **original** and complex **copy** cataloging of monographs, serials, A/V materials, computer files and electronic resources using **HORIZON** (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** – Integrated Library Automation System.
- Assist the Senior Manager in developing **policies, procedures**, and **manpower** requirements. Incorporate revisions to the **Cataloging Operations manual**.
- **Supervise** Cataloging & Systems Division during the absence of the Senior Manager.
- Conduct **orientation & training** for library staff and professionals from Arabian Gulf libraries, and participate as an Instructor in Library Short Courses.

Library Webmaster:

- Responsible for the **design**, development, implementation and maintenance of the **library Web site**.
- Perform Library **Web Server administration** and also test related Internet/World Wide Web programs.
- Develop and coordinate strategies for organizing and providing **access to digital information** through the **library Web site**.
- Worked as **Group Leader** for preparing a **Web Browser Training Manual**.
- Presented numerous **lectures, seminars & demonstrations** on various aspects of **library web site** development and related issues.
- Conduct orientation & training of library staff in the use of Internet and the World Wide Web.
- Nominated as **Chairman** of the **Library Home Page Development Committee** by the Dean of Library Affairs.
- **Contributes** regularly to **Library Newsletter** on developments in the area of cataloging, Web resources, Web site design etc.

**Librarian Cum
Information Officer**

Aug. 83 – Aug. 94 IDL- NitroNobel Basic Research Institute (INBRI),
Bangalore, India

Job responsibilities & achievements

- **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.

Library-In-Charge

Oct. 77 - Aug. 83 Tata Institute of Fundamental Research Center,
Bangalore, India

Job responsibilities & achievements

- **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.

Junior Librarian

Apr. 76 - Oct. 77 National Aeronautical Laboratory, Bangalore, India

Job responsibilities & achievements

- 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.

Library Assistant

Dec. 75 - Apr. 76 The British Library, Bangalore, India

Job responsibilities & achievements

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



Awards / Honors

- 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.



Software Development Experience

- Designed and developed independently, the **KFUPM Library Web site**.
- Designed and developed independently, a microcomputer-based **Library Information System**.
- Designed and developed independently, a **Chemical Information System** using dBase-IV.
- Designed and developed independently, a **Computerized Bibliographic System** using dBase-IV.



Computing Expertise

Computing machines & Workstations	IBM PC x86's, PentiumPro's, Pentiums IV & Macintosh Workstations.
Operating Systems & Environments	Windows-3.x, Windows NT/9x, IBM UNIX Environment (AIX), VMS, MS DOS.
Internet Programming & Skills	HTML, MS FrontPage 2004, IIS 5.0.
Programming Languages	COBOL, FORTRAN, DBASE-IV etc.

PCs & Networking	Installation, troubleshooting & maintenance of PCs; TCP/IP and Ethernet.
Image/Video software	Adobe Photoshop, Corel Paint, Paintshop Pro etc.
Miscellaneous	MS-Power Point, HP-Deskscan-II, MS-Photo Editor. MS Internet Explorer 6.X, Netscape, Outlook Express, Outlook, Pine etc.

Short Courses – Attended

- 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 FRENCH LANGUAGE. Alliance Francaise de Bangalore (Jan-Jun. 1979)
- Introduction to Computers and programming in FORTRAN – IV. Tata Institute of Fundamental Research, Bangalore (Aug. 1978)

Short Courses -- Participated as an Instructor

- Planning and Implementing Successful System Migration (May 19-23, 2007)
- Cataloging in the 21st 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)
 - Electronic Information Sources (May 25-29, 1996)

Publications / Contributions

1. From Online Catalogs to Library Portals : Empowering Users, ***Vine : The Journal of Information and Knowledge Management Systems*** 37, no.3 (Sep. 2007).
 2. 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].
 3. Impact of Web-based Cataloging Resources on Horizon Database Quality and Information Retrieval, ***Library Newsletter***, Fall 2006 : 6-7.
 4. Multiple Access to E-Resources, ***Library Newsletter***, Fall 2005 : 2-3.
 5. Value-Added Horizon Catalog Records : User Benefits, ***Library Newsletter***, Spring 2005 : 3.
 6. Remote Access to Electronic Resources Via Horizon Remote Patron Authentication, ***Library Newsletter***, Fall 2004 : 3-5.
 7. Web Resources for Catalogers : An Examination of Cataloging Department Home Pages, in: ***Proceedings of the 10th SLA/AGC Conference held in Kuwait***, 30th March – 1st April 2004.
 8. Internet Search Strategies, ***Library Newsletter***, Fall 2003 : 6-8.
 9. Managing Change to Enhance Web-based Services in the Arabian Gulf Libraries, ***Online Information Review*** 26, no.4 (2002) : 265-270.
 10. Internet/Web Searching Tools, ***Library Newsletter***, Fall 2002 : 5-6.
 11. Managing Change to Enhance Web-based Services in the Arabian Gulf Libraries, in: ***Proceedings of the 9th SLA/AGC Conference held in Doha, State of Qatar***, 2-4th April 2002.
 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. A Prototype Library Home Page Design for Arabian Gulf Libraries, in: ***Proceedings of the 8th SLA/AGC Conference held in Abu Dhabi, UAE***, 24-26th October 2000 : 80-85.
 15. Developing Electronic Resources at the KFUPM Library, ***Collection Building*** 19, no.3 (2000) : 109-116.
 16. KFUPM Library Web Site Development : New Initiatives, ***Library Newsletter***, Spring 2000 : 2.
 17. Building and Maintaining Electronic Resources : KFUPM Library Experience, in: ***Proceedings of the 7th SLA/AGC Conference held in Muscat***, 27-29th October 1999 : 225-241.
 18. KFUPM Library Information Gateway, ***Library Newsletter***, Fall 1999 : 6
 19. Web Browser Training Manual, Dhahran: KFUPM, March 1999.
 20. The KFUPM Library Information Gateway, ***Library Newsletter***, Spring 1998 : 2-3.
 21. Tools For Web Site Development, in: ***Proceedings of the 5th SLA/AGC Conference held in Dubai***, 10-12th September 1997.
 22. Using LISTSERVs (Internet/BITNET) For Training Catalogers, in: ***Proceedings of the 4th SLA/AGC Conference held in Kuwait***, 16-18th April 1996.
 23. A Computerized Bibliography on Emulsion Explosives, Bangalore: INBRI, Jan. 1991.
 24. Chemical Information System, Bangalore: INBRI, Jan. 1991.
 25. A Microcomputer Based Online Information System, ***Lucknow Librarian*** 18, no. 4, Oct.-Dec. 1986 : 115-122.
 26. Library Information System, Bangalore: INBRI, July 1985.

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 : B 3429536, Issued at Riyadh, KSA, Valid upto 17 Mar. 2011

Present Address : P.O.Box # 1910, KFUPM, Dhahran - 31261, Saudi Arabia.

Home Address : No. 6, Kenchappa Road Cross, Fraser Town,
Bangalore, Karnataka – 560 005 (India).

Committees / Memberships

- Deputy Chairman, Library Web Portal Committee (KFUPM).
- Member, Horizon 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.

Hobbies

- Exploring trends in INTERNET and World Wide Web
- Reading & watching news & sports on TV.
- Soccer, Cricket, Athletics etc.

Miscellaneous

- Excellent written and communication skills.
- Assist in Library publications.
- Serve various on library committees.
- Participate as Instructor in Library Short Courses.
- Can perform Arabic Cataloging to an extent.

References

Will be furnished upon request
