



2010

A journey towards eminence: Library Information Services - 2002 to 2009



Library Information Services
COMSATS Institute of Information Technology
Lahore Campus

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<http://library.ciitlahore.edu.pk>



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INTRODUCTION:

COMSATS Institute of Information Technology Lahore was established on March 2002. With this establishment; the CIIT Lahore started its journey with limited human and physical resources. By the grace of Almighty Allah the resources of COMSATS Lahore has been increased and in diminutive era the CIIT Lahore become the renowned campus of the country. Due to the research progress of CIIT, HEC declared COMSATS on number 7th best institute of Pakistan and role of CIIT Lahore can't ignore for this victory.

Libraries are always the hub of knowledge and are very important section of any academic institute. Without a library, it is very difficult for any academic institute to survive in the educational community. The libraries provide the knowledge to all library users and fulfill all the information needs and requirements.

Due to this significance, Library Information Services CIIT Lahore was formed right after few days of the establishment of CIIT Lahore. CIIT Lahore Library started its services with minimum resources in 2002 and now in 2009 the library of CIIT Lahore is the best library of the town and providing lot of latest services to faculty and students in a well apt and organized way.

This report is the effort to evaluate the library era from 2002 to 2009. Through this report, the reader will travel from 2002 and will study some down and many ups. This report will also help the reader to analyze the progress speed of the section. This will be a very good document of the section and will guide the other library professionals to learn the past and to plan for future.

For this report, I would like to pay my thanks for worthy Director Dr. Shaukat Ali Hayat who directed and encouraged me to write down the history of this section. I am also very thankful to my library staff particular Mr. Muhammad Ishtiaq (AL), Mrs. Nasira Munir (AL) and Ms Raiqa Pervaiz whose provide me important information to compile this report. I would also pay my thanks to Mr. Rashid Khan (DR), Mr. Muhammad Imran Qureshi and Mr. Tahir Ata for their valuable information and documents.

Tariq Najmi

Librarian

March 15, 2010

Historical Background:

The CIIT Lahore Library was established in March 2002, right after few days of the establishment of CIIT Lahore Campus. Mr. Tahir was deputed to run the library activities. Tahir started its library setup in room # 4, block C, with only eight tables and 24 chairs. First, newspaper services were provided to the faculty and staff of CIIT Lahore. Only two daily newspapers titled “The Jang” and “The News” were subscribed for the library. There were no proper library timings because Mr. Tahir also have some other official assignments to be completed at the same time.



The library was established in room # 4, C block than it moved in Block B and in 2004 the library got its current location.

The book entitled “computer” 6th ed by Larry Long was purchased from Galaxy of cost Rs 295/= on March 21, 2002. On same day, five more books from the same venders were purchased for the library. Next day, 90 books on computer and management science were purchased for the library. With this purchase, the library circulation services were started.



Ms. Khadija Abdullah was the first female library user and borrows the book on April 01, 2002, entitled “Management” of Accession # 145, call # 658.2. Gul Muhammad Shah was the Project Director and his first visit in the library was held on March 24, 2002. Mr. Muhammad Aslam was the first library professional in the library. Mrs. Shahla Shoaib was the first convener of the Library Affairs Committee. The first official notice was circulated on September 10, 2002 without any subject from Mrs. Shahla Sohaib, Convener Library Affairs to all faculty members. The notice was about the First Book Exhibition in CIIT Lahore.

After the appointment of the library professional in 2003 the library system started automates by the professional and the LIMS software was installed.. In this year the library staff did a good job and acquired the good number of books for the library. Time to time, Senior Librarian from Islamabad was also directed the library staff for proper functioning of the library. In 2005, the library grownup and now its need to acquire more space for the library, on the recommendations of the Senior Librarian Islamabad and Assistant Librarian of CIIT Lahore the library has been shifted in present location which was earlier called a “workshop”. With the installation of New ACs and wall to wall carpet, the library got its new shape and also got more attraction for faculty and students.

In 2006, a new library professional started its new services and formulated the following five basic sections of the library:

- ✓ Acquisition
- ✓ Technical Section
- ✓ Circulation Section
- ✓ Serial Section and
- ✓ Electronic Resource Section

Duties and responsibilities of the library staff has been amended and d-centralized system have been formed. More new services such as Newspapers Clippings, Journal Content Services etc also started to facilitate library users in appropriate mode.

In 2007, the Senior Librarian from Islamabad organized training workshops to equipped the library professionals with latest tools and technologies. This continues education is still continuing even at the local level. In last months of the year 2007, new software for the library named CUOnline has been acquired from CIIT Abbottabad Campus. All the library data has been migrated from LIMS to CUOnline. This was integrated software which deals almost all the sections of the library.



New developments have been made in 2008. PC-I for new state of the art library building has been sent to quarter concerned for approval. New services like reprography, Alerts etc have been started. New attractive site of the library has also been launched in this year. Two trainings / workshops for all library staff has been organized in this year.



Due to dual degree program of the CIIT Lahore with Lancaster University, the library needs to enhance the status with international standards. Library site updated and renovation of the library has been made. New tile floor, color full paint, lights and installation of cane chicks convert the library into a new attrition.



From 2002 to 2009 the library develops its resources and services very rapidly. The library services enhance the status of the research culture in the campus and due to this research environment and activities the COMSATS could get 7th position in the country as per HEC ranking.

The travel of this section still is on the way towards eminence, and no doubt, the library grows but still there are many rooms for improvements in the section.

VISION:

The vision of the library is as under

- To provide the most effective lending, reference, proactive current awareness and information provision services possible in response to current and future users needs
- Maintain and develop access to CIIT's collection as a national research resource.
- Encourage and support the academic and research and other related activities.
- The Library continues to embrace change and align itself to thrive on diversity, to support professional growth and opportunity, and to reward flexibility and innovation.

MISSION:

The mission of the library is as under

- The Library's mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the COMSATS community. To fulfill this mission, the Library commits to:
 - Understand the research, teaching, and learning needs of its users;
 - Build collections and create tools to support research, teaching, and learning;
 - Provide access to and promote the discovery and use of local and external information resources;
 - Ensure the preservation and long-lasting availability of Library collections and resources;
 - Create hospitable physical and virtual environments for study, teaching, and research;
 - Collaborate with other members of the University to enrich the research and learning community;
 - Advance local, national, and international library and information initiatives;
 - Develop, encourage, and sustain expertise, skill, commitment and an innovative spirit in its staff.
 - Initiate, enhance and improve new and traditional user services
 - Support the instructional, information, research and curriculum needs of the CIIT Lahore through an effective, collaborative collection of library material

LIBRARY RESOURCES:

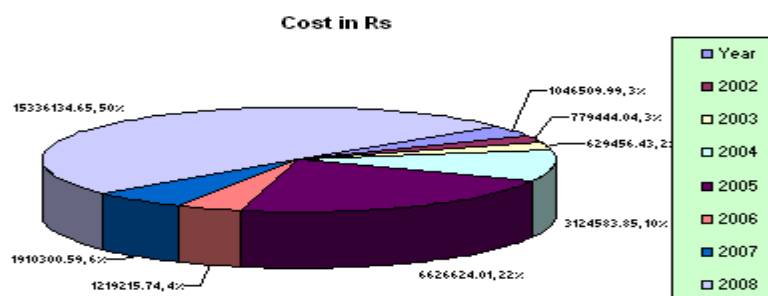
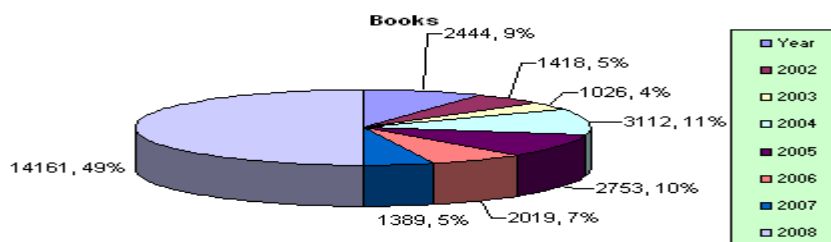
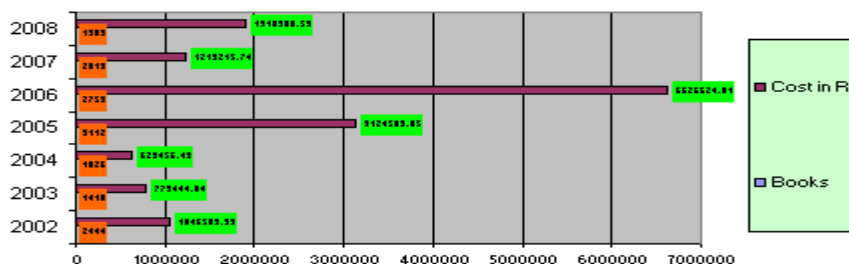
The acquisition of the library material has been started on the same day when library was established. First, two newspapers were subscribed and then books were started to purchase for the library.

Following is the year wise detail of the library purchased / acquired material.

Books:

The first book entitled “computer” 6th ed by Larry Long was purchased from Galaxy of cost Rs 295/= on March 21, 2002 and after ward this purchase is still continue, the detail purchase report of the books is as under.

Sr. #	Year	Books	Cost in Rs
1	2002	2444	1046509.99
2	2003	1418	779444.04
3	2004	1026	629456.43
4	2005	3112	3124583.85
5	2006	2753	6626624.01
6	2007	2019	1219215.74
7	2008	1389	1910300.59
	2009	904	775591.00
	Total	15065	161,11,725.65



Audio Visual Material

This is very important section of the library which contains Video Cassettes, Audio Cassettes, CDs and DVDs. The detail of this section is as under:



Year	Video Cassettes	Audio Cassettes	CDs	DVDs
2002	Nil	Nil	179	Nil
2003	Nil	20	35	Nil
2004	1758	18	238	Nil
2005	Nil	Nil	68	Nil
2006	Nil	Nil	253	Nil
2007	Nil	Nil	346	Nil
2008	Nil	Nil	274	32
2009	Nil	Nil	146	121
Total	1758	38	1539	153

Journal / Magazine

This section contains subscribed / complimentary journals and magazines. The detail report is as under:



Year	No of Journals / Magazines
2002	8
2003	12
2004	16
2005	24
2006	26
2007	30
2008	34
2009	40
Total	190

THESIS / COMPANY REPORTS

The library also have the student's thesis, internship and company reports. These are the research work of the students and very good learning recourse for the students.

Thesis / Internship Reports

Sr. #	Year	No of Thesis / Internship Report
1	2002	0
2	2003	205
3	2004	445
4	2005	121
5	2006	245
6	2007	739
7	2008	243
8	2009	310
Total		2308

Company Reports

Sr.	Year	No. of Company Report
1	2002	Nil
2	2003	Nil
3	2004	Nil
4	2005	209
5	2006	Nil
6	2007	217
7	2008	Nil
8	2009	225
Total		651

SERVICES:

In start, the CIIT Lahore Library offers only newspaper reading services to its limited users and then circulation services have been started right after one month.

Apart from circulation services, the limited current awareness services have been started in 2003. Its all due to the appointment of the library professional in the section.

In 2004, the discussion room was provided to facilitate the users. More services such as reference CAS services have been started. The library was begun to automate and a facility of searching has been given to students in this year.

Due to the accessibility of the HEC Digital Library, new reference services have been introduced in 2005. The Senior Librarian has organized the training for faculty and library staff to use these resources in a proper way. The CIIT Lahore library also provided the reference services to its users.

In 2006, new services such as Newspapers Clipping Services, Journal Content Services were introduced. Selective dissemination of information services were also provided to the library users.

The new service named reprography services were introduced in 2007 and previous services were also provided to library patrons. The library data has been migrated from LIMS to CUOnline.

In 2008, new library web site has been launched. Due to this the library user can search library material through intranet and also can reserve the library material through this site. All the services were provided with more scientific way.

PC-I for new state of the art library has been prepared and submitted to quarter concerned for approval purposes. More resources have been acquired and library site was updated as per requirements of the library users. The following library services is providing to all library stockholders.

- Circulation of Books
- Reference Services
- Library Material Searching Facility
- Reprography Services
- Current Awareness Services (CAS)
- Journal Content Services (JCS)
- Selective Dissemination of Information services (SDI) (Only for Researchers)
- Newspapers Clipping Services
- Internet Search via latest computers
- Wireless router facility for laptop users
- Search facility through intranet
- Reservation of library material



LIBRARY USERS:

Library is nothing without books and its users. As per our record, Mr. Shafaq Basheer s/o Ch. Muhammad Bashir ID # 255-82-496137, MBA/L-SO2-042, was the formal library user (male). The membership has been allotted to this student on April 26, 2002.

The detail report of the library users is as under:

Year	students	Faculty	Staff	Total
2002	209	20	15	244
2003	505	55	40	600
2004	1050	65	63	1178
2005	1655	105	71	1831
2006	2256	242	82	2580
2007	2819	265	99	3183
2008	3160	286	119	3565
2009	3856	313	132	4301

ACTIVITIES:

Following activities has been done during last seven years.

Book Fairs / Exhibitions:

To equip with the latest tools and technologies, the library staff always tried to acquire latest books for faculty and students. For the purpose many book fairs and exhibitions has been organized for the selection of books on the spot. Following are the detail of such books fairs and exhibitions.



- | | |
|----------------------------------|-------------------------|
| ➤ First Book Fair | September 11 – 13, 2002 |
| ➤ Second Book Fair | February 27 – 28, 2003 |
| ➤ Third Book Fair | September 18 – 19, 2003 |
| ➤ Forth Book Fair | September 16 – 17, 2004 |
| ➤ Fifth Book Fair | December 15, 2005 |
| ➤ Sixth Book Fair | November 7 – 8, 2006 |
| ➤ Seventh Book Fair | February 22 – 26, 2007 |
| ➤ Eight Book Fair | March 12 – 13, 2008 |
| ➤ Ninth Book Fair | March 4-5, 2009 |
| ➤ Celebrations of World Book Day | April 23, 2010 |
| ➤ Tenth Book Fair | December 15 – 16, 2009 |

LIBRARY PUBLICATIONS / REPORTS

Following library publications / reports has been prepared for the authorities and library users on different occasions.

Year	Title	Detail
2008	Library Information Service: right information @ right time	A comprehensive report on library resources
2009	Collection Development: a report of book purchase from 2002 to 2008	Completes acquisition report of library books
2009	Library Information Services: Handbook	A guide for Library users

RESOURCE SHARING WITH OTHER LIBRARIES

The CIIT Lahore Library has the professional trade relations with following CIIT Libraries

- Library Information Services, CIIT Islamabad
- Library Information Services, CIIT Abbottabad
- Library Information Services, CIIT Wah
- Library Information Services, CIIT Attock &
- Library Information Services, CIIT Sahiwal



The entire CIIT Libraries share their resources when and where needed.

Apart from other libraries, the CIIT Lahore Library also have formal institutional membership of LUMS library and informal professional relations are with GCU, Punjab University, UET, University of Central Library, Lahore University and many other town libraries.

Library Equipments

With the addition of books and other library resources the library furniture and other equipments also enhanced to organize the library material and facilitate the library user in a proper way. From 2002 to 2009 the library purchased the Following are the details of library equipments:-

2002

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	2	0	2
02	Telephone set	1	0	1
03	Library Books Shelves	6	0	6
04	Study Tables	5	0	5
05	Study Chairs	36	0	36
06	Librarian Chair	1	0	1
07	Librarian Table	1	0	1
08	Circulation Counter	1	0	1
09	Catalogue Rack	1	0	1
10	News Paper Stand	1	0	1
11	Magazines Rack	1	0	1
12	Workstation Table	4	0	4
13	Workstation Chairs	4	0	4
14	Pigion holes Rack	1	0	1

2003

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	2	3	5
02	Telephone set	1	0	1
03	Library Books Shelves	6	0	6
04	Study Tables	5	0	5
05	Study Chairs	36	0	36
06	Office Chair	1	1	2
07	Office Table	1	0	1
08	Circulation Counter	1	0	1
09	Catalogue Rack	1	0	1
10	News Paper Stand	1	0	1
11	Magazines Rack	1	0	1
12	Workstation Table	4	0	4
13	Workstation Chairs	4	0	4
14	Pigion holes Rack	1	0	1

2004

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	5	3	8
02	Telephone set	1	0	1
03	DVD Player	1	0	1
04	VCP	1	0	1
05	Bracket Fans	34	0	34
06	Split Acs	6	0	6
07	Color Printer	1	0	1
08	Video Player	1	0	1
09	Library Books Shelves	6	24	30
10	Study Tables	5	13	18
11	Study Chairs	36	44	80
12	Office Chair	2	0	2
13	Office Table	1	0	1
14	Circulation Counter	1	0	1
15	Catalogue Rack	1	0	1
16	News Paper Stand	1	3	4
17	Magazines Rack	1	0	1
18	Workstation Table	4	0	4
19	Workstation Chairs	4	0	4
20	Pigeon holes Rack	1	0	1
21	Steel Cabinet	1	0	1
22	Visitor Chair	1	0	1
23	Office Book Shelf	1	0	1
24	Security Counter	1	0	1
25	Study Carrels	25	0	25
26	Computer Tables	4	0	4
27	Book Shaves (Closed)	2	0	2
28	CD Rack	1	0	1
29	Open Double Side Book Shelves	8	0	8

2005

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	8	Nil	8
02	Telephone set	1	Nil	1
03	DVD Player	1	Nil	1
04	VCP	1	Nil	1
05	Bricket Fans	34	Nil	34
06	Split Acs	6	Nil	6
07	Printer	1	Nil	1
08	Vedio Player	1	Nil	1
09	Scanner	1	Nil	1
10	Security Camera	9	Nil	9
11	Library Books Shelves	30	30	60
12	Study Tables	18	Nil	18
13	Study Chairs	80	Nil	80
14	Office Chair	2	3	5
15	Office Table	1	2	3
16	Circulation Counter	1	Nil	1
17	Catalouge Rack	1	Nil	1
18	News Paper Stand	4	Nil	4
19	Magazines Rack	1	1	2
20	Workstation Table	4	Nil	4
21	Workstation Chairs	4	Nil	4
22	Pigion holes Rack/Lugged Stand	1	2	3
23	Steel Cabinet	1	Nil	1
24	Visister Chair	1	Nil	1
25	Office Book Shelf	1	Nil	1
26	Security Counter	1	Nil	1
27	Study Carrels	25	Nil	25
28	Computer Tables	4	Nil	4
29	Book Shelves (Closed)	2	12	14
30	Computer Revolving Chairs	0	6	6
31	CD Rack	1	1	2
32	Open Double Side Book Shelves	8	Nil	8

2006

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	8	2	10
02	Telephone set	1	0	1
03	DVD Player	1	0	1
04	VCP	1	0	1
05	Bracket Fans	34	0	34
06	Split ACs	6	0	6
07	Printer	2	0	2
08	Video Player	1	0	1
09	Scanner	1	0	1
10	Security Camera	9	0	9
11	Heater Fans	4	Nil	4
12	Emergency lights	Nil	5	5
13	Library Books Shelves	60	20	80
14	Study Tables	18	0	18
15	Study Chairs	80	50	130
16	Office Chair	5	2	7
17	Office Table	3	2	5
18	Circulation Counter	1	0	1
19	Catalogue Rack	1	0	1
20	News Paper Stand	4	0	4
21	Magazines Rack	2	0	2
22	Workstation Table	4	0	4
23	Workstation Chairs	4	2	6
24	Pigeon holes Rack/Lugged Stand	3	4	7
25	Steel Cabinet	1	0	1
26	Visitor Chair	1	3	4
27	Office Book Shelf	1	1	2
28	Security Counter	1	0	1
29	Study Carrels	25	0	25
30	Computer Tables	4	0	4
31	Book Shelves (Closed)	14	0	14
32	Computer Revolving Chairs	6	0	6
33	CD Rack	2	0	2
34	Open Double Side Book Shelves	8	0	8
35	CD Writer	1	0	1
36	Notice Board	Nil	1	1
37	Book Trolley	Nil	1	1

2007

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	10	Nil	10
02	Telephone set	1	Nil	1
03	DVD Player	1	Nil	1
04	VCP	1	Nil	1
05	Bracket Fans	34	Nil	34
06	Split ACs	6	3	9
07	Printer	2	Nil	2
08	Video Player	1	Nil	1
09	Scanner	1	Nil	1
10	Security Camera	9	Nil	9
11	Heater Fans	Nil	06	6
12	Emergency lights	5	Nil	5
13	UPS with 2 batteries	Nil	01	1
14	Water Dispenser	Nil	01	1
15	Library Books Shelves	80	Nil	80
16	Study Tables	18	Nil	18
17	Study Chairs	130	Nil	130
18	Office Chair	7	Nil	7
19	Office Table	5	Nil	5
20	Circulation Counter	1	Nil	1
21	Catalogue Rack	1	Nil	1
22	News Paper Stand	4	Nil	4
23	Magazines Rack	2	Nil	2
24	Workstation Table	4	Nil	4
25	Workstation Chairs	6	Nil	6
26	Pigeon holes Rack/Lugged Stand	7	Nil	7
27	Steel Cabinet	1	Nil	1
28	Visitor Chair	4	Nil	4
29	Office Book Shelf	2	Nil	2
30	Security Counter	1	Nil	1
31	Study Carrels	25	Nil	25
32	Computer Tables	4	Nil	4
33	Book Shelves (Closed)	14	Nil	14
34	Computer Revolving Chairs	6	Nil	6
35	CD Rack	2	2	4
36	Open Double Side Book Shelves	8	Nil	8
37	Notice Board	1	1	2
38	Book Trolley	1	Nil	1

2008

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	10	Nil	10
02	Telephone set	1	Nil	1
03	DVD Player	1	Nil	1
04	VCP	1	Nil	1
05	Bracket Fans	34	Nil	34
06	Split ACs	9	Nil	9
07	Printer	2	Nil	2
08	Video Player	1	Nil	1
09	Scanner	1	Nil	1
10	Security Camera	9	Nil	9
11	Heater Fans	6	Nil	6
12	Emergency lights	5	Nil	5
13	UPS with 2 batteries	1	Nil	1
14	Water Dispenser	1	Nil	1
15	Inter Com	Nil	01	1
16	Photocopy Machine	Nil	01	1
17	Library Books Shelves	80	Ni	80
18	Study Tables	18	Nil	18
19	Study Chairs	130	Nil	130
20	Office Chair	7	Nil	7
21	Office Table	5	Nil	5
22	Circulation Counter	1	Nil	1
23	Catalogue Rack	1	Nil	1
24	News Paper Stand	4	Nil	4
25	Magazines Rack	2	Nil	2
26	Workstation Table	4	Nil	4
27	Workstation Chairs	6	Nil	6
28	Pigeon holes Rack/Lugged Stand	7	Nil	7
29	Steel Cabinet	1	Nil	1
30	Visitor Chair	4	Nil	4
31	Office Book Shelf	2	Nil	2
32	Security Counter	1	Nil	1
33	Study Carrels	25	Nil	25
34	Computer Tables	4	Nil	4
35	Book Shelves (Closed)	14	Nil	14
36	Computer Revolving Chairs	6	Nil	6
37	CD Rack	4	Nil	4
38	Open Double Side Book Shelves	8	Nil	8
39	Guide Stand	Nil	08	8
40	Book Trolley	1	Nil	1

2009

Sr. #	Name of items	Existing	Addition	Total
01	Computer with keyboard mouse	10	Nil	10
02	Telephone set	1	Nil	1
03	DVD Player	1	Nil	1
04	VCP	1	Nil	1
05	Bracket Fans	34	Nil	34
06	Split Acs	9	Nil	9
07	Printer	2	Nil	2
08	Video Player	1	Nil	1
09	Scanner	1	Nil	1
10	Security Camera	9	Nil	9
11	Heater Fans	6	Nil	6
12	Emergency lights	5	Nil	5
13	UPS with 2 Batteries	1	Nil	1
14	Water Dispenser	1	Nil	1
15	Inter Com	1	Nil	1
16	Photocopy Machine	1	Nil	1
17	Library Books Shelves	80	20	100
18	Study Tables	18	Nil	18
19	Study Chairs	130	Nil	130
20	Office Chair	7	Nil	7
21	Office Table	5	1	6
22	Circulation Counter	1	Nil	1
23	Catalogue Rack	1	Nil	1
24	News Paper Stand	4	Nil	4
25	Magazines Rack	2	Nil	2
26	Workstation Table	4	Nil	4
27	Workstation Chairs	6	Nil	6
28	Pigeon holes Rack/Lugged Stand	7	Nil	7
29	Steel Cabinet	1	Nil	1
30	Visiter Chair	4	Nil	4
31	Office Book Shelf	2	Nil	2
32	Security Counter	1	Nil	1
33	Study Carrels	25	Nil	25
34	Computer Tables	4	Nil	4
35	Book Shelves (Closed)	14	Nil	14
36	Computer Revolving Chairs	6	Nil	6
37	CD Rack	3	Nil	3
38	Open Double Side Book Shelves	8	Nil	8
39	Guide Stand	8	Nil	8
40	Book Trolley	1	Nil	1
41	Notice Board	1	1	2
42	Newspaper reading Table	Nil	01	1
43	Hand bag stand	Nil	01	1

VISITORS / GUESTS

The CIIT Lahore library is the hub of knowledge and very important section of the institute. Almost every personality, who came in this campus, had visited the library. Many national and international personalities from different fields of life visited CIIT Lahore Library and appreciated the library resources and services. Scholars, literary personalities, political leaders even Governor and Chief Minister of the Punjab also visited the library and gave their appreciations.

Although no proper record is available for this portions but I could get some pictorial record of the distinguished personalities.



LIBRARY AFFAIRS COMMITTEE

This committee was established to provide the action plan to the library staff. This committee was also made the bridge between the authorities and the library staff.

From 2002 to date many meetings of this committee were held to think over the library matters and gave directions to the library staff for future planning. Following are the dates in which the meeting of this committee was held.

Sr. #	Dated	Chaired By
01	27-02-2003	Sahla Sohaib
02	18-09-2003	Sahla Sohaib
03	10-05-2004	Sahla Sohaib
04	26-06-2004	Sahla Sohaib
05	25-09-2004	Faisal Tehseen Shah
06	01-11-2004	Faisal Tehseen Shah
07	25-02-2005	Ejaz A Ansari
08	07-03-2005	Ejaz A Ansari
09	23-06-2005	Ejaz A Ansari
10	30-09-2005	Dr. Talat Afza
11	05-10-2005	Dr. Talat Afza
12	28-09-2006	Dr. Talat Afza
13	11-12-2006	Dr. Talat Afza
14	03-04-2007	Dr. Talat Afza
15	05-05-2007	Dr. Talat Afza
16	10-01-2008	Dr. Talat Afza
17	14-02-2008	Dr. Talat Afza
18	05-03-2008	Dr. Talat Afza
19	21-10-2008	Dr. Shaukat Ali Hayat
20	25-02-2009	Dr. Talat Afza
21	10-04-2009	Dr. Talat Afza
22	10-11-2009	Sr. Talat Afza

CONVENER LIBRARY AFFAIRS COMMITTEE

Mrs. Shahla Sohaib was the first convener of this committee. This was the beginning of this library and there is no library professional in this section. So she did a very good job and guided the library staff in a very appropriate way.

On September 13, 2004, Mr Faisla Tehseen Shah got the charge of the convener of Library Affairs Committee. Being an IT expert, he tried to introduce the information technology in this section. LIMS software was introduced to automate the library and all the library data was entered in this software, under the guidance of the Faisal Tehseen Shah and the library professionals.



Mr. Ejaz Ahmaed Ensari was the third Convener of this Committee. He was the young and energetic faculty member of electrical engineering department and tried to run the library activities with more appropriate way.



The port folio of the library was given to Dr. Talat Afza on September 19, 2005 and she is still the Convener of this committee. She is the eminent scholar and the teacher of the Management Science Department, so this section was organized in more appropriate ways. The procedures were established and things have been cleared for proper execution.



During this period, library started new online services and library users were felt more convenient. More library resources have been added in the excising collection and behavior and working environment become more friendly.

LIBRARY PROFESSIONALS:

The library was run through different library professionals during different periods. All the library professionals did a very good job and tried to enhance the status of this section. Raja Muhammad Ibrahim Senior Librarian from CIIT Islamabad was always there to give their expert opinion and guidance to all library professionals. Today's a very good library environment is the result of the hardworking of all previous library professionals. They are all well committed and enthusiastic in their professional work.

Senior Librarian

Raja Muhammad Ibrahim is the Senior Librarian of CIIT Lahore and also looks after the professional activities of other CIIT campus libraries. He is a committed and very senior professional of the country. He spent most of his professional career in a very reputable institutes like British Council. He is working as the Chief Librarian of CIIT Islamabad Campus library.



He visited the CIIT Lahore Library on equal intervals or when needed by the CIIT authorities. All the library professional of CIIT Lahore always got guidance and expert professional opinion whenever they need.

As per available record, following are the dates when Senior Librarian visited this library.

❖ First visit	September 14-15, 2005
❖ Second visit	November 6-7, 2006
❖ Third visit	November 12-13, 2007
❖ Fourth visit	March 31 & April 2, 2008
❖ Fifth visit	August 20-21, 2008
❖ Sixth visit	December 01-02, 2008
❖ Seventh visit	March 30 & April 01, 2009
❖ Eight Visit	December 07, 2009

Incharge, Library Information Services

Mr. Tahir was the first Library Incharge of CIIT Lahore. He started his library services in a room at C Block. Yet, he was not library professional but he tried to do the job as per best his knowledge and skills.

First library professional was appointed in this library on January 2003, when Mr. Muhammad Aslam joined this institute. He was the library professional with masters' degree and has good experience of the field. He started to organize library resources and services as per library standard under the guidance of the Senior Librarian Raja Muhammad Ibrahim. He also started the library automation through LIMS software.



In 2004, Ms Asia Naheed was appointed as Assistant Librarian and got the charge of the library. She was the second library professional in the library and did the work with zeal and zest.

After Asia Naheed, Ms Rubina Zulifqar was the next library Incharge of this library and joined this institute on 2005 as Assistant Librarian. Although, she spent very short period as library Incharge but did very good assignments for the betterment of this section.

Ms. Nudrat Roomi got the charge as Library Incharge on April 19, 2005. She was also the library professional and introduced many new library services to facilitate the library users in a proper way.

On May 31, 2005, Mr. Muhammad Ishtiaq becomes the library Incharge and started his working to enhance the status of this section. During his period, the library services and the process to acquire the library resources were expedite.



Mr. Javed Iqbal was appointed as library Incharge on September 23, 2009. He was the non professional but have the managerial experience in different fields. He runs the library activities as per his experience and skills.

In April 2006, once again, Mr Muhammad Ishtiaq was the appointed as Library Incharge and started his professional activities under the guidance of the Convener Library Affairs and Senior Librarian, Islamabad.

Mr. Muhammad Tariq Najmi was appointed as Library Incharge on July 27, 2006. More library resources and services were introduced / acquired during his period. He is still working as the as the Incharge Library of CIIT Lahore.



Library Staff

The library services are based on the professional skills of the library staff. The CIIT Lahore library have a good combination of professional, paraprofessional and not professional library staff. The library staff did their best efforts to uplift the library resources and services for their users. These are the actual library workers who did their job very enthusiastically.

Following are the detail of the library staff in different years.

Year	Professional Staff	Paraprofessional Staff	Non-Professional Staff	Total
2002	Nil	Nil	03	03
2003	01	Nil	03	04
2004	02	Nil	06	08
2005	03	01	06	10
2006	04	01	09	14
2007	04	02	08	14
2008	04	03	07	14
2009	04	03 (one post vacant)	07	14



TRAINING / WORKSHOPS

Continue education is very much important to co-op with the latest tools and technologies. Keeping this view, many professional training was conducted by the Senior Librarian CIIT Islamabad and the Library Incharge CIIT Lahore.

As per available record, the detail of these trainings / workshops is as under:

Date	Title of Training / workshop	Venue	Resource Persons
June 17-18, 2009	Providing a quality service	CIIT Islamabad	Raja Muhammad Ibrahim, SL
July 23, 2008	Providing a quality service	CIIT Lahore	Tariq Najmi, Librarian
August 27-28, 2009	Two days training on office management for library staff	CIIT Lahore	Tariq Najmi
June 23-24, 2009	Training for Digital Resources, for faculty , staff and students	CIIT Lahore	Raja Muhammad Ibrahim & Tariq Najmi
June 15-16, 2004	Digital library training program for CIIT staff	CIIT Lahore	Raja Muhammad Ibrahim, SL



Conclusion:

We started travel with 6 books, 2 newspapers and one non professional library staff members with only circulation service and now are the best library in the town. Best in town is not our destination but only a milestone. We will be the best in country, it's not impossible but little bit difficult. With the support of authorities, guidance of the Senior Librarian and with zest and zeal of the CIIT Lahore Library team the library is approaching towards eminence. We have very broad plan, some of are as under:

- State of the art Library Building
- Library Portal of CIIT Lahore
- CD-ROM & Online Workstation
- Fully automated library activities (Paperless circulation)
- Rich collection development of library resources
- Inter library loan – ILL
- Self check-in & Check-out boxes
- Information Literacy Programme
- Library Security System
- Formation of Book Bank

This report is the true story of our seven years travel; we ignored the obstacles because “Yeh to chalti hay tughay ooncha udanay ka lye”. We know that we will face more hindrances in next travel but we are ready and sure that we will overcome all the barriers with our enthusiasm.