

Vol. I, Issue III, October 2011

CIIT  
**LIS Bulletin**  
Quarterly



**Library Information Services**  
COMSATS Institute of Information  
Technology (CIIT)



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A Retrospective Exhibition of Paintings, "Safar" by Prof. Nargis Khalid

A retrospective exhibition of paintings, titled "Safar (Journey)" was organized by Nargis Khalid at Library, COMSATS Institute of Information Technology (CIIT), Islamabad from July 27 to August 15, 2011. This exhibition was inaugurated by the Ambassador of the Kingdom of Bahrain in Pakistan, Ebrahim Mohamed Abdulqader. Sammar Ahmed Al Zadjali, First Secretary of Sultanate of Oman; Dr. S. M. Junaid Zaidi, Rector of CIIT and art lovers of the city attended this great exhibition.

Nargis Khalid is strongly rooted in the sights, sounds and fragrance of her cultural heritage, both natural and cultural. She remarked that artist's collection comprising 28 large and medium oils on canvas are an exploration of textures, color and line.



## CEO of National ICT Research and Development Visited Library

Accompanied by Rector CIIT, Dr. Junaid Raza Zaidi (S.I.), CEO of National ICT Research and Development, Mr. Fawad Hussain, visited the CIIT (Islamabad Campus) library on August 23, 2011.

Raja Muhammad Ibrahim (Senior Librarian) took them to the different sections of the library and briefed them about the functions, services and future plans. Mr. Fawad Hussain took special interest in the state of the art Video Conferencing Room and praised the infrastructure, facilities and services being offered to the students of the rapidly growing CIIT.



## Deputy Vice Chancellor (External Relations) of University of Bedfordshire Visited CIIT Library

Professor Ashraf Jawaid, Deputy Vice Chancellor (External Relations) of University of Bedfordshire along with officials from the University of Bedfordshire, UK, visited CIIT Library on August 22, 2011.



Their visit to the library was convened by the staff of Library Information Services and during their visit, they visited different sections of the library. Visitors were also briefed in detail by Raja Muhammad Ibrahim about the role and services being provided by each section of the library.

Visitors took keen interest in the interior, furniture and services being provided by the library and praised the efforts of Raja Muhammad Ibrahim and his team in making this wonderful resource for the students, faculty and staff of CIIT under the visionary leadership of Rector CIIT, Dr. Junaid Zaidi (S.I.)

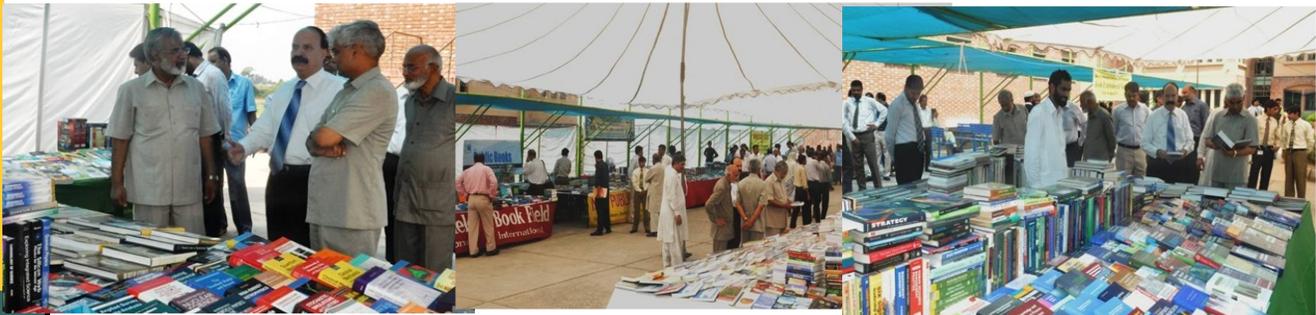


## Book Exhibition at CIIT Islamabad

Two days "Book Exhibition" was held at Islamabad Campus on September 13-14, 2011. Inauguration ceremony was held on first day of book exhibition at 11 a.m. Dr. Haroon Rashid, Director, External Campuses; along with other CIIT officials, inaugurated the Book Exhibition in a simple but impressive ceremony. A large number of faculty members and students were also present at the ceremony.

Raja Muhammad Ibrahim (Head LIS) along with the faculty members took a round of the exhibition and selected the books for the library.

Library Information Services has organized this event to promote the reading culture and to encourage people by providing excellent opportunity to buy books on discounted prices. Books on different subject areas are being displayed by the well known booksellers of Islamabad and Rawalpindi.



### Javed Akhtar, Secretary M/O Science & Technology Visited Library

Mr. Javed Akhtar, Secretary, Ministry of Science and Technology accompanied by Dr. S. M. Junaid Zaidi (SI), Rector CIIT, visited the library on September 05, 2011.

Raja Muhammad Ibrahim, Head LIS briefed the honorable guests about the role, facilities and services of the library and took them to the different sections of the library.

Mr. Javed Akhtar, appreciated the efforts and vision of Dr. Junaid Zaidi, Raja Muhammad Ibrahim and the library team for providing appropriate learning environment facilities and services to the educational community of CIIT.



### Director Telecom, Ministry of Information Technology Visited CIIT Library

Mr. Ali Mahmood, Director Telecom, in Ministry of Information and Technology, visited CIIT Islamabad Campus Library on September 29, 2011.

During his visit, he visited different sections of the library. He was also shown the latest equipment being installed in the library for providing different services to users, like "Drop Box" and "Self Check-In/Check-Out System".

Expressing his views, he stated that CIIT library is rapidly developing into a preeminent facility for the students, faculty members, and especially for researchers.



### Director and Senior Manager of Information Services Department of Riphah International University Visited the Library

Mr. Muhammad Farooq, Director Information Service and Mian Muhammad Ramzan, Senior Manager of Information Services Department of Riphah International University visited CIIT (Islamabad Campus) Library on September 29, 2011.

Raja Muhammad Ibrahim, Senior Librarian and Hafiz Abdul Rehman, Deputy Librarian briefed them about the infrastructure, facilities, services and latest developments at CIIT (Islamabad Campus) Library. Both professionals visited the different sections of the library and took keen interest in all activities particular about RFID System, Self Check-In/Check-Out and Drop Box.



## International Exposure: Visit to Lancaster University, UK

As per staff development program, the group of selected administrative sections heads visited Lancaster University UK on July 18 – 26, 2011. Purpose of the visit was to know the procedure and technologies being used in the Lancaster University and after getting knowledge / training, prepare a strategy to uplift the support and services for CIIT students and faculty.

Mr. Tariq Najmi, Librarian of CIIT Lahore was the members of CIIT delegation for UK visit and the LU officials prepared the special schedule for the librarian to interact with the concerned library officials and to discuss the specific issues with Lancaster University Library staff.

The objectives of the visit of CIIT Librarian were as follows:

- Get experience to develop the CIIT Lahore library at par of Lancaster University Library.
- Establish formal linkage between CIIT and Lancaster University Library Officials.
- Understand full range of different levels and types of latest reference services and the holding of electronic resources.
- To learn management of library resources and disseminations of information, in an appropriate manner.
- To gain international exposure and vision for running a hi-tech library.
- To see, observe and learn the latest tools and techniques with their actual operation.

To obtain the above mentioned objectives, during the visit, Mr. Tariq Najmi, Library Incharge CIIT Lahore met with the concerned library officials of LU and apart from meeting and discussions, the librarian also get the practical knowledge for better exposure. He also prepared questionnaire to focus and to get the specific information from concerned.



The visit was very successful in terms of getting objective of the activity.



## First Flight: students' internship

To fulfill the degree requirements of Department of Library & Information Science, University of the Punjab, a group of nine students joined Library Information Services, CIIT Lahore for 2 month as internees. During their internship, all internees worked in different sections of the library and convert the theoretical knowledge into practical. They spent at least one week in five following sections of the library.

- Acquisition / Technical Section
- Circulation Section
- Serial Section
- Digital Resources Section
- Customer Support

The students participated in all library activities very warmly and successfully completed their internship from July 4 to September 4, 2011. At the end of the internship, the Library Incharge of CIIT Lahore evaluated the performance of students as external examiner of this practicum. The CIIT Lahore Library also issued the experience letters against their services during internship period.

### Planning ahead: Head LIS, CIIT, Visited Lahore Campus

Raja Muhammad Ibrahim, Head Library Services, CIIT, visited CIIT Lahore on July 28, 2011. Raja Ibrahim visited all the section of the library and held meeting with library Incharge and discussed the professional issues of CIIT Lahore. He also discussed new services provided by CIIT Lahore library to its users. During his visit, he also met with Dr. Talat Afza, Convener Library Affairs. He provided some useful professional guidance to library staff.





## **Federal Minister for Science & Technology and Chancellor for CIIT, Visited the Library**

Mir Changez Khan Jamali, Federal Minister for Science & Technology and Chancellor for CIIT, along with Dr. S.M Junaid Zaidi (S.I), Rector CIIT, Dr. Mahmood Ahmad Bodla, Director CIIT Lahore, visited CIIT Lahore on September 7, 2011. During the visit, guests also visited CIIT Lahore Library. Mr. Tariq Najmi welcomed the guest and gave oral briefing about the library resources and services. The Chancellor took keen interest particular in digital resources and online services of the library. The chancellor appreciated the efforts of the library staff for providing value added services to the users.

### **Library Orientation**

CIIT Lahore Campus has completed admission process for Fall-2011 and the orientation programme for new intake (Fall Semester 2011) was held on September 5, 2011. The library staff includes Muhammad Ishtiaq, Abdul Rahim, Fatima Usman and Nasira Munir briefed the new students about library resources & services. Students also visited the library and get interacted with the library resources.

## Editor for COMSMAG & Newsletter of CIIT Lahore



The librarian should be multi dimensional person and should perform multi task to appear as a competent professional. Apart from professional activities he/she should participate in all other literary or administrative activities of the campus.

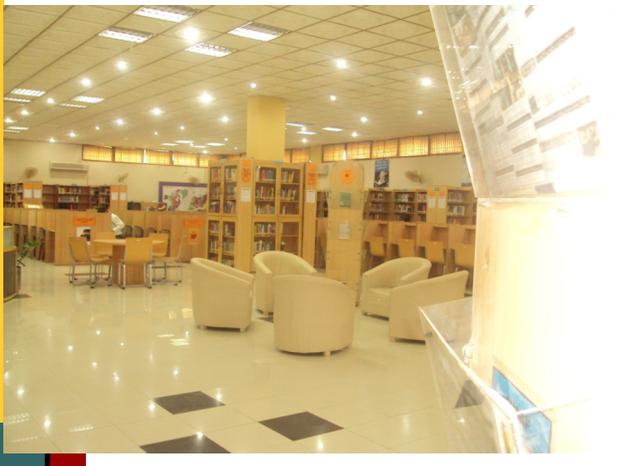
Due to his ability and interest, the authorities of CIIT Lahore has appointed Mr.

Tariq Najmi, Library Incharge, as Editor COMSMAG and Campus Newsletter of CIIT Lahore. The COMSMAG is annual magazine and Newsletter is the quarterly bulletin of the campus, having news of all departments and campus activities. This is a great honor for the library professionals of CIIT Lahore.

## Merger: Lancaster Block Library in Main Library of CIIT Lahore

With the shifting of Lancaster Block in main campus, the library of Lancaster Block also shifted and merged in main library of CIIT Lahore. All the resources along with library furniture, books etc. has

been shifted and the library staff placed the resources at appropriate places. With this, the library got more attractive environment for the library users.





## Library Presentation in Faculty Development Programme

On September 9, a detailed presentation was given by Library Incharge during Faculty Development Program for newly inducted faculty members. They were informed about the library website its different services, library rules, library staff, inter-library loan, digital library,

book requisition etc. The library incharge also gave practical training about searching of library catalog, personal account, usage of HEC Digital Library etc. In the end question / answer session was held and participants get the satisfactory response from Library Incharge.

## Collection Development

By the grace of Almighty ALLAH, the library have added more 600 books in stock on variety of subjects during last three months e.g. Electrical Engineering,

Management Science, Pharmacy, and Earth Sciences. The processing of the books has been completed and placed on new arrival shelves.

## Books Donation

Humanity First" an NGO purely a non-profit, non-commercial organization, through its book bank project donating books on variety of subject in different universities of Pakistan especially in KPK on 10 % freight charges of the original price of the books. No Indian or pirated books in-

cluded in the donation. All books were original UK/US prints with online access codes.

The organization donated hundred original printed books to Abbottabad library on different subjects i.e engineering, management and comp. science.

## Mir Changez Khan Jamali, Federal Minister for Science and Technology and Chancellor CIIT visited the Library

On August 20, 2011, Mir Changez Khan Jamali, Federal Minister for Science and Technology and Chancellor CIIT, visited CIIT Abbottabad along with the Rector CIIT, Director CIIT Abbottabad. They also visited Library. Deputy Librarian briefed them about different library services like HEC digital Library, VPN Services. They visited different sections of the library & take keen interest in A/V Section, discussion rooms , Internet facility and services of the library.

## Mr. Akhlaq Ahmed Tarar, Federal Secretary for Science & Technology visited Library

On 15<sup>th</sup> September 2011, Mr. Akhlaq Ahmed Tarar, Federal Secretary for Science & Technology visited COMSATS Institute of Information Technology (CIIT), Abbottabad. He also visited the Library along with Prof. Khan Gul Jadoon, Director Abbottabad Campus. Mr. Nafees Dy. Librarian briefed the honorable guest about all library information services. The guest asked different questions about e-brary, e-books, and internet facility. He is very much impressed by well organized library and its services for students as well as faculty.



## Orientation to new students

(Attock) The Fall Semester 2011 has been started on 5<sup>th</sup> September 2011 at CIIT At-



tock. An Orientation regarding library services was arranged in the library premises. Students admitted in Fall 2011 were briefed by the Incharge Library. Students were informed about the rules and regulations and services of the library. They were also guided that how to utilize the library services and resources effectively and efficiently.

### Establishment of Electrical Engineering Library at the Permanent Campus of CIIT Attock.

(Attock) The Electrical Engineering Library has been established at the permanent campus of CIIT Attock with the state of the art facilities. It is well equipped with internet facility, HEC digital library, e-brary, and with latest books on Electrical Engineering, recommended by the students and faculty.

### Visit of Head Librarian at CIIT, Vehari

(Vehari) Mr. Raja Muhammad Ibrahim, Head LIS of CIIT visited CIIT Vehari Campus on July 26, 2011. During his visit, a meeting was held with the Library Incharge to discussed professional issues.

Library Incharge, CIIT Vehari submitted a detailed Development Report about tasks and services carried out by the Library Information Services (LIS), Vehari Campus. Raja M. Ibrahim appreciated the initiatives taken by Ms. Abida Hanif, library Incharge of LIS, Vehari Campus.

At the end, Raja M. Ibrahim, Head Librarian provided some guideline to the library incharge to uplift the library resources and services.

The Head LIS, also visited the Public Library of Vehari to find out the ways to provide facility to use the public library resources. A request will be made to the Municipal Authority of Vehari to make a liaison about the resource sharing between both libraries.

### Library orientation to new students

(Vehari) CIIT Vehari Campus has completed admission process for Fall-2011. Orientation programme for new intake (Fall Semester 2011) was held on September 5, 2011. Incharge Library Information Services briefed new comers about the library resources & services.





## Head Library Information Services visited the Library

Raja Muhammad Ibrahim Head, Library Information Services, visited COMSATS Sahiwal Library on July 27, 2011. Waris Arslan, Incharge Library Information Services, gave him briefing about services being provided in the library, recent library developments, success and problems.

Raja Muhammad Ibrahim discussed development issues in the library, its security measures, reference services and conceptualization of digital library services to the faculty. He, in a meeting with Heads of Departments and other faculty members told them about the provision of digital library services access through VPN.

He also shared with the faculty that if you are unable to get your required information contact your library staff about your query and they will provide you the services within CIIT or from the other links.

## Special Duties Assigned

Waris Ali Arslan Incharge Library information services have been assigned following duties :

- Consequent upon the approval of the competent authority Quality Enhancement Cell has been constituted at CIIT Sahiwal and Assistant Librarian has been nominated representative of the QEC. The responsibilities of QEC will to get ISO Certification, HEC Institutional Performance Evaluation and Self Assessment
- Incharge library information Services has been assigned the duty to act as secretary of the committees / meeting. He will take the minutes of all the meetings of worthy Director with HODs, Faculty and any other meeting of the campus.

## Digital Library Access through VPN



As suggested by Raja Muhammad Ibrahim, Head Library Information Services, VPN service has been launched for faculty and students of CIIT Sahiwal. The library users particular, the faculty very much appreciated this new service of the library. This service will be provide

through library information services, CIIT Islamabad. With this service, the library users can access the digital resources at their residences and ultimately the research culture of the institute will be enhanced. The faculty will able to access all the HEC digital resources from home, includes databases and eBrary as well.

## Termite control pesticide spray in Library

In first week of August, the burrows of termites were seen on the wall of one corner of the building. It was so quick that it made it burrows lines on the walls and one shelf was totally destroyed by them. Although the building was safe from the termite attacks and ten



years agreement was signed with the contractor, the issue was brought under the notice of building department, they contacted with the contractor and within a week, the team arrived from Lahore to drill the pesticide in the deep floor spray and on the sides and backs of the shelves. With this quick action , the library resources get secured from termite.

## Delegation from University of Bedfordshire (UK) visited the library

The six member team of the University of Bedfordshire (UOB), UK visited CIIT Wah Campus on August 24<sup>th</sup>, 2011. The team also visited the library and briefed by the deputy librarian about the library services and collection and they visited all area of the library. Later on, COMSATS Institute of Information Technology officials and University of Bedfordshire (UoB), UK signed a Memorandum of Understanding (MoU) to offer dual degree programmes in business administration, computer science and telecommunication and networking.