

***LIBRARY OF CONGRESS
CAIRO OFFICE***

***ANNUAL REPORT
FY 2002***

Prepared by

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FIELD DIRECTOR***

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Table Of Contents

<i>Executive Summary</i>	1
<i>Collection Development Activities</i>	5
<i>Acquisition Trips</i>	5
<i>Vendors and Bibliographic Representatives</i>	7
<i>Acquisition and Preliminary Cataloging Section</i>	9
<i>Summary: Commercial Acquisitions</i>	9
<i>Non-Print Publications</i>	9
<i>Special Projects</i>	10
<i>Turkish Program</i>	11
<i>Armenian Program</i>	11
<i>Exchange & Gift Program</i>	12
<i>Shipment of Exchange Materials</i>	12
<i>Priced Exchange</i>	12
<i>Cataloging Activity</i>	13
<i>MECAP Acquisitions</i>	13
<i>The Thirty-Fourth Cairo International Book Fair</i>	16
<i>Serials, Binding and Shipping Section</i>	19
<i>Serials Unit</i>	19
<i>LOC-Cairo Serials Database</i>	20
<i>Library of Congress Serials Activity</i>	21
<i>New Serial Titles For LC</i>	21
<i>MECAP Participants Activity</i>	23
<i>Shipping Unit</i>	25
<i>Preservation – Binding Activities</i>	26
<i>Preservation – Microfilm and Microfiche</i>	28
<i>Automation</i>	29
<i>Security</i>	29
<i>Telecommunications</i>	29
<i>Relocation</i>	30
<i>Integrated Field Office System (IFOS)</i>	30
<i>Automation Hardware and Software</i>	31
<i>Other</i>	31
<i>Administrative, Financial and Personnel Issues</i>	33
<i>Procedures Manual and Contingency Plan</i>	33
<i>Budget and Financial Matters:</i>	
<i>International Cooperative Administrative Support Services (ICASS)</i>	34
<i>Office Relocation, Real Estate, Furniture and Furnishings</i>	34
<i>Relations With the State Dept. & Other Agencies</i>	34
<i>Personnel</i>	35
<i>Training, Classes, Seminars</i>	36
<i>Conferences Attended</i>	36
<i>Cooperative Ventures and Outreach Efforts</i>	37
<i>Middle East Cooperative Acquisitions Program</i>	38
<i>Overview</i>	38
<i>MECAP : Monographs</i>	38
<i>MECAP : Serials</i>	39
<i>MECAP & ARCP Participants</i>	40

Appendices	44
<i>I</i> <i>Comparison of Total Acquisition Pieces By Purchase FY98-FY02</i>	44
<i>Library of Congress</i>	44
<i>LC & Participants</i>	44
<i>II</i> <i>LC Receipts by Country, Format and Method, FY02</i>	45
<i>III</i> <i>LC Receipts by Country by Exchange FY97-FY02</i>	49
<i>IV</i> <i>Total Acquisitions by Purchase by Country and Format,</i> <i>LC & Participants FY02</i>	51
<i>V</i> <i>Comparison of Pieces Acquired by Purchase by Format,,</i> <i>LC & Participants FY01 & FY02</i>	54
<i>VI</i> <i>Comparison of Pieces Acquired by Purchase by Country,</i> <i>LC & Participants FY98-FY02</i>	55
<i>VII</i> <i>Cataloging Statistics</i>	57
<i>VIII</i> <i>Organizational Chart</i>	58

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EXECUTIVE SUMMARY

In spite of disruptions (such as evacuations due to bomb threats and anthrax alerts, as well as the relocation of the Office), and the political climate in the region, the productivity in the Office either rose, or was maintained at the same levels achieved last year.

- I. The Office moved to a new site within the Embassy compound for security reasons. Our move was the final stage of a three year reconstruction of Embassy buildings undertaken by the State Department so that agencies in the perimeter walls could be moved to safer locations within the compound. Appropriated funds from the Library's furniture and furnishings budget were made available so that the Office could replace its aging shabby furniture. Funds were also made available to upgrade all computers to Microsoft Windows 2000.
- II. The Office sub-leased storage space in a neighboring building from the Embassy's Employee Association for LC surplus materials used in the Exchange programs and for office supplies. Space in the Embassy is at a premium, and staff has increased since the blue prints were drawn four years ago; we were very fortunate to locate additional space across from the Embassy.
- III. An on-line Contingencies Plan and a Policies and Procedures Manual were finalized and published on the Cairo intranet. A quarterly schedule was established for each Section to update its chapter in the Procedures Manual.
- IV. The Office received 7,055 monograph pieces (including non-print publications) for the Library of Congress. By the end of the fiscal year payment was processed for 6,676 pieces at a cost of \$64,596. There was also an increase in the number of print and non-print pieces acquired for participants in the Middle Eastern Cooperative Acquisitions Program (MECAP): 16,192 pieces, a 27 % increase over last year.
- V. The Office acquired 298 videocassettes, sound recordings and maps, in keeping with our goal to increase acquisition of non-print and electronic publications.
- VI. The improvement noted last year in the quality of non-commercial print and non-print materials was maintained this fiscal year. The Office acquired, through the Exchange and Gift program, 2,834 pieces, of which 811 were non-print publications, a 57% increase over non-print publications received last fiscal year through the program.
- VII. The Acquisitions Section, without additional staff, raised the number of IBC records created for materials acquired by LC and MECAP participants to 9,547, a 27% increase over last year. The total includes titles not selected for LC's collections.

- VIII. The Quality Assurance Specialist started to provide subject headings and classification numbers on IBC records for publications on Islam, Islamic law, Islamic philosophy and Islam & the State. She also provided subject and classification proposals and created name authorities for entries to be used as subject headings. This activity had ceased in the Office in 1998, when the whole book and full level cataloging function was abolished in LOC-Cairo.
- IX. The Section circularized 696 lists to MECAP participants containing 5,376 titles, including 250 non-print publications. 602 lists of Arabic, English, and French titles; 63 lists of Turkish titles; 19 lists of Kurdish titles and 12 lists of Armenian titles.
- X. During the Cairo International Book Fair the Office acquired 964 monographic titles for LC. The number of Book Fair titles offered to MECAP participants who select titles from book lists increased to 1,106 titles in 107 lists. 2,356 requests were subsequently received from MECAP book list participants.
- XI. The Office subscribed to 2,852 active commercial serial titles and newspapers for LC collections. We received 39,143 pieces; by the end of the fiscal year, payment was processed for 33,318 pieces at a cost of \$ 45,756.00. There was a 194 title increase in the number of titles received through the Exchange and Gift program, bringing the total to 861, and the Office received 1705 pieces from exchange and gift sources. The Office received 519 new serial titles through commercial, exchange and gift channels for LC; by the end of the fiscal year 392 titles were cataloged in the Office.
- XII. The Office received 39,595 serials and newspaper pieces for MECAP participants. Claims for missing issues were higher this year (329 vs. 269 in FY01), the majority for dailies and weeklies in January, February and March from participants whose subscriptions were not placed to commence at the beginning of the calendar year due to lack of funds.
- XIII. The Shipping Unit was affected by the anthrax screening of all mail addressed to Capitol Hill. In accordance with LC directions, the Overseas Offices suspended shipments so as to avoid an even larger backlog of materials awaiting screening before they were delivered to the Capitol Hill complex. Urgently needed materials were sent by courier, resulting in FY02 shipping costs for LC being significantly higher than normal levels.
- XIV. This year the Unit shipped a total of 2,485 boxes and 594 envelopes (which included large courier shipments).
- XV. 22,439 volumes were bound for LC and MECAP participants, an increase of 27%.

- XVI. Due to political conditions in the region, only two acquisitions trips were undertaken this year. Dr. Christopher Murphy, Turkish Specialist at the Library of Congress, Magdy Hosny, Turkish Acquisitions Technician in LOC-Cairo, and the Field Director spent two weeks in Turkey with the focus on non-commercial, government and religious materials. Ismail Soliman, Head of Acquisitions and Preliminary Cataloging Section, made an acquisitions trip to Tunisia. Two trips to Tunisia and Saudi Arabia, were cancelled a few days before they were to commence, due to security concerns.
- XVII. The new position of an FSN-8 Acquisitions Specialist was created and two vacancies for this position will be filled in the next fiscal year. The position description of the FSN-7 Armenian cataloger was re-classified as that of an FSN-8 Armenian Acquisitions Specialist. Three position descriptions were re-written to more accurately reflect current responsibilities; two were upgraded at post, viz., the Assistant to the Head of Acquisitions and Preliminary Cataloging (FSN-7) and the Serials Clerk (FSN-3). The position of the Budget Analyst was approved for a higher grade by the Embassy's Human Resources Section but had to be submitted to the State Department for further action as an exception to the established standards. The new position of Computer Management Assistant was filled. The Office availed itself of the Embassy's Summer Hire program, whereby High School children of Embassy staff are employed for six weeks in various sections of the Embassy.
- XVIII. The Quality Assurance Specialist, Ansam Baranek, held a two day training session for catalogers at the Bibliotheca Alexandrina in Alexandria and a one day training session for four more catalogers in Cairo. She also provides guidance on the telephone to the cataloging staff in Alexandria. Mrs. Ansam Baranek also held several training sessions for new and current staff in the creation of bibliographic records for non-print formats.
- XIX. A training session for the Integrated Field Office System (IFOS) was held in Washington. The Heads of Acquisitions and Accounting Sections attended one week sessions for their particular area, viz., acquisitions and fiscal control. The Automation Specialist was present for those sessions and stayed on for an additional week for systems training.
- XX. The Field Director attended the Field Directors' Conference in Washington, and the Middle East Studies Association conference in San Francisco.
- XXI. The Office held a conference on "Acquisition of Law Publications" during a visit by Ms. Lesley Wilkins of Harvard Law School Library. As the guest of honor, Ms. Wilkins gave a very informative and interesting presentation: "Islamic Legal Studies Program at Harvard Law School". The topic was particularly appropriate

in light of the Embassy's public diplomacy efforts to correct misinformation and stereotypes about Islam in America.

- XXII. Middle Eastern Cooperative Acquisitions Program: St. Louis University and Detroit Public Library terminated their participation in MECAP. The total number of participants at the end of FY02 was 42. Fifteen participants have the Office select titles for them using their profiles (one profile participant also selects titles from the book lists); the rest make their selections from book lists. Twelve participants participate in MECAP for serials only. Two participate in the Turkish program as well and two participate in the Arabic Reading Cooperative Program.
- XXIII. The Field Director, Laila Mulgaokar, was reassigned to the New Delhi Office of the Library of Congress, effective January 12, 2003. James Gentner, Senior Overseas Operations Officer, was appointed as Acting Field Director.

COLLECTION DEVELOPMENT ACTIVITIES

A. Acquisitions Trips:

Only two acquisitions trips were undertaken, a result of the political climate in the region:

1. Turkey (the Field Director, Dr. Christopher Murphy, Turkish Specialist in the Library of Congress, and Magdy Hosny, Turkish Acquisitions Technician in Cairo.
2. Tunisia (Mr. Ismail Soliman, Head of Acquisitions and Preliminary Cataloging Section).

The proposed trip to Jordan by the Field Director and Mr. Ismail Soliman was cancelled at the last minute due to political conditions. Delays in receiving a visa to attend the Riyadh Book Fair led to the cancellation of Mr. Ismail's trip to Saudi Arabia.

1. *Turkey:*

The goal of the trip was to update our information on the Turkish publishing scene. We would achieve this by visiting a wide variety of sources of publications: Islamic organizations, secular and Islamic political parties, legal publishers, distributors of motion picture videos, NGOs, Ministries, Turkish Grand National Assembly Library, scientific research centers, the Armenian Patriarchate and the Jewish Community of Turkey as well as bookstores and roadside book stalls.

In preparation, Mr. Magdy Hosny prepared lists of these sources from print and electronic sources of information on Turkey. The Public Affairs Section in the US Embassy in Ankara and the Consulate in Istanbul provided invaluable assistance during all aspects of our trip.

Highlights include:

- *Political parties:* It was an interesting experience to visit headquarters of the various parties, to compare their public relations efforts within the country and with us, the levels of funding, the security apparatus, their versions of what the other parties' programs were. The AK Party made a particularly strong impression on us and we left, without a doubt, that this party would be in power in the very near future. All the parties promised us to add Library of Congress to their mailing list of publications. All parties promised us that they would send us the election materials and have kept their promises.
- *Directorate of Religious Affairs, Religious Publications Dept.:* They are very active. They have published 535 titles so far. The Audiovisual Division creates a weekly one-hour program for different TV channels. They also produce movies and documentary films, which they distribute free of charge to private channels. They publish at least 5 journals on a regular basis. They presented the Library of Congress

with large quantities of books, serials and CDs and have added the Cairo Office to their mailing list so we have continued to receive them at no charge.

- *Turkish Earthquake Foundation, Faculty of Civil Engineering, Technical University of Istanbul,*

A prolific publisher, whose works had not been collected due to our vendor classifying them as “technical” publications and therefore “out of scope”. During our meetings with our vendor we subsequently modified those guidelines. They have published 75 books so far, about 10,000 pages, 11 posters, several pamphlets. Only 200 copies of each are printed, and therefore distribution is restricted. They keep three copies in the university.

Their activities include teaching people what to do in earthquakes. They have made three films and they hold workshops as well. Funding is problematic because of unfavorable financial conditions.

- *The Turkish National Library*

The visit to the National Library was more than a courtesy call. We reactivated the long moribund exchange program by providing access to the online edition of LCSH and paying postage for the materials they send us. The main obstacle to their gifting us their duplicates and other publications was the high cost of postage.

- *Turkish Foundation of Cinema & Audiovisual Culture:*

This is an NGO founded in 1991 for cinema and audio visual arts. They hold film festivals, make documentaries and feature films. They also hold seminars. So far 2000 students have passed through their sessions. They publish a Cinema Year Book, a film guide, some books are scripts.

They have about 200 members; almost all are Turkish film directors, politicians and even a few retired ministers of culture. Funding is always a problem. They get funds from American private firms for specific projects. They mentioned that it is difficult to be an NGO in Turkey, even more so in the field of culture.

In response to our queries, they told us that they could sell us videos. They have about 5000 films in their archive, including, of course, Turkish films. The major condition is that they are not shown for money – no tickets can be sold for viewing these films. They can send the copies to Cairo by courier, as long as we pay the postage.

- *Scientific and Technical Research Council of Turkey :*

They started to send us six of their serials at no charge, and we are able to save approximately \$900 annually in cancellations.

- *The Jewish Community of Turkey:*

They have published more than 70 books on Judaism and Jews in the past ten years in small quantities, only 1000-2000 copies. They publish books on Jewish history because, unlike Armenian history, theirs is not a controversial subject. They publish in Turkish,

Judaeo-Spanish (Ladino), English and French. They sell their books in their bookshop and in the Jewish Museum. They would be happy to send a list of their books every year so we will be able to order what has not been acquired by the Library of Congress through other sources of acquisition in Washington.

▪ Armenian Patriarchate:

They are having financial difficulties. Their library has been closed for over a year. They hope to make this library more of a learning center to help build better relations between the Turks and Armenians. A librarian from Erevan in Armenia is writing a report on the status of the library. They will send Dr. Avdoyan, Armenian Specialist in the Library, and the Armenian Acquisitions Specialist in Cairo a copy of the report when it is ready. There are 40,000 pieces, and they believe they must have many duplicates which they could offer on exchange. They had a proposal: they would process their collection using as much copy cataloging as they found. For the remainder, they would make surrogates and request LC's help in cataloging, in return for giving the copy. The question of what they would do should there be only one copy of such a title was not addressed since this is all very tentative.

2. Tunisia:

The main purpose of this trip was to attend the Tunisian International Book Fair and acquire new Tunisian publications for the Library of Congress and participants, including publications needed for the Special Projects that LC had requested of Cairo. Concomitant goals were to: visit important commercial and non-commercial publishing sources; meet our bibliographic representative and vendor to give them more guidelines and training as needed; meet Dr. Temimi, Director of Center for Ottoman Studies & Researches to solve the shipping problem his center is experiencing in sending publications to Cairo.

All goals were achieved: Mr. Ismail acquired 212 new monographic titles from different countries, 38 continuation serial titles, 2 new Tunisian serial titles, 11 Algerian serial titles including 7 new titles and one CD-ROM (containing Tunisian folk songs and Music). He also filled the orders placed for the Special Project for economic publications.

B. Vendors and Bibliographic Representatives:

The Cairo Office issues/renews purchase orders for the bibliographic services of (1) "vendors" for commercial materials and (2) "bibliographic representatives" for non-commercial materials available on a gift or exchange basis from governmental and non-governmental organizations. In some countries, the same individual functions in both capacities.

The Office is fortunate to have the services of several excellent vendors and bibliographic representatives. Even in countries in which war and turmoil are the order of the day, LOC-Cairo's representatives strive to make publications available to the Library of Congress.

Unfortunately, problems persist in some areas: we are still unable to appoint a vendor in Algeria due to political difficulties; we cannot receive materials from Mauritania in a cost-effective manner due to shipping difficulties; we have inadequate coverage from Tunisia for commercial publications and unsatisfactory coverage from Libya.

Finally, we are prohibited from acquiring materials from Iraq due to United Nations sanctions which are in place.

ACQUISITIONS AND PRELIMINARY CATALOGING SECTION

The Acquisitions and Preliminary Cataloging Section was successful in either raising or maintaining its productivity in all areas of operation and in implementing goals set for fiscal year 2002. This was achieved in spite of various disruptions, such as the relocation of the Office within the Embassy.

The collection development activities of the Section, LOC vendors and bibliographic representatives were significantly affected by the September 11 attack on New York and Washington. Materials relating to Islam previously determined to be “out of scope” were acquired and sent to Washington for their information and possible retention for the collections. “Not-in-scope” categories of publications (such as books from state and religious schools) were acquired from seven countries and sent to Washington at the urgent request of the Library. There were incidents in some countries where our bibliographic representatives faced criticism for collecting informational materials on behalf of the national library of the United States, but thankfully, they were few and far between.

A. Commercial Acquisitions

Summary

The number of commercial monograph pieces received for the Library of Congress at the front end of the operation remained approximately the same as last year: 7,055 monograph pieces (including 298 non-print publications) for the Library of Congress, approximately the same as last year. By the end of the fiscal year payment was processed for 6,676 pieces at a cost of \$64,596. There was a 27% increase in the number of print and non-print pieces acquired for participants in the Middle Eastern Cooperative Acquisitions Program (MECAP): 16,192 pieces.

B. Non-Print Publications

CD-ROMs, sound recordings on compact discs and audiocassettes; videocassettes and DVDs were acquired mainly from Egypt, Turkey, Kuwait, U.A.E and Lebanon.

Unfortunately, at this critical time, the Office’s source in Kuwait for videocassettes from al-Jazirah channel lost its license to sell them; towards the end of the fiscal year, we had succeeded in locating a new source, this one in Lebanon.

Some examples of non-print publications:

- Lectures of Pope Shenouda III in Coptic (audio cassettes and compact discs);
- Friday ceremonies from selected mosques in Jordan (audiocassettes);
- Complete works of Amr Khalid (audiocassettes, compact discs and videocassettes)
- Dictionary of Ottoman Words (CD-ROM);
- Manuscripts of the Alexandria Library (CD-ROM);

- Encyclopedia of Falcons and Horses in the Arab Countries (CD-ROM);
- Arabic Calligraphy (CD-ROM)
- Egyptian religious and social films (videocassettes);
- Turkish feature films (DVD);
- Popular songs and music from Southern Sudan and Tunisia.(audiocassettes and compact discs);
- Syria: Collections of Laws (CD-ROM)

C. Special Projects:

1. The Office was pleased to assist the Federal Research Division in two special projects:
 - Acquisition of textbooks: for Elementary schools in Egypt, Saudi Arabia, Kuwait, Jordan, Morocco, United Arab Emirates, and Palestinian Authority. The Acquisitions Section succeeded in rallying our vendors, placing orders, processing items on a priority basis since these were urgently needed.
 - Economic publications: for publications of central banks, finance ministries, universities, and statistical departments in Morocco, Yemen, Oman, Syria, Qatar, Egypt, Lebanon, and Tunisia. The Acquisitions Section acquired all requested titles from Egypt, Tunisia, and Lebanon. Our vendors and bibliographic representatives in the other countries continue working on this project.
2. The Voice of America offered a gift of more than a thousand audio tapes of popular music, accompanied by cue sheets listed by performer, to the Arab World Specialist in the African and Middle Eastern Division of the Library of Congress. Although eager to accept this valuable collection, the Motion Picture, Broadcasting and Recorded Sound Division (where the tapes will be housed) could accept it only on condition that bibliographic records be created by staff outside of their division, due to scarce staff resources as well as lack of language expertise. Cairo was pleased to undertake this task and experimented with a small sample of the cue sheets; the tapes must remain in Washington and Cairo will create IBC+ records from the cue sheets. Since the main entry is by tape, and the cue sheets are organized by performer, the Automation Specialist created a software program for staff to enter data from the cue sheets relating to song title, performer, and other descriptive cataloging elements. The program will sort data and make it possible for staff to create IBC+ records by tape with detailed content notes. By the end of the fiscal year, MARC Bibliographic templates were created, sample records approved and cue sheets shipped from Washington. Work will commence on this project in FY03.

3. A special project was undertaken to process the majority of materials received through the Exchange and Gift program. Backlog built up in this area because the Section gave a higher priority to commercial materials in order to (a) process vendor invoices and (b) offer these titles to MECAP participants.

▪ **TURKISH PROGRAM:**

The acquisitions trip to Turkey resulted in an increase in the number of commercial, non-commercial titles and ephemera. There was also an increase in acquisition of non-print materials: 71 compact discs, 8 VCD movies and 2 videocassettes. The exchange program with the Turkish National Library which had been moribund for several years was activated: access to the online edition of LCSH and reimbursement of postage in return for publications of Ministry of Culture and the Library's duplicates. The Office also saved \$900 a year by canceling commercial subscriptions to six titles which will henceforth be supplied gratis by the organizations that publish them.

▪ **ARMENIAN PROGRAM:**

The Acquisitions Specialist for Armenian materials succeeded in increasing the number of Armenian materials acquired through purchase, gift and exchange: 324 titles from Lebanon, Syria, Egypt and Turkey. Two CD's and a map were acquired for the first time and cataloged.

More steps were taken to formalize the exchange program for Armenian materials, using surplus received from Washington and duplicates in the Office. Lists of available titles were circulated to Armenian institutions in Egypt and other countries in the Middle East. The Armenian Acquisitions Specialist contacted many important Armenian publishing sources in Egypt and Lebanon and succeeded in adding the following institutions to the exchange program:

- Haigazian University in Beirut;
- AGBU (Armenian General Benovolent Union) Cairo Chapter;
- Noubarian Armenian School Library in Heliopolis, Cairo;
- The Armenian Patriarchate Library in Cairo
- Tigran-Yergat Cultural Club's Library in Alexandria

She also continued working on the creation of Armenian pamphlet collections.

D. Exchange And Gift Program:

The Exchange Librarian concentrated on acquiring conference proceedings, papers of local and international conferences, seminars and workshops in Egypt and other countries; non-print materials, and pamphlets. In addition to acquisitions-related activities, she also addressed a large number of operational tasks and continued to maintain and strengthen contacts with bibliographic representatives so as to keep them updated regarding Washington's collection development needs. She also established exchange agreements with ten additional NGOs in Egypt.

As part of the relocation of the Office, several "clean-up" operations were undertaken relevant to the Exchange program: transfer of all the exchange materials from the Embassy warehouse to the newly leased storage space; shelving English books and sorting them by subject; preparation of exchange lists by a Summer Hire; mailing of these lists to active exchange partners who supply LC with valuable publications. The same exercise will be completed for Arabic materials.

Post relocation the Exchange Librarian informed the Middle Eastern Acquisitions Section in Washington that they could once again commence sending surplus materials. (This activity was suspended due to reconstruction in the previous office which eradicated shelving spaces). We were fortunate in receiving a good collection of English books in social science, political science, technology, history, literature, philosophy and arts; government publications and the new edition of the Library of Congress Subject Headings.

Shipment of Exchange Materials: The Exchange Librarian contacted the Public Affairs Officer in the US Embassies in several countries to establish a good working relationship between LOC-Cairo and the PA Sections. The goal is to facilitate shipping exchange materials to and from these countries, which remains the biggest challenge to the program.

The Exchange Librarian selected 2,345 Arabic titles and sent them through the PAO and pouch to Sudan, Mauritania, Yemen, Saudi Arabia and Lebanon to be given to exchange partners. Materials were sent directly via the American Embassies to the National Library of Morocco and the National Library of Tunisia. The Exchange Librarian also sent 584 English titles and 150 Arabic titles to exchange partners within Egypt.

The Office still faces problems in shipping materials to Lebanon and the West Bank.

Priced Exchange: A new subscription was placed for an exchange partner in Lebanon for an American serial title. We renewed the subscription for an Egyptian legal title for al-Haqq in the West Bank. The Office continued to use the priced exchange in a judicious and selective manner.

E. Cataloging Activity

Initial Bibliographic Control (IBC) records:

There was a 20% increase of the number of IBC records created: 8869 records for titles selected for LC. The Section also created 672 records for titles acquired only for MECAP participants. The number of IBC records created for non-print materials rose to 428 (compared with 232 in FY01). The Section started creating fiche records for Arabic pamphlet collections and other materials sent to the LC/New Delhi Office for fiching. The Quality Assurance Librarian: trained the new Acquisitions Technician on RLIN, IFOS; in AACR2, MARC21 for musical materials, sound recordings, printed music and cartographic materials; the Turkish Acquisitions Specialist on IFOS and in searching RLIN; held a workshop on cataloging video recordings with the Non-print Acquisitions Technician, the new Acquisitions Technician and the Turkish Acquisitions Specialist.

The Quality Assurance Specialist started to provide subject headings and classification numbers on IBC records for publications on Islam, Islamic law, Islamic philosophy and Islam & the State. She also provided subject and classification proposals and created name authorities for entries to be used as subject headings. This activity had ceased in the Office in 1998, when the whole book and full level cataloging function was abolished in LOC-Cairo.

F. MECAP Acquisitions:

The majority of participants in the Middle Eastern Cooperative Acquisitions Program make their selections from book lists emailed to them by the Acquisitions and Preliminary Cataloging Section. Book lists are sent on a daily basis during the Cairo International Book Fair so as to facilitate rapid purchase of books during the Fair. Fifteen participants have established profiles with the Office and selections are made accordingly.

The Acquisitions Section circularized 696 lists (5,376 titles, including 250 non-print titles) and 107 lists (1,106 titles, including 27 non-print titles) during the Cairo International Book Fair.

**Analysis Of Titles Proposed In Book Lists
(excluding Book Fair Titles)**

Country	No. of Titles	Country	No. of Titles
Armenian language (various countries)	125	Morocco	421
Bahrain	29	Oman	4
Canada	1	Qatar	44
Cyprus	2	Saudi Arabia	645
Egypt	1010	Sudan	64
Finland	1	Sweden	6
Germany	4	Syria	386
Jordan	562	Tunisia	132
Kurdish language (Sweden)	135	Turkey	580
Kuwait	98	United Arab Emirates	134
Lebanon	486	United Kingdom	9
Libya	25	United Sates of America	4
Malta	5	West Bank	178
Mauritania	5	Yemen	18
Subtotal	2488	Subtotal	2625
Sub Total		5113	
Added volumes		13	
Total		5126	

Analysis Of Non-Print Materials

Language	Sound Recordings	Video Recordings	Electronic Resources	Map	TOTAL
Arabic	92	60	2	4	158
Turkish	10	0	0	0	10
Kurdish	82	0	0	0	82
Total	184	60	2	4	250

Analysis of titles requested by participants from book lists. Figures below do not include selections made for profile participants.

Name of University	No. of Titles
American University in Cairo	39
Brown University	49
Cleveland Public Library	17
Columbia University	2309
Cornell University	1273
Harvard Law School	32
New York Public Library	885
New York University	76
Temple University	181
University of Arizona	199
University of Chicago	146
University of Exeter	103
University of Illinois Urbana-Champaign	1279
University of Virginia	381
Washington University	344
Yale University	90
Total	7403

THE 34th CAIRO INTERNATIONAL BOOK FAIR:

The Acquisitions Section covered the Fair thoroughly and comprehensively. The Section Head, accompanied by various staff members, visited the Book Fair daily and selected publications for LC and participants. Additional goals were to:

- Locate new sources for acquisitions for non-commercial materials;
- Evaluate the performance of our vendors in other countries by identifying and acquiring materials published in their respective countries but not furnished by them;
- Look for materials relating to Christianity;
- Look for legal materials;
- Survey the non-print materials available in the Egyptian book market.

Some observations:

- An absence of many Lebanese and Syrian publishers, due to high customs fees imposed by the Egyptian government;
- An increase in the number of Yemeni, Omani, Palestinian and Libyan monographs exhibited compared with last year;
- Three Turkish publishers exhibited for the first time;
- Many non-print materials were available;
- Many Iraqi titles were exhibited, mostly in the Jordanian booths.

Analysis Of Titles Proposed In Book Fair Lists

Country	No. Of Titles
Egypt	565
Jordan	28
Kuwait	12
Lebanon	100
Libya	76
Malta	6
Morocco	24
Oman	22
Qatar	13
Saudi Arabia	27
Sudan	1
Syria	23
Tunisia	41
Turkey	2
United Arab Emirates	52
United Kingdom	7
West Bank	21
Yemen	86
Total	1106

Analysis Of Non Print Materials Proposed In Book Fair Lists

Type	Country	Total
Electronic Resources	Egypt	14
	UAE	7
	Saudi Arabia	1
Video Recordings	Egypt	4
Sound Recordings	Egypt	1
Total		27

Analysis Of Requests Received From Participants

Name of University	No. Of Requests
Brown University	56
Cleveland University	16
Columbia University	740
Cornell University	341
Harvard Law Library	62
New York Public Library	269
New York University	154
Temple University	55
University of Illinois Urbana Champaign	363
University of Exeter	44
University of Virginia	151
Washington University	105
Total	2356

Analysis Of Book Fair Pieces Requested For Participants, Sorted By Country Of Publication

Name Of University	Jordan	Kuwait	Lebanon	Libya	Oman	Malta	Morocco	Others	Qatar	Sudan	Saudi Arabia	Syria	Tunisia	Turkey	UAE	Egypt	West Bank	Yemen	Total
Brown University	3		6	5	2		2					1	2		11	9		15	56
Cleveland University	2		2	3			1					3			1			4	16
Columbia University	24	11	11	60	21	4	1	6	10	1	24	3			39	432	21	72	740
Cornell University	10	1	28	18	5	2	12	4	2		4	8	28	1	21	185	2	10	341
Harvard Law Library		1	6	2	2	1			2		10		1		14	1	3	19	62
University of Illinois Urbana-Champaign	7	5	19	10	9	3	10	1	4		11	9	17	2	22	208	4	22	363
New York Public	1			27	4	3	6	2	4	1	3	3	10		17	154	5	29	269
New York University	6		16			1	1			1	10	6	5	2	13	8	18	67	154
Temple University	2	2	2		1		2		1		3	4			5	31		2	55
University of Exeter										1	4				5	2		32	44
Virginia University	5	1	10	19	4	1	4	2	2		1	5	9	2	7	66	2	11	151
Washington University		2	1	28	2	3	2	5	1		8		10	1	17	10	3	12	105
Totals	60	23	101	172	50	18	41	20	26	4	78	42	82	8	172	1106	58	295	2356

SERIALS, BINDING AND SHIPPING SECTION

The Serials, Binding and Shipping Section either raised or maintained last fiscal year's productivity levels. This was achieved in spite of various disruptions, such as the relocation of the Office within the Embassy and a heavier workload due to special projects carried out by other Sections; e.g., the Acquisitions and Preliminary Cataloging Section worked overtime to process a backlog of monographs received through the Exchange and Gift program – that in turn affected the Binding Unit which was faced with a 20% higher workload.

SERIALS UNIT:

1. The Serials Unit undertook several large and small special projects, some at the request of the Library of Congress, others in an effort to make space in the much smaller new work area.
 - a. *The Federal Research Division* requested assistance in the acquisition of economic journals from selected countries; subjects were identified but no title list was provided to the Office. Since the Cairo serials data base does not have subject access, this was a labor intensive exercise. Subscriptions were subsequently placed for 225 serial titles (144 commercial and 81 governmental and non-commercial). By the end of the fiscal year, the unit had received and shipped 276 pieces; 159 of these were commercial titles. Vendors and bibliographic representatives were urged to expedite the acquisition of these titles.
 - b. *Kurdish Serials*: The Unit has held more than 250 Kurdish serial titles for several years, most of them émigré publications, supplied by our vendor in Sweden. They were held in Cairo, awaiting: (1) receipt of missing issues, which would allow us to bind them; (2) Kurdish expertise at the Library of Congress so that titles would receive full-level cataloging. However, our vendor has confirmed that missing issues will not be supplied. Many of these titles have no more than a few sample issues; in all likelihood these will be organized, and cataloged as a collection of Kurdish serials on microfilm. The presence of a cataloger with Kurdish expertise has made it possible to bind the 16 titles which are being received regularly and to send them to Washington for cataloging.
 - c. *Microfilming project*: There was a backlog of serial issues to be filmed/fiched. All issues needing to be filmed/fiched were processed according to the new instructions received from the New Delhi office.
2. During the Cairo Book Fair the Serials staff found 140 missing issues for 36 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 10 new serial titles from various countries.

Analysis Of New Serial Titles found in Book Fair (by Place of Publication)

Country	No.Of Titles
Egypt	4
Kuwait	1
Libya	2
Saudi Arabia	1
Yemen	2
Total	10

3. The Serials Unit continued to provide service to MECAP participants. Staff responded in a timely manner to claims for missing issues, informed participants about the 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 FY03 estimated bill. An unexpected additional workload resulted when the shipment of FY03 bills to LC was lost by the international courier, and the Serials Unit had to generate all the lists once more.

Unfortunately, due to circumstances beyond our control, the plan to scan new serials information on the LC web site (for the benefit of participants) was not implemented this fiscal year.

LOC-CAIRO SERIALS DATABASE

The Cairo serials database now carries 500 more active serial and newspaper titles bringing the total to 3,871 active serial and newspaper titles; this number includes commercial and exchange titles for LC, as well as commercial titles for thirty-six MECAP participants.

An "active" title is one for which pieces have been received during the past five years.

Analysis Of Active Serial Titles

Country	No. Of Titles
Egypt	651
Algeria	91
Bahrain	66
Cyprus	15
France	6
Greece	2
Iraq (No Issues Currently Recd Due To Sanctions)	19

Jordan	315
Kurdish (Language)	195
Kuwait	152
Lebanon	182
Libya	54
Mauritania	39
Morocco	180
Oman	55
Qatar	64
Saudi Arabia	295
Sudan	152
Syria	154
Tunisia	102
Turkey	328
U.K.	36
Uae	394
West Bank	213
Yemen	111
Total	3,871

LIBRARY OF CONGRESS SERIALS ACTIVITY

This year, the Office subscribed to 2,852 active commercial serial titles and newspapers , on behalf of LC. We received 39,143 pieces, a 5% increase over last year. By the end of the fiscal year, payment had been processed for 33,318 pieces at a cost of \$ 45,756.00

There was a 194 title increase in the number of titles received through the Exchange and Gift program bringing the total to 861. The Office received 1,705 pieces from exchange and gift sources.

NEW SERIAL TITLES FOR LC:

During the fiscal year we received 519 new serial titles through commercial, exchange and gift channels for LC.

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

Country	No. Of Titles
Egypt	70
Algeria	30
Bahrain	4
Cyprus	2
France	1

Jordan	107
Kurdish (Received From Sweden)	7
Kuwait	13
Lebanon	16
Libya	6
Mauritania	2
Morocco	40
Oman	6
Qatar	6
Saudi Arabia	29
Sudan	16
Syria	14
Tunisia	12
Turkey	25
U.K	7
UAE	43
West Bank	47
Yemen	16
Total	519

This year the Serials Technicians created 392 bibliographic records for new serial titles and sent 187 for review by Ms. Hoda Fateen, Senior Serials Cataloger in Washington.

Analysis of Records Created for Serial Titles by Place of Publication

Country	No. Of Titles
Egypt	21
Cyprus	1
France	1
Israel	6
Jordan	13
Kuwait	8
Lebanon	7
Libya	2
Mauritania	1
Morocco	4
Oman	1
Saudi Arabia	15
Sudan	5
Syria	11
Tunisia	7
Turkey	19

U.A.E.	38
U.K.	3
West bank	13
Yemen	11
Total	187

MECAP PARTICIPANTS ACTIVITY

This year the office received 39,595 pieces. Subscriptions for calendar year 2002 were not placed for one participant whose payment for FY02 was not received; however, we continued to receive issues paid for in calendar year 2001.

Analysis of Participants' Subscriptions

MECAP Participant	No. Of Titles
American University In Cairo (Egypt)	34
Boston Public Library	19
Brigham Young University	5
Cleveland Public Library	5
Columbia University	97
Cornell University	96
Harvard Law School	70
Harvard University	38
Indiana University	21
International Labor Office (Switzerland)	11
King Abdul Aziz Institute. (Morocco)	29
McGill UNIVERSITY (CANADA)	33
National Agricultural Library	31
National Library Of Medicine	63
NCFEI (Saudi Arabia)	21
New York Public Library	192
New York University	103
Ohio State University	67
Portland State University	103
Princeton University	314
State University New York	29
University Of Arizona	68
University Of California [Berkeley]	225
University Of California [Los Angeles]	117
University Of Chicago	37
University Of Exeter (U.K.)	3
University Of Illinois	68

University Of Michigan	10
University Of Pennsylvania	16
University Of Texas	82
University Of Toronto (Canada)	112
University Of Utah	124
University Of Virginia	53
University Of Washington	87
Washington University	15
Yale University	60

Claims:

This year we received a total of 329 claims from participants (compared with 216 claims received in FY01). The main reason for the increase is that subscriptions were not placed at the beginning of the calendar year, due to lack of participant funds. In a few of these instances, payments were held up due to anthrax screening for mail addressed to the Capitol Hill complex. In most cases, however, the participant had not deposited funds in time for us to place subscriptions.

Claims Analysis

Claim Case	No. of Claims	%
Already shipped	121	36.8%
Claimed from vendor; will supply when received	85	25.8%
Title not offered by LOC-Cairo	17	5.2%
Participants previously canceled subscription	15	4.6%
Replacement copy ordered - issue supplied previously	14	4.3%
Not in our order list	14	4.3%
Ceased publication	13	4.0%
Delayed publication	12	3.6%
Available only for LC collections on exchange basis	8	2.4%
Not yet published	7	2.1%
Other reasons (e.g. insufficient funds, incorrect or incomplete citation)	6	1.8%
Under investigation	5	1.5%
Hold for binding	4	1.2%
Issues received, in process of packing and shipping	3	0.9%
Suspended publication	2	0.6%
Participants did not place a subscription	2	0.6%
Incorrect information	1	0.3%
Total	329	100%

SHIPPING UNIT:

The Shipping Unit was affected by the anthrax screening of all mail addressed to Capitol Hill. In accordance with LC directions, the Overseas Offices suspended shipments so as to avoid an even larger backlog of materials awaiting screening before they were permitted on to the Capitol Hill complex. Urgently needed materials were sent by courier, resulting in sharply higher shipping costs for LC. Additionally, the Office started using larger boxes for shipments to LC, as per their instructions.

This year the Unit shipped a total of 2,485 boxes and 594 envelopes (which included courier shipments).

We shipped 509 boxes of serials, 432 boxes of bound monographs, videocassettes, audiocassettes and CD-ROMs as well as 25 boxes of administrative materials and 10 envelopes to various divisions in LC. 114 boxes of materials were sent to New Delhi for microfilming or microfiching.

We also shipped 51 boxes of exchange materials to our exchange partners in the region; to vendors and bibliographic representatives we shipped 13 boxes, 325 envelopes of purchase order forms, checks and correspondences.

For participants we shipped: 794 boxes of unbound and bound serials, 547 boxes of monographs, and 259 envelopes, a very slight increase over last fiscal year.

Table of Shipping Materials by Participant

MECAP Participant	No. of Boxes	No. of Envelopes
Boston Public Library	15	7
Brigham Young University	13	7
Brown University Library	8	3
Cleveland Public Library	13	7
Columbia University	102	7
Cornell University	78	7
Detroit Public Library	7	5
Family History Library	2	6
Harvard Law School	29	10
Harvard University	21	7
Indiana University	22	7
International Labor Office	6	5
King Abdul Aziz Institute	34	0
McGill UNIVERSITY	12	7
National Agricultural Library	19	7
National Library Of Medicine	19	7
NCFEI (Saudi Arabia)	31	0

New York Public Library	116	7
New York University	62	7
Ohio State University	22	7
Portland State University	23	7
Princeton Theological Seminary	3	3
Princeton University	61	7
Saint Louis University	2	5
School Of Islamic And Social Sciences	0	3
State University Of New York	20	7
Temple University	24	4
University Of Arizona	34	7
University Of California [Berkeley]	94	7
University Of California [L.A.]	35	7
University Of Chicago	18	7
University Of Exeter	9	3
University Of Illinois	54	7
University Of Michigan	12	7
University Of Pennsylvania	19	7
University Of Texas	22	7
University Of Toronto	122	7
University Of Utah	26	6
University Of Virginia	52	7
University Of Washington	34	7
Washington University	10	7
Yale Law Library	2	3
Yale University	34	7
Total	1,341	259

PRESERVATION – BINDING ACTIVITIES

Workload was very heavy in the unit, which is comprised of only one Binding Clerk assisted by the Serials Clerk. Due to the heavy volume, and also due to the occasional uneven performance of the Office's binder, we hired and trained a second binder. We scoured the market to select yet another binder who would be able to inscribe titles and volumes on the covers of the bound volumes, since one of the two Binders seemed to have difficulty in doing that task.

This fiscal year a total of 22,439 volumes were bound for LC and participants, an increase of 27%. With some exceptions, all serials for LC are retained until bound in Cairo. All new serials are retained until the title has received full level cataloging on LC's databases.

A printout of the bibliographic record is inserted in every volume shipped to LC to facilitate front end processing in LC by staff without knowledge of Arabic.

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

Analysis of Volumes Bound in FY02

	Serials	Monographs	Total
LC	2,711	6,705	9,416
MECAP participants	462	12,561	13,023
Total	3,173	19,266	22,439

Analysis of Volumes Bound for Participants in FY02

MECAP Participant	Number of Bound Volumes
Brown University Library	113
Columbia University	2433
Cornell University	1267
National Agricultural Library	33
National Library Of Medicine	19
New York Public Library	1234
New York University	154
Princeton Theological Seminary	45
Saint Louis University	24
Temple University	117
University Of Arizona	162
University Of California [Berkeley]	2001
University Of Chicago	22
University Of Exeter	334
University Of Illinois	1241
University Of Pennsylvania	109
University Of Toronto	2884
University Of Virginia	372
University Of Washington	206
Yale Law Library	7
Yale University	246
Total	13,023

PRESERVATION -- MICROFILM AND MICROFICHE

The responsibility for preparation of serials and newspapers for microfilming and microfiche in LOC-New Delhi is borne by the Serials Technicians and the Binding Clerk. The Section was determined to eliminate the backlog of serials to be prepared for ficing and was successful in achieving its goal. The backlog had accumulated because it gets a lower priority than that of processing incoming materials and cataloging new serial titles. This year the Serials Unit prepared 122 serial titles (a 370% increase from last year) to be reformatted into 939 fiches, (a 598% increase from last year).

Additionally, 4,528 newspaper issues were collated and shipped to New Delhi to be filmed. This 36% increase over last fiscal year was achieved in spite of additional collation requirements being placed on overseas staff by Washington. The Clerk must now check every page and supplement in the issues and complete a more complicated collation sheet.

AUTOMATION

The new position of Computer Management Assistant was filled and Mr. Amr Ibrahim Abd al Moneim joined the Office in June. Along with the Automation Liaison in the Acquisitions Section, the presence of an assistant will alleviate the heavy workload on the Section Head, Mr. Amr Ashour.

SECURITY

Mr. Amr Ashour finalized a detailed contingency plan and published it on the LOC-Cairo private website. This plan covers contingencies and backup plans for a wide variety of unforeseen circumstances, including disasters and evacuation.

With the Office using an ISP line for communication services, the issue of security has become even more important. Accordingly:

- LC-Washington selected the Cairo office for testing the PDS firewall device. Mr. Amr Ashour reconfigured the network addresses, ISP router and Proxy Server for the installation of the PDS. The PDS was installed in front of the Proxy Server so that LOC-Cairo is protected from intrusions by two firewalls;
- Mr. Amr Ashour updated the virus data files from the Washington server and set up all the Office PCs to be updated automatically, so as to protect personal computers from viruses;
- LOC-Cairo's e-Mail account was transferred to GroupWise for protection by viruses as GroupWise e-Mail has the ability to check for viruses and does not run any virus scripts;
- LC-Washington suggested testing the installation of a GroupWise e-Mail Server in Cairo and connected it via PDS to the Washington GroupWise Servers. Installation of this Server will enhance the performance of the GroupWise Client Software in sending and receiving e-Mail. It will also protect the Office from most e-Mail viruses.

TELECOMMUNICATIONS

Towards the end of the year, the Office gave the required six months notice that the Diplomatic Telecommunications System (DTS-PO) would be cancelled due to escalating costs and lack of service. With the Embassy's help we will identify another ISP as back-up before the cancellation takes effect.

The Office changed its ISP from The WayOut to InternetEgypt (which offers better services and prices) and upgraded the Internet leased line from 64kbps to 256kbps. The new ISP contract offers a free 128kbps ISDN account as a backup in case the ISP leased line went down. The Section Head took appropriate steps with the Embassy to have an ISDN unit installed.

RELOCATION

Workload resulting from the relocation of the Office included:

1. Assisting Embassy engineers in mapping the Office network and electricity outlet locations;
2. Testing all telephone connections and mapping them with the assistance of the Facilities Section;
3. Reinstalling the office network and testing network cables and outlets.
4. Installation of new Telecommunications cabinet included:
 - Installation of two new network patch panels for network cables, the ISP leased line DTSP0 connection; and the Internet telephone lines;
 - Installation of four network switches;
 - Installation of the DTSP0 Router and a CSU/DSU unit;
 - Installation of an ISP Router and a NTU unit;
 - Installation of two proxy servers, one for the ISP connection and one for the DTSP0 connection;
 - Installation of a cabinet UPS;
 - Extending power and network cables inside the cabinet to supply equipment with power and connect them to the office LAN.
5. Installation of the Server Cabinet included:
 - Reinstallation of the IFOS Production and Backup Servers, and upgrading them from version 1.0 to 1.5;
 - Reinstallation of the NT Primary and Backup Domain Servers;
 - Changing the Servers' IP address to be inside the LC firewall and configuring Proxy Server to allow Washington to access IFOS servers;
 - Installation of the Cabinet UPS;
 - Extending power and network cables inside the cabinet to supply equipment with power and to connect them to office LAN;
 - Reinstallation of all office PC's, Printers, Printers Data Switches, and office automation equipments.

After the Office replaced the old furniture with new workstations, all PC's and printers were disconnected and re-installed; power and network cables were extended for the new locations and partitions.

INTEGRATED FIELD OFFICE SYSTEM (IFOS)

Development of IFOS continued in Washington and the Office provided input regarding enhancements, bugs, etc. when requested to do so. In April training and testing sessions were held in Washington for representatives of the Overseas Offices. Mr. Amr Ashour, along with other Automation Specialists, stayed for the full three weeks while the Heads of Acquisitions and Accounting stayed for one week each for the training and testing of their

respective modules. Mr. Amr Ashour made a WinProxy presentation for the other automation specialists.

During the year the Office tested the system according to scripts written by the Senior Automation Planning Liaison Officer and Ms. Maida Rubin, the contractor.

AUTOMATION HARDWARE AND SOFTWARE

The Office purchased:

- 33 new computers to upgrade the operating system from Windows98 to Windows2000
- MS-SQL server and DreamWeaver MX software for web programming.
- ISDN NT1 unit to convert the Section's telephone line to ISDN (which enables us to use it as a backup in the event of an ISP line going down).

OTHER

In addition to handling and resolving every day situations such as software and printer malfunctions, and tasks such as the installation of new computers, Mr. Amr Ashour continued to provide invaluable help to all sections in order to make their operations more efficient. The following is a select list of tasks completed by him during the fiscal year:

OFFICE-WIDE

- Installed an archiving system (Scanner, PC and paperport software);
- Built an LOC-Cairo private web-site to publish the Procedures Manual and Contingency Plans.

ACQUISITIONS AND PRELIMINARY CATALOGING SECTION

- Instead of processing MARC records in three different applications in order to produce book lists, the new version generates book lists in one step from RLIN.
- Upgraded the Acquisition List Generator program (ALG) to version 2.
- Installed the LOC-New Delhi pamphlet collection software for the creation of an Arabic and Armenian pamphlet collections.
- Created reports of titles previously acquired from countries to which acquisitions trips were being planned.
- Installed MS-Outlook for staff member so as to provide access to their new e-Mail accounts on the Sun8.loc.gov server and to give them access rights in a proxy server.
- Assisted in creating two new IFOS templates for sound recordings and video recordings.

SERIALS, SHIPPING AND BINDING SECTION

- Assisted in generating statistics relating to the binding of serials and monographs using the binding software created and upgraded in previous years.

- Installed and tested Click Stamp online software; configured Internet access and created shipping addresses on an Access Database. Trained staff members in the use of this software.

ACCOUNTING SECTION

- Designed a new inventory database on Access; trained staff to use it.

FRONT OFFICE

- Installed the new Embassy software for control of petty cash;
- Installed Info Forms software.

ADMINISTRATIVE, FINANCIAL AND PERSONNEL ISSUES

PROCEDURES MANUAL AND CONTINGENCY PLAN

The Office finalized the on-line Contingency Plan and the comprehensive Procedures Manual, building on a Word document prepared last year on contract. Having converted the manuals to html, the Field Director, Section Heads, staff, AfAOvOp and other Overseas Offices have read- only access to the Manuals.

The Procedures Manual incorporates either verbatim or in summary form, current memoranda, guidelines, procedures and policy statements issued by AfA/OvOp, Library of Congress custodial and financial divisions as well as Embassy/Cairo's Administrative, Financial Management, Human Resources, Travel, Shipping and Customs, and Facilities Section. It will be updated on a quarterly basis; each Section Head will prepare updates as Word documents which the Automation Section will convert to html.

BUDGET AND FINANCIAL MATTERS

1. In FY2002 the Office was given a budget of \$1,028,680 for personnel and non-personnel operating expenses. Cumulative obligations amounted to \$928,408.23, out of which \$826,891.63 was liquidated by the end of the fiscal year. Additionally the Office was given \$37,000 for new furniture and furnishings, of which \$36,982.84 was spent.
2. The total budget for the Cooperative Acquisitions Program was \$615,518.39.
3. The petty cash budget of \$10,000 will be managed in a less time-consuming and labor intensive manner thanks to the State Department's new Petty Cash program WinACS v.01. The new petty cash program is more advanced than the old system as it performs the operations faster and allows supervisors to spot check the cashier transactions and balances from their own screens. WinACS is a big step forward in assisting cashiers and posts to manage and control accountability. As a result of both new and improved features and operations, cashiering procedures will become more efficient and supervisory controls and reviews more effective.

The Class B Cashier (Ghada Zayed), the alternate B Cashier (Maha Alfred) and the Head of Administration and Accounting (Rabab Mohi El din) participated in the training provided by the State Department's Financial Services Center (Bangkok).

BUDGET AND FINANCIAL MATTERS: INTERNATIONAL COOPERATIVE ADMINISTRATIVE SUPPORT SERVICES (ICASS)

ICASS is the Department of State system which manages and funds common administrative support services (such as Personnel, Security, etc.) for U.S. government agencies at overseas posts. Agencies are billed direct charges for the workload they place on the “service provider” (State Department), including overhead and administrative charges. While there are some cost centers over which we have no control (such as Security and Local Guards), there are others where we can attempt to reduce our charges (such as voucher processing).

In FY 2002 the ICASS charges were \$ 262,764.27 as compared to \$ 252,468.76 in FY2001, an increase of \$ 10,295.51. In FY03 we will realize a significant savings by lowering the workload count in the “Non-expendable Property Management” cost center from 715 items to 13. This was accomplished by adhering to the LC regulations which requires inventory be maintained only on items valued above \$2,500. The Office will maintain its own inventory and exercise control over its non-expendable property.

OFFICE RELOCATION, REAL ESTATE, FURNITURE AND FURNISHINGS

The Office moved to a new site within the Embassy compound for security reasons. Our move was the final stage of a three year reconstruction of Embassy buildings undertaken by the State Department so that agencies in the perimeter walls could be moved to safer locations within the compound. The Office was given \$37,000 from AfA/OvOp’s Furniture and Furnishings budget so that its aging shabby furniture could be replaced. In order to stretch our budget we informed the Embassy’s Procurement Section that we would use a local vendor. We selected a vendor from all those who submitted bids to Procurement and within a short time the entire office was outfitted with new workstations for every staff member, Section Head and the Field Director. We also purchased supply cabinets, filing cabinets, side chairs, a conference table and chairs, partitions, and book trucks.

The Office sub-leased storage space in a neighboring building from the Embassy’s Employee Association for LC surplus materials used in the Exchange programs and for office supplies. Space in the Embassy is at a premium, and staff has increased since the blue prints for the new premises were drawn four years ago. We were very fortunate to locate additional space across the street from the Embassy and to pay a miniscule rent for property in a prime location!

RELATIONS WITH THE STATE DEPARTMENT AND OTHER AGENCIES

The Office received valuable support from the Facilities Section during its move into the new premises as well as the storage space across the street. Cordial and fruitful relations were maintained with the USG agencies in the Embassy. The Field Director and the Section

Heads worked closely with the support service departments such as Human Resources, Financial Management Center, Travel/Shipping/ and Customs. We are pleased with the quality of service we have received.

The Field Director served on the ICASS Council and the ICASS Working Group.

PERSONNEL

Reassignments

- The Field Director, Laila Mulgaokar, was reassigned to the New Delhi Office of the Library of Congress, effective January 12, 2003. James Gentner, Senior Overseas Operations Officer, was appointed Acting Field Director.

Awards

- Salah Mohamed Saleh, State Department janitor assigned to LOC-Cairo was given an award in recognition of his performance as well as his extra efforts during special events and, specifically, during the relocation of the Office.
- Magdy Ramadan, LOC chauffeur, was given an “extra mile” award in recognition of his having saved LE 2500 during the car service for the Office’s official vehicle.
- Magdy Ramadan once again received the Embassy’s “Safe Driver Award”.

New Hire

- Amr Ibrahim Abdel Moniem, Computer Management Assistant, joined LOC-Cairo in July 2002.

Summer Hire

- The Office availed itself of the Embassy’s Summer Hire program, whereby High School students of Direct Hire Embassy staff are employed for six weeks in various sections of the Embassy. Farid Zachary Ibrahim worked with the Exchange Librarian to (a) organize and classify by subject, English language surplus books received from LC for exchange; (b) create exchange lists which were then mailed to Exchange partners in the ME/NA region; and (c) pack shipments for partners.

Position Descriptions

- The new position of an FSN-8 Acquisitions Specialist was created and two vacancies for this position will be filled in the next fiscal year.
- The position description of the FSN-7 Armenian cataloger was re-classified as that of an FSN-8 Armenian Acquisitions Specialist.

- Three position descriptions were re-written to more accurately reflect current responsibilities; two were upgraded at post, viz., the Assistant to the Head of Acquisitions and Preliminary Cataloging (FSN-7) and the Serials Clerk (FSN-3).
- The position of the Budget Analyst was approved for a higher grade by the Embassy's Human Resources Section but had to be submitted to the State Department for further action as an exception to the established standards for the series.

TRAINING, CLASSES, SEMINARS

- LOC Class B Cashier, Ghada Zayed, the alternate B Cashier, Maha Alfred and the Head of Administration and Accounting, participated in the training provided by the State Department's Financial Services Center (Bangkok) on the new Petty Cash program WinACS v.01.
- Staff members continued their series of English classes at the British Council according to the levels they were placed at after testing: Hisham Fathi Ahmed; Hussein Hassan; Khaled Riad; Sherif Abdel Raouf; Magda Fathi Gad; Mona Abdel Kader; Magdy Ramadan; Magdy Hosny; Mahmoud Rashad and Wessam Samir.
- Amr Ashour, Automation Specialist, Ismail Soliman, Head of Acquisitions, and Rabab Mohi El Din, Budget Analyst and Head of Administration attended the IFOS training in Washington.
- Amr Ibrahim Abdel Moniem attended the Embassy's Orientation sessions for New Employees.
- Ansam Baranek, Quality Assurance Cataloger, gave several training sessions in RLIN, IFOS, AACR2, and creation of IBC records for cartographic materials and video recordings.

CONFERENCES ATTENDED

- The Field Director attended the Annual Conference of the Middle East Librarians Association, in San Francisco.
- The Field Director attended the Field Director's Conference in the Library of Congress, Washington.
- After the conference, the Field Director stayed on for consultations with the Chief and the Overseas Operations Officers in the African/Asian Acquisitions and Overseas Operations Division, and to meet with LC officials who work with the Office on collection development matters. These include: the Head and Staff of the African and

Middle East Acquisitions Section, AfA/OvOp; Area and Reference Specialists, Recommending Officers and the Chief of the African and Middle East Division; the Middle East Specialist and the Acquisition Head in the Law Library; the Middle East Specialist in the Congressional Research Service; the Division Chief and Research Specialist in the Federal Research Division; the Geography and Map Specialists in that division; the Team Leader and Senior Catalogers in the Middle East and North African Cataloging Section.

The Field Director also met with LC officials for advice and guidance on matters relating to personnel, inventory, LC products, etc. These include: Senior Reclassification Specialist, HRD; Head of the Logistics Section, Contracts and Logistics Division; and the Team Leader of the Customer Support Team in the Cataloging Distribution Service.

COOPERATIVE VENTURES AND OUTREACH EFFORTS

- Ansam Baranek, Quality Assurance Specialist and the Senior Subject Cataloger, continued to provide long-distance training and consultation services for the Bibliotheca Alexandrina catalogers. She went to Alexandria for “hands-on training” for two days; was visited by four catalogers in the Office and answered questions on the telephone and by email.

MIDDLE EAST COOPERATIVE ACQUISITIONS PROGRAM

OVERVIEW

The total number of participants at the end of FY2002 was 42.

Saint Louis University terminated its participation in MECAP, Detroit Public Library in the ARCP (Arabic Reading Cooperative Program).

MECAP: MONOGRAPHS

At the end of FY2002, fifteen participants had the Cairo office select titles for them using their profiles (one participant also selects titles from the book lists). They are:

American University in Cairo
Brigham Young University
Cleveland Public Library
Detroit Public Library
Genealogical Society of Utah
Harvard Law School
National Agriculture Library
National Library of Medicine
Princeton Theological Seminary
University of California at Berkeley
University of Exeter, U.K.
University of Pennsylvania
University of Saint Louis
University of Toronto, Canada
Yale Law Library

The following institutions subscribe to the Turkish profile:

American University in Cairo
National Agriculture Library

MECAP: SERIALS

At the end of FY 2002 twelve participants participated in MECAP for serials only. They are:

Boston Public Library
International Labor Organization, Switzerland
King Abdul Aziz Institute Library, Morocco
National Center for Financial and Economic Information, Saudi Arabia
Ohio State University
Portland State University
Princeton University
State University of New York, Bringhamton
University of Michigan
University of Texas
University of Utah
Washington University

**MECAP PARTICIPANTS
(As of the end of FY02)**

INSTITUTION		Program	
		Monograph	Serial
2	Princeton University	No	Yes
3	Harvard University Library	Yes	Yes
4	University of California (Los Angeles)	Yes	Yes
5	Columbia University	Yes	Yes
6	University of Michigan	No	Yes
7	University of Pennsylvania	Yes	Yes
8	University of Utah	No	Yes
9	University of California (Berkeley)	Yes	Yes
10	Boston Public Library	No	Yes
11	Indiana University	No	Yes
12	University of Virginia	Yes	Yes
13	University of Chicago	Yes	Yes
15	State University of New York	No	Yes
16	University of Washington	Yes	Yes
17	University of Texas	No	Yes

**MECAP PARTICIPANTS
(As of the end of FY02)**

INSTITUTION		Program	
		Monograph	Serial
19	Ohio State University	No	Yes
20	New York Public Library	Yes	Yes
21	New York University	Yes	Yes
22	Yale University	Yes	Yes
23	University of Arizona	Yes	Yes
24	University of Illinois	Yes	Yes
25	Portland State University	No	Yes
26	Temple University	Yes	No
27	American University in Cairo, Egypt	Yes	Yes
28	Family History Library, Genealogical Society of Utah	Yes	No
29	NCFEI, Saudi Arabia	No	Yes
30	Yale Law Library	Yes	No
31	University of Exeter, U.K.	Yes	Yes
32	Brown University Library	Yes	No
33	University of Toronto, Canada	Yes	Yes

**MECAP PARTICIPANTS
(As of the end of FY02)**

INSTITUTION		Program	
		Monograph	Serial
34	Princeton Theological Seminary	Yes	Yes
35	Cornell University	Yes	Yes
37	National Agriculture Library	Yes	Yes
38	National Library of Medicine	Yes	Yes
48	McGill University, Canada	Yes	Yes
49	Harvard Law School	Yes	Yes
50	Washington University	No	Yes
53	International Labor Organization, Switzerland	No	Yes
55	King Abdul Aziz Institute, Morocco	No	Yes
56	School of Islamic & Social Science Library	Yes	No

Turkish Program:

27 American University in Cairo

37 National Agriculture Library

ARABIC READING COOPERATIVE PROGRAM PARTICIPANTS

Participant No.	Institution
43	Brigham Young University
44	Cleveland Public Library

**COMPARISON OF PIECES ACQUIRED
BY PURCHASE BY FORMAT
LC & PARTICIPANTS
FY01 - FY02**

LC			PARTICIPANTS			LC + PARTICIPANTS			
	FY01	FY02	+/-	FY01	FY02	+/-	FY01	FY02	+/-
Monographs	6301	6517	216	12680	15947	3267	18981	22464	3483
Serials	34971	33318	-1653	42239	39595	-2644	77210	72913	-4297
Maps	24	8	-16	0	0	0	24	8	-16
Others	286	151	-135	24	245	221	310	396	86
TOTAL	41582	39994	-1588	54943	55787	844	96525	95781	-744

**COMPARISON OF PIECES ACQUIRED
BY PURCHASE BY COUNTRY
LC & PARTICIPANTS
FY98 - FY02**

Country of Publication	FY98	FY99	FY00	FY01	FY02
Algeria	0	0	140	170	119
Armenia	0	0	0	0	25
Bahrain	1004	1232	739	970	721
Cyprus	168	168	118	116	122
Egypt	32211	36721	30737	29052	31958
France	493	497	434	470	433
Germany	0	35	50	23	10
Greece	37	37	156	130	153
Iraq	1346	1353	5	0	0
Jordan	7287	9093	5283	7749	7580
Kuwait	6321	6559	6438	6903	6724
Lebanon	8980	10318	11113	10463	10710
Libya	3489	3663	2539	2621	2185
Malta	0	0	0	0	6
Mauritania	581	629	370	275	8
Morocco	3092	3790	2688	2700	1509

**COMPARISON OF PIECES ACQUIRED
BY PURCHASE BY COUNTRY
LC & PARTICIPANTS
FY98 - FY02**

Country of Publication	FY98	FY99	FY00	FY01	FY02
Oman	4874	4892	1262	1134	1288
Qatar	567	650	1257	1022	1055
Saudi Arabia	6383	9372	7591	8807	9463
Sudan	1976	2404	1149	1173	1441
Sweden	64	179	77	328	447
Syria	5912	6627	3504	6050	5761
Tunisia	1185	1708	857	1222	975
Turkey	2169	4678	1587	3567	1275
U.A.E.	3529	3967	2211	3	4513
U.K.	1482	1533	1130	0	3395
West Bank	1942	2597	2160	0	1444
Yemen	878	965	954	0	2461
Total	95970	113667	84549	84948	95781

CATALOGING STATISTICS

A- CATALOGING STATISTICS BY FORMAT & LEVEL FY02

	FC	WBC	COPY CATALOGING	ADD VOL.	APIF	FICHE
MONOGRAPHS			672	176	7316	276
SERIALS					392	
VIDEOS					157	
SOUND RECORDINGS CASSETTES					91	
SOUND RECORDINGS CD's					177	
COMPUTER FILES					1	
MAPS					9	
TOTALS	0	0	672	176	8143	276

B- TOTAL CATALOGING PRODUCTION FY98 - FY02

Description	FY98	FY99	FY00	FY01	FY02
APIF	2492	4241	4893	5949	7316
Copy Cataloging Monographs	5313	914	592	593	672
Serials	0	0	222	32	392
Fiche Monos	1249	181	0	24	276
Fiche Serials	0	0	0	0	0
Non-print	0	0	0	232	435
Add Vol.	149	125	141	154	176
Total	9203	5461	5848	6984	9267