

ADMINISTRATIVE, FINANCIAL, AND PERSONNEL

Budget and Finance

In FY2008, after some reductions were made at the beginning of the fiscal year, the Office was given a budget of \$1,157,378 for personnel and non-personnel operating expenses. Cumulative obligations amounted to \$1,066,124.51 out of which \$1,058,005.08 was liquidated by the end of the fiscal year.

The total budget for the Cooperative Acquisitions Program was \$814,700.13. The total budget for GENPAC and Law accounts was \$ 101,000 while total expenditures were \$100,888.11 – this high level of spending was the result of successful acquisition trips, a successful Cairo Book Fair, and a high level of Turkish and Iraqi shipments during the year.

Momentum and eManagement Systems

After the return of the budget analysts from training in Washington to their respective offices, each office started officially to use Momentum and the eManagement systems.

When all eManagement Cairo Office budget requests were entered and approved, the Cairo Office started to enter and create OF documents into Momentum. A total of 550 OFs and OCs were entered into Momentum.

Other Financial Accomplishments

- The accounting technicians were able to enter 15,268 monograph records and 4,665 serial records in the IODA accounting system.
- The receiving technicians processed in 79 shipments from different vendors from the Middle East and Turkey. They entered 1,030 invoices into the IODA standalone system; subsequently a total of 105 vouchers were created to pay vendors for the invoices.
- During the Cairo International Book Fair, the accounting technicians helped in various aspects to make this event a total success:
 - The accounting technicians searched the IODA system for titles arriving from the Book Fair to avoid any duplicative acquisitions.
 - One of the technicians was available with an acquisitions specialist at the Book Fair to make sure that titles purchased were correctly written in invoices. A total of 171 invoices were entered for this event for \$23,336.55. (This amount is a record.)

Personnel – Interim Field Directors

Fawzi Tadros was the Interim Field Director for the Office as FY 2008 began, returning to the U.S. in late November. For about three months, Rabab Mohi El Din was Officer-in-Charge.

From February to early July and then from late August through the end of the fiscal year, Michael Neubert was Interim Field Director. As fiscal year 2008 ended the process of hiring a new permanent field director was under way.

Personnel – Computer Assisted Job Evaluation (CAJE) for Locally Employed Staff

Interim Field Director Neubert was tasked with reclassification of several positions, working through the Embassy's HR system. In July, Ayman El Masry and Ahmed Moustafa's positions were reclassified through the Computer Assisted Job Evaluation (CAJE) process. Ayman's cataloger position was reclassified as Assistant Section Head for the Serials, Shipping & Binding Section and he was promoted to the LES-8 level. Ahmed's position as Head of that section was reassessed and he was promoted to the LES-10 level.

Personnel – New Hires

- Yasser Said Hussein joined the Acquisitions & Cataloging Section in January 2008 as a cataloger.
- Mahmoud Sayed Abdou joined the Acquisitions & Cataloging Section in February 2008 as a Cataloging Technician.

Personnel - Retirements

- Ansam Baranek, Quality Assurance Librarian, retired in August 2008 after working for 20 years.
- Nabil Ramzy Younan, Binding Technician, retired in August 2008 after working in the LC Cairo Office for 30 years.

Personnel - Awards

Acquisitions & Cataloging Section

- Ismail Soliman, Khaled Reyad, Mona Abdel Kader, Magda Gad, Yasser Said, Mahmoud Abdel Sattar, Mohamed El Zalabany, and Magdy Ramadan received "Extra Mile" awards in recognition of their outstanding efforts during the Cairo Book Fair to insure that more than \$20,000 worth of new materials was acquired for LC.

Serials, Shipping & Binding Section

- Ahmed Moustafa was given an "Extra Mile" award for his ingenuity in developing a working pricing strategy for APO shipping to MECAP participants outside the U.S.
- Mohamed Abdallah, Youssry Wissa, and Wessam Samir received "Extra Mile" awards for their actions during the Cairo Bookfair that resulted in acquisition of 313 issues of

106 titles for LC and MECAP participants. They were also able to acquire 27 new serial titles for LC.

Accounting & Receiving Section

- Rabab Mohi El Din was given an “Extra Mile” award for her efforts in support of the Interim Field Director during the period from February through the end of the fiscal year.
- Magdy Alfy and Youssef Makhlof were given “Extra Mile” awards in recognition of their outstanding efforts, searching about 300 new titles for LC and about 1,452 for MECAP participants during the Cairo Book Fair in order to avoid duplication. Their exceptional performance led to quick processing of 171 invoices in the IODA standalone accounting system.
- Yehia Fikry Hassan was given an “Extra Mile” award for receiving all materials brought to the Office from the Cairo Book Fair and checking them into the receiving system to insure that each piece was then sent to the correct recipient library.
- Ahmed Hassan was given an “Extra Mile” award for moving an unusually large number of boxes of books from the Office car to the Office itself during the Cairo Book Fair, in addition to helping the Serials, Shipping & Binding Section in stamping newspapers.
- Mohamed Negm was given an “Extra Mile” award for driving Office staff daily to the Book Fair and sometimes several times a day to deliver materials to the Office. He worked in weekends to make easy for the team to deliver books and not have them accumulate in the Office car.

Office Space

The existing Cairo Office space is about 550 square meters – with the addition of full “Whole Book” cataloging, monographs bound for the Library of Congress collections are spending a longer time at the Office before being shipped out and it is clear that additional space for the Office is highly desirable. In July, the Embassy proposed that the entire Office move to space at the USAID facility in Maadi, but upon examination this space was found to be less than the present space in the lower level of the Cairo I building – there would also be issues such as the inconvenience of working with the APO from such a location. During the summer, Interim Field Director Neubert negotiated the addition of 72 square meters to the existing office space from space no longer needed by the existing print shop directly adjacent to the LC Office; he and the Cairo Office Section heads made a plan for how this space will be allocated in FY 2009 (pending FY 2009 funding).

THE MIDDLE EAST COOPERATIVE ACQUISITIONS PROGRAM (MECAP)

During FY 2008 the Office acquired 9,123 monographs and 34,519 serial and newspaper issues for MECAP participants. 6,092 bound volumes were produced for participants who have materials bound for them in Cairo.

During FY 2008 three MECAP participants left the program, including two public libraries (Cleveland Public Library and Boston Public Library) and one university library (University of Texas Library). At the end of FY 2008 the program had 42 members.

One participant, the ITS Library, significantly increased its interest in receiving materials, albeit in the narrow field of medicine. In addition, Office managers took part in email discussions with a number of potential participants as well as conducting a phone conference with consultants for a new national library in the Middle East, but these opportunities did not result in new MECAP participants, at least during FY 2008.

U.S. MECAP Participants

Brown University Library	University of Pennsylvania Library
Brigham Young University Library	University of Pittsburgh Library
Columbia University Library	University of Utah Library
Cornell University Library	University of Virginia Library
Genealogical Society of Utah	University of Washington Library
Harvard University Library	Washington University Library
Harvard Law School Library	Yale University Library
Indiana University Library	Yale University – Law Library
ITS Library	
New York Public Library	
New York University Library	
National Agricultural Library	
National Library of Medicine	
Ohio State University Library	
Portland State University Library	
Princeton University Library	
State University of New York Library	
Temple University Library	
University of Arizona Library	
University of Chicago Library	
University of California at Los Angeles Library	
University of California at Berkeley Library	
University of Illinois Library (First account)	
University of Illinois Library (Second account)	
University of Michigan Library	
University of North Carolina Library	

Foreign (non-U.S.) MECAP Participants

American University in Cairo Library, Egypt
The British Library, England
International Labor Organization Library, Geneva
King Abdul Aziz Institute Library, Morocco
McGill University Library, Canada
National Center for Financial and Economic Information, Saudi Arabia
University of Exeter, Library Canada
University of Toronto Library, Canada

ACQUISITIONS & CATALOGING SECTION

Overview

The Section had several statistical measures showing increasing success during fiscal year 2008. There was an increase in the number of items acquired – the Office acquired 6,947 monograph pieces and 202 pieces in other format (maps, CDs, and so on) – this represented an increase of twelve percent in total pieces acquired for LC. There was also an increase of 21 percent in the number of pieces acquired for the MECAP participants this fiscal year. Cataloging production increased by 45 percent. An important part of the year's cataloging activities was that Ansam Baranek, as Quality Assurance Control Librarian, trained new catalogers who had joined the Section on subject cataloging.

For the MECAP Program – during FY 08 the Section began to offer some new and improved bibliographic services for participants. For example, the Section started circulating to participants lists describing non-commercial materials acquired through exchange or through gift for the Library of Congress' collections.

During FY 2008 more than 80 percent of titles ordered by MECAP participants were acquired. Also, the Section was able to reduce significantly the number of outstanding titles backordered by MECAP participants – by more than seventy percent.

Acquisitions Travel

During FY 08 office staff members made four acquisition trips to six countries. This was a reduced level of acquisitions travel due to budget difficulties. The most important trips completed were to Mauritania and Qatar - there were no active vendors for LC in these two countries. Following is the list of trips and what was accomplished.

Country	Purposes	Achieved	Notes
Algeria	<ul style="list-style-type: none"> -Book Fair -Maintain contacts with government institutions 	<ul style="list-style-type: none"> - Acquired : 155 new sample monographs for LC and profile participants, 286 pieces for MECAP participants, and 6 maps. - Maintain contacts with many Algerian government institutions. 	
Qatar and U.A.E	<ul style="list-style-type: none"> - Sharjah Book Fair - Doha Book Fair - Maintain contacts with government institutions in Qatar. - Scout out for a new vendor for Qatar. 	<ul style="list-style-type: none"> - Hired new vendor in Doha (Dar al Thaqafah) - Acquired 267 new sample monographs for LC and profile participants, 410 pieces for MECAP participants, and one map. 	<ul style="list-style-type: none"> - This was the first LC Cairo trip to Qatar since 1990.
Tunisia	<ul style="list-style-type: none"> - Tunisia Book Fair - Maintain contacts with government institutions. - Scout out for new book vendor 	<ul style="list-style-type: none"> - Hired new book vendor. - Acquired 195 new sample monographs for LC & profile participants, 542 pieces for MECAP list participants, 9 CD, and 8 DVDs. 	

Mauritania and Morocco		<ul style="list-style-type: none"> - Acquired 224 new sample monographs for LC & MECAP profile participants, 835 pieces for MECAP list participants, 11 maps, 4 DVDs. - Contacts with many governmental institutions in Morocco & Mauritania. - Acquired complete set of Mauritania official gazette - Hired new vendor in Nouakchott. 	First trip to Mauritania since 2004
------------------------	--	--	-------------------------------------

New Vendors and Bibliographic Representatives

This fiscal year the Office hired new vendors in Tunisia, Qatar, and Mauritania - Fada al Kitab al Tunisi in Tunisia, Dar al Thaqafah in Qatar, and Librairie 15-21 Edition in Mauritania.

Book Fairs Covered by the Acquisitions & Cataloging Section

- Cairo International Book Fair
- Doha International Book Fair
- Abu Dhabi International Book Fair
- Algeria International Book Fair
- Tunisia International Book Fair

The Cairo Book Fair is one of the most important book fairs in the Arab world. This year the Cairo Office chose not to work with Leila Books, which meant that full publisher discounts were available to the Office – as a result, a record number of items were acquired during the Book Fair at relatively low per-item costs. Special effort was made to send out lists to MECAP participants and act on their responses during the Book Fair. Working directly with the publishers without Leila Books required extra staff effort, however, so for the 2009 Cairo Book Fair the Office has negotiated an agreement to work with Leila Books again, but splitting the publisher discounts between Leila and the LC Cairo Office.

MECAP Program Activities

This fiscal year the Section circulated 523 lists to MECAP participants. The following table shows the number of lists circulated to MECAP participants (by country of publication, number of lists, and number of items on the list).

Country	Titles	Lists
Algeria	272	37
Armenian	94	5
Bahrain	37	8
Egypt	1096	102
England	3	2
Germany	1	1
Iran	2	1
Iraq	208	19
Jordan	236	28
Kurdish	38	6
Kuwait	10	5
Lebanon	216	25
Libya	100	13
Morocco	373	32
Oman	4	2
Qatar	46	4
Saudi Arabia	514	54
Sudan	195	25
Syria	47	18
Tunisia	295	25
Turkey	672	74
United Arab Emirates	79	8
United Kingdom	4	2
West Bank	88	10
Yemen	146	22
Total	4776	523

Materials offered on lists by format

Format	Titles
Cartographic Materials	15
Electronic Materials	7
Video Recordings (DVD)	30
Monographs	4724

This fiscal year the Section started to circulate a new type of lists - the Section started listing the non-commercial titles acquired for LC and sending these lists to MECAP participants as a current awareness service. In addition, information was sent out about any banned books in the LC Cairo area of coverage. The Section acquired copies of banned books for MECAP participants for whom they were part of their profile or who placed orders for them.

Two examples of important banned books that were acquired are:

Mitrū : riwayāh muṣawwarah / Majdī al-Shāfī.
Jārdin Sītī, al-Qāhirah : Dār Malāmiḥ lil-Nashr, 2008.
100 p. : ill. ; 29 cm.
ISBN: 9789776262126
This is said to be the first graphic novel published in Egypt.

al-Ayyām al-akhīrah / `Abd al-Ḥalīm Qandīl.
al-Qāhirah : Dār al-Thaqāfah al-Jadīdah, 2008.
224 p. ; 21 cm.
This title was mentioned in a survey article about Egypt in "The Economist."

A number of participants made active use of the online MECAP Order Manipulation System (MOMS). A total of 11,990 monograph were ordered via MOMS during FY 2008. Five of the twenty participants using the system ordered 8,974 of these 11,990 monographs – in other words, one-fourth of the participants using the system ordered three-quarters of the monographs supplied through it.

Exchange & Gift Program

During fiscal year 2008, all the books held by the Cairo Office for use on exchange were moved from storage in the old Osiris building to a new storage location in Zamalek. All these books, almost all of which are in Arabic or English, were organized and shelved by subject.

There was a broad distribution of exchange offer lists in both Arabic and English to active exchange partners in Egypt and the Middle East. The Section initiated exchange programs with the national libraries in Libya, Morocco, Tunisia and Algeria

The Section Exchange & Gift Librarian started collecting ephemera at the request of the Federal Research Division (FRD) on behalf of an FRD client. The approach used is to acquire two copies of each publication that is suitable for LC's collections, one for FRD and the other for LC's collections, on the subject of human rights from different human rights and law centers and associations. For items not suitable for LC collections, only one is acquired. The items intended for FRD's client are sent to New Delhi for digitization. An additional aspect of the project is that FRD requires completion of a special metadata form (template) for each item – this is done by one of the other cataloging staff. Only one delivery of material for this project was made during FY 08; feedback will be given and the acquisitions effort adjusted accordingly. Eventually the collecting scope is expected to be expanded.

The National Library of Egypt resumed sending the Cairo Office selected deposit copies that they receive in addition to their own publications. They are delivered on a monthly basis.

This fiscal year the Office added 19 new exchange partners; most of these were non-governmental institutions working on human rights in Egypt

There was overall a decrease in the number of items received on exchange during this fiscal year. This was primarily due to some delay in the shipments from Saudi Arabia, Sudan. The Exchange & Gift Librarian worked closely with the LC bibliographic representatives in the Middle East to follow up with them concerning new publications and new exchange partners.

Acquisitions by Bibliographic Representatives

Bibliographic representatives (or bib reps) continued to play an important role in acquiring non-commercial materials from the regions covered by the LC Cairo Office. There was a great improvement in the materials collected by the bib rep in Syria. The Saudi Arabia bib rep collected in greater depth and comprehensiveness, but there were delays in his shipments. The bib rep in Yemen is working hard on collecting books from the National Library and supplying the Office with newspapers and serials. The bib rep in Lebanon is very active in supplying non-commercial serials. She is always in contact with the Office and ready to supply any special requests. The bib rep in Sudan is very active and very careful in his collecting activity. He acquired several conferences proceedings, reports and pamphlets, covered many NGOs and United Nations offices, and acquired CD-ROMs. The bib rep in the West Bank has been very active despite working in difficult circumstances and under pressure and with closed borders from time to time. The bib rep in Tunisia continued his active role in maintaining contacts and sending regularly shipments containing different non-commercial publications. The Office needs to hire a bib rep in both Jordan and Algeria to cover the non-commercial publications available in those countries.

Cataloging Activities

This year marked the full transition to Whole Book cataloging. The Section added Library of Congress subject headings and LC class numbers to records for 1,138 titles during the year. Ansam Banarek's took considerable time to train the Office's catalogers to do this work. The Section handling subject classes B, P, and D (Islam, Literature, and History) for the Middle East and North Africa regions.

The Section's catalogers created or upgraded 5,687 bibliographic records for materials acquired. There were 2,401 copy cataloging monograph records updated for LC holdings as well as 1,483 CORE monograph records, 1,138 Whole Book records, 291 MLC records, 80 added volumes, 119 fiche monograph records, and 175 records for items in other formats. These numbers represent an increase in cataloging production.

The Section began to make use of IBC records created by Leila Books in OCLC to increase the speed of making lists of items available; these records can also serve as the basis for upgrading the cataloging records.

Exchange Rates and Inflation

The weakening dollar began to have a noticeable effect on the Cairo Office's ability to purchase materials during the second half of FY 2008. While different currencies fluctuated at varying rates relative to the U.S. dollar, the Egyptian pound was fairly typical. At the beginning of the fiscal year the dollar purchased about 5.6 Egyptian pounds. In July it had fallen to less than 5.3, cutting the dollar's purchasing power by about six percent, but then began to rise. At the end of the fiscal year the rate was about 5.45, a recovery of about half of the lost purchasing power in Egyptian pounds (on a nominal basis) since the beginning of fiscal year 2008. Many of the regional currencies are much flatter relative to the dollar, but the Turkish new lira depreciated and then recovered against the dollar in much the same way as the Egyptian pound during the fiscal year. (The Cairo Office spends the most for books from a single country on books from Turkey.)

Generally the weakening dollar has meant that the Library of Congress has acquired less for its GenPac funds than if the dollar was stable but also that vendors who price in dollars have been disenchanted if payments are not made immediately since in the interim the local value of what they are paid declines.

The most noticeable effect of inflation for the Cairo Office was that the book dealer for Egypt, Leila Books, approached the Cairo Office late in the year to request a "surcharge for inflation" be added to the amount the Office pays for commercially available monographs. It was explained that this was needed to compensate for increased costs such as transportation, although it would seem more likely that the problem is that Leila is selling titles for one price and they are being replaced in inventory by more expensive items and they wish to cover that difference. Leila has been charging the Cairo Office the cover price of commercially available monographs and covering its costs out of the difference between this face price and the publisher discount. A surcharge would have increased the cost of monographs that LC and MECAP participants acquire through Leila Books and since this surcharge was presented as a "suggestion," the Office chose to decline paying it. (As an associated matter the Office did agree to engage Leila Books again for assistance during the Cairo Book Fair, but splitting the publisher discount rather than having Leila take that entire amount.)

Another sign of inflation was that the vendor who binds serials and monographs requested (and received) the first price increase for his work in four years; the increase was about fifteen percent.

Web Capture Pilot – Egypt 2008 Collection

The Cairo Office proposed a web capture pilot initiative of Egyptian web sites and blogs to specialists in the African/Middle East Division, who endorsed the concept. This proposal was then discussed and approved by a working group of managers and specialists in the Office for Strategic Initiatives (OSI) and Library Services. OSI and LS staff specialists then provided guidance to the Cairo Office on how it could implement this pilot project. Staff in the Acquisitions & Cataloging Section reviewed and recommended about three dozen Egyptian web

sites and blogs for capture during the pilot, which lasted about six weeks in April-May 2008. The Cairo Office staff gained valuable experience from this pilot and a detailed report was made of the process from the perspective of the Cairo Office and supplied to the field directors of the other LC Offices as well as Overseas Operations management in Washington. A finished online “collection” will be made available on site at LC early in FY 2009.

SERIALS, BINDING AND SHIPPING SECTION

Adding Subject Access Points to Serial Records

This year the Section started assigning classification numbers to its bibliographic records. At the end of the fiscal year, all new serial records created included both full subject headings and class numbers that indicate subject.

Serials Activities

During the Cairo Book Fair Serials staff acquired 313 serial issues of 102 titles from various countries (vendors had been unable to supply the missing issues in spite of our repeated claims on behalf of participants as well as LC). They also identified 27 new serial titles.

Analysis Of New Serial Titles Acquired at the Cairo Book Fair

COUNTRY	NO. OF TITLES	TOTAL
Algeria	1	1
Egypt	10	10
Kuwait	1	1
Libya	7	7
Morocco	2	2
Sudan	1	1
Turkey	2	2
U.A.E.	1	1
Yemen	2	2
Total	27	27

The Serials Unit continued to work to provide timely service to MECAP participants. Staff responded to claims for missing issues and informed participants about changes in titles and publishers. In addition to sending each participant lists of ceased or suspended serial titles, they also created lists of “Special Notes” pertaining to titles for each participant’s subscription list. All itemized lists were mailed with the participant’s FY 2008 estimated bill.

This year the Section was able to reach a final decision about the Kurdish serial titles that had been received and Section staff started processing this Kurdish collection in order to send it to AMED at the Library of Congress.

LC Cairo Serials Database

The LC Cairo serials database contains a total of 4,195 active serial and newspaper titles. Of these, LC-Cairo receives 3,382 serial titles on a commercial basis for either LC or at least one of thirty-six MECAP participants (or a combination of both), as well as 813 serial titles on an exchange or gift basis for LC.

An “active” title is one for which issues have been received during the past five years.

Analysis Of Active Serial Titles

Country	No. Of Titles
Egypt	670
Algeria	141
Bahrain	48
Cyprus	11
France	10
Iraq	153
Jordan	234
Kurdish (Language)	335
Kuwait	176
Lebanon	207
Libya	100
Mauritania	42
Morocco	178
Oman	66
Qatar	66
Saudi Arabia	266
Sudan	171
Syria	154
Tunisia	177
Turkey	294
U.K.	28
UAE	276
West Bank	229
Yemen	163
Total	4,195

Library of Congress Serials Activity

This year, the Office subscribed to 3,129 active commercial serial titles and newspapers, on solely LC. The Office received 1,559 issues on exchange basis and 175 issues as gifts.

New Serial Titles for LC

During the fiscal year the Section received 203 new serial titles through commercial, exchange and gift channels for LC. Also the Section received 16 new serial titles requested by MECAP participants and not selected for LC.

Analysis Of LC's New Serial Titles By Place of Publication

Country	No. Of Titles
Egypt	25
Algeria	10
Cyprus	1
Iraq	12
Jordan	14
Kurdish	20
Lebanon	8
Libya	6
Morocco	32
Oman	1
Qatar	11
Saudi Arabia	6
Sudan	12
Syria	5
Tunisia	9
Turkey	7
UAE	4
West Bank	12
Yemen	5
U.K.	3
Total	203

This year the Serial Librarians created 348 bibliographic records online in OCLC for new serial titles and modified 41 bibliographic records.

Analysis of Records Created for Serial Titles by Place of Publication

Country	No. Of Titles
Algeria	58
Cyprus	2

Egypt	19
Iraq	24
Jordan	11
Kuwait	3
Lebanon	24
Libya	16
Morocco	14
Oman	1
Qatar	15
Saudi Arabia	20
Sudan	10
Syria	16
Tunisia	5
Turkey	26
U.A.E.	30
U.K.	2
West bank	15
Yemen	37
Total	348

This year the Serials Librarians also created 106 new authority records.

Checking in Serials Online in Voyager

This year the Section checked in Voyager about 2,195 issues and SCU volumes of which 1,566 law serial issues and volumes and 629 roman script language volumes.

MECAP Participants Activity

This year the Office received 29,948 pieces for MECAP participants. Subscriptions for calendar year 2008 were placed on behalf of thirty-six MECAP participants.

Analysis of Participants' Subscriptions

MECAP Participant	No. Of Titles
American University In Cairo (Egypt)	25
Boston Public Library	7
Brigham Young University	5
British Library	22
Cleveland Public Library	5
Columbia University	87
Cornell University	92
Harvard Law School	121
Harvard University	256

Indiana University	30
International Labor Office (Switzerland)	11
ITS Library	2
King Abdul Aziz Institute. (Morocco)	21
McGill University (Canada)	34
National Agricultural Library	41
National Library Of Medicine	108
NCFEI (Saudi Arabia)	23
New York Public Library	146
New York University	83
Ohio State University	44
Portland State University	56
Princeton University	296
State University New York	23
University Of Arizona	60
University Of California [Berkeley]	322
University Of Chicago	29
University Of Exeter (U.K.)	7
University Of Illinois	13
University Of Michigan	8
University Of Pennsylvania	85
University Of Toronto (Canada)	103
University Of Utah	123
University Of Virginia	44
University Of Washington	84
Washington University	13
Yale University	126

Claims

This year the Section received a total of 356 claims from MECAP participants.

Claims Analysis

Claim Case	No. of Claims
Already shipped	111
Claimed from vendor; will supply when received	74
Delayed publication	0

Participants did not place a subscription	15
Missing Issue	24
Other reasons (e.g. insufficient funds, incorrect or incomplete citation)	28
Participants previously canceled subscription	10
Not yet published	9
Hold for binding	8
Ceased publication	9
Suspended publication	10
Issues received in the past two weeks, in process of packing and shipping	7
Replacement copy ordered - issue supplied previously	51
Total	356

Shipping Activities

This year the Section shipped a total of 2,052 boxes and 207 envelopes. This included shipping 413 boxes of serials, 286 boxes of bound monographs, videocassettes, audiocassettes and CD-ROMs to various divisions in LC. 190 boxes of materials were sent to New Delhi for microfilming or microficheing.

We also shipped 11 boxes of exchange materials to our exchange partners in the region; to vendors and bibliographic representatives we shipped 42 envelopes of purchase order forms, checks and correspondences.

For participants we shipped: 651 boxes of unbound and bound serials, 501 boxes of monographs, and 165 envelopes.

Table of Shipping Materials by Participant

MECAP Participant	No. of Boxes
American University In Cairo (Egypt)	47
Boston Public Library	14
Brigham Young University	15

British Library	48
Brown University	29
Cleveland Public Library	7
Columbia University	39
Cornell University	48
Family History Library	2
Harvard Law School	32
Harvard University	34
Indiana University	6
International Labor Office	5
ITS Library	4
King Abdul Aziz Institute	16
McGill UNIVERSITY	7
National Agricultural Library	10
National Library Of Medicine	11
NCFEI (Saudi Arabia)	27
New York Public Library	124
New York University	30
Ohio State University	11
Portland State University	12
Princeton University	57
State University Of New York	18
Temple University	28
University Of Arizona	24
University Of California [Berkeley]	43
University Of Chicago	09
University Of Exeter	11
University Of Illinois	6
University of Illinois Library	4
University Of Michigan	11
University of North Carolina	13
University Of Pennsylvania	19
University of Pittsburgh	01
University Of Texas	04
University Of Toronto	205
University Of Utah	21
University Of Virginia	34
University Of Washington	25
Washington University	8
Yale University	31
Yale Law Library	2
Total	1,152

Preservation Binding Activities

This year the Section started adding “security strips” to all volumes bound for LC.

It was possible to bind materials, creating 11,749 monograph and serial volumes for LC and MECAP participants – 5,657 were for LC and the remaining 6,092 were for MECAP participants.

All serials for LC are retained until bound in Cairo. All new serials are retained until the title has received full level cataloging. A printout of the bibliographic record is inserted in every volume shipped to LC to facilitate front-end processing in LC by staff who may not know Arabic.

Three participants have the Office retain serials for binding as LC does. Twenty-one participants have monographs bound in Cairo.

Analysis of Volumes Bound in FY08

	Serials	Monographs	Total
LC	2860	2797	5657
MECAP participants	550	5542	6092
Total	3410	8339	11749

Analysis of Volumes Bound for Participants in FY08

MECAP Participant	Number of Bound Volumes
Brown University Library	236
Columbia University	249
Cornell University	675
Harvard University Library	121
National Agricultural Library	13
National Library Of Medicine	13
New York Public Library	1177
New York University	3
Temple University	470
University Of Arizona	1
University Of Chicago	1
University Of Exeter	81
University Of Illinois	8
University Of Illinois Library	1
University Of North Carolina	274
University Of Pennsylvania	74
University Of Toronto	1821
University Of Virginia	371
University Of Washington	9

Yale University	493
Yale Law Library	1
Total	6092

Preservation Microfilming

For newspaper microfilming, in FY 2008 the Section was able to collate and create guides to contents for 53 newspaper titles. Materials are shipped to New Delhi and microfilmed there.

Shipping Costs

Postage rates and shipping costs continue to increase regardless of type of shipping. There was a particularly sharp increase in the cost of mailing packages via the APO to non-U.S. addresses that included a reduction in the size of the boxes that could be used – fortunately the Office was able to secure a special arrangement to send boxes of a somewhat larger size, otherwise the effective increase for mailing costs to such locations would have been about 100 percent. This would have been particularly painful for the University of Toronto.

AUTOMATION SECTION

During FY 08 the Automation Section achieved all of its goals and continued in supporting LC Cairo Office staff for their information technology needs, including software, hardware, and networking. The Automation Section continued to develop and enhance the automation infrastructure, tailoring applications to suit, and facilitating office workflow. During this fiscal year the Automation Section had accomplishments in the following areas:

Software Development

- Continued developing Acquisition Ordering System (AOS) modules, designing new versions of reports, working on Invoices Demo module, Binding module, and Shipping Module. Setup and reprogram modules to include a new AOS Font for proper view of MARC8 records.
- Continued developing the Exchange program.
- Updated Cairo Web Pages and new serials titles available for selection on LC site <http://www.loc.gov/acq/ovop/cairo> according to LC standards.
- Updated Cairo Local Web Pages and new serials titles available for selection - <http://www.lc-cairo.org/cairo/index.html>.

Software Acquisition and Installation

- Software installation of new 27 PC (MS Windows XP, MS Office2003, ILS, Connexion, Fingerprint access, McAfee Antivirus, Hypersnap, AOS, Firefox, RealPlayer, ALG, Lists, Exchange Program, WordPerfect, GroupWise, Acrobat Reader, AskSam, Stamps, and SPLAT)

- Installation of new file server running MS Windows Server 2003 edition; configure new local Domain Controller including installation of Active directory to manage users, computers, groups and polices. Installation of DNS. Creation of users folders, logon profiles, and access rights.
- Automated windows security and drivers update using MS WSUS Server.
- Updating Connexion software to versions 1.6, 1.7, and 2.0.
- Installing SPLAT on two serials staff members' PCs.
- Upgrading ILS-VwU to VwU XP version.
- Upgrading and maintaining the Cashier software, WinACS.

Computer Management

- MECAP Order Manipulation System (MOMs), managed and administered.
- Provided ILS and OCLC support.
- Managed and monitored of LAN with 60 nodes and 10 servers.
- Performed group security policy on client side and server side.
- Coordinated three new user accounts on ILS and GroupWise.

Hardware Installation

- New hardware installation (new 27 PCs and four printers).
- Hardware disposal.

Connectivity Support

- Upgrade main internet leased line from 1Mbps to 2Mbps which extremely enhanced the internet access performance.

Other Activities

- Assisted with testing and installation of VPN system requirements to run Momentum, and eManagement system on field director's and head of Accounting & Receiving Section's PCs.
- Created orders for automation equipment and supplies.
- Attended CISCO-CCNA training.
- Assisted Washington OVOP Senior Automation Specialist Tony Pierce in testing software and firewall access.
- Demonstrated and shared with the Delhi, Jakarta, and Islamabad Overseas Offices the MOMs system for their use or to enhance according to their needs.

Cooperative Acquisitions Program System (CAPS)

- Continue the design and development of the CAPS project, including reviewing and updating use cases, workflow, requirements, possible RFP, and so on.

WORLD DIGITAL LIBRARY (WDL) PROGRAM

Hanaa Hassan Ali, Administrative Assistant, and the Interim Field Directors Fawzi Tadros and Michael Neubert provided continuing support for the relationship between the National Library and Archives of Egypt (NLAE) and the Library of Congress' World Digital Library program during the year. The Cairo Office handles shipping of digital files produced on DVD to Washington.

Interim Field Director Michael Neubert assisted with renegotiation of the existing WDL agreement with NLAE so that NLAE receives compensation for staff time spent on digitization of materials, including time already spent on this activity to date. As a result, as the year ended NLAE was awaiting payment for efforts that resulted in digitization of the first sixty manuscripts on the subject of medicine.

In a related matter, Dr. Sabr Arab, Chairman of NLAE, expressed interest in having the newly arrived U.S. Ambassador, Margaret Scobey, visit to the recently renovated Bab el Khalq facility – Michael Neubert arranged for the Ambassador's visit and escorted her there on June 29th. Both the Ambassador and Dr. Sabr were extremely pleased with this visit. This visit also provided an opportunity to explain to the new Ambassador the role of the LC Cairo Office and its activities.

LOOKING AHEAD

- Personnel actions – at the end of FY 2008, the Cairo Office had two vacancies following the retirements of Ansam Barenek and Nabil Ramsy. The position for Nabil was posted at the end of the year and it is expected to be filled not long into the new fiscal year.
- CAJE – Computer Assisted Job Evaluation of locally employed staff positions - Ansam's Quality Assurance Librarian position slot will be moved to the Acquisitions & Cataloging Section, to report to the head of that Section, and reclassified as an entry-level IBC-Core Cataloger. The position can then be posted when the budget allows. One of the other cataloger positions in this Section is being reclassified as an Assistant Section Head position. (The Serials, Shipping & Binding Section already has an Assistant Section Head position.) A second cataloger position in Acquisitions & Cataloging is being reclassified as a Quality Assurance Cataloger for monograph materials. Three remaining LES level 7 cataloger positions in Acquisitions & Cataloging and three positions in Serials, Shipping & Binding Sections are being analyzed for reclassification through CAJE because of the addition of subject cataloging work to their responsibilities.
- Full-staffing - it is expected that by January 2009 or soon thereafter, the LC Cairo Office will be back at 34 Locally Employed Staff (now at 32). (The Office was carrying an additional position slot that it abolished through an Embassy right-sizing exercise; this does not mean that the slot may not be added back to the Office if justified in the future and this action reduced per capita security costs in the meanwhile.)

- New Field Director appointment – the new permanent Field Director is expected to arrive sometime in the spring after receiving necessary clearances and making other required pre-arrival preparations.
- Additional Office space - the Office is expected to add an additional 72 square meters of space during the first half of the fiscal year. The Acquisitions & Cataloging and the Serials, Shipping & Binding Sections will each have somewhat more space; the Automation Section will shift its location slightly. Much of the new space will be storage for in-process books and packing supplies.
- Cataloging monographs - the Acquisitions & Cataloging Section seems to be reasonably caught up with cataloging monographs that are acquired by purchase. There are, however, about 3,000 titles that were received on exchange that have been in the Office for more than a year that represent a challenge as far as identifying resources to catalog them – this is particularly true with the new focus on “Whole Book” cataloging, providing records for monographs that include full subject access, which is more time-intensive.
- Cairo International Book Fair and working with Leila Books – as noted above, the Office negotiated an arrangement to split the publisher discounts at the Book Fair with Leila Books. This will simplify for the Cairo Office greatly financial aspects of acquiring materials at the Book Fair, justifying that expense. It should also help with the Office’s relationship with Leila Books.
- National Library of Egypt exchange – the National Library’s management strongly encouraged an expansion of this exchange and is now sending a copy of many of the titles they receive multiple copies of as a depository library. This may seem like a positive development, but it will be important to monitor the amount of staff effort required in the Office to manage this exchange and compare that effort to the benefits to the Library’s collections.
- In 2009, the Cairo Office should continue with web capture – the Cairo Office’s pilot web harvesting initiative in 2008 was a successful small-scale effort that resulted in harvesting of selected Egyptian web sites and blogs for a fixed period, the Egypt 2008 Collection. For this to continue, it is important that other field offices become active in this area as well which suggests that OSI and LS develop guidelines specific to overseas offices’ participation be developed. This would seem to be an important component of any field directors’ conference that is held in 2009.

ACKNOWLEDGMENTS

The text for this annual report was primarily drafted by the Cairo Office section heads – Rabab Mohi El Din, Ismail Soliman, Ahmed Moustafa, and Amr Hamza – who also contributed all of the statistical data and the detailed lists of accomplishments that are included in various parts of this report. Some additional narrative was added and the entire document edited by Interim Field Director Michael Neubert. As Interim Field Director, I am grateful for the section heads' efforts in quickly and accurately preparing the information included in this report – and of course also very grateful for their efforts and cooperation during the entire time I was in Cairo.