A plan for the establishment of a national bibliographic network for Kuwait in the light of international and local standards

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A Plan for the Establishment of a National Bibliographic Network for Kuwait in the Light of International and Local Standards

By

Nahla Al-humood

A Doctoral Thesis
Submitted in partial fulfilment of the requirement for the award of Doctor of Philosophy of Loughborough University

May 1998

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In The Name Of Allah

The Compassionate The Merciful
This dissertation is dedicated to my husband Abdul Rahman to my children, Khaled, Shaima, Dalal, Meshary, Qutiaba, my mother and to the memory of my father Dawod.
Abstract

This research was carried out in order to gather information on the current situation and practices of libraries in Kuwait so as to investigate the possibly of designing a model for establishment of a national bibliographic network in the State of Kuwait. As context for the research, background is provided on national bibliographic networks in developed countries and in the Arab World, together with consideration of the role of a national library in such a network.

In order to gather data, three questionnaire surveys (for library administrators, cataloguers and automation specialists) were distributed to all types of libraries in Kuwait. Information was sought on the composition and training of staff, the nature and extent of library resources and databases, the degree of automation of systems and services, and the nature of co-operation and resource sharing. Opinions were also sought on the feasibility of establishing centralised cataloguing and the implementation of a national bibliographic network. Follow-up interviews were also carried out, and professionals in both Kuwait and Saudi Arabia were consulted for advice on practical solutions and recommendations for an effective national bibliographic network.

The findings of the questionnaire surveys indicated some deficiencies that Kuwait libraries face: the absence of a leadership role by the national library; lack of a deposit law for national publications that would ensure a collection that would provide central focal point for a national information infrastructure; coverage by the national bibliography is neither comprehensive nor adequate; there are no formal systems of co-operation for resource sharing; implementation of standards for bibliographic services has been ineffective; many libraries still lack automated systems; lack of professional staff was noted by all sectors. Nevertheless, respondents were positive in their concern for needing strong leadership, adequate financial support for the national library, and expressed a desire for co-operation, which was felt to be possible even under the current circumstances. Based on the findings of the survey and experience described in the literature, it is concluded that a national library is the most appropriate body to develop and maintain the bibliographic databases that would be the centre of national bibliographic network.

A model for such a network is presented, discussing the links to different libraries in the country and the duties and responsibilities of the national and other libraries in attaining successful functioning of the network. Recommendations are made for the functioning of the proposed national bibliographic network.

Keywords: Kuwait, Libraries, National Bibliographic Network, Co-operation, Cataloguing
ACKNOWLEDGEMENT

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Special thanks are due to the staff in Information and Library Studies Department in Loughborough University for their kindness and help during my study. My thanks for the staff in the English language Study Unit, especially Mrs. Janet Stevenson.

I express my sincere thanks to the Kuwait Government especially Public Authority for Applied Education and Training for awarding me a scholarship to carry out this research and support me financially. Several thanks to computer centre staff in PAAET who have been of great help during the analysis of the questionnaire. I am very grateful to Dr. Yaser Abdul Motay and Dr. Mohamed Saeed for advice on aspects of language. Also to my colleague Khalid Al-anzi for his encouragement.

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I owe a great deal to my husband for love, encouragement, care and co-operation with my children Khaldoon, Shaima, Dalal, Meshary and Qutiaba which made it possible for me to study. I wish to express my deepest thanks to my mother and my mother-in-Law for their prayers and love, for my brothers, Adel, Qaees, Ahmad and my sister Nada also sisters and brothers-in-law for their support and encouragement. I wish to thank all my relatives for their support.
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<tr>
<td>AACR 2R</td>
<td>Anglo-American Cataloguing Rules 2nd Ed. Revision 1988</td>
</tr>
<tr>
<td>ABN</td>
<td>Australian Bibliographic Network</td>
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<tr>
<td>ACCIS</td>
<td>Advisory Committee for the Co-Ordination of Information Systems</td>
</tr>
<tr>
<td>AGC/SLA</td>
<td>Arabian Gulf Chapter, Special Libraries Association</td>
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<tr>
<td>AGR</td>
<td>Arabian Gulf Region</td>
</tr>
<tr>
<td>BL</td>
<td>British Library</td>
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<tr>
<td>BLAISE</td>
<td>British Library Automated Information Service</td>
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<td>BLCMP</td>
<td>Birmingham Libraries Cooperative Mechanization Project</td>
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<tr>
<td>CD-ROM</td>
<td>Compact Disc-Read Only Memory</td>
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<tr>
<td>DUNDIS</td>
<td>Directory of United Nations Database and Information System</td>
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<tr>
<td>IFLA</td>
<td>International Federation of Library Associations</td>
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<tr>
<td>ILL</td>
<td>Inter-Library Loan</td>
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<tr>
<td>IMNC</td>
<td>International MARC Network Committee</td>
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<tr>
<td>ISDS</td>
<td>International Serials Data System</td>
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<tr>
<td>ISO</td>
<td>International Organisation for Standardisation</td>
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<tr>
<td>JANET</td>
<td>Joint Academic Network</td>
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<tr>
<td>KFAS</td>
<td>Kuwait Fund for the Advancement of Science</td>
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<td>KISR</td>
<td>Kuwait Institution Scientific Research</td>
</tr>
<tr>
<td>LASER</td>
<td>London and South Eastern Region</td>
</tr>
<tr>
<td>LIBRIS</td>
<td>LIBRary Information System</td>
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<td>LC</td>
<td>Library of Congress</td>
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<td>LOCAS</td>
<td>LOcal Cataloguing Service</td>
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<td>LSP</td>
<td>Linked System Project</td>
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<td>MARC</td>
<td>Machine Readable Catalogue</td>
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<tr>
<td>Abbreviation</td>
<td>Full Form</td>
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<tr>
<td>NCCP</td>
<td>National Co-ordinated Cataloguing Program</td>
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<td>NCL</td>
<td>National Central Library</td>
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<td>NDL</td>
<td>National Digital Library</td>
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<tr>
<td>NLA</td>
<td>National Library of Australia</td>
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<tr>
<td>NLC</td>
<td>National Library of Canada</td>
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<tr>
<td>NLLST</td>
<td>National Lending Library for Science and Technology</td>
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<tr>
<td>OCLC</td>
<td>Online Computer Library Centre</td>
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<tr>
<td>OPAC</td>
<td>Online Public Access Catalogue</td>
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<td>OSI</td>
<td>Open Systems Interconnection</td>
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<td>RLG</td>
<td>Research Libraries Group</td>
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<td>RLIN</td>
<td>Research Libraries Information Network</td>
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<tr>
<td>SCOLCAP</td>
<td>Scottish Libraries Co-Operative Automation Project</td>
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<tr>
<td>SLA/AGC</td>
<td>Special Libraries Association Arabian Gulf Chapter</td>
</tr>
<tr>
<td>SVLN</td>
<td>Southside Virginia Library Network</td>
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<tr>
<td>SWALCAP</td>
<td>South Western Academic Libraries Cooperative Automation Project</td>
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<tr>
<td>UBC</td>
<td>Universal Bibliographic Control</td>
</tr>
<tr>
<td>UBCIM</td>
<td>Universal Bibliographic Control and International MARC</td>
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<tr>
<td>UKLDS</td>
<td>United Kingdom Library Database System</td>
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<tr>
<td>UKMARC</td>
<td>United Kingdom MARC</td>
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<tr>
<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organisation</td>
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<tr>
<td>VTLS</td>
<td>Virginia Tech Library System</td>
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<td>WLN</td>
<td>Western Library Network</td>
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List of Libraries Abbreviation

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<td>ADCMP</td>
<td>Arab Documentation Centre for Medical Publication</td>
</tr>
<tr>
<td>AFDL</td>
<td>Arab Fund of Development Library</td>
</tr>
<tr>
<td>AIPL</td>
<td>Arab Institute of Planning Library</td>
</tr>
<tr>
<td>CL</td>
<td>College libraries</td>
</tr>
<tr>
<td>DADC</td>
<td>Dawan Amire for Documentation Centre</td>
</tr>
<tr>
<td>GASERC</td>
<td>Gulf Arab States Education and Research Centre</td>
</tr>
<tr>
<td>I-AIL</td>
<td>Inter-Arab Investment Library</td>
</tr>
<tr>
<td>KCBL</td>
<td>Kuwait Central Bank Library</td>
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<tr>
<td>KCCIL</td>
<td>Kuwait Chamber for Commerce Industrial Library</td>
</tr>
<tr>
<td>KFAS</td>
<td>Kuwait Foundation for Advancement of Science</td>
</tr>
<tr>
<td>KFDL</td>
<td>Kuwait Fund Development Library</td>
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<tr>
<td>KISR</td>
<td>Kuwait Institute for Scientific Research</td>
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<tr>
<td>KNL</td>
<td>Kuwait National Library</td>
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<td>KNAL</td>
<td>Kuwait National Assembly Library</td>
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<td>KUL</td>
<td>Kuwait University Libraries</td>
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<tr>
<td>MC</td>
<td>Manuscript Centre</td>
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<tr>
<td>MI/IDC</td>
<td>Ministry of Information, Information Documentation Centre</td>
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<tr>
<td>MOL</td>
<td>Ministry of Oil Library</td>
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<tr>
<td>MP</td>
<td>Ministry of Planning</td>
</tr>
<tr>
<td>MREL</td>
<td>Ministry of Religious Endowment Library</td>
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<tr>
<td>PL</td>
<td>Public Libraries</td>
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<td>SL</td>
<td>School Libraries</td>
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<tr>
<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organisation</td>
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Chapter One
Introduction

1.1. The Value of National Information

The value of information is recognised by nations throughout the world, because of its importance in social and economic development. The need for co-ordinating and maximising the utilisation of this resource is realised by every country, including developing countries. The need for information networks to share resources by using technology is not a new idea. The world’s economies are becoming increasingly inter-linked and the role of information is assuming greater importance. The expanding use of electronic communication brings to the foreground the issue of information flow. The ability to access information resources from other countries, reflecting differing perspectives, may lead to a more profound understanding of common interests.

Malley, in relation to the availability of national information, said the following are needed:

- inter-lending and document delivery networks with the need for further detailed examination of present multilevel networks to aid the selection of focal points at national, regional and local level, and to define effective organisational structures for such networks.
- networks relating to the availability and location of materials and information with the need to allocate resources to the planning and development of a national referral system. This would include financial support for information centres which would be expected to play a crucial part in the national system.
- networks relating to the provision of specific information and advice with the need for an examination of existing agencies and their functions, in order to rationalise the diversity of central and local services, to avoid duplication and waste, and to be hospitable to future needs.

An information network at a national level would enhance the social and educational development at a country’s individual, social and professional levels, all of which require quantitative and qualitative information. To meet the need for an information network, libraries everywhere have found it necessary to work together to achieve a higher level of efficiency and effectiveness in both input and output.

Arab countries all share problems and difficulties with information. In this study the term "Arab countries" refers to the 21 countries which are members of the Arab League. These
countries share a common language, religion, common history, culture, customs and traditions. They also have in common:

- a dependence on international information systems in science and technology and economics,
- a lack of an infrastructure of information and communication,
- a lack of a legislative framework for information co-operation and resource sharing,
- a lack of any scientific system for dealing with secret information which causes duplication in research and information.

In Arab countries there is a higher demand than before for a networked information system. The system would make information promptly available, in a form acceptable to local libraries and conforming to international standards for basic bibliographic data; it would improve the operation of legal deposit\(^6\). Projects such as a national union catalogue of books and periodicals and the establishment of a national standard of cataloguing and classification in compliance with international standards should also be undertaken.

1.2. The Information Infrastructure in Kuwait

For many years Kuwait has had libraries and information centres. However, the growth of the national economy in Kuwait is now becoming more complicated in all sectors. The government realises the importance of the production of information, including statistics and documents issued periodically in official and governmental places, and there is an official periodical for the government *Kuwait al-yum*, first published in 1954\(^5\), which discusses issues in law and legislation in the country.

There are a total of 572 school libraries in Kuwait at all levels (high school, intermediate, elementary and kindergarten) which hold 1,839,011 volumes. Public libraries hold 512,164 volumes in 22 separate libraries\(^6\). Kuwait University has 11 libraries and the total collection is 221,944 Arabic, 1,273,308 English, and 722,684 foreign titles. The Public Authority for Applied Education & Training (PAAET) has 19 libraries, and the total collection is 655,718 Arabic and 20,000 English titles. There are also special libraries, both governmental or non-governmental. In 1994, an Amiri decree was issued to establish the Kuwait National Library\(^7\) to collect, organise, document, and keep the national heritage in different formats.
In 1957, the first statistical information on the population of Kuwait was collected, and in 1961, the first statistics for the industrial sector were collected due to the need for and interest in official statistics. In 1963, a law was issued for establishing the Central Administration for Statistics in the Ministry of Planning. It was the only office in the country to collect data and standardise statistical information, to organise, analyse and disseminate information for economic and social development.

In 1967, the Kuwait Institution of Scientific Research (KISR) was established as a general and independent institution. The objective was to develop a centre for scientific and applied research for economic and social development for the State of Kuwait. The Council of Ministries issued a deposit law for technical reports, research and statistical reports in the National Information Centre in KISR.

In 1967, the “National Centre for Information Systems” computer centre within the Ministry of Planning was established to implement and follow general policies for developing an information system in the administration.

There are 370 institutions which produce information in Kuwait including government offices, companies, non-governmental organisations, unions, share holding closed companies, national and international institutions.

However, the structure of information in Kuwait has the following problems:

- Some government departments depend on standards in using and exchanging information, but there is a difference in personal use and provision of information.
- Irregular information issues.
- Most of the official publications are not standardised in organisation or technical processes which cause problems with the effective retrieval of the information.
- There is duplication of information in many places in the country.
- Any automation is established individually.
- There is no special institute to disseminate and distribute information.

Problems in finding information have negative effects:

- Much of the official information is lost or unused, which is a waste of national resources.
• Many researchers are frustrated and cannot pursue their studies in important areas or topics or to develop themselves professionally. This results in a shortage of research and publications that could constitute the national intellectual output of Kuwait.

Between 1994 and 1995, the Kuwait Fund for the Advancement of Science funded a project to establish “National Information Bank in Kuwait”. The purpose of the project was to provide national and international information to meet researchers’ needs in all sectors, and a report was made which included the following recommendation(11) that steps should be taken to:

• unify the efforts of Kuwait society with its different governmental sectors and to provide the necessary means to develop information services in Kuwait.
• broaden the horizons and deepen the knowledge of the Kuwaiti citizens through the facilitation of the flow of information at a local and international level.
• provide more opportunities for the private sector to participate in the development of information in Kuwait society.
• lay the foundations for establishing a wide-area network (WAN) for information transfer in Kuwait to serve individuals, companies and institutions.
• establish criteria for individual and organisational users to connect to local and international communication networks.

Unfortunately, this project has not been implemented yet. If it had been, then the exchange of data and information between libraries would have become faster and more efficient. Moreover, the establishment of a national information network would have removed the barriers of both space and time, and enabled organisations and other institutions to be more able to perceive information and its exchange as a resource to support innovation and creativity in the society.

1.3. The Value of a National Bibliographic Network in Kuwait

There is some literature on Kuwait libraries but none of it has examined the attitudes towards the feasibility of a national bibliographic network between the libraries in the State of Kuwait. From a review of the literature, nothing appears to have been written about the attitudes of librarians and the administrators in Kuwait libraries toward establishing a national bibliographic network, automated co-operative activities, and their views on the
obstacles to the establishment of a library co-operation network. No library has the budget, staff, space, and necessary equipment to acquire, process, and make available all bibliographic data and to adequately meet the needs of all users. A national bibliographic network would coordinate activities in all libraries aimed at developing library systems and standards for bibliographic control at a national level, to exchange bibliographic data, and to act as a clearinghouse.

The main goal of a national bibliographic network is to design a computer communication network connecting libraries and information centres by establishing a focal point of computer related information for all libraries and by establishing a national bibliography. Bourne\(^{(12)}\) stated that the essential characteristics of a national bibliography can be derived from the guidelines published by UNESCO in 1977. These guidelines presented the core of a national bibliographic format, coverage, currency, quality, infrastructure, and technology. The output from a national bibliography can be in many forms: print, microfiche, CD-ROM or as online services through OPACs.

By establishing the Arab Information System Network (ARIS-Net) at regional level, this project was conceived to promote and support the development of information systems as an essential infrastructure for technical co-operation and development among the Arab countries. However, it suffers from political, social, economical problems in different countries. Mostafa\(^{(13)}\) discussed the concept, plans, approaches and organisational decisions for the creation of the Arab Information System Network, whose objectives are:

- to exchange information between the institutions and organisations in the Arab countries and to support their programmes and development through co-ordination and co-operation in information services.
- to avoid duplication and waste in this high cost work and to use the information resources in these areas better and more effectively.
- to develop the information systems in the Arab countries for all sectors: economic, social, scientific and technological.
- to develop the resources and information systems and the use of hardware and communication to collect, organise and disseminate information between the institutions in the region.
- to develop a system and directories for dealing with information and to disseminate it using the Arabic language.
to present and process programmes for training staff in the administration of the Arabic Information Network at national and regional levels.

Carpenter (14) identifies three varieties of bibliographic databases:

- a database used locally within a particular library, often a subset of a larger bibliographic database
- a file dedicated to a particular purpose and not necessarily representing the holdings of a library or set of libraries
- a national or international bibliographic database

Recognising the value of a national bibliographic database, Carpenter defines it as a "bibliographic database attempting to cover the majority of the current bibliographic output of a nation or group of nations and accessible in some form to a substantial number of libraries essentially unrelated except for their common participation in the services of the organisation creating the database" (15).

The production of a correct national bibliography is the future task of a national database, that of providing a catalogue formulated according to national and international standards. The presence of dramatically different modes of organising bibliographic databases makes it doubtful which are suitable to provide the basis for an online catalogue of all the collections between the libraries in any nation.

The benefit of a national bibliographic network is that it provides the libraries with the means for co-operative acquisition, co-operative preservation, co-operative cataloguing and interlibrary loans. Chapman (16) carried out a currency survey from the British National Bibliography Machine Readable Library database on the British Library database using a sample from public and academic libraries, on the impact of a number of British national bibliography initiatives: currency of the coverage, copyright libraries shared cataloguing programme. The result of the survey was to improve the performance of the service that has now achieved a fairly high level of performance.

The benefits of a national bibliographic network come from the provision of a variety of services. Middleton (17) discusses some specific aspects of linking regional networks in Australia. These aspects are: standards at the telecommunications level; standards in bibliographic description; subject headings; screen rules; and, filing rules. Advances in network technology have made an automated network possible. The Australian Bibliographic
Network governance is in the hands of a Network Committee consisting of seven members representative of Australian Bibliographic Network users, and the ABN charges, in accordance with government policy, the full cost of the service. The national information applications policy provides a more comfortable framework within which to operate.

1.4. Definition of Terms

The terms used in this study are widely accepted by the writers in the field. These are:

**Technical services:** a taxonomy of technical services having acquisition of materials, cataloguing and classification at its heart which might branch out into pre-acquisition processes (collection development), additional processing services (preservation and physical maintenance), and inventory control (circulation).\(^{(18)}\)

**Cataloguing-in-publication:** the provision of cataloguing information within a published document. CIP data may also appear in machine-readable form to give early warning of the document’s publication, e.g. on an online database.\(^{(19)}\)

**Information network:** two or more libraries engaging formally in a common pattern of information exchange through communication for some functionally independent purpose.\(^{(20)}\)

**Multitype co-operation:** a multitype library co-operation is a means of mobilising total library resources to meet the needs of the user without regard to the type of library involved and without classifying the user as a public, school, academic, or special library patron.\(^{(21)}\)

**Standard:** in the field of information work “standard” mainly covers codes of cataloguing rules, classification schemes and various other documents containing recommendations for good library practice.\(^{(22)}\)

**Bibliographic control:** system for recording and describing library materials in a catalogue or database, thereby facilitating access to those materials in a library or documentation centre; it is a system which can be local, national or international.\(^{(23)}\)

**Information infrastructure:** the phrase “information infrastructure” covers a wide and ever-expanding range of equipment including cameras, keyboards, telephone, fax machines,
computers, switches, compact disks, video and audio tapes, cables, wires, satellites, optical fibre transmission lines, microwave nets, televisions, monitors, printers, and much more.\(^{(24)}\)

Young\(^{(25)}\) sees a national information infrastructure as integrated and interconnected physical components to providing an advanced technological foundation for living in the information age and believes in making these technological advances useful to the public, businesses, libraries and other non-government entities.

**National bibliographic database:** a national bibliographic database will give us all the bibliographic records service since they first became Machine-Readable.\(^{(26)}\)

**Co-operative cataloguing:** co-operative cataloguing involves an agreement between a number of libraries to share the work; co-operative cataloguing between libraries produces a union catalogue which contains entries and locations related to the stock of more than one library.\(^{(27)}\)

### 1.5. Statement of the Problem

A national library should act as a national centre for information services and bibliographic services, covering both science and technology, the humanities and social science. Its central aim should be to preserve, elaborate, achieve and promote the combined resources of its collections and facilities for reference, document supply, bibliographic, research, and other services. This will benefit, both now and in the future of research, industry, commerce and other major categories of information users.\(^{(28)}\)

At the present time the Kuwait National Library does not fully play a leadership role within Kuwait libraries. Kuwait libraries suffer from the lack of any national network or bibliographic controls, the absence of a national bibliography, a national union catalogue, union list of serials, subject headings, and unified classification schemes for Arabic materials.

As a result, no close relationships have developed between the Kuwait National Library and other libraries, or even among the libraries themselves. The lack of co-operative activities has resulted in a lack of co-operation in cataloguing, standards for bibliographic records, lack of authority files for Arabic names, development of Arab MARC. Also the lack of professional staff and networks have caused, in most of these libraries, poor collections, inadequate services, and duplication in acquisitions, in addition to poor technical services and poor development of the collections.
1. 6. Purpose of the Study

With a view to the problems identified in 1.5, the purpose of this study is to provide a practical model for the establishment of a National Bibliographic Network between all types of libraries in Kuwait which will develop and maintain a system for co-ordination of activities, standards for bibliographic control at a national level, an exchange bibliographic data, and a control and dissemination of bibliographic records at a national and international level.

1. 7. Objectives of the Study

In order to suggest a plan for a Kuwait National Bibliographic Network, the objectives of this study are:

- to review the current state of libraries in Kuwait,
- to identify the problems and difficulties being faced by them,
- to identify areas where co-operation in sharing resources and services will solve some of these problems,
- to find out the current state of technical services,
- to evaluate the librarians' opinions and attitudes toward their library systems,
- to establish a model stating its goals and objectives, and showing its organisational structure, functions, co-operative activities and network services.
- to suggest some practical solutions and recommendations for an effective National Bibliographic Network among libraries,

1. 8. Scope of the Study

The scope of the study is limited to libraries in Kuwait. Table 1.1 presents all the types of libraries in Kuwait: university libraries, school and public libraries, college libraries, the Kuwait National Library and selected major special libraries in Kuwait.
Table 1.1
Libraries in Kuwait

<table>
<thead>
<tr>
<th>Types of library</th>
<th>Number of libraries</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuwait University libraries</td>
<td>11</td>
<td>100%</td>
</tr>
<tr>
<td>Special libraries (selected major libraries)*</td>
<td>18</td>
<td>30%</td>
</tr>
<tr>
<td>School libraries</td>
<td>572</td>
<td>100%</td>
</tr>
<tr>
<td>Public libraries</td>
<td>23</td>
<td>100%</td>
</tr>
<tr>
<td>Kuwait National Library</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>College libraries in PAAET**</td>
<td>19</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>644</td>
<td></td>
</tr>
</tbody>
</table>

* selected on the basis of their importance and level of development.
** Public Authority for Applied Education and Technology.

1.9. Significance of the Study

National bibliographic network systems and services in developing countries provide for libraries needs. University and some special libraries in Kuwait have recently started to network and automate some library functions.

This study will provide information on:

- the need for bibliographic standards that will form the basis for the development of a database which will serve all the libraries and information centres in Kuwait,
- what has been done so far in the development of Arabic bibliographic databases,
- different network database utilisation in the libraries and information centres in Kuwait.

It will also provide:

- the fundamental data for further planning and development for a Kuwait national bibliographic network,
- baseline information for researchers for further studies,
- recommendations for planning and establishing national bibliographic network in Kuwait.
References


7. Decree Number 52/94 Concerning the National Library. Kuwait Al-yum [Kuwait Today], 1994, 40(149), [unpaged].


9. Kuwait Fund for the Advancement of Science, ref. 5.

10. Ibid.

11. Ibid.


15. Ibid., p. 3.


23. Ibid.


Chapter Two
Libraries and Information Centres in Kuwait

2. 1. Introduction

This present study is involved in gathering data and information about the status libraries in Kuwait (university, college, national, school, public, special). The majority of these are controlled and financed by the Kuwaiti government; there are a few exceptions such as special libraries and information centres attached to the banks, the press, and local, regional, and international associations.

2. 2. Kuwait Central Library (The Kuwait National Library)

2. 2. 1. Historical Background

The Kuwait Central Library was established in 1923 (1) and was named Al-maktaba Al-ahliha [The People's Library]. The purpose of establishing Al-maktaba Al-ahliha was to provide the educated people in Kuwait with a place to gather and exchange information. The library possessed 1,500 books at the time of its establishment.

In 1936 the Kuwait Central Library came under the responsibility of the Ministry of Education and was re-named: Maktabat Al-maaref Al-aamaha [The Library of Public Education]. In 1957, the administration of Al-maaref established three public libraries. The use and the collection of the Central Library increased but the space remained very small.

Librarians requested that the Ministry of Education build a new library suited to developments taking place in Kuwait. In 1958 three branches opened for the public, and the collection of books was approximately 15,445 items.(2) In 1973 the responsibility for the library came under the National Council of Literature, Arts and Letters in accordance with Decree No. 4 of the Amiri Decree, which stated that:

The National Council of Literature, Arts and Letters can assume the responsibilities of some ministries related to the National Council’s activities.(3)
The National Council of Literature, Arts and Letters (NCLA&L) was to take responsibility for establishing more public libraries and in 1980 the Secretary-General established a committee to prepare a five year plan for the central and public libraries which focused on the following: the function of central and public libraries, acquisition and circulation, union cataloguing, providing services for the handicapped and social and cultural activities.

The future plan of the National Council of Literature, Arts and Letters was to establish a national library in Kuwait, and the Central library has become the core for this national library. On 17th Shawwal, 1414AH corresponding to: 29th March, 1994 AD, the Amiri Decree No.52 was issued, which was concerned with the establishment of a national library for Kuwait(4). From the date of this decree, the Central Library became the Kuwait National Library (see Appendix 5).

2.2.2. Aims and Purpose

The Kuwait Central Library aims to enrich cultural activities and to guard national heritage and culture. Aims for the library include the establishment of a national union catalogue, the promotion of information technology in libraries, and participation in training in the field of libraries and information.

2.2.3. Deposit Law

In February 1985 the Council of Ministers issued Decree No. 14, relating to the law of deposit for government and semi-government publications.(5)

The law stated that five copies of government and semi-government publications should be deposited in the Kuwait Central Library. When Al-hasan interviewed the Head of the Central Library in 1991 he said that a comprehensive depository law was still under consideration. (6)

Decree No.52, which established the Kuwait National Library, stated that it had responsibility to supervise the legal deposit system and the copyright system to ensure the protection of the intellectual literary, scientific and technical innovations.
2.2.4. Collection

The Kuwait Central Library occupies an area of 2,985 square metres in a commercial area of the capital, Kuwait City. Despite its name, 'Kuwait Central Library' it does not provide centralised services for Kuwait libraries, it is merely the oldest and largest public library in Kuwait.

The collection of Arabic and non-Arabic literature within the library is growing rapidly. This began when people starting donating from their own collections of books and periodicals. Finally the government allocated funds to increase the materials within the library. (7)

![Collection development and users (1957-1963)](image)

*Source: Al-maktabaha Al-markaseah fee khamseen aaman, [Central Library over fifty years], 1986.

Fig. 2.1 shows an increase in the number of books each year from 1957 (15,445 volumes) to 1963 (36,563 volumes). During this time the library moved to a new building and also appointed qualified librarians with awareness of needs in cataloguing, acquisitions, and services. In addition the library users broadened to include more educated people like students and researchers. In 1957 there were 27,600 users and this figure had risen to 72,924 in 1963 (Fig. 2.1).
The library collection increased until the period between 1976 and 1980, when acquisitions almost stopped due to cuts in the budget. At the time the Council of Ministries issued a statement (1st July 1979) which declared that all public libraries, including the Central Library, should transfer their administration to the National Council of Literature, Arts and Letters\(^8\). Fig. 2.2 shows the development of the collection and the increase in users from 1976 -1984.

![Graph showing collection development and users (1976-1984)](image)

*Source: Al-maktahha Al-markaseah fee khamseen aaman, [Central Library over fifty years], 1986.

The National Council of Literature, Arts and Letters was able to develop and increase the collection and in 1984 the number of volumes was three times more than in 1957. During the same period the users decreased and in 1984 had declined to 9,824. This was because of the increase in the number of public libraries in many cities in Kuwait. Throughout this period the library also developed services and increased acquisition of cultural publications and subjects related to the Gulf area.

During the Gulf War, when Iraq invaded Kuwait (2nd August 1990), the entire collection including the furniture and equipment within the Central Library and all the other public libraries were transferred to Iraq or destroyed. However, in December (1991) approximately 120,000 volumes were returned to Kuwait\(^9\).
2.2.5. Technical Services

The Central Library follows the Anglo-American Cataloguing Rules (AACR 2) in its cataloguing system. All technical services are operated manually and the Dewey Decimal Classification system is used for both the Arabic and English collections. Al-Khasendar Subject Headings are used for both the Arabic and English collections. The Central Library also published irregular and occasional subject bibliographies and the national bibliography.

2.3. Public Libraries

2.3.1. Historical Background

The first public library opened in 1960; Maktabit Al-Ahmadi Al-Aamh. By 1965 the National Council of Literature, Arts and Letters had opened 16 public libraries in most of the cities in Kuwait and by 1988, the number of public libraries was 23. Two public libraries were designated for women only: Al-Dasmah women's public library (1966) and Al-Rumaithiaha women's public library (1988) (10).

During the academic year 1988-1989, the Ministry of Education assumed responsibility for public libraries, but not the Central Library. The location of each public library is in a shopping area which includes a co-operative supermarket, medical clinic and post office.

2.3.2. Aims and Purpose

The aim of the government when establishing the public libraries was to improve the education, and intellect of the users, and to provide better services for researchers.

2.3.3. Collections

In 1985 the collections in public libraries totalled 319,190 books and the children’s collections added up to 51,377 books (11). The acquisition practice when selecting materials was to give priority to publications related to the Arabian Gulf.
The exchange and gifts unit, which was established in 1985, is part of the Administration for Public Libraries, and it organised the exchange of publications between the following: public libraries, 48 national educational institutions in Kuwait, around 82 institutions in the Arab countries and 35 international educational institutes.

The number of Arabic journals purchased is includes 156 Arabic and 135 English titles. Public libraries are centrally administered and all library processes from information acquisition to information dissemination are traditional in nature. A consultant from UNESCO, H. S. Barkar, visited Kuwait in 1975 to give an overview and proposed a five year plan from 1975-1980 to develop the public libraries. One of his recommendations was to make better use of the new collection by imposing time limitation penalties on the borrowers, and to promote development in acquisition and library services.

Aman, stated in his report entitled, “Report on Mission to Kuwait’s Ministry of Education”:

There are no published procedures and regulations, “la’iha”, for public libraries in Kuwait. Public libraries in the field need guidance, a sense of direction, leadership and belonging. If properly trained, these librarians can be given more responsibilities to run their libraries according to modern standards for public libraries.

### Table 2.1

<table>
<thead>
<tr>
<th>Library</th>
<th>Book holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>86/87</td>
</tr>
<tr>
<td>Al-ahmadi</td>
<td>18,870</td>
</tr>
<tr>
<td>Al-tarkat</td>
<td>—</td>
</tr>
<tr>
<td>Al-jahra</td>
<td>11,318</td>
</tr>
<tr>
<td>Hawally</td>
<td>26,387</td>
</tr>
<tr>
<td>Al-khalda</td>
<td>13,983</td>
</tr>
<tr>
<td>Khedan</td>
<td>10,967</td>
</tr>
<tr>
<td>Al-dasma</td>
<td>13,757</td>
</tr>
<tr>
<td>Al-danaa</td>
<td>11,589</td>
</tr>
<tr>
<td>Al-runathia</td>
<td>10,644</td>
</tr>
<tr>
<td>Al-salmia</td>
<td>13,666</td>
</tr>
<tr>
<td>Al-shneb</td>
<td>14,217</td>
</tr>
<tr>
<td>Al-sabahia</td>
<td>10,425</td>
</tr>
<tr>
<td>Al-suleibkhat</td>
<td>9,414</td>
</tr>
<tr>
<td>Al-dhia</td>
<td>9,571</td>
</tr>
<tr>
<td>Al-srdia</td>
<td>—</td>
</tr>
<tr>
<td>Al-edalia</td>
<td>9,113</td>
</tr>
<tr>
<td>Al-fahheel</td>
<td>8,302</td>
</tr>
<tr>
<td>Al-farwania</td>
<td>10,546</td>
</tr>
<tr>
<td>Al-fahna</td>
<td>11,736</td>
</tr>
<tr>
<td>Faelaka</td>
<td>10,251</td>
</tr>
<tr>
<td>Al-odsia</td>
<td>11,995</td>
</tr>
<tr>
<td>Kafian</td>
<td>10,162</td>
</tr>
<tr>
<td>Sabah Alsalim*</td>
<td>—</td>
</tr>
<tr>
<td>Al-fardos*</td>
<td>—</td>
</tr>
<tr>
<td>Al-fandus*</td>
<td>—</td>
</tr>
<tr>
<td>Hadeia*</td>
<td>—</td>
</tr>
<tr>
<td>Total</td>
<td>258,334</td>
</tr>
</tbody>
</table>

*due to open in 1989/1990; delayed by the Iraqi invasion.
Table 2.1 shows the increase in library collections between the periods shown. The total in 1989/90 was 330,822 volumes. The Sabah Al-Salem, Al-Fardous, Al-Fintas and Hadia libraries were due to open in 1989/90, because these were the first libraries opening in new towns. However after the Iraqi invasion in August 1990 these libraries remained un-opened.

The Administration Office of Libraries within the Ministry of Education opened other public libraries for the users, and increased the collections again. In 1992/93 the number of volumes had expanded to 271,776.

2.3.4. Technical Services

In 1961 the section responsible for cataloguing and all technical processing established a central cataloguing department to provide books with catalogue cards to all public libraries. Up until 1967 the cataloguing process used was in accordance with the ALA cataloguing rules for author and title entries. In 1968 the Anglo-American Cataloguing Rules, first edition were implemented.

In 1983 the International Standards for Bibliographic Description (ISBD) was translated into Arabic. It became very widely used in libraries in the Arab countries. The translation was made with the co-operation of the Arab Organisation for Education and Culture and Sciences and the Jordanian Libraries Association. The technical section prepared the title, author and subject headings.

For foreign collections, the Sears List of Subject Headings (1982) system was used. After 1983 there was a conversion to the Library of Congress Subject Headings system. The Arabic collections followed the Al-khazendar Subject Heading List, third edition.

For classification they used the Dewey Decimal Classification system with Arabic modification in the following categories:

<table>
<thead>
<tr>
<th>Islamic Religion (210-269)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic Language (450-459)</td>
</tr>
<tr>
<td>Arabic Literature (850-859)</td>
</tr>
<tr>
<td>Arabic History (953-953,9)</td>
</tr>
</tbody>
</table>
The Library Administration Office for Public and School Libraries used the modification of the Dewey Decimal Classification system with changes and additions in Arabic 1990\(^{(15)}\) for Arabic collections. For non-Arabic collections the 18 edition of DDC was used.

### 2. 4. School Libraries

#### 2. 4.1. Historical Background

The first school libraries in Kuwait were established in 1936, in the Al-mubarakiyah and Al-ahmadiyah Schools. By 1955 the number of school libraries reached 52, and by 1965 the number of school libraries totalled 162 and this figure doubled by 1978. Within every new school there was a library\(^{(16)}\). The Zehery Report about school libraries states that:

> The School Library Administration is within the Ministry of Education. It was reorganised twice in 1965 and 1981. The responsibility of school library is to meet the needs of student and staff by providing adequate library resources and services. The School Library Administration responsibilities grew to include the development and implementation of service programmes, recommending policies and procedures for acquisition and collection development, and the organisation of the library materials. Other responsibilities included participation in the selection and training of new staff, supervising and evaluating staff performance, administering the annual school library inventory, and reporting on library progress to the Ministry and school district authorities\(^{(17)}\).

The School Library Administration has three main sections: School Library Services, Research and Programme Development and Library Instruction. The Director of the School Libraries Administration is responsible for managing, supervising, co-ordinating, and monitoring departmental functions and school library services which will meet the educational and instructional needs of students and teachers\(^{(18)}\).

During the academic year 1989-90 there were 587 state schools and 110 private schools in Kuwait. Approximately 60% of the population in Kuwait are non-Kuwaiti, and the private sector is used to accommodating this diversity of nationalities. There are two types of private schools, Arabic and non Arabic, and these private schools are mainly for non-Kuwaiti children\(^{(19)}\).

Private school libraries are not included in this study because these libraries work independently in relation to cataloguing, acquisitions and services.
Table 2.2

The number of school libraries in educational institutions (1989/90 - 1992/93)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>133</td>
<td>97</td>
<td>105</td>
</tr>
<tr>
<td>Religion Institutions</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate</td>
<td>137</td>
<td>82</td>
<td>89</td>
</tr>
<tr>
<td>Elementary</td>
<td>163</td>
<td>114</td>
<td>117</td>
</tr>
<tr>
<td>Co-Elementary</td>
<td>28</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Special Education</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>113</td>
<td>117</td>
<td>113</td>
</tr>
<tr>
<td>Total</td>
<td>587</td>
<td>458</td>
<td>481</td>
</tr>
</tbody>
</table>

Table 2.2 shows a decrease in the number of school libraries in Kuwait. When Kuwait was invaded by Iraq in 1990, all schools were closed and turned into billets for Iraqi soldiers and the library collections were looted. In September 1991, after the liberation of Kuwait, the Ministry of Education re-opened 458 schools (this included 458 libraries because each school had a library). In 1993, 481 libraries had been re-opened after some rebuilding and re-organisation\(^{(20)}\).

2.4.2. Aims

School libraries provide library services to staff, teachers and students: They aim to:

- support the curriculum and consolidate school courses,
- develop reading interest and encourage students to enjoy learning,
- encourage research,
- instruct the students and other users how to use the library and promote self education,
- support the user's needs,
- acquire, and organise library material used for instruction in all subjects. \(^{(21)}\)

2.4.3. Collections

According to the above statistics, in 1989/90, the 587 state school libraries had collections of 3,065,393 titles (1,550,272 non-fiction and 1,515,121 fiction)\(^{(22)}\). In 1992/93 the number of school libraries (as indicated above) was reduced to 481, with a total collection of 1,395,922 titles (518,041 fiction and 477,881 non-fiction)\(^{(23)}\). Over half a million volumes were lost during the Iraqi invasion in 1990. School libraries do not have clear policies for developing their collections or replacing their losses as Zehery states:
School Libraries have not been guided by clear policies for developing basic core collections, and formulating criteria for reviewing and evaluating collection, thus determining their adequacy, coverage, and validity. Because Arabic is the language of instruction in state schools, Arabic materials constitute 80% of their library collections. Standard tools for selection do not exist and there are no effective substitutes for the lack of reading lists, national bibliographies, and lists of Arabic books in print. Consequently, sporadic selection of books at exhibitions and fairs is common practice among many librarians in Kuwait.\(^{(24)}\)

2.4.4. Technical Services

Cataloguing and classification have been centralised within school libraries. The technical processing unit section organises the classification and cataloguing of all materials in school libraries. For the Arabic version they use AACR2, the DDC modified Arabic edition, and Ibrahem Al-Khazandar's Ka'amat Roa'ss Al-Mawdha'at Al-Arabia [Ibrahem Al-Khazandar's List of Arabic Subject Headings]. The unit also produces printed catalogue cards and maintains the union catalogue of school library holdings.

2.5. University Libraries

2.5.1. Historical Background

The Kuwait University Library was founded in 1966 and has evolved into a complex structure, which is organised under the Libraries Administration Department within the University. The majority of the collections and services are provided by eight college libraries and four units.\(^{(25)}\)

- The Art Libraries (one for males and one for females)
- The Education Library
- The Commerce, Economic and Political Sciences Library
- The Science Library
- The Engineering Library
- The Law Library
- The Shariah Library
- The Health Science Centre
- The Kuwait Information Centre unit
- The United Nation Press unit
2.5.2. Collections

The library collection before the invasion of 1989/90 was as follows:

- **Books**
  - Non-Arabic titles: 320,000
  - Arabic titles: 135,000

- **Periodicals**
  - Discontinued: 1,775
  - Continued: 3,800

During the invasion until liberation (26 February 1991) most of the library's collection was removed to Iraq or destroyed. The furniture and equipment, including a large number of photocopiers, computers and CD-ROM drives were stolen. The value of the lost collection was estimated at 20 million US dollars; some of the items are no longer available. In addition, the cost of furniture and buildings lost was estimated at around 7.5 million US dollars. The losses in equipment and computer hardware and software were valued at 4.25 million US dollars.

As early as April 1991, two months after Kuwait's liberation, the rebuilding of the University's collection had begun. Arabic titles of more than 25,000 items were ordered and were received before the end of 1992. The Kuwait University Library aimed to replace the items from the previous collection and by 1993/94 the collections included the following:

- Non-Arabic books: 88,759
- Arabic books: 82,414
- Manuscripts (original): 1,135

The Audio-Visual Aids unit

The Manuscripts unit

The Health Science Centre is in the Medical College and is headed by a director who is accountable to the Vice-Dean for Academic Affairs (Faculty of Medicine) about all matters relating to the library, as well as this he controls the budget of the Allied Health Library.
manuscripts (microfiche) 1,310
periodicals (foreign) 3,710
periodicals (Arabic) 802
CD-ROM items 24

2.6.3. Technical Services

The technical services within the library are centralised and carried out by the library administration, except in the Medical Library which has its own medical classification system and technical services. A team of librarians from the United States spent many months at the university with the aim of establishing standard procedures for the libraries, and they changed the classification scheme from the Dewey Decimal Classification system to the Library of Congress classification system. An automated catalogue was introduced using BIBLIOFILE and specifications for a fully automated library system were prepared.

Al-Ibrahim reported, in his article entitled “Interlibrary loans in the Arabian Gulf: issues and requisites”, that the Kuwait University’s experience provides an interesting example. The official catalogue within the technical processing division served as a union catalogue for several faculty libraries located on different campuses, each of which had a catalogue of its own collection. The first serious attempt to organise the official catalogue to serve as a functional union catalogue was made in 1982.

A preliminary survey revealed the following: thousands of misfilings, the absence of uniform rules for the arrangement of records and numerous cases of missing cards with no corresponding books on the shelf. The processes of retrospective conversion and automation were underway when the Iraqi invasion began in August 1990. Everything was destroyed and 95% of the collection was lost.

The plan for the automation of university libraries was agreed upon 1994 and it was based on the Virginia Tech Library System (VTLS). It’s adherence to international standards such as the MARC format was adopted to create and manage union databases, and to support copy cataloguing, interlibrary loans and document delivery services.
2.6. Public Authority for Applied Education and Training Libraries

2.6.1. Historical Background

The Libraries under the Public Authority for Applied Education and Training (PAAET) were founded in 1982. These libraries are organised under the centralised Library Administration group and there are 16 branches within colleges and training centres. The main aim in establishing PAAET was to meet the development needs of national manpower. (32)

In 1989 the Director General of PAAET endorsed the reorganisation of the divisions of PAAET and the objectives allocated to PAAET library administrations were to:

- develop the growth of library collections (books, periodicals, reports, etc.),
- provide information technology,
- provide technical systems suitable for applicable collection,
- provide a card catalogue system to the libraries,
- co-operate with other libraries in exchanging publications,
- develop library automation and establish a network between the libraries,
- develop library administration and the staff. (33)

2.6.2. Collections

The library collections are duplicated for both men and women because of the prohibition of coeducation by the authority. Before the Iraqi invasion, 1990, the number collection within these libraries was about 200,000 volumes and the total library staff was 50 employees (34). Nearly all the collections were moved to Iraq during the invasion. The libraries as structures were left intact, but most of the interiors were completely destroyed and had to be renovated. (35)

The collections in the libraries from 1991 to 1994 has recovered to:

- Arabic books 45,542
- Foreign books 23,800
- Arabic periodicals 351
- Foreign periodicals 470
2.6.3. Technical Services

The technical services in libraries of PAAET are centralised in the Library Administration. For cataloguing they follow the AACR 2 system and all the technical services operated manually. The Dewey Decimal Classification system is used for the Arabic collections and the Library of Congress for the English collections. The Al-Khasendar Subject Headings is used for Arabic materials and the LC Subject Headings for the English collections.

2.7. Special Libraries

Special libraries and information centres in Kuwait can be separated into two types: governmental and non-governmental. The total number of special libraries is 69 and the collections of these libraries serve the information needs of special clients. There were 29 non-governmental special libraries and information centres attached to research institutions, banks, corporations, local and regional centres, and international associations and the press. Forty special libraries and information centres are attached to government departments. The largest and best organised of these are found in the Ministry of Education, the Ministry of Justice and the Kuwait National Assembly. It is not possible to give a more detailed description because each one is differently organised, with individual aims and collections suited to the needs of their specific users.

Conclusion

Generally speaking libraries in Kuwait are not fully developed. One reason is the Iraqi invasion in 2 August 1990, which caused problems to the whole political and social basis of Kuwait, including the library and information infrastructure. The rebuilding process after liberation in 2 February 1991 has been impressive. Libraries and information centres have been opened and even up to the present continue to repair the physical damage, and acquire and process new collections. Their future plans and priorities include continuing to rebuild and develop the collections, staff and technical services, also looking for co-operation between these libraries. These developments will be examined in more detail in Chapter Seven, which discusses the results of the survey analysis presented in Chapter Six.
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9. Al-hasan, ref. 6, p. 23.
19. Al-tamar and Badawy, ref. 10, pp. 10-12.
21. Al-ali, ref. 16, p.94.
23. Ibid., p. 133.

24. Zehery, ref. 17, pp. 133-134.


33. Ibid, p. 10.

34. Abdel Motey and Al-humood, ref. 27, p. 444.


36. Al-ansari, ref. 25, p. 6.
Chapter Three
National Bibliographic Networks in Developed Countries

3.1. Introduction

This study focuses on the role of national bibliographic networks in national libraries and the formation of libraries into viable systems through the standardisation of cataloguing, networking, and co-operative activities between libraries.

After discussing the concept of a national bibliographic network and examining the role of a national library, this chapter will present the study of selected library systems in developed countries. The Library of Congress, the National Library of Australia and the British Library have been chosen as examples because they provide central services which include: bibliographic services, lending services, information, reference and referral services, collection standards and international representation. They also provide leadership, which involves monitoring the nation's library services and initiating appropriate actions. Other concerns of these national libraries are the development of national policy for other types of libraries as well as participating in the planning and overall development of information systems both nationally and internationally.

3.2. The Concept of a National Bibliographic Network

This section will discuss and analyse in more detail some of the leading professional opinions upon the concept of a national bibliographic network, but the history behind the development of this concept will not be discussed. The study is concerned with the national bibliographic network as a part of national libraries and the role of national libraries will be discussed in the next section.

The aim is to understand the features and the functions of bibliographic databases and national bibliographic networks in countries such as the United State of America, the United Kingdom and Australia. The study will take these countries as examples because their library systems are well established in structure, governance, and services.
There are many different bibliographic databases, some of which are used locally within a particular library to form the basis of the library's catalogue. Other National bibliographic database which is a file devoted to a particular purpose and not necessarily representing the holdings of a library or set of libraries.

Lewis has referred to the national bibliographic database as one that will give "all the bibliographic goodies that every one has ever clamoured for since bibliographic records first become machine-readable". However, the national bibliographic database is common, acceptable, and has a very large collection of records comprising the complete catalogues of the largest and most important collections in a country. This database is organised so that contributing libraries can identify their own records and those of others for the purposes of inter-lending and the import of catalogue data.

The other type of bibliographic database is the international bibliographic database which is a bibliographic database attempting to cover the majority of the current bibliographic output of a group of nations. From the explaining and understanding of the three different types of bibliographic database. Without doubt, behind the development and success of national bibliographic network which is a group of libraries connected together for the purpose of exchanging cataloguing information, co-operative structures, compiling and sharing bibliographic information between libraries and information centres, both nationally and internationally. First: networks are based upon co-operation, shared responsibility and joint action to maximise accessibility and the use of available resources to increase the potential for services. Second: the establishment of Bibliographic Services Centre within national library, which makes information available on information materials issued within the libraries and collections of the territory it serves. The centres are set up to improve and develop the bibliographic services already provided by the individual libraries and other sources of information within their territory. The national bibliographic service in the British Library creates authoritative records for the British materials received on legal deposit and for other materials acquired. These are used to produce the British National Bibliography and to offer record supply and information retrieval services by means of printed publications, CD-ROM and online.

The Linked System Protocol (LSP) is an attempt to solve the problems affected by the lack of coverage on the part of given national bibliographic database. The LSP aims to establish communication links allowing transmission of data using the Standard Network
Interconnection, patterned on the Open Systems Interconnection (OSI) model, to exchange records between systems regardless of the hardware or the software operating on each. The Linked System Project (LSP), which was set up in 1982, has become a widely accepted international standard. The development of this was part of the overall networking activities. LSP was initiated by four of the main large bibliographic databases: the Library of Congress, the Western Library Network, the Research Library Group and Online Computer Library Centre. LSP consists of two basic elements: a communication facility and an applications facility. The communication facility is the Standard Network Interconnection (SNI). This capability allows for the exchange of data regardless of type of record. The applications facility, supports the sharing of data.

The Linked Systems Project: Authorities Implementation (LSP/AI) was the first application implemented that used the communication protocols of the Standard Network Interconnection (SNI). Linked Systems Project / Authorities Implementation allows the contribution of name authority records to the authorities master file at the Library of Congress and the subsequent distribution of these records to the bibliographic utilities to take place in a more efficient manner. LSP/AI was an important step toward the creation of a true nation-wide database through the inter-linking of major systems.

The concept of a national bibliographic network depends on the sharing of cataloguing data through a national network. The main features and functions are shared, as well as, original cataloguing, authority control, and inquiry search. The national bibliographic network is the main source for providing national bibliographic services to in-house integrated library systems.

The national bibliographic networks in many countries are distinguished by the use of a compatible set of machine-readable files of bibliographies constructed according to network standards and designed to support national bibliographic databases. Wetherbee stated that building a nation-wide bibliographic database is shared among large numbers of libraries through the creation of large files of converted catalogue records. This allows local libraries to develop an automated share system and telecommunications links between and among libraries. A national bibliographic network enables individual libraries to develop an attitude of cooperation, and standardise several procedures at the planning stage. For this a national bibliographic network should have a centralised administration.
Cabral recommended nationally centralised administration for national bibliographic network for the following reasons:

- **Infrastructures and book provision:** manageable by one large computer; interdependence would not only be unavoidable but desirable.
- **Common standards:** promote the creation of a database which would simultaneously use and encourage resource sharing.
- **Human resources:** few human resources, but they will need to be qualified in librarianship or be library-oriented computer people. Both will be required to identify, choose, support, install and operate automated systems.
- **Communication:** to negate the need to create alternative networks dedicated to bibliographic data traffic.
- **Hardware costs.** to offer each participating library the possibility of downloading available records, corresponding either to their own holdings, or just covering the subject that library may be interested in.\(^{(13)}\)

From a broader perspective the centralisation of bibliographic networks will make it possible to build large databases to provide universal or “global” electronic union catalogues. Also nationally or internationally held data will support interlibrary loan activities; the need to impose and maintain standards; the availability of inexpensive telecommunications and advanced technology; the proliferation of machine-readable records, and a reduction in costs achieved by a reduction in duplications.\(^{(14)}\)

On the other hand, there are growing numbers of library networks and bibliographic utilities especially in the United States which have been able to offer and install multifunctional local systems as commercially-supplied turnkey packages. These are complete systems comprising of hardware and software with the service and support. They have become more reliable and directly supported by vendors, so they have become more attractive to libraries. They can provide systems capable of supporting groups of libraries in local clusters or state-wide network services. The aims of establishing these organisations began as university-based or public organisation-based services to distribute processing systems, participate in the Linked Systems Project, introduce new and improved services and international programmes and strategies.\(^{(15)}\)

The period up until 1980\(^{(16)}\) witnessed the growth of major bibliographic utilities in both North America and Europe. Most of these centralised organisations are associated with a particular
institution and contained by national boundaries. The organisations in the USA are OCLC, RLIN, WLN. In the UK the organisations are known by the term co-operative utilities and include BLCMP, LASER, SCOLCAP and LOCAS. There are others in different parts of Europe such as BIBSYS in Norway, and LIBRIS in Sweden.

These bibliographic utilities are co-operative cataloguing, marketing turnkey library systems, and centralised services provide bibliographic support to individual libraries. The development of bibliographic utilities emerged from the computerisation of catalogues, bibliographic databases and the development of the various MARC data standards for record exchanging between libraries and library agencies.\(^{(17)}\)

3.3. The Role of a National Library

National libraries are those libraries, which have the responsibility to collect, maintain and preserve the nation's literature. They play an essential leadership role for a nation's other libraries by strategic planning. It is vital to implant recognition more positively across the political and bureaucratic spectrum, especially in an environment where there is more renewed political interest in the possibility of developing a broad-based national information policy and associated plans for any country.

To understand the role of a national library as a leader, it is necessary to know what a national library is. National libraries are described by Line\(^{(18)}\) as varying greatly in size, collection coverage, nature of functions and range of activities. Some national libraries have innovations in management and techniques, while other types benefit from them. Beer and Francois\(^{(19)}\) reviewed national libraries around the world and have agreed that leadership is the fundamental role of a national library in any country. According to Al-nahari\(^{(20)}\), Anderson defined a national library as an active organisation with dynamic leadership fitted to a triple purpose: preserving the national culture, developing the library resources of the nation and establishing relations with libraries of other countries.

Nevertheless, the aims of a national library, as Line\(^{(21)}\) and Day \(^{(22)}\) agree are to preserve, develop, exploit and promote the combined resources of its collections and its facilities for reference, document supply, bibliographic research and other services, for the best benefit, both now and in the future, of scholarship, research, industry, commerce and other major categories of information user. Therefore, the role of a national library is devoted to the collection and preservation for posterity as a complete range of records of a country's culture. Most countries
have a national or state library which is maintained by government grant and by commercial services offered by the library.

There are some features that distinguish national libraries from most others. Line\(^{(23)}\) distinguished national libraries as closer to governments and affected more immediately by political developments and governmental policies and measurements. Most national libraries compile and maintain a national bibliography and operate bibliographic information centres. The coverage of the national bibliography by national libraries varies in products and services. The corresponding bibliographic records for items held can be available on tape, CD-ROM, microform, print or online, and the coverage of various products may be different according to the distribution media.

A bibliographic record for each publication needs to be created once within the national library then copied into the catalogue of other libraries nationwide. This means all libraries holding copies of identical items, have the same standards of both description and access.\(^{(24)}\)

National bibliographies are also one of the main features in many national libraries around the world. Therefore, the national bibliographies have been successful for keeping records of who wrote what, and what has been published in various formats. They have become part of a country's bibliographical heritage and history. Bell presented the International Congress on National Bibliographies in Paris in 1977 recommendation that "all countries around the world should establish a national agency responsible for: collecting and preserving the publishing output of that country according to legal deposit laws; producing authoritative and comprehensive records of these publications and publishing a national bibliography".\(^{(25)}\)

According to these recommendations, the role of national libraries should record the output of all events which have an impact on a nation and should find different forms in the national bibliographies. However, it is obvious that some national libraries have problems concerning the effects of recording national bibliographies in many countries. Bell discusses some of the problems encountered in the compilation of national bibliographies. These are:

- lack of an effective legal deposit network
- lack of funding for the production and use of a national bibliography
- lack of training and keeping qualified staff
- few documents produced for national bibliographies because of depressed economy or political turmoil
increasing inaccessibility because of lack of communications and poor postal
delayed and limited productions, especially in Third World countries, and small print
runs mean that by the time the information is recorded and distributed in the national
bibliographies, the materials listed are out-of-print
the technological gap between rich and poor countries.\(^{(26)}\)

Legal deposit is a method whereby certain libraries are entitled by law to receive one or more
copies of every book or other publication which is printed or published. For example the UK
publishers are obliged to deliver a copy of each book to BL and National Library of Wales
which have been basically archives of all copyrighted works since the sixteenth century.\(^{(27)}\)
National libraries normally receive by legal deposit one free copy of each book and periodical
published in the home country.

The importance of national libraries depends to a great extent on the quantity,
quality, size and range of collections and the vast increase in the amount of
materials published. But some of national libraries face service problems in
maintaining comprehensive collections and storing and preserving existing
collections.\(^{(28)}\)

In such circumstances the role of a national library is to develop a national bibliography,
national union catalogue of monographs, national union list of serials, national union
cataloguing of non-print materials, union theses and dissertation lists, and establish a central
order office which would make standardisation. Beer and Francois\(^{(29)}\) stated that the role of a
national library includes the exchange and preservation of publications and the compilation of
bibliographies to provide access to publications through first a national bibliography which
becomes naturally the candidate number one for the international exchange of data, second the
standard of cataloguing rules and third the Cataloguing-in-Publication (CIP).

Survey was developed by Chairman of International MARC Network Committee (IMNC) and
was distributed to 12 national libraries represented on the Committee which are concerned with
the distribution of standard national cataloguing records in machine-readable form (MARC).\(^{(30)}\)

The purpose of the survey included the following: to determine the provision of cataloguing
data by the national bibliographic agencies, to identify any common problems encountered in
the timely creation of records, and to make suggestions for improvement in order to achieve
currency, adequate levels of standardisation, coverage and economy \(^{(31)}\). Clement\(^{(32)}\)
summarised of findings some of these suggestions for the national libraries to work effectively and to disseminate standard bibliographic records. These include: legal deposit, statistics, national bibliographic services and products, currency, cataloguing processes, Cataloguing-in-Publication (CIP), cataloguing standards, International Standard Bibliographic Description (ISBD), co-operative cataloguing, retrospective conversion, cataloguing costs and cost recovery.

Human resources and budgetary constraints are seen as being the greatest problem in the production and delivery of national bibliographic products and services. This is extremely costly in terms of: the training of staff, making changes to computer programmes, coping with possible incompatibility in databases and attending meetings of experts to develop these changes to standards.

The role of selected national libraries will be discussed in more detail in the next section. The aim of selecting these libraries is to understand the features and functions of bibliographic databases, national bibliographic databases and national bibliographic networks in developed countries such as the United States of America, the United Kingdom and Australia.

The three different library systems selected are the Library of Congress (LC), the British Library (BL), and the National Library of Australia (NLA), and they will be discussed as examples of national library systems. The discussion will concentrate on the structure, governance and services of each of these libraries. This is to be used as a prelude to discuss in more detail the national bibliographic service of these libraries. National libraries were selected for more detailed discussion for the following reasons:

- In the literature survey it was found that the majority of national bibliographic networks were established by national libraries.
- The first co-operative automated cataloguing services were established in these libraries.
- Services to a large number of libraries of all types and sizes throughout a country are promoted.
- They claim the leading roles in relation to library systems within a country.

The choice of the British Library, Library of Congress and National Library of Australia as examples was made because they, as a library system, and their national bibliographic services:

- all play a leading role both nationally and internationally

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• all have up-to-date automated systems
• offer MARC format and distribute computer applications for control of and access to bibliographic data
• have co-operative programmes to discuss cataloguing and exchange of machine-readable bibliographic data
• provide centralised cataloguing and co-operative cataloguing, compile the national bibliography, maintain national union catalogue, union list of serials
• include relatively large collections of Arabic materials

In addition, it should be noted that after Arabic collections, the main collections in Kuwait libraries are those in English, to which language the Arab world has a stronger cultural link than to other foreign languages.

Bearing this in mind, when the status of libraries of some Arab countries which have almost similar characteristics to Kuwait were studied, it was found that the national libraries of these countries are either not enjoying a leading role nationally or not using modern technology or, even in some cases, both, like the national libraries of Bahrain and Qatar.

In order to build a realistic model for the Kuwait National Bibliographic Network, it would have been ideal if it had been possible to find a country or countries, similar to Kuwait in terms of area, population and other national characteristics that had an established and well developed national library system with which to make comparison. Unfortunately this was not the case. Therefore, it was necessary to take the Western examples mentioned earlier in this section for the reasons mentioned above.

3.4. Selected National Libraries in Developed Countries

3.4.1. Library of Congress

This is not officially a national library but it provides more services appropriate to a national library and at a higher general level than any other national library in the world concerned with the free flow of information and the promotion of universal access to it. It has occupied a unique place in American civilisation since its establishment in the year 1800 as a legislative library.\(^{(33)}\) It grew into a national institution and by 1950 had become an international resource
of unparalleled dimension, collecting research materials in most languages and formats. The sizes of its collections, and staff and its processes have tripled since then. (34) The role of the LC is to represent the USA in matters of bibliographic standards and bibliographic control in the international community, and it operates in the commercial sector as a supplier of cataloguing record services. (35)

3.4.1.1. Structure

The structure in the Library of Congress is divided into four sections: Capitol Hill, the Thomas Jefferson Building, the John Adams Building, and the James Memorial Building.

3.4.1.2. Governance

The administrative structure was well organised to reflect the political that the LC should remain better than a national library and would receive more support from the government. The Office of Education funds the LC to provide national services. Under the Librarian of Congress are the Deputy Librarian and the Associate Librarian, and these people are responsible for management and national programmes. (36) The Library of Congress is part of the legislative branch of government, it answers directly to the American Congress. The Librarian of Congress is appointed by the president of the United States, subject to confirmation by the US Senate.

3.4.1.3. Services

The Library of Congress offers its main services to the Congress. Horny (37) has described the role of the Library of Congress (LC) as a leading one in the development of automation in the United States. The aim, therefore, is to improve its own services as a research library and to enhance the services it offers to other libraries via automation. These automated activities in the Library of Congress are co-ordinated with those of national libraries in other countries.

Another reason why the Library of Congress has been chosen for this study, is to present the development of the MARC format and its introduction to other libraries in the 1960s. Also Hunter (38) states that the Library of Congress advert for computerisation led to the centralised production and distribution of MARC formats and MARC databases; online access and CD-ROM. LC developed the machine-readable cataloguing (MARC) database for bibliographical
records. It is the national centre for the exchange of MARC data, and the national centre for CIP. In 1994 the LC played a leading role in the creation of a 'National Digital Library'. NDL is a collaborative effort which makes the most widely useful part of the collection electronically available. The American Memory historical collections, available from the NDL programme in the Library of Congress, are among the six finalists in the Education category of the National Information Infrastructure Awards Program\(^{(39)}\).

The Library of Congress has been heavily involved in national and international standardisation work in national bibliographic networks. Avram reviewed and discussed LC's plans for a National Bibliographic Service with an executive director of the National Commission on Libraries and Information Science. The LC has now fulfilled its plan for the establishment and maintenance of a National Bibliographic Service which includes cataloguing, authority files, and location data which includes records catalogued and converted by other organisations. In discussions towards a plan for a national bibliographic network, it was proposed that a political structure for organising the national network should take place at national level, designating the role of the federal government agency as one of co-ordination, incentive funding, and even management.\(^{(40)}\)

Another service for LC is National Union Catalog, which began in 1901\(^{(41)}\). Most countries have developed some formalised structure for library co-operation and interlibrary loans. The Library of Congress Classification system provided a service to libraries and it was quite explicitly compiled to meet the needs of the libraries' huge collection of books. It has, however, been adapted by research centres and university libraries throughout the world. Also the Library of Congress Subject Headings are widely used around the world as an authoritative list of subject headings for the catalogues of many kinds of libraries.\(^{(42)}\)

There is a clear need for improving and increasing the transfer of original cataloguing records to national and international databases. Thomas and Younger\(^{(43)}\) outline several strategies to achieve these goals, including a change in the culture of cataloguing, the development of enhanced information technologies to support authority control and other cataloguing activities and taking a fresh look at co-operation programmes to democratise participation. Also Thomas and Younger\(^{(44)}\) stated that to provide comprehensive bibliographic access, the cataloguing community adopted computerised cataloguing and enhanced its sharing of bibliographic records. Such copy cataloguing procedures cost a fraction of original cataloguing costs enabling libraries to provide more local bibliographic access with lower spending.
3.4.2. The National Library of Australia

The National Library Act of 1960 established the National Library of Australia as an autonomous body with its own Council (45). The National Library of Australia collections and legal deposit privileges under the Copyright Act have been developed (46). Steele, presents the main functions of the National Library of Australia as follows:

- to maintain and develop a national collection of library material, including a comprehensive collection of library material relating to Australia and the Australian people;
- to make library material in the national collection available to people and institutions, and in such manner and subject to such conditions, as the Council determines with a view to the most advantageous use of that collection for the national interest;
- to make available such other services in relation to library matters and library material (including bibliographic services) as the Council thinks fit, and in particular, services to be used by:
  - the library of the Parliament
  - the departments and authorities of the Commonwealth
  - the Territories
- to co-operate in library matters (including the advancement of library science) with authorities or persons, whether in Australia or elsewhere, concerned with library matters (47).

3.4.2.1. Structure

The library operates within the portfolio of the Commonwealth Ministry for Art, Sport, the Environment, Tourism and Territories (ASETT). The library was set up to develop a national collection of library materials, including a comprehensive collection relating to Australia, and a national bibliographic database, now available through Australian Bibliographic Network. The National Library of Australia operates the Australian MEDLINE service in association with the Commonwealth Department of Community Services and Health. It has a major interest in scientific and technological collections and services, but the art-based pattern of ministerial responsibilities is common at both the Federal and state levels in Australia (48).
3.4.2.2. Governance

The National Library of Australia derives its authority from an Act of Parliament. Its Director General is responsible to the National Library Council. He is appointed by the Governor General on the Advice of the Prime Minister, who is advised by the Minister responsible for the national library. The Director General is, however, also an executive member of the National Library Council. He also has responsibility for administration under the Public Service Acts. Similar to those of a Permanent Head of a Department of the Commonwealth Government.

3.4.2.3. Services

The role of the National Library of Australia (NLA) in acquisition policy includes an extensive international exchange programme and the bringing of large, formed collections from overseas. Conklin and Rochester stated that NLA development of information technology is vital if the library is to play a national role.

The library was set up to develop a national collection of library materials, including a comprehensive collection relating to Australia, and a national bibliographic database, now available through the Australian Bibliographic Network (ABN). In addition the collection covers all subjects, with an emphasis on the social sciences and humanities. There is special strength in government publications and serials. One of the library’s major achievements to produce a national bibliography, although a List of Australian Publications was started in 1936.

NLA has provided many services nationally and internationally these include: a union catalogue of serials in the social sciences and humanities; a national union catalogue of monographs; reference services to Parliament, through the Commonwealth Parliamentary Library; lending services and professional education in librarianship.

One of the main services of the National Library of Australia was to establish the Australian Bibliographic Network in 1981. It is a research sharing service delivering cataloguing data to Australian libraries which enables them to share their cataloguing efforts to achieve significant savings in cost. ABN also provides online access to nation-wide information about the location of library materials and supports interlibrary loan management. The ABN has
1,000 clients, including most of the major Australian academic and public sector libraries and many special libraries. It is based on the Western Library Network (WLN) software in the United States.

The National Library of Australia funds the National Bibliographic Database, the underlying database supporting ABN, which now has over 7.1m bibliographic records and 10.7m holding statements for items in Australian Libraries. Steele discussed ABN investment, which has been justified by the strong demand for its products; its capacity to recover its operating costs; that the network operates efficiently in terms of resource input, and that ABN is an effective means of encouraging the more efficient use of library resources in Australia. He also discussed the annual operation plans for ABN. The major recommendations in relation to resource constraints have been considered by the Government, which has approved the distribution online of the national bibliographic database to users in participating libraries.

The National Library of Australia has laid the foundations for the future by the development of significant collections, the establishment of its leadership in co-operative development of library resources and in national bibliographic services. Its participation in international programmes, under conditions in which staff, collections, and equipment have been scattered in many different locations.

A National Bibliography of Australia was produced which covered monographs, new periodicals, newspapers, government publications, maps, films, video records, and musical scores, but not sound recordings or theses. Wide ranges of indexing services and union lists were provided.

Also, one of the main services is an Online Public Access Catalogue (OPAC) which is available to users and staff and to research networks through the local area network which gives access to users Worldwide, through the Internet. Middleton describes some specific aspects of linking regional networks such as Co-operative Action by Victorian Academic Libraries which has a relationship with the Australian Bibliographic Network and gives some consideration to provision of services, standards, network technology, contractual frameworks, economics and governance. Conklin points out the purpose of the ABN is to serve the national bibliographic utility for shared cataloguing, and the main features and functions are shared as well as original cataloguing, authority control, and inquiry searching. The WLN
interlibrary loan (ILL) module was installed early in 1987. Many of the major Australian university libraries have now joined the ABN as well as most of the state libraries.

The National Library of Australia provides national interlibrary lending services for books, periodicals, and non-book materials. The library is the national focal point for the national and international lending system.

NLA provides computer-based information services and selective dissemination of information services. It also provides current awareness bulletins and retrospective online searches for general science and technology, industry, medical science, physical sciences, general social sciences, education, and law. In addition, ANL has an advisory role in co-ordinating all libraries, which wish to co-operate with it, including central government department libraries.

3.4.3. British Library

The British Library in the United Kingdom was established in 1972. It is the world's greatest national library both in size of collection and in the scale and range of its activities. The role of the British Library is to assume responsibility for the organisation of interlibrary loans, the provision of foreign material, either alone or in co-operation with other specialists and university libraries, and the establishment of a national reference and bibliographic service. The objectives of the BL are:

to ensure the availability of a comprehensive and permanent repository of recorded British material in all fields, to ensure the availability of the foreign material which serves the needs at the national level for reference, to provide a centralised document supply service, to provide the fullest possible range of information, bibliographic and other services to give effective access to the collections, to create, distribute and provide access to bibliographic records giving a comprehensive and continuous account of British and foreign publications, to keep abreast of other library, archive and information resource both at home and abroad, and to establish such co-operative arrangements as will give users direct access or other appropriate reference to the widest possible range of material, to identify priority needs for research and development in library, information and related activities, to provide support in these areas through funding research and demonstration projects, and to disseminate the results of research, to assist those other libraries which are well placed to contribute significantly and at a reasonable cost to the national collections.
3. 4. 3. 1. Structure

Initially the library was structured into three divisions; the Lending Division at Boston Spa, consisting of the integrated NLLST and NCL, the reference division and the Bibliographic Services Division. Various changes in name and structure have taken place over the years. There are now two directorates, based generally on the London and Boston Spa. The latter now comprises, in addition to the Document Supply Centre, The National Bibliographic Service Computing and Telecommunications, and Acquisitions processing and cataloguing. It also holds some little used material from the reference collections. The London services include as well as the main reference collections the National South Archive, the newspaper library and the Philatelic collections. Other units are Administration, the Research and Development Department, and the St. Pancras Occupation Project.

3. 4. 3. 2. Governance

An Act to establish a national library for the United Kingdom under the control and management of a new Board and incorporating the Library of the British Museum; and for connected purposes received royal assent in 1972. The British Library’s funds (£112 million in 1994/95) were derived from government grant-in-aid.

3. 4. 3. 3. Services

The library’s services can be divided into two groups; reference services and national bibliographic services which create authoritative records for the British materials received on legal deposit and for other materials acquired. These are used to produce the British national bibliography and to offer records supply and information retrieval services by means of printed publications, CD-ROM and on-line.

MacEwan indicated that the British Library National Bibliographic Service issues a number of bibliographies and bibliographic aids which include a UKMARC manual, a Name Authority List and Cataloguing practice notes for UKMARC, and BNB records are also available on CD-ROM, in print, on microfiche, as an online database. The MARC distribution service, which began in the United Kingdom in 1969, is found in 200 United Kingdom libraries and other institutions still using BLMARC records for local cataloguing and housekeeping purposes. National Bibliographic Services support a networked OPAC, which is a
modification of the online catalogue developed for the St. Pancras building. It was linked on JANET in 1994, offering remote users access to six million records in the British Library catalogue.

The Network OPAC is part of the library’s “Initiatives for Access” programme of digital and network projects designed to improve access to collections and services via electronic networks. The automation goal of American and British academic libraries is to achieve the interoperability between information systems to build a Global Information Infrastructure.

Automation is heavily used in the library not only in its cataloguing operations but in document requesting and delivery and in administration. Successful projects using automation include the Eighteenth Century Short Title Catalogue (covering holdings world wide) and online public access catalogue (OPAC) of most of the library’s London collections.

The BL also has an extensive publications programme, consisting mainly of bibliographic items and books based on material in its collections. The British Library constantly reviews its activities and a plan up until the year 2000 has been issued. The BL plays a major part in national and international systems examples include: maintaining a union list of foreign books in British libraries; co-operation in the cataloguing of British publications with other legal deposit libraries which work with European libraries in the creation of a register of microform masters; and taking an active role in such bodies as IFLA.

The overall picture of national libraries is one of challenge, change and efficiency in some countries, as in the United Kingdom, the United States and Australia. National libraries are becoming co-ordinators of national resources and at the same time, they are becoming ever more important links with the library and information systems of other countries. National libraries are changing information provision and services are beginning to be seen as more important than collections.
3.5. The Current State of Co-Operation among Libraries in Developed Countries

Co-operation in libraries and in the information world is seen as being an obvious and guaranteed path to an excellent library service. The literature reveals a number of terms used with co-operation for example, resource sharing, partnership, joint venture, collaboration, networking and co-ordination. MacDougall\(^{(68)}\) defined co-operation as; "the reciprocally beneficial sharing of resources, developed or pre-existing, by two or more bodies".

Co-operation is one of the most important concerns in any library activity. The definitions used in this study related to co-operation are:

Co-operation: is a process of working together as a team to share experience, knowledge, skills, and sources for the benefit and success of the whole team.\(^{(69)}\)

Multilibrary co-operation: This type of co-operation is the means of mobilising all library resources to meet the needs of the users without regard to the type of library involved and without classifying the user as a public, school, academic, or special library patron.\(^{(70)}\)

In the American Library Association (ALA) meeting in Chicago 1976,\(^{(71)}\) one of the many objectives of the ALA was to draw up plans leading for a Central Conference Programme on multitype library co-operation. The ALA programme was also to serve as a platform for the distribution of the first ERIC bibliography on multitype library co-operation.

Co-operation is not a new concept in libraries neither in theory nor in practice. The concept has been there ever since libraries have been in existence. In fact co-operation has existed in many parts of the world. Al-halwaji\(^{(72)}\) reports that a co-ordinated bibliographic co-operation took place between two ancient libraries, the great Library of Alexandria and the Pergamum Library: the Alexandria Library specialised in poetry and drama, and the Pergamum Library specialised in literature and Fine Art.

The libraries in the United States have been involved in many co-operation activities and programmes, their experience is a source of knowledge for the rest of the world to learn from and improve upon. Early co-operation activities between libraries in the United States were...
central around interlibrary lending; cataloguing and acquisition. The aims of co-operation are to help all library users to make more effective use of all library resources and services related to education, work and recreational needs; to maintain the national union catalogue; to facilitate interlending among libraries to a wider dissemination of bibliographic information; and to develop effective network services.

Hafez presents the definition of Makuson that there are three types of organisations for achieving resource sharing, library co-operation and library consortia. These types differ in scope, complexity, and degree of formal administration. They are:

- **Library co-operation**: any activity between two or more libraries to facilitate, promote and enhance library operation, use of resources, or services to users.
- **Library network**: specialised type of library co-operation for centralised development of co-operative programmes and services including use of computers and telecommunications, and requiring the establishment of a central office and staff to accomplish network programmes rather than merely to co-ordinate them.
- **Library consortia**: a specialised type of co-operative library activity usually restricted to a limited geographical area, number of libraries, type of libraries, or subject interest. Some degree of formalised administration and procedures are required.

In Naylor’s discussion on co-operation in different parts of the world, it was revealed that automation is still the most potent factor encouraging libraries and other organisations to embark on projects of co-ordination and co-operation in the hope of significant benefits. The aim is to co-ordinate the use of the scattered resources held at numerous library services points.

The main potential of automation is to decrease the need to hold library collections locally and to enable separate service points to draw on central stores of information in electronic form. This approach offers the opportunity for co-operation to be viewed through three major forms of activity:

- **Co-operation can be viewed as a form of exchange.** For example, exchange of catalogues, catalogue information, serial title holdings lists, accessions lists, exchange of minutes of staff meetings and working parties.
- **Co-operation may be considered as coalition.** This can be defined as “working together”. Some of the main subheadings are: development of service tools, development of resources, research, training and publishing.
- **Co-operation has been extended to include entrepreneurial and one-way marketing in its own right.** It can be applied to those information organisations offering services for direct monetary gain.
Thomas and Younger addressed five issues from the prospective potential of enhancing co-operation and the ability to exchange cataloguing records. These are: quality of cataloguing; the establishment of trust; the globalisation of cataloguing data; an expansion of co-ordination on the original cataloguing programme; and an expanded partnership with computers. Co-operative cataloguing involves an agreement between a number of libraries to share the work. Co-operative cataloguing between libraries produces a union catalogue which will contain entries and locations related to the stock of more than one library.

A major initiative taken by the Library of Congress National Union Catalogue was made possible as a result of authorisation being given for Library of Congress cards to be exchanged for cards produced by other libraries. The centralised resources of the LC provide the opportunity for quality control, which allowed for the possibility of consistent practice and therefore improved bibliographic standards. The card distribution programme soon became a national bibliographic service which in turn led to the development of a national cataloguing code. Another definition for co-operative cataloguing is a process whereby, in order to minimise duplication of work, libraries create catalogue records for mutual use. The development of co-operative catalogues, has became major significant in the 1960s due to the rapid evolution of automated library systems and computer networks.

The development of co-operative cataloguing is the development of the CJK (Chinese, Japanese, and Korean) cataloguing system by the bibliographic utilities such as RLIN and OCLC. This has made it possible to process Chinese characters and has fostered co-operative cataloguing of Chinese-Language materials among some libraries in the United States. This has happened after the implementation of the Chinese MARC bibliographic database and the co-operative cataloguing of Chinese-Language materials. The development of the NBINet also marked a significant step forward in promoting co-operative cataloguing in Taiwan in 1991.

Another example can be seen in the Library of Congress which worked with eight research libraries in 1986 on a pilot project involving planning for the implementation of the National Co-ordinated Cataloguing Program (NCCP). The libraries agreed that the co-operative cataloguing which they contributed would include: full authority records; full bibliographic description standards; subject headings and classification numbers assigned according to the policies and practise of the Library of Congress. Training provided by the Library of Congress; technical management and the use of Linked System Project (LSP) protocols so that the records
could be transferred easily between each bibliographic utility, and organisation by the Library of Congress for the redistribution of the records created through the project to ensure complete national distribution of NCCP records\(^{(81)}\).

The project had difficulties in many areas: lack of capability for LSP record transfer; the LC hardware and telecommunications were bulky and difficult to use, and the high telecommunications costs insured that the programme could not be easily expanded. In reviewing the progress of co-operative cataloguing, the most important keys to success have been identified as: intensive training of cataloguers in order to create cataloguing according to the standards, policies, and practices of the Library of Congress; continuous and comprehensive revision until independence is attained by the cataloguers; the items selected for NCCP cataloguing should be a priority for the library and a co-operative programme which allows for a variety of models to contribute records, and avoids requiring libraries to set up separate work-flows for their national level cataloguing\(^{(82)}\).

Hagler\(^{(83)}\) presented a model record for each publication and how systems for sharing records have been developed and how the problems are minimised. He also dealt with the politics and economics of how librarians interact in sharing resources both among themselves or with other agencies in compiling and distributing bibliographic data.

The concepts of co-operative cataloguing, centralised cataloguing and union catalogues are obviously still considered to have an important part to play within such a framework of networks and machine-readable databases capable of being accessed either offline or online.

There are other types of co-operation such as centralised cataloguing which is the cataloguing of items by a central body such as the Library of Congress or the British Library. Centralised cataloguing also means the cataloguing books by some central bureau and the distribution there form of entries.

Also, co-operative acquisition is a system for organising and co-ordinating acquisition between two or more documentary organisations at a local, regional, national or international level to ensure that one copy of each publication is held in the geographical area concerned.

There is also the service of interlibrary loan, which is a transaction involving the lending of library materials from one library to another. The practice of interlending among libraries
(ILL) is based on recognition that the resources of any one library are rarely if ever sufficient to meet all the needs of all its users. Interlibrary loan arrangements may simply involve direct transactions between two or more libraries. It may be operated by a co-operating group of libraries of a similar kind, (public, college, or university) or they may be nationally organised, whether on a centralised basis with material mainly supplied from a central unit or decentralised. With regional and decentralised systems it is usual for searching to be based on union catalogues. For example, Britain is moving towards co-operative provision. This began in the 1910s and by 1993 the present well structured Regional Library systems (RLS) had been formed, supplemented at that time by the National Central Library and co-ordinated by the National Committee for Regional Library Co-operation.

Finally Indexing and abstracting services on CD-ROM have made information retrieval more effective, and have increased the demand for interlending services. CD-ROM technology makes it possible to provide original articles in digital form. Electronic document delivery instead of provision of photocopies is possible for currently created material and may be transmitted online directly to the end-user, eliminating the need for interlending or interlibrary supply of photocopies.

3.6. Cataloguing Systems in Developed Countries

The traditional function of a library's catalogue is to provide access to the collection of materials housed in that library. Cataloguing is defined as a listing of bibliographic records of items in a particular collection or a number of collections (union catalogue), organised in a standard way. Traditionally catalogues have described printed materials (mostly monographs) in libraries. Bengtson presented the purpose of catalogues as stated by Cutter in "Rules for a printed dictionary catalogue", to allow a user to find a document for which the author, title, or the subject is known; to show what information a library has on a given author, subject and type of literature, and to assist in choosing a document in any of its editions.

There are many types of national and international cataloguing standards which have been established to facilitate the exchange of bibliographic records between the libraries nationally within the national library and other libraries in the country or internationally. Although considerable standards development preceded the inauguration of automation, co-operative efforts facilitated by the use of computer-based systems have encouraged increased activity in the area of standardisation. Steinhagen presents the standards adopted for the creation of a
database in Chile within the framework of the Red Nacional de Informacion Bibliografica (RENIB) the de facto national utility whose mission is to provide automation products and services to its members. These are:

- Creation of machine-readable records using the appropriate MARC formats and including the prescribed minimum data for monographic, serial, and authority records
- Creation of AACR rules, 2nd ed., 1978 (in Spanish) and its later updates, including the Library of Congress Rule Interpretations which are issued in the Cataloguing Service Bulletin
- The American National Standards Institute (ANSI) standard Z 39.44-1986, at level 4 for detailed holdings of serial publications
- Creation of authority records following all standards and practices jointly agreed upon by participants involved in the creation of the authority database being developed at (RENIB), as they are applicable to subjects, names, services and uniform title headings.

The reason for selecting RENIB as an example is because it has been very successful since 1984 in the establishment and growth of a national database of bibliographic records. It has also been successful in training staff from a variety of libraries and in obtaining their agreement on the need to work jointly within the parameters of internationally accepted standards, building on this framework of co-operation and services in networking.

Hunter stated that the requirements for co-operative and standardised systems make the acceptance of standards of vital importance. Standardisation might relate to the classification scheme used to arrange the stock of a library, to the alphabetical subject indexing methodology, or to the content and arrangement of the catalogue entry.

There are standards addressing the format and content of machine-readable records and methods of data transfer. The major European and North American countries were able to agree, not on a common set of cataloguing rules, but on a common basis on which cataloguing rules could be built.

The Anglo-American Cataloguing Rules (AACR) were among the first set of rules developed after the Paris Principles were formulated. At the same time, the concept of co-operation was given a much broader and formal articulation in the principles of Universal Bibliographic Control (UBC). The basic assumption is that each country should be responsible for producing the definitive bibliographic records for its own national imprints.
National and international bodies have established standards for bibliographic record. The formulation and review of automation related standards has been carried out by: the Library of Congress, the British Library and other national libraries in the other countries, the American Library Association, the Book Industry Systems Advisory Committee, the Council of Library Resources, which supports the Bibliographic Services Development Program, the Network Advisory Committee, the National Information Standards Organisation, an affiliate of the American National Standards Institution, the International Standards Organisation, the United Nations Educational, Scientific, and Cultural Organisation, and the International Federation of Library Associations and Institutions with its office for Universal Bibliographic Control. This wide range of institutions, governmental bodies and non-profit organisations with their wealth of acronyms, all share an interest in facilitating the exchange of information, recognised worldwide as an essential commodity. (89)

Further development was the elaboration in the USA of the MARC format. It was the first machine-readable format for bibliographic cataloguing data and has been widely copied. In the USA it began with the American National Standards Institute (ANSI) Z-39.2 format, which is also the basis for MARC and was submitted to the International Organisation for Standardisation, and the International Standards Organisation (ISO). It is a worldwide standards agency, based in Geneva, for the establishment of scientific and technical standards, and was eventually adapted internationally as ISO 2709. This has become one of the most widely followed formats because, despite differences between the true MARC and MARCoid format, almost all of them use ISO 2709 as their basis. (90)

The International Serials Data System (ISDS) has also been developed by a group of librarians and non-librarians interested in establishing control over that most elusive of forms and serials. The International Serials Data System (ISDS) has promoted the use of two basic elements for efficient identification. One is the International Standard Serial Number (ISSN), a unique number assigned to each serial, and which ideally should be on the cover of every issue. The other is the key title, a standard title that should also be used in each issue and is designed to be the preferred verbal form in citing that particular serials publication. Both of these data elements have special importance for the international exchange of bibliographic information in machine-readable form.
From these many standards have been developed such as the International Standard Bibliographic Description, which is useful for machine processing as well as in manual context. Among these the ISBN/ISSN standard numbering system is administered by the Bowker Company as the designated agency for monographs in the United States and by the National Serials Data Program (NSDP) of the Library of Congress under the auspices of the International Serial Data System (ISDS) for serials, assigning blocks of authorised numbers to publishers for use on their individual titles.

There is a set of standardised patterns for the physical description of bibliographic items in various formats. The International Standard Bibliographic Description (ISBD) developed in 1971 was the first provisional edition of ISBD (M), the description for the monographs; ISBD (S) for serial; ISBD (NBM) for non-book materials; ISBD (M) for cartographic materials; ISBD (PM) for printed music; ISBD(CF) for computer files, and ISBD(CP) for the component parts.\(^{(91)}\)

China National Bibliographic Network is using these standards in their bibliographic records. Hwei stated that the Chinese MARC format was fully developed in 1981.\(^{(92)}\) Although the full description of bibliographic records is based largely on International Standard Bibliographic Description and the principles of Anglo-American Cataloguing Rules second edition (AACR2), there were certain modifications made to accommodate the special character of Chinese materials and traditional Chinese bibliographies. The need for non-Chinese speaking environments was also taken into consideration; major fields such as title proper and statement of responsibility were designed so they could be recorded in Chinese and English or Wade-Giles transliteration system and were adapted within the Chinese MARC format for the romanisation of bibliographic records. There were three groups established to develop the Chinese MARC format, cataloguing rules and subject headings. The reason for including this as an example is that the development of the Chinese MARC format as the standard to facilitate the processing of Chinese bibliographic data can be applied to a Kuwaiti bibliographic database, with the ultimate goal being to achieve universal bibliographic control in both Arabic and roman script.
Conclusion

National libraries today are playing an important role in meeting today’s information requirements and promoting the role of new technology in enhancing library services. The increasingly international aspect of bibliographic access and supply, and the need to make more catalogues available in machine-readable form and to develop machines for their interconnection must also be considered. This emphasises co-operative development based on the use of large bibliographic databases and networks.

Within any library automation project the following are central concerns: the data, bibliographic records, the networking strategies for sharing these records, and providing access to a growing range of information services. Collectively, bibliographic networks tend to be centralised organisations, forming closed terminal networks. Transfer of records is to and from a central facility, this may be online, or via magnetic or other media. Library and information services need to build better links with the organisation of which they are a part, to become part of the management information system for their organisations, and to play a leading role in solving the problems of information access.

This discussion on automation naturally leads onto the role of the network services and the bibliographic network. The literature clearly reveals recognition of the importance of the role of the ABN, LC, and BL achievements for future changes in the direction of operation in management and financial areas.

The concept of a national bibliographic network is almost universally accepted by libraries in a world accustomed to the annual gathering of the International Federation of Library Association (IFLA) and other institutions and opportunities for informal exchanges of opinions as well as formal sessions. The international co-operation is a well established and substantial activity. However, there is an existing need to create standard bibliographic records among concerned librarians and information specialists.

Co-operation and co-ordination between the British libraries and US libraries has been a common practice for many years. The preparation of machine-readable catalogue data in the MARC format has been a practical area of joint activity. The aim of a librarian is to serve the users’ needs. However, their demands are increasing and the limited resources can not cope
with the demand. The advances in information technology and computers have improved services both nationally and internationally in libraries. The role of a national library is that of an organisation devoted to the collection and preservation for posterity of a complete range of the records of the culture of a country and also the establishment of a national bibliography, a national union catalogue and legal deposit. The records should be available online, on tape, on CD-ROM, in microform, or in print. The establishment of bibliographic utilities in developed countries provides many services to libraries using automation procedures and are linked to other libraries through a networked system. Most national bibliographic records in Europe, the USA and Australia are available in machine-readable form and are used nationally.

There are many areas of co-operative activity including interlibrary loan, cataloguing, circulation and staff development. In order to encourage co-operation and the exchange of bibliographic records it is necessary to look at many aspects such as: intensifying efforts in standardisation in cataloguing co-operation and networking. The most obvious motive for co-operation is to improve the availability and accessibility of documents for library users. To achieve this there needs to be a gathering of information about library holdings, whether in the form of general descriptions of collections or at the level of individual items in union catalogues. The developments in information technology and the extent of the accessibility of information about library holdings worldwide has never been better than it is today despite the growth in the size and number of libraries. The other achievement in co-operation is the positive measures taken by librarians to modify their own collecting policies in the light of the available information about their own and other libraries' holdings and collecting intentions, and thereby to improve the overall availability of material through better use of resources.

This study will go on to look at the implications of these developments for a national bibliographic network in the Arab countries.
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Chapter Four
National Bibliographic Networks in the Arab Countries

4.1. Introduction

In Chapter Three the role of national libraries was discussed from the point of view of cooperation, cataloguing and bibliographic networks in three developed countries, namely, the United States of America, the United Kingdom and Australia. The aim of studying the library systems in English-speaking countries such as USA, UK and Australia and in some Arabic countries like Egypt and Saudi Arabia is to gain a good understanding of how these library systems work and to find out why they play leading roles in their countries.

This chapter highlights the current status of the roles of national libraries in three different Arab countries. Egypt as a well known Arabic country in relation to its publications, experience in developing libraries and information centres. Besides it has the highest number of publications in the Arab world and it also has very strong political ties with Kuwait because of the large number of Egyptians working in there. Saudi Arabia as a Gulf country is close to Kuwait, has experience in establishing a national bibliographic centre and developing a national bibliography, legal deposit, Cataloguing-in-Publication and automation.

This study does not attempt to compare these libraries, it will highlight their functions and activities with a view to adopting those which seem most relevant for the model that is to be constructed for Kuwait.

4.2. The Role of a National Library in the Arab countries

The role of a national library in the Arab countries should not be any different from the role of any other national library in the world. In general terms, a national library is a library which, irrespective of title, is responsible for acquiring and preserving copies all significant publications produced in a country and functioning as a “deposit library” whether by law or under other arrangements. In addition to this, national libraries also perform some of the following functions: production of a national bibliography, holding and keeping a large and
representative collection of foreign literature up to date, including books about the country; acting as a national bibliographical information centre; compiling union catalogues; publishing a retrospective national bibliography.¹

National libraries have an important role to play in relation to both national and international information systems, as was described in Chapter Three. The role of a national library in an Arab country is to provide necessary central library services and leadership within the library, and to participate actively in the planning and over-all development of a national bibliographic network.

A national library is normally considered to be responsible for the conservation of the national intellectual heritage, national bibliographic control, research and development in the field, and co-ordination and integration among different components of the national information system.

A survey was conducted by Rehman on the national infrastructure of library and information services in Arab countries in 1990.² It covered the services of the national libraries in the Arab countries and examined the existing state of library and information infrastructures.

The purpose of the survey was to generate sufficient understanding of the state of affairs which was expected to lead to more realistic plans and strategies. Rehman identified six key factors that can effect the definition of the infrastructure of a national information system. These include:

• status of the national library,
• national bibliographic control,
• availability of union catalogues, union lists, and indexing and abstracting services,
• arrangements for interlibrary co-operation,
• connections with networks,
• application of information technology.

The main findings of the study can be summarised as follows:

• Some of the Arab countries have designed an academic or public library to undertake bibliographic or legal deposit functions. This means that these countries do not have a central focal point for their national information infrastructure. The span of activities in Arab countries which have national libraries varies from one library to another.
• The coverage of the national bibliography might not be comprehensive or adequate. As a whole, the situation of bibliographic control in the Arab countries is ineffective and unsatisfactory. This is a basic handicap in the national infrastructure of these libraries which would become a major obstacle for any endeavours towards development and resource sharing.

• An overview of co-operative interconnections and accomplishments in the Arab countries has led to the conclusion that none of these countries has a formal system of interlibrary co-operation. The only formal agreement for interlibrary lending was finalised in 1987 by the Deans of university libraries in the Gulf region under the auspices of the Education Bureau of the Gulf Co-operation Council (GCC).

• Other activities of standardisation of tools have also been ineffective. Many efforts have been made to standardise the application of DDC, AACR2, and entry rules of oriental names, but without much success.

According to Samarkandi, who described and analysed the state of bibliographical works in Saudi Arabia, Egypt and Tunisia, the Arabic Bulletin of Publication, in its recommendation for the role of a national library and national bibliography describes that:

A National Library is responsible for obtaining, collecting and saving and conserving a country's literary heritage, and should produce a nation's bibliographic data. It should act as a national centre for producing the authoritative bibliographic records of the country. It is important to use international standards for the bibliographic records, and modern technology should be used to build up a national database to control and disseminate the bibliographic data internationally and for the country. (3)

From this it can be concluded that for national bibliographic control it is essential to keep a complete record of the intellectual heritage of a nation. It is instrumental in resource sharing activities, both nationally and internationally. The important aspects of a national bibliography are its currency, frequency of publication, coverage, retrospective control, or mode of availability (cumulating/machine readable/printed form). (6)

There are national bibliographies in Saudi Arabia, Algeria, Bahrain, Egypt, Iraq, Jordan Morocco, and Tunisia. Four of them (Egypt, Iraq, Morocco and Tunisia) have a monthly or quarterly publication which is cumulated annually. Kuwait, Libya, Qatar and Syria have
published their national bibliographies at certain points, although the coverage of the national bibliography is not comprehensive or adequate.\(^5\)

National bibliography, union lists, union catalogues, and indexing and abstracting databases are the fundamental apparatus of information in any country. These have led to the exploration of the status of interlibrary co-operation and networking in Arab countries. Some of these activities are assigned either to universities, public libraries or to the national libraries. For example, in Bahrain Manama Public Library functions as national library agency produces a union catalogue and national bibliography, whereas Kuwait University Library were engaged in a project of developing a union catalogue of the holdings of university libraries.\(^6\)

The National Scientific and Technical Information Centre of KISR in Kuwait was entrusted, by the Conference of Ministers of Gulf Co-operation Council (GCC), to develop a Regional Union List of Scientific and Technical Periodicals in the Gulf Area, covering four Gulf countries: Kuwait, Iraq, Saudi Arabia, and the United Emirates. The hard copy of the computerised union list was published with bibliographic and holdings data. This resource has been unique as a fundamental tool for verification of interlibrary loan requests and exchange of information.

### 4.3. Selected National Libraries in the Arab countries: Egypt, Saudi Arabia and Kuwait

The study clearly demonstrates that a national library is of vital importance for the provision of library and information services in the developing countries. For this study, three national libraries: the National Library of Egypt, the King Fahd National Library in Saudi Arabia and the Kuwait National Library have been selected for analysis, and studied to evaluate the various accepted lists of national library functions. The state of library services, networks, co-operation and cataloguing were also investigated.

In reviewing the national library acts, decrees and laws, as well as the organisational structures of the national libraries mentioned above, it was found that these libraries NL decree outlines had three main objectives in common:
• To provide a comprehensive central collection of the country's literature, including all types of materials, and to conserve it's national heritage for future generations; related to this first objective, the library must also ensure the availability of, and accessibility to, world literature on the country and other subjects in accordance with the nation's needs.

• To provide the necessary bibliographic tools that will make foreign literature accessible within the country and domestic literature accessible inside and outside the country.

• To provide dynamic leadership in the establishment of a nation wide system of library and information services; this should include supplying the techniques, technologies and manpower required to meet this objective.

4.3.1. National Library of Egypt

The National Library of Egypt, one of the oldest libraries in the Middle East, was founded on the basis of recommendations from Ali Pasha Mobarak, the manager of schools and a prominent figure among the intelligentsia at the time of Khedive Ismael (1897 AD/863H). Ismael was greatly interested in the protection of manuscripts and superb rare books against damage and theft.⁷

In 1963, the National Library of Egypt was approved under law No.61 and was relocated to Bab-el-Khalq Square in Cairo. Since then it has had the following tasks:

• to collect national, cultural literature whether printed or hand-written, and to preserve it for future generations, as well as to prepare and publish the national bibliography
• to collect and make available all studies and research about Egypt whether in books or periodicals or published outside the country
• to collect and make available the most suitable works of international repute in the domains of science, art and literature
• to collect all publications issued by state authorities
• to collect examples of Arab or Islamic heritage, whether originals or copies, and to make these available for study, verification, and publication by scholars
• to collect union catalogues, and to operate as a national information centre, rendering services for useful scientific research in all specialised branches of knowledge.⁸

These six objectives mainly define the mission of the National Library of Egypt through its General Department. Presidential Decree No. 2826 of 1971 established the General Egyptian Book Organisation to include the following three major sectors: the National Library of Egypt
and National Archives, the Publication Sector and Research Centres and Administrative Economic Sector, including the Printing Office.\(^{(9)}\)

The National Library of Egypt has obtained Egyptian publications by legal deposit. The *Legal Deposit Bulletin* a quarterly publication and cumulated annually, was issued since 1965 and now lists some 600 new items each month in Dewey order. Egyptian publishers have recorded their publications in the ISBN for books and ISDS for the Egyptian serials. Cataloguing-In-Publication entries are prepared by the national library.\(^{(10)}\)

### 4.3.2. King Fahd National Library in Saudi Arabia

The royal approval for the upgrading of the King Fahd Library to a National Library in the Kingdom of Saudi Arabia was given on 6/5/1410 H (5/12/1989)\(^{(11)}\) in a cabinet session. This library has important implications for the national bibliography. For the Saudi context, Al-nahari emphasised this idea by stating: "The national library in any country is the library that is responsible for acquiring, collecting and preserving that country’s literature".\(^{(12)}\)

The first goal of the national library in Saudi Arabia is to provide a comprehensive central collection of the country’s literature, thus conserving it as a national heritage for future generations and ensuring the availability of the world’s literature on the country and other subjects in accordance with nation’s needs.

The second goal is to provide the necessary bibliographic tools that will make foreign literature accessible and record bibliographic data in a unified, standard form.

The third goal is to provide dynamic leadership in the establishment of a nation-wide system of library and information services and to supply the techniques, technologies and manpower required for their development.

### 4.3.3. Kuwait National Library

The Kuwait National Library was established by Decree Number 52 in 1994 attached to the National Council for Culture, Arts and Letters. The Decree stated the following responsibilities:
• to supervise the legal deposit system and the copyright system to ensure the protection of the intellectual library, scientific and technical innovations;
• to prepare the National Union Catalogue which primarily includes the national heritage, the national intellectual publications and all other published materials available in libraries and various ministries, institutions, public authorities and organisation, and which provide the necessary information services;
• to establish and develop a National Electronic Integrated Information System in order to provide and co-ordinate the services of libraries and the related information centres in Kuwait;
• to upgrade the level of performance of the national cadres working in the area of libraries and information centres;
• to co-operate with research and specialised libraries inside and outside the State of Kuwait in order to maintain comprehensive collections with standardised and integrated systems;
• to represent the State of Kuwait in all institutions, scientific and vocational authorities and councils, and associations specialised in library affairs, on national, Arabic and international levels.

It is crucial to say that the above outlined responsibilities have not been met by the Kuwait National Library and hence the library system in Kuwait is still suffering from the following problems: difficulty in locating publications produced in the country; lack of bibliographic control of Kuwait literature; lack of co-operation among libraries; lack of planning for library services; lack of standardisation in bibliographic description; lack of professional staff; inadequacy of library services to government agencies; and the unavailability of, and inaccessibility to, most of the world’s literature.

4.4. Current State of Library Co-Operation in the Arab Countries

Co-operation in the Arab countries is not a big issue between the libraries. Most of the libraries in the Arab countries face common problems: economic factors, politics, social and cultural or manpower. In Tunisia there are several barriers to co-operation programmes: lack of funds, clearly defined policies, and qualified personnel.

Ahmad discussed a number of co-operation programmes among university libraries in the Arab World, such as interlibrary loans, networking, bibliographic resource and exchange services. Siddiqui surveyed and analysed 13 university libraries in GCC. One of the most common, practical and effective types of resource sharing is the interlibrary loan network, but he found the factors which most hinder co-operation between the Gulf academic libraries are absence of planning, shortage of staff, inadequate databases, absence of communication,
absence of legislation, lack of networking facilities, inadequate resources, inadequate finances and lack of co-operation.

Aman discusses resource sharing in the Arab countries and provides an internal co-operative plan for each country for resource sharing, a legal and administrative base and acceptable standards for the procurement, processing, storage and dissemination of information. Representatives from Kuwait University and KISR have discussed some aspects of co-operation between the libraries locally and regionally or internationally. Their efforts on planning for co-operation include: agreement to share currently owned materials; development of a union catalogue for serials; trained manpower; and standardized bibliographic records.

There have been many professional meetings organised by Arab organisations some sponsored by the Arab League Educational Cultural and Scientific Organisation (ALECSO), or Gulf Co-operation Countries (GCC) or in Kuwait Institution for Scientific Research (KISR) or in the other part of Arab countries. These meetings and conferences emphasised the need for co-operation among libraries in the Arab countries.

Tashkandy stated that library co-operation or co-operative networking systems in the real sense of the term do not exist among university libraries in any Arab country, even in the prosperous ones where the university libraries have been developing rapidly and could afford to purchase and obtain whatever they need of library materials, adequate buildings and modern telecommunication facilities. There has been no co-operation and co-ordination to organise an effective use of these privileges. The existing marginal co-operative activities are not functioning effectively and are not practised as one would expect. Tashkandy discussed some of the problems facing co-operation: inconsistency in classification schemes used; lack of professional staff; lack of user education; and difficulties concerning the application of library automation.

Salem attempted to analyse co-operation in the information infrastructure in the Arab countries libraries and information centres. He also discussed the establishment of data-banks and highlighted some unique characteristics of information handling, users, software, hardware, manpower, and budgets. Some common features of libraries and information centres in Arab countries included:

- lack of technical and skilled manpower in library, information and computer fields,
4.5. Current Situation for Standards of Bibliographic Records

Technical processing, cataloguing, classification and subject headings are mainly used to identify the library's holdings and to facilitate the effective use of those holdings. Cataloguing library holdings includes a description of each title in bibliographic terms, according to rules used by each library.

A co-operative venture between the Jordan Library Association and ALECSO in 1983 has been the Arabisation of AACR2, and has been widely adopted throughout the Arab countries. The application of Cataloguing-in-Publication (CIP) has been implemented through national libraries in Iraq, Jordan and Saudi Arabia. \(^{(22)}\)

The international standards for ISBD and ISSN have been translated into Arabic and issued as Arab Standards 521 and 581, and Morocco maintains databases for each of them. The adoption of an Arabic version of the ISBD originated in a recommendation at the conference "Bibliographic Description for Arabic Books" held in Riyadh, Saudi Arabia, in 1973\(^{(23)}\). ALECSO has undertaken the Arabisation of ISBD and their new sectional editions, but only ISBD(G) and ISBD(PM) have been published \(^{(24)}\). The Universal Decimal Classification is used in Algeria, Morocco, and Tunisia. DDC has been used widely in libraries in different editions. Translation of the abridged eleventh edition was undertaken by ALECSO.\(^{(25)}\)
To highlight the efforts in Arabic countries on classification, Abdul Al-hadi\(^{(26)}\) has divided the modification of DDC into three parts:

- The translation of the abridged Dewey Decimal Classification sixth edition by Mohammed Al-shaniti and Mohammed Kabsh. This is used in some libraries in the Arab countries but not widely because it doesn’t have an alphabetical subject index.

- The translation of Dewey Decimal Classification eighteenth edition published in 1967 has more Arabic modifications. This edition is used in some libraries but is not widely used because it remained in typescript and there were not enough copies to distribute to libraries. These two depend on the schedule and the tables but have no alphabetical index.

- The complete abridged translation of the Dewey Decimal Classification eleventh edition in two volumes was published in Kuwait.

Al-saati\(^{(27)}\) stated that the KFNL has an additional list of Practical Directory for DDC Arabic modified which was published in Riyadh in 1992. There are other classifications, in Arabic for example:

Bibliographic Classification for Islamic Science by Abu Al-noor Abdulwahab (published in 1973) undertook a research project for his doctoral dissertation to expand and modify number of Islamic words.

From this review, it can be seen there is need for a unified system in Arab countries libraries by developing a Universal Islamic Classification. There are some common problems of all the Islamic countries, which are:

- Specific classification problems of each Islamic country related to its, philosophy, language, literature, history and geography,

- General but special classification problems such as Philosophy of Islam and Religion of Islam.

Other common problems faced by the librarians/information scientists of Islamic countries also exist, but they can pool their experience to solve these by developing a Universal Islamic Classification scheme.
No general lists for subject headings are used in any library. For subject analysis libraries use different lists of subject headings for Arabic and foreign materials. No thesaurus covers all fields of human knowledge. A co-operative venture between the Abdul Hammed Showman Foundation (Jordan), Juma’a al-Majed foundation for Culture and Heritage (UAE), and Dubai Municipality (UAE) is expected to provide a trilingual subject headings: Arabic, English, and French to serve and solve problems in libraries. The Library of Congress subject headings (LCSH) and Sears List of Subject Headings are among the most common and widely used by different types of libraries.\(^{(28)}\)

One serious problem with the libraries using LCSH is that they are not consistent in using a particular edition. Ideally they all should use the most recent edition, plus all subsequent supplements.

Studies\(^{(29)}\) have shown that cataloguing practices in Arab libraries are not standardised. A number of problems have been identified in this area: accepted standards are not followed consistently; most libraries use a combination of international and local standards without having any pre-defined policy; some standards have been modified and in some cases by several libraries such as extensions to certain Dewey class numbers. Many different subject heading lists are used in the Arab countries libraries, such as the list of Arabic subject headings by Nasser M. Swaydan and Ibrahiem A. El-Khazindar.\(^{(30)}\)

While a number of Arabic name heading lists are in use for establishing personal names, not a single authority list exists for corporate names. As a result serious inconsistencies in establishing the correct form of corporate names accrue.

Muslim classical names are inadequate for specialists and non-specialists. The rule of entry under "ism al-shuhrah", fails to tackle the problem of which additional names should be appended to the entry element. In view of the inconsistencies which occur in its own examples, it is hardly surprising that two national libraries (BL and LC) arrive at different results whilst using essentially the same manual LC have created a new interpretation of AACR abbreviated entry-element- only headings for a number of famous classical authors.\(^{(31)}\)

4.6. Cataloguing System

Papers were presented to a Conference on Exploiting Technology for Effective Information Management in the Arabian Gulf Region, held in Bahrain in January 12-14, 1994. The
Arabian Gulf Chapter, Special Libraries Association (AGC/SLA) was responsible for this conference. These papers attempted to make a first step towards the development of an Arabic machine-readable cataloguing format (ARAB MARC) which will be used as a standard format for encoding Arabic bibliographic data by all libraries in Arab countries. The features of ARAB MARC need to be carefully reviewed and agreed upon, so that it gets wider acceptance. Unfortunately, in spite of all the efforts that have been made by the Kuwait Fund for the Advancement of Science (KFAS) in financing the ARAB MARC project of the Research Libraries Information Network (RLIN) and the Library of Congress, so far there is no ARAB MARC standard that would satisfy the needs of Arab libraries. Aliprand reports how the Research Libraries Group (RLG) undertook a project to add a limited Arabic Script Capability to its automated bibliographic system.

The project was funded by a grant from the Kuwait Foundation for the Advancement of Sciences. Parallel to the process of designing ARAB MARC a process of creating a regional bibliographic database and a database system based on ARAB MARC also be initiated. The system may include such functions as cataloguing, acquisitions, borrowing, periodical control, interlibrary loans, fund accounting transfer of bibliographic and other types of records, and file and message transfer. The size of the bibliographic database should be unlimited, and co-activity to other international database should be provided. With the addition of Arabic Script Capability to RLIN with an IBM PC / AT or compatible computer and RLIN Terminal emulation software, RLIN users can now centre search, display and retrieve records in Arabic script, no special keyboard is required. With Arabic, RLG fulfils its goal of supporting the major non-Roman scripts in Chinese, Japanese, Korean, Cyrillic, Hebraic and Arabic. RLIN is the only on-line bibliographic network in the world to support all six scripts. RLIN is the largest database of Middle Eastern language records in North America, users of RLIN can now enter, search for and display bibliographic records written in Arabic script making retrieval of records in a variety of Arabic-based languages much more accurate.

Khalid discusses recent developments related to the cataloguing of Arabic materials in an automated environment. The most comprehensive work related to the cataloguing of Arabic materials according to standards has been carried out by the Library of Congress. The commissioning of a work station by the Library of Congress's overseas field offices for the cataloguing of Arabic materials has tremendous bearing on all library automated activities in the Arab countries. His paper highlights the salient features of the work station as these apply
to the library community of the Arabic countries, and it also focuses on the establishment of standards for bibliographic information of Arabic materials.

In another study (35), he highlights the status of machine readable bibliographic control in the Arabian Gulf countries and lists measures to be taken in establishing standards for Arabic machine readable data. The groundwork will establish Arabic standards in funding and the creation of sub committees. These will identify areas where standards are required, such as: character-set, cataloguing and OPAC related issues, authority files, design mandatory MARC fields, holdings format, community information, and acquisitions. The standard is inherently a step towards co-operation.

The benefits of following standards allow exchange of data that will be visible in various modules of the library system such as OPAC, interlibrary loans, union catalogues, networking etc. and the sharing of resources is its natural consequence. The organisations in the Gulf are convinced that conformity to standards is a must and the time has come to pool resources to solve problems that affect all of them. Khalid also discussed three basic elements which should be considered before planning the establishment of a national bibliographic database:

- standard bibliographic tools
- standardisation in technical services
- strong organisation.

4.7. Studies on Topics Related to Bibliographic Networks: Egypt, Saudi Arabia and Kuwait

In order to reach the understanding required to build an optimal model for bibliographic network in Kuwait, two other countries besides Kuwait were studied through a collection of theses, dissertations, articles, papers and reports covering the subject.

4.7.1. Egypt

The Egyptian National Scientific and Technical Information Network (ENSTINET) is part of the Academy of Scientific Research and Technology, a government agency. It provides electronic search and document delivery services to special library users throughout Egypt. ENSTINET was planned in 1970 with support from the US Agency for International Development
Dimitroff (36) studied the ENSTINET centre in Cairo with its six regional nodes and pointed out the objectives. These are: to raise public awareness of information utilisation; to develop a scientific and technical database in support of Egyptian sci/tech programmes; to facilitate access to information rescues; to market information; to train both end-users and professional librarians in the use of specific STI systems and information-related issues; and to co-ordinate with local, regional and international information programmes. ENSTINET offers various services:

- databases searching locally and internationally (Dialog, STN, and BRS) and several databases in CD-ROM format including Medline, ERIC, PsychLit, CAB, and Compendex;
- access to the bibliographic database on Egyptian STI in paper form as Egyptian Scientific and Technical Abstracts, covering Egyptian literature in many formats: articles, technical reports, conference proceedings, and theses;
- access to a union list of periodicals in Egyptian libraries.

Machaly (37) conducted a study of the major objectives to develop a model for planning a national scientific and technical information system in Egypt. The study attempted to achieve two underlying objectives:

Firstly to survey the status of the present system for handling scientific and technical information. The study utilised a survey research method and the data were gathered through the questionnaires administered to librarians in Alexandria and Cairo. These were compared with the standards of college and research libraries in the United States and other selected countries. Another questionnaire was sent to a number of international experts to seek their advice and guidance on the objectives, functions, and operational requirements of the proposed system. Machaly’s study found that these libraries were adequate due to: absence of library services legislation; duplication of materials; insufficient resources; insufficient budgets; shortage of qualified personnel; and lack of co-operative efforts.

Secondly the research aimed to determine if there was a need to establish the proposed system based on the findings. Machaly proposed both a decentralised and a centralised model for dealing with the problem.

Osman (38) introduced a proposal for planning an interlending system for the libraries of Cairo City in Egypt. The major purpose of her study was to determine the factors contributing to the “state of the art” of interlibrary loans in Cairo in order to propose a formal interlending
system. Osman used a questionnaire survey, interviews, and visits in addition to a literature review as methods for data collection. The study identified a number of problems responsible for the inadequate resources, insufficient funds, lack of bibliographic tools and an absence of a formal agreement for interlibrary lending activities.

4.7.2. Saudi Arabia

The libraries in Saudi Arabia have generally followed their own system to achieve the goals of collection building, automation and library services. As a result, not only have the individual project goals not been achieved, but duplication of effort has wasted a great deal of time and money. The libraries in Saudi Arabia felt that they needed bibliographic co-operation to build a national bibliographic network. The cataloguing copy of Arabic materials available from the external sources is not only limited but is also not fully compatible with local cataloguing practices. Each library is creating its own catalogue of many titles which have also been catalogued by other libraries.

Khurshid (39) emphasised the need for co-operation in cataloguing, especially of local materials. His paper reviews the current state of bibliographic co-operation, prospects for further co-operation and highlights difficulties in co-operation. It also concludes with recommendations that the King Fahd National Library should develop a National Co-operative Cataloguing Programme with specific goals, and set guidelines and prepares rules and procedures for participating libraries to contribute to various co-operative cataloguing programmes in the Kingdom of Saudi Arabia.

Khurshid has presented many studies about cataloguing co-operation and national bibliographic networks in Saudi Arabian libraries. There are also major activities which have been undertaken towards national bibliographic and co-operation. These are:

- Cataloguing-in-Publication: The most significant development that has been undertaken is the assignment of a new role to the King Fahd National Library as the central agency in preparing CIP for books published in Saudi Arabia. Several publishers are currently providing CIP data with their publications.

- Remote access to online catalogues: The three largest libraries and users of the DOBIS/LIBIS system (King Abdulaziz, King Fahd and King Saud Universities) have an arrangement to provide remote access to the online catalogue of each library from the other two. The database from these three libraries together can provide access to more than a
million records which may include duplication and triplication of records for approximately 30% of titles. If each of the three libraries decides to catalogue new acquisitions once and make their records available to the other two libraries it could save each library huge sums of money by co-operation in cataloguing.

- Access to KACST bibliographic databases through GULFNET: GULFNET is a computer network established by KACST in 1985 to facilitate exchange of information in science and technology for use by scientists, researchers, librarians and information specialists in Saudi Arabia and the Gulf counties. Among the services provided by the networks is searching of various databases, union lists of serials and the KACST library catalogue.

Hafez presents a model for planning and implementing a resource sharing and information networking system among Saudi Arabia university libraries. The study focuses on the condition of the present systems of university libraries in Saudi Arabia to determine the perceptions of the librarians in the seven universities towards collaboration and to design a prescriptive model for a resource sharing and information network system among them. The design of the study utilised a descriptive research method, which comprised a review of the literature related to the study and two sets of questionnaire surveys. One was directed at the Deans of the seven university libraries and the other at the librarians.

The findings of the study revealed that the problems of Saudi Arabian university libraries stem from a lack of co-ordination among these libraries, an absence of national planning, an insufficient number of professionals and the present state of shrinking budgets. Based on the findings the study designed a prescriptive model for establishing a network system. The model specified the proposed system's goals and objectives, organisational structure, and network functions and programmes, including the need to address both current and future demands.

Another study which presents a plan for an automated co-operative library network of university libraries in Saudi Arabia is by Alghamidi. The purpose of the study was to investigate the existing status of Saudi university libraries and examine the attitudes and opinions of university librarians towards automation, co-operation and university library networking. Data were collected from a five-part questionnaire, interviews and analysis of relevant literature. The questionnaire was distributed to all library staff working in the seven university libraries. Interviews were conducted with selected university officials.
The findings indicated that each university library performs a variety of activities and provides many types of services and programmes to its users. Co-operation among libraries was found primarily in the area of interlibrary lending, gifts and exchanges, photocopying, union lists and cataloguing. Only minimal efforts were given to interlibrary co-operation and co-ordination from the technological point of view. The investigator suggested implementation and establishment of a co-operative network in the following way:

- It is important to have both short-term and long-term planning undertaken by library administrations.
- It is recommended that top library administrative positions are always assigned to professional librarians with degrees in library and information science.
- Agreed-upon standards in the library technical processes, such as cataloguing, classification and the exchange of information electronically.
- Another committee should be formed from librarians representing all university libraries in the country and given many responsibilities: to establish the goals and objectives of the network, specify the network functions and activities, propose a detailed plan for establishing a library network, select an appropriate governance and organisational structure for the network, identify and secure needed support both human and financial, and predict future development, programmes and services.
- An in-house bibliographic database should be developed for each library.
- A committee should be established to develop co-operation in collection development and to develop policies and promote resource sharing through effective interlibrary loan system.
- A regional bibliographic centre should be created in the country.
- Library administrators must encourage their staff to update their knowledge and allow them to enrol in workshops, attend conferences and meetings and engage in research and publication. (42)

Samarkandi (43) undertook a study about national bibliographic work which concentrated on the Arabic Bulletin of Publications and the development of bibliographic work. The objective of this study is three-fold: to find a model for a national bibliography in Saudi Arabia and to consider this proposal in the context of Arab national bibliographies and in the light of broader international aspects. Most of the bibliographic works produced in the Saudi Arabia have been for specific purposes, appearing at different periods and overlapping. They cannot themselves be regarded as a retrospective national bibliography but could be useful introducing one. The study also covered a wider examination of Arab bibliography. The main recommendations provided in this study were: national library, national bibliography, deposit law, coverage, organisation, publication and administration.
Tashkandy (44) proposed a model for a resource sharing network among the Gulf Co-operation Council (GCC) university libraries. The study discussed the barriers to library co-operation and resource sharing which can be summarised under five headings:

- **Psychological barriers**: fear of loss of local autonomy, clash of personalities, jealousy and stubbornness, complacency and self-satisfaction, mistrust between librarian, inertia and differences and unwillingness to experiment.

- **Lack of information and experience**: lack of knowledge of needs of users, lack of information about the true functions of different types of libraries, unpredictability of demands on the library by its legitimate users, lack of public interest and concern for total library services, failure to inform the public on library collections and services, lack of knowledge by libraries of interlibrary loans code, and unawareness of successful co-operation efforts in other libraries.

- **Traditional and historical barriers**: lack of adequate funds, fear by large libraries of being over used and under compensated, lack of understanding by laymen of library needs and institutional competition between school and public libraries.

- **Physical and geographical barriers**: distance between libraries and distance of users from libraries, differences in size of collection, lack of space in public libraries to serve students, delay in satisfying needs and requests of users and lack of a good public transit system.

- **Legal and administrative barriers**: too many local government taxing units, lack of communication across jurisdictional lines, lack of creative administration leadership, lack of appropriate enabling legislation, lack of effective public relations programmes, lack of bibliographic tools and controls, and lack of trained staff.

He suggested the following for a model of co-operation for GCC university libraries:

- **The need for a central agency responsible for a formal co-operative programme**.

- **The present deficiencies in library resources and services** can not be easily overcome by half-hearted, informal and uncoordinated co-operative activities which lack the support of a central agency. This is obvious from the unsuccessful inter-library loan system sponsored by the Arab Bureau of Education for the Gulf States and non-implementation of many of the valuable projects approved by the Council of Deans of Library Affairs in Saudi Arabia. This experience clearly shows that any co-operative programmes, especially those involving institutions in a multi-state region, will have better chances of success if they are initiated from an organised system in which each participating member shares its responsibility.
• The decisions about the structure and responsibilities of the network would have to be made by the highest authority at the GCC level. Details would have to conform to the by-laws and organisational set up of the GCC.

• A model to be used in the GCC region, which takes into account the multi-national library environment.

• In such a situation, authoritative control from a central agency should be avoided as much as possible. Each member of the network must retain its authority and control of its resources. The main emphasis should be placed on co-operation, co-ordination and sharing resources.

• The GCC should create a Gulf Library Co-operation Committee (GLCC) which would be mainly responsible for policy formulation.

Once the library co-operation network has been formally established and the GLCC has been created, immediate attention should be paid to determine areas where co-operative programmes should begin. The following broad areas were suggested for consideration in co-operative programmes: development of standardised professional aids; library automation; co-operative development of bibliographic apparatus; access to online library catalogues and shared cataloguing; document supply service; co-operative collection development; co-operative use of specialised professional manpower; and co-operative staff training.

4. 7. 3. Kuwait

Library and information sciences literature provides evidence that library networks and inter-library co-operative programme do in fact improve and expand information services to library users. Library co-operatives and networks by types or multi-types can be classified under five categories (school, public, academic, national and special libraries) which have been growing rapidly in the developed countries, especially with the introduction of computer and telecommunication technologies into library functions. The presence of both technologies have been a unifying force in bibliographic control activities and in the standardisation of machine readable catalogue (MARC) format, which has made it possible for libraries of all types to share bibliographic data. The adoption of this pattern has helped libraries to lower the per unit processing costs, thus increasing productivity and decreasing professional time spent on clerical tasks.
The development of a Libraries Information Network in Kuwait, composed of a group of organised libraries participating in a set of co-operative programmes working together under unified standards, methods, and procedures, would be the most effective means for sharing resources and expanding information services to users of member libraries in the network.

The first study of a National Information Network in Kuwait was done in February 1984 by The Kuwait Institute for Scientific Research (KISR) for special libraries in Kuwait (45). In the network environment they would gain from the application of a wide-range of inter-library co-operative programmes such as resource sharing and interlibrary loans, on-line union catalogue, bibliographic standards and services, co-ordinated acquisitions and shared cataloguing, current awareness services, and training of users and staff.

The objectives of the National Information Network for Special Libraries are:

- co-operation and co-ordination of information services activities among special libraries;
- to serve users and institutions more effectively, and potential users through direct access to bibliographic and bibliographic information and all forms of materials available at member libraries of the network;
- to provide mechanisms for standardising methods and functions;
- to provide and expand access to materials through provision of bibliographic and holdings information for resource sharing;
- to plan, adopt, and co-ordinate co-operative and cost-effective acquisitions and shared cataloguing programmes which will create among member libraries a sense of optimisation of the proper organisation, maintenance and servicing of these collections;
- to develop an integrated computer-based library to incorporate a host for bibliographic databases to support the acquisitions, cataloguing and bibliographic control, serials, circulation and interlibrary loans, and administrative data processing functions of member libraries;
- to plan and co-ordinate training programmes for the development of manpower on the professional and para-professional levels;
- to support and co-operate in the provision of adequate funding and fair sharing of financial responsibilities by member libraries to cover the developmental costs of the project;
- to stimulate interest in the development of a regional information network for special libraries in the Gulf states;
A questionnaire was sent out and staffs in 16 special libraries in Kuwait were interviewed. The results of this study showed that some of the problems facing these libraries are finance, duplication in books and periodicals, no standards or policy in acquisition, and some of these libraries do not follow any rules in cataloguing and classification.

Al-freah (46) presented a seminar paper on user development entitled Plan for an Information Network for Science and Technology and Future Plan toward an Arabic Information Network. This described a project in three parts: a pilot study, using questionnaires and interviews in special libraries; descriptive stage, to know and analyse the activities, systems and facilities, co-operation, and networks in these libraries, and implementation. However, before this could be done it was necessary to focus on the problems of these libraries: budgeting, duplication in the collections, difference in using cataloguing rules and classification, co-operation in networking, and difference in librarians' qualifications. The author suggested as representative of the project that KISR should be the co-ordinator of the special libraries.

Arab Medical Information Network (AMIN) is a bibliographic database for Arabic medical publications of all types (47) in the Arab Centre for Documentation and Medical Publications in Kuwait, and there are four databases in the centre:

- Medical directory database: this includes 20 databases, including hospitals and medical clinics in the Arab World and research and medical educational institutions.
- Arabic Translation of Medical Subject Headings (MESH) and the National Library of Medicine Classification.
- Statistical database: this collects all the medical activities in the Arab World.
- Bibliographic control for Arabic publications.

Al-mohtaseb, Salch and Zahiruddin (48) suggests a plan in this research in the Conference on Exploiting Technology for Effective Information Management in the Arabian Gulf Region held in Bahrain on January 12-14, 1994. Those responsible for the conference were the Special Libraries Association: Arabian Gulf Chapter. His plan was to make a first step towards the development of an Arabic Machine-Readable Catalogue (ARAB MARC) format which will be used as a standard format for including Arabic bibliographic information by all libraries in Arab countries. The features of Arab MARC should be carefully reviewed and agreed upon so that it gets wider acceptance.
An Arabic version of MINISIS was developed by the Documentation and Information Centre of the Arab League with the technical help of the Information Documentation Research Centre (IDRC). The Arabic system uses the ASMO 449 character set. MARC capabilities should be improved in MINISIS, a better interface is needed and the restrictions on database size, record size and field size should be eliminated.

The National Heritage Centre, which is part of Kuwait University Library, has had a bibliography section since 1970. This section is responsible for: searching for and cataloguing all works published on Kuwait and the Arabian Gulf in all languages; obtaining bibliographical source material on Kuwait and the Arabian Gulf; publishing the annual bibliography of Kuwait, listing documents published in and about Kuwait; and publishing special bibliographies on the different subject of importance for research on Kuwait and the Arabian Gulf.

Chaudhry, in an overview of technical standards for bibliographic descriptions which have been used in libraries, states that standards are important for resource sharing efforts of libraries and information centres. He also reviews various projects undertaken by libraries and other information agencies for the implementation of library related technical standards and examines the status of support for these standards by selected library automation system vendors and finally suggests strategies for promoting and implementing relevant information technology standards in the Arabian Gulf region.

Conclusion

It is acceptable for a national library or agency to be responsible for the national bibliographic network as in other developed countries with clear aims, goals, and functions. A national bibliographic network can set guidelines and prepare rules and procedures for participating libraries to contribute in various co-operative activities for example: creation of bibliographic database, union list of serials; national union catalogue; Cataloguing-in-Publishing; Arabic name authority file. The Arab world’s libraries in general and Kuwait’s libraries and information centres in particular need bibliographic standards that will form the basis for the development of bibliographic records for machine-readable catalogues which will serve all the Arab information centres and libraries.
From studying national libraries, national information network, co-operation and cataloguing in the Arab countries with specific studies in three countries: Egypt, Saudi Arabia and Kuwait. Also same studies done in the developed countries concentrate in three different part of the world: United States, Australia and United Kingdom. In these developed countries, there are many factors that assist in the development of a national bibliographic network, co-operation between libraries, institutions or organisations, bibliographic networks, standardisation, and information policy. These are:

- national libraries supported by government financially,
- the development of national bibliographic services,
- serve as depository for national literature and also in technical processing,
- develop standard bibliographic tools,
- development MARC format,
- develop abstract/index,
- compile the national bibliography,
- compile the union list of serials,
- administer interlibrary loan activities,
- plan and direct the information systems,
- foster co-operation with other national and international libraries,
- the development of Technology,
- standardised cataloguing, classification, subject headings and authority file.

In this chapter was discussed a number of the roles of national libraries, national information infrastructure, co-operation between the libraries in the national level or international and the cataloguing rules and systems. There are barriers that restrict the bibliographic network in the developing countries. These are; insufficient and improperly trained manpower; absence of national library and an information policy; lack of resources, manpower and finances of libraries; lack of bibliographic tools; absence of legal deposit; lack of compatibility, standardisation, and motivation; lack of effective communication facilities; lack of appropriate educational background in comparative and international librarianship.

Neverthless, the importance of libraries and information centres and their role in the society of Kuwait is receiving more recognition in the present time than ever before due to the
activities carried by the few young library professionals in the country. The establishment of the Master in Librarianship programme in Kuwait University in 1996-97.

The existing programme in College of Basic Education was establish in 1977 in Diploma in library and information science and was developed to BA in 1986. However, the professional has not yet achieved a level of self-sufficiency nor has it received the required priority at the national level.

The present day libraries as a general scene in Kuwait is a product of years of depression and anxiety. Now is the time for Kuwait to benefit from the experience and knowledge of other nations to establish its own national bibliographic network and tap their experience in all other fields of knowledge through international networks.

The demand of the Kuwaiti people for higher and better education continues to increase, as dose the demand for standardisation of technical processing; cataloguing, classification, subject headings, authority file; automation, and development of various co-operation activities both nationally and internationally. These demands have led to the recognition of the importance of a supportive library service and it is highly essential in order for libraries in Kuwait to meet these needs.

From the conclusion there are three elements to take into consideration in the plan for the establishment of a national bibliographic network in Kuwait:

- education, to provide a training programme and courses.
- the economics and the funding to collect and cover materials available in the country and administration.
- the national bibliographic centre is for collection, registering, keeping, storing, publishing and distributing the national bibliographic data. In planning to establish national bibliographic data, the focus should be on; which data are to be registers and include in; which rules the cataloguing, classification and subject headings and formatting have to apply to; how the national library and national bibliographic centre have to co-operate on registration, document exchange and publication.

One of the responsibilities of Kuwait National Library is to provide bibliographic services (national bibliography, national union catalogue, national union list for serials, Indexing and abstracting), through create legal deposit and Cataloguing-in-Publication for share cataloguing
and access to these services is via the Kuwait National Library's National bibliographic service which makes records available to libraries and information centres in Kuwait. Another responsibility of Kuwait National Library is to develop various of formal co-operation activities (interlibrary loan, electronic mail and machine readable format MARC) and linked nationally and internationally for exchanging information. Also the development of standards for bibliographic records. Another responsibility is to provide printed publications, microform, CD-ROM services, and online services.

The Library of Congress, the British Library and the Australian National Library have been used as a case study for this research in Chapter Three. It is considered that these libraries are appropriate examples for the study because of the following:

- The developments in these libraries and their implementation of information technology have been admired in the world in general and in Kuwait in particular.
- The strategies of their development in bibliographic services and automation could be used as an example for Kuwait.
- The role that these libraries play in leadership, development and implementation of systems and standardisation in their countries and internationally could work as a pattern that could be applied to Kuwait and co-operating Gulf countries, and possibly in the Arab region in general.
- These libraries have large collections of Arabic materials. This fact is considered very important for possible exchange of information and co-operation between these libraries and the proposed bibliographic network in Kuwait in standardising the bibliographic databases and developing information technology to exchange and disseminate Arabic records from Kuwait.

There are a number of positive aspects regarding libraries in Kuwait that encourage the development of a national bibliographic network:

1. the willingness of Kuwait libraries to change their system and positive attitudes to development,
2. the government and many research institutions such as KISR and KFAS have discussed plans for developing a national information policy, of which such a network would be a part,
3. the establishment of the Kuwait National Library,
4. automated systems are already in place in some libraries in Kuwait and most of those not automated have expressed a wish for automation,
5. basic bibliographic tools for processing both Arabic and non-Arabic materials are already in use, but need further development.

6. some libraries, such as KUL and KISR, have a CD-ROM network between their branches and also have access to the Internet, Gulfnet and Dailog.

The positive aspects outlined above encouraged the researcher to investigate the whole library situation in Kuwait in more depth (see Chapters Five and Six) and the explore the obstacles hindering the development of library systems (Chapter Seven), which were hoped to be overcome by the creation of a national bibliographic network (see model, Chapter Eight).

References


5. Ibid.

6. Ibid., p.22.


22. Francis, ref. 10, p.111.


34. Khalid, ref. 29, p.3.


40. Ibid., p. 10.


43. Samarkandi, ref. 3, p. 251.

44. Tashkandy, ref. 20, p. 307.


49. Samarkandi, ref. 3, p. 252.

Chapter Five  
Research Methodology

5.1. Introduction

This study is has been conducted in order to gather information on the existing practices and current situations of libraries in Kuwait so that more intelligent decisions can be made concerning the planning, development and conduct of services. Strengths and weaknesses are shown and taken into consideration as new information to evaluate and analyse. A number of research methodologies exist to investigate various situations in different libraries and organisations. The type of information sought particularly for this project has guided the application of appropriate research techniques. Many research methods can be used including:

Survey research: This usually depends upon targeting relevant people directly with questionnaires as well as recording of answers to ascertain how research subjects might act or think under certain circumstances, and historians acquire evidence indirectly by examining past records.

Experiments: Scientists have conducted experimental studies in which phenomena were not directly observed in an actual or real situation but in which prototypes of existing processes or events were closely examined.

Observation and description: This is widely recognised as a prime requisite of research in general and of descriptive research in particular. Although observation is a relatively primitive procedure, it is frequently very valuable in research and is often described aptly as a technique for securing ‘measurements’ without the aid of instrument. In descriptive studies based upon direct observation, capable investigators are prudent to avoid the mere accumulation of facts; a synthesis, analysis, or interpretation of the collected data must follow the observation undertaken in descriptive research.

Case study method: In data gathering methods used in case studies which are based primarily upon direct observation, both participant and non-participant observation can be used. Also there are other methods available that can be used for different research.
This research was primarily concerned with gathering data and recording status rather than determining the relationship between a set of variables. Busha and Harter have indicated that the methods of survey research allow investigators to gather information about target populations without undertaking a complete enumeration.

Busha and Harter suggested that “survey research techniques, can save time and money, without sacrificing efficiency, accuracy, and information adequacy in the research process”. The methods used in this project to obtain survey research data consisted of a combination of techniques: three sets of questionnaires, interviews, and analysis of related literature.

This research was concerned with gathering detailed factual information on the existing practices and current situations in different types of libraries and information centres (school, public, special, university, and national) in Kuwait. It was also concerned with investigating the problems and prospects which hampered the establishment of a national bibliographic network between the libraries, and attitudes and opinions toward cooperative activities.

The survey technique was selected to gather information and allow a wide range and distribution of the sample. This provides adequacy and efficiency about the current data on activities and services and professionals' opinions and attitudes in the libraries. The benefit of this method is to obtain data that will allow accurate descriptions of situations or relationships between certain variables.

Three broad categories of information are normally gathered and reported in library surveys: existing library conditions; comparisons between present conditions and desired standards or goals; suggestions for the improvement of existing conditions. The data collection in most library surveys could be placed into the following subject categories:

- the library environment, including factors such as facilities, organisational structure, location and resources.
- the characteristics of library personnel, including features such as educational attainment, experience
- the nature of library services including references, and interlibrary loan
- the nature and extent of library resources
degree to which innovations such as data processing and computerised information retrieval technologies have been applied to library operations.

In addition to the above main reasons the methodology has other advantages. Considering the advantage of the questionnaire, this technique was selected as the data gathering instrument for it allows a wider range and distribution of samples and it provides greater access to more respondents besides providing the opportunity for anonymous answering. Other advantages include its low cost and the elimination of investigator’s bias.

On the other hand, the disadvantages of this technique are that it prevents personal contact with respondents and creates a need for simplistic format as explanations would not be possible. This might affect the accuracy and adequacy of the information sought and some questions are insufficiently answered because of the lack of personal contact; this might affect the accuracy and adequacy of the information return. For this study, to overcome these type of problems the following approaches were implemented:

- the questionnaire was translated to Arabic
- a pilot study was carried out
- the questionnaires were distributed personally and explained verbally
- Interviews were needed in some cases as a follow up

A variety of techniques were used to collect the data needed to achieve the objectives of the research. For the first objective, which is "to review the current state of libraries in Kuwait", related up-to-date literature were reviewed. These are books, articles, theses, CD-ROM bibliographic databases related to library science such as LISA and Library Literature, and others published and non published materials like internal reports and other documents was held by the librarians. The second, third and fourth objectives of the research which deal with the identification of problems found by librarians, the areas of co-operation in sharing resources and services and current technical service for bibliographic database respectively. For these objectives, three sets of questionnaires were designed and distributed to library administrators, cataloguers and automation specialists.

For the fifth objective, which is “to evaluate the librarians opinions and attitudes toward library system”, such data were captured from the answers obtained through the questionnaire and from interviews conducted with experts and professionals in both Kuwait and Saudi Arabia. The last objective which is "to suggest some practical solutions and recommendations for an effective National Bibliographic Networks among libraries" is
based on the findings that can lay out a practical model for the establishment of a national bibliographic network.

5.2. Literature Review

An extensive search was carried out on the major tools relating to library and information science. The research was done under many subject terms, covering all possible means to find any study related to the issue.

From the literature it was clearly found that national libraries act as the central collection of nation's literature and build a collection of a nation's literature with an obvious connection between this and legal deposit. The principal purposes of legal deposit are to enrich the national library, to ensure the preservation, collection and conservation of the national literature, to facilitate the production of the national literature and the production of a national bibliography. All publications and reports emphasise the importance of the production of a national bibliography (current and retrospective) as a national function. The contents of national bibliographies differ among countries, but printed books deposited with the library form the basis for each.

A national bibliographic centre within a national library has the responsibility to develop and maintain bibliographic databases relevant to the country that can be used by researchers on various subjects and in different ways.

Another important function for the national library is the collection and preserving and organising the country's manuscripts and the providing of access to the national library's catalogue for other libraries and information agencies. The main activities of national libraries and bibliographic networks have been discussed in Chapter Three and Chapter Four.

It was found that there are some problems that national libraries in the Arab countries encounter, among which are:

- National libraries of the Arab countries vary from one library to another. This means that some of Arab countries would have difficulties in securing deposit
copies of publications, which means that they would not have a central focal point for their national information infrastructure.

- The coverage of the national bibliography might not be comprehensive or adequate.

- There is no formal cooperative interconnections and accomplishments in the Arab countries which has led to the conclusion that none of these countries has a formal system of interlibrary co-operation. The only formal agreement for interlibrary lending was finalised in 1987 by the Deans of University Libraries in the Gulf region under the auspices of the Education Bureau of the Gulf Co-operation Council (GCC).

- Standardisation of tools has been ineffective. Many efforts have been made to standardise the application of DDC, AACR2, and other entry rules of oriental names, without much success.

- Many national libraries do not have library computer-based systems were provided bibliographic data, information services for the libraries in the same country.

In order to gather detailed information relating to these problems and deficiencies, it was thought that questionnaire surveys targeted at management, libraries and automation specialists would be the most appropriate methodology. These were linked to visits and interviews, as further discussed below.

5.3. Visit

A visit was made in 1, March 1995 to Kuwait and Saudi Arabia. The purpose of the visit was to collect primary data about Kuwait Libraries. During the first week all types of libraries in Kuwait were visited. Other three days were spent in Saudi Arabia to visit King Fahd National Library (KFNL) and King Fahd University of Petroleum & Minerals (KFUPM) to find out about their library and collection of documents and reports about the libraries. Discussions were held about the objectives of the research and how Kuwait libraries can benefit from it.
5. 4. Questionnaires

The questionnaires were based on a literature review and instruments developed from closed studies by KISR (4), Hafez (5), Younis (6) and Alghamidi (7) and modified wherever necessary to fit the nature and scope of this study.

These questionnaires were designed in advance of initial visits to Kuwait libraries and information centres. The main purposes of the questionnaires were to gather quantitative and qualitative data, and to gain an accurate knowledge of present activities in Kuwait libraries and information centres. Also to focus attention on the problems facing the libraries and information centres in Kuwait regarding automation, standards in cataloguing and classification, co-operation and bibliographic control.

5. 4. 1. Pilot Study

The questionnaires was distributed on 1 December 1995, to selected libraries (Kuwait University Libraries, Kuwait Institution for Scientific Research, Kuwait National Library and College Library) to make any suggestions and observations. Minor corrections were made to the questionnaires after their pilot test (see 5.6).

5. 4. 2. Questionnaire 1 (Appendix 1) was comprised of 54 questions intended to collect information on the present situation in these libraries and distribute to the administrators of libraries.

Subjects in the questionnaire were divided in to eight areas:

- general information about the libraries and information centres;
- data concerning the type of administration and the type of the library;
- data about the current status, number and qualifications of the library staff;
- information on the budget from 1993-1996, and how these libraries and information centres were spending;
- current data on the library resources;
- the present status of the technical services such as: acquisition, classification and cataloguing, and bibliographic services
- data concerning automation and networking in the libraries and information centres in Kuwait and future plans or if there are any difficulties in implementing automation
• data from opinions on co-operation and implementation of a National Bibliographic
  Network.

5. 4. 3. Questionnaire 2 (Appendix 2) was divided into 42 questions and was distributed
to the cataloguers in Kuwait University Libraries (KUL), College Libraries (CL), School
Libraries (SL), Public Libraries (PL), and Kuwait Institute for Scientific Research
(KISR), to obtain information on these areas:
• the status of cataloguing departments and centralised cataloguing
• computerised systems for cataloguing records
• network systems
• automation and network problems
• co-operation of activities and obstacles to the establishment of automation

The information from this part of the questionnaire should provide the answers to these
questions:
• can the cataloguing systems and centralised cataloguing services in these libraries and
  information centres be used to initiate and establish a national bibliographic network?
• what is their status in automation and networks?
• what is their status in co-operation activities?

5. 4. 4. Questionnaire 3 (Appendix 3) was distributed to the automation specialists in
five types of libraries: university libraries (KUL), college libraries (CL), school libraries
(SL), public libraries (PL), and Kuwait Institute for Scientific Research (KISR), to gather
information on these areas:
• the status and the need for automation specialists
• budgets for the department
• networks and library automation systems
• network and co-operative activities
• professional training for staff
• opinions and attitudes of automation specialists on implementing a National
  Bibliographic network for the libraries in Kuwait.
5. 5. Interviews

The interviews were designed to explore important aspects, ideas, and practical steps to be followed in designing the proposed system. The interview technique has the advantage of eliciting a quality of data that is unobtainable otherwise.

Interviews were designed and contact made with some professionals in the field to discover other views and data on some hidden problems or stages that might affect the establishment and implementation of a model for a Kuwait National Bibliographic Network.

The interview questions were not analysed statistically. They included these areas:

- Does your library have a network or any plan for a network?
- If your library has a network or plans to have a network, can you specify what kind of support your library needs?
- Is there any library co-operation through an automated network with other libraries?
- In your opinion, what sources of funding do you suggest for implementing a national bibliographic network centre?
- In your opinion, is it best for a national bibliographic network to be a separate organisation or affiliated a library?
- What are the obstacles and problems in implementing a network?
- What are the obstacles and problems in automation co-operation between libraries?

5. 6. Data Collection Procedures

The questionnaire was translated into Arabic because the majority of the librarians selected speak Arabic as their national language. A colleague in the College of Basic Education, who is a specialist in the Arabic language, was consulted about the translation. The questionnaire was pre-tested to ensure clarity, proper language structure, and the elimination of as many linguistic ambiguities as possible. Finally the questionnaire was discussed with colleagues from the Department of Librarianship, KISR and the Dean of Kuwait University Library to assess its validity and reliability and receive suggestions and comments.
There were some minor changes in Questionnaire 1. These were: Question 5 the National Library was added to the type of libraries instead of the Central Library, and school and public libraries were entered in one category because they have one administration. Question 7 was changed to a simpler question because it was thought that it would be impossible for most of the libraries to give a correct answer. Question 13 was omitted because all these libraries didn’t have fixed or even estimated percentage sums in the total budget for 1994/95 or were able to indicate how it was spent in each department for facilities, supplies, equipment and salaries. The library budget expenditure was done randomly when it was needed.

In Questionnaires 2 and 3, Question 3 was changed to make it easier for the librarians to answer. All these minor changes were not thought to affect the result of the data analysis.

5.7. Coverage

The survey covered the existing libraries and information centres in Kuwait. Copies of the questionnaire were sent to all libraries including academic (the library administration in Kuwait University, and library administration in Public Authority for Applied Education and Training), Public and School library administration, national, and information centres. “Information centre” was used to include documentation centres and information centres of a similar nature, whose main concern is the management and supply of specialised information (including government libraries, non-government libraries). The questionnaires were divided as follows:

Questionnaire 1 was sent to library administrations:

- Kuwait National Library
- The Kuwait University Libraries
- The Public Authority for Applied Education & Training Libraries
- School and Public Libraries
- Special libraries:
  Government Libraries: Ministry of Oil Library; Ministry of Planning Library; Ministry of Information Document Centre; Kuwait National Assembly Library; Kuwait Chamber of Commerce & Industry Library; Amiri Diwan, Seif palace -
Documentation Centre; Ministry of Endowments and Islamic Affairs; Central Bank of Kuwait.

International Organisation: UNESCO National Commission in Kuwait

Arab Organisations: Arab Centre for Medical Literature; Arab Planning Institute; The Inter-Arab Investment Guarantee Corporation; Arab Fund for Economic and Social Development.

Gulf Organisations: The Gulf Arab States Education Research Centre (GASERC)

Kuwait Institutes: Kuwait Institute for Scientific Research; Kuwait Fund for Arab Economic Development; Kuwait Fund for the Advancement Science; Manuscript Heritage & Documentation Centre

Questionnaire 2 was sent to library cataloguers:
Kuwait University cataloguers
Public Authority for Applied Education & Training cataloguers
School and Public cataloguers
Kuwait Institute for Scientific Research cataloguers

Questionnaire 3 was administered to automation specialists:
Kuwait University Automation Specialists
Public Authority for Applied Education & Training Automation Specialists
School/Public Automation Specialists
Kuwait Institute for Scientific Research Automation Specialists

5.8. Survey Sample

The scope of this survey was limited to selected libraries and information centres in Kuwait in all sectors and covered both government and non-government libraries. Table 5.1 gives an overview of the survey sample.
Table 5.1
Overview of survey distribution

<table>
<thead>
<tr>
<th>Type of library</th>
<th>Type of admin.</th>
<th>Number of libraries</th>
<th>Number in sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>centralised</td>
<td>19 libraries</td>
<td>1 administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 cataloguers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 automation specialist</td>
</tr>
<tr>
<td>University</td>
<td>centralised</td>
<td>11 libraries</td>
<td>1 administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 cataloguers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 automation specialist</td>
</tr>
<tr>
<td>School &amp; public</td>
<td>centralised</td>
<td>572 school libraries</td>
<td>1 administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23 public libraries</td>
<td>7 librarians / public lib.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 cataloguers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 automation specialist</td>
</tr>
<tr>
<td>National</td>
<td>decentralised</td>
<td>1 library</td>
<td>1 administrator</td>
</tr>
<tr>
<td>Special</td>
<td>decentralised</td>
<td>18 libraries</td>
<td>18 librarians</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 cataloguer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 automation specialists</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>644</td>
<td>46</td>
</tr>
</tbody>
</table>

The reasons for selecting these categories were:

- The research aimed to cover the libraries in Kuwait nation-wide and to select from these libraries the administrators, cataloguers and automation specialists.
- The sample was selected very carefully and represents five types of libraries in Kuwait. The qualifications of the participants in the sample were degrees in Library and Information Studies (Ph.D., MA, and BA) and number 45 library specialists. These were working in all sectors and there was also one with BA in Computer Science, who was the head of Computer Centre in PAAET and had responsibility for implementing automation/networking for the libraries in PAAET in their future plans.
- The authorities in these libraries were selected to manage the current status of their library and plan their futures. They have experience and knowledge in information systems, automation, co-operation and cataloguing.
- The libraries were selected by the size of the collection not less than 1000 titles and their subjects, also the role and prominence of their libraries and information centres.
- Seven public libraries were chosen for the survey even though the cataloguing and classification was done in the administration. They receive the material ready to shelve in their library with a catalogue card. This sample was asked for their opinions of automation, the need for co-operation between the libraries and centralised cataloguing.
5.9. Data Gathering and Analysis

The delivery and collection process for the questionnaire was administrated personally to ensure a 100% response rate. Distribution of the questionnaires started on 27 January 1996 and collection finished on 20 March 1996. Identical envelopes were handed out, each containing two versions (English and Arabic) of the appropriate questionnaire designated for these groups, with covering letters also in English and Arabic. Participants in the surveys were given a two week deadline for responses.

The questionnaire responses were coded and transferred for further processing, analysis and tabulation. Frequency and percentage between different independent and dependent variables were noted and coded. The Data Processing Department at the Computer Centre in the Public Authority for Applied Training & Education in Kuwait helped to transfer the coding into the computer file and used the Statistics Package for Social Sciences (SPSS for Windows). Open ended questions were designed so that the responses would describe and summarise their opinions.
References


2. Ibid., p. 54.

3. Ibid., p. 55.


Chapter Six
Presentation and Data Analysis

6.1. Introduction

This chapter presents the analysis of data collected from three questionnaire surveys, which were administered to school, public, university, college and special libraries in Kuwait.

Questionnaire 1 was distributed to the heads administrators of libraries and information centres in Kuwait. These were 45 librarians and one head of computer centre in the Public Authority for Applied Education and Training (PAAET). The analysis of responses is organised by the following research questions:

- What is the pattern of the administration of the institute / library?
  -- identification of the institute / library
  -- type of administration function
  -- type of institute / library
  -- administration units
  -- staffing

- What are the existing resources in the institute / library?
  -- size of the collection Arabic / non-Arabic
  -- size and percentage of the collection in these areas:
    - gifts and exchanges
    - duplications, losses, replacements and discards

- What are the technical services policies?
  -- selection and acquisition policy
  -- classification and cataloguing
  -- bibliographic services

- What is the status of automation and networking in the institute / library?
  -- operation of a computer system
  -- differences in library automation functions
  -- plans for automation and networking

- What are the status and level of co-operation between libraries in Kuwait?
- What is the status of organised training in library automation and cataloguing?
• What are their opinions and attitudes toward implementation of a national bibliographic network?

Questionnaire 2 was distributed to cataloguers. The analysis of responses is organised by the following research questions:

• What is the pattern of the administration of the institute / library?
  -- identification of the institute / library
  -- staffing in cataloguing departments

• What are the technical services policies?
  -- classification and cataloguing
  -- bibliographic services

• What is the status of automation and networking in the institute / library?
  -- operation of a computer system
  -- differences in library automation functions
  -- plans for automation and networking

• What is the status and level of co-operation between libraries in Kuwait?

• What is the status of organised training in library automation and cataloguing?

• What are their opinions and attitudes toward implementation of a national bibliographic network?

Questionnaire 3 was distributed to automation specialists. The analysis of responses is organised by the following research questions:

• What is the pattern of the administration of the institute / library?
  -- identification of the institute / library
  -- staffing in the computer department
  -- total budget for 1994/95-1995/96

• What is the status of automation and networking in the institute / library?
  -- operation of a computer system
  -- differences in library automation functions
  -- plans for automation and networking

• What is the status and level of co-operation between libraries in Kuwait?

• What is the status of organised training in library automation and cataloguing?

• What are their opinions and attitudes toward implementation of a national bibliographic network?
6.2. Data Analysis Questionnaire 1

The results of the analysis of Questionnaire 1 will be discussed in these main areas:

- Library units
- Staff
- Budget
- Library resources
- Acquisitions policy
- Technical services
- Bibliographic services
- Automation / networks
- Co-operation
- Training

6.2.1. Library Units

The library units listed in the questionnaire exist in all types of libraries. College, university, school and public libraries have a central library administration, and all the technical services (acquisitions, cataloguing and administration) are centralised. School and public libraries have one administration and all the technical services are centralised.

All the libraries selected for the questionnaire have the same seven units (Table 6.1). Automated services units do not exist in every library; only the university and 12 special libraries have automated services.

<table>
<thead>
<tr>
<th>Units</th>
<th>Collge</th>
<th>Special</th>
<th>University</th>
<th>*School</th>
<th>National</th>
<th>*Public</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>1</td>
<td>18</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Cataloguing</td>
<td>1</td>
<td>18</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Circulation</td>
<td>19</td>
<td>18</td>
<td>11</td>
<td>572</td>
<td>1</td>
<td>23</td>
<td>644</td>
</tr>
<tr>
<td>Serials</td>
<td>19</td>
<td>18</td>
<td>11</td>
<td>572</td>
<td>1</td>
<td>23</td>
<td>644</td>
</tr>
<tr>
<td>Reference</td>
<td>19</td>
<td>18</td>
<td>11</td>
<td>572</td>
<td>1</td>
<td>23</td>
<td>644</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
<td>18</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Information service</td>
<td>19</td>
<td>16</td>
<td>11</td>
<td>1</td>
<td>23</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Automated services</td>
<td>---</td>
<td>12</td>
<td>11</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>23</td>
</tr>
</tbody>
</table>

* School and public libraries have one administration.
Special libraries are considered as units within a larger library, so they do not have separate sections for each unit as university or college libraries do. There are 18 special libraries, which indicated existing units for acquisitions, cataloguing, circulation, serials, reference and administration in their library structure. Two special libraries indicated that they don’t have information services, and automated services units exist in only 12 of these libraries.

As shown in Table 6.1, college, university, school and public libraries have centralised administration, and all technical processing (acquisitions, cataloguing) is centralised in their administration. Special libraries indicated that they have one unit each for acquisitions, cataloguing and administration in their administration department. The information services found in the school library administration were CD-ROMs, microfiche and microfilm, and information on educational subject, including reports, documents, and government publications.

Seven of these libraries indicated the existence of other (additional) units in their libraries (Table 6.2).

Table 6.2
Other units in some libraries

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Libraries*</td>
<td>A-V unit, Music unit, Documentation services unit</td>
</tr>
<tr>
<td>Public Libraries*</td>
<td>A-V unit, Music unit, Documentation services unit</td>
</tr>
<tr>
<td>Kuwait University Library</td>
<td>A-V unit, Collection development unit</td>
</tr>
<tr>
<td>Ministry of Planning Library</td>
<td>Translation unit</td>
</tr>
<tr>
<td>Kuwait National Library</td>
<td>A-V unit, Music unit</td>
</tr>
<tr>
<td>UNESCO</td>
<td>Information unit, Distribution unit</td>
</tr>
<tr>
<td>Information Library /IDC</td>
<td>Documentation unit, Publication unit</td>
</tr>
<tr>
<td>Manuscript centre</td>
<td>Microfilm unit, Documentation unit</td>
</tr>
</tbody>
</table>

*These units are found in school and public libraries administration

Even though all the libraries had the same basic seven units (Table 6.1), the structure of these units was not identical and also the functions of these units varied from one library to another. The difference in the number and function of additional units was a feature, which indicates that each of these libraries behaves independently from others in organisation and services. The objectives, aims and services in each library differ from each other. University and KISR libraries automated, and online information retrieval services are provided in their information services. Reference units are significantly different from one library to another, with some library reference services being within the library and some in a separate section.
6.2.2. Staff

Library staff are classified in four different categories:

1. Professional: staff holding degree (PhD, MA, BA) in library and information science
2. Para-professional: staff having a two year diploma from the library science department, as well as on the job training or more than six months experience
3. Clerical: staff with degree (BA or diploma in other fields)
4. Other: staff with high school certificate

As Al-ansari (1) noted in his definition of human resources, the different categories are:

1. Professional: staff who have qualification in library and information science. This qualification will normally have been obtained as a result of education at graduate or undergraduate level.
2. Para-professional: Library/information technicians and technical staff who apply information related skills to one or more information functions for the purpose of supporting and assisting the professional staff. They usually hold a two year degree.
3. Clerical: staff who perform work of a general office nature such as filing, typing and jobs entailing routine.

Table 6.3 and Fig. 6.1 give an overview of the total number of staff and the different qualifications in all types of libraries.

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Professional No.</th>
<th>Professional %</th>
<th>Professional No.</th>
<th>Professional %</th>
<th>Clerical No.</th>
<th>Clerical %</th>
<th>Other No.</th>
<th>Other %</th>
<th>Total No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>41</td>
<td>57.7</td>
<td>16</td>
<td>22.5</td>
<td>14</td>
<td>19.7</td>
<td>---</td>
<td>---</td>
<td>71</td>
</tr>
<tr>
<td>National</td>
<td>4</td>
<td>12.5</td>
<td>8</td>
<td>25.0</td>
<td>18</td>
<td>56.3</td>
<td>2</td>
<td>6.2</td>
<td>32</td>
</tr>
<tr>
<td>Public</td>
<td>35</td>
<td>33.0</td>
<td>59</td>
<td>55.7</td>
<td>10</td>
<td>9.4</td>
<td>2</td>
<td>1.9</td>
<td>106</td>
</tr>
<tr>
<td>School</td>
<td>306</td>
<td>36.1</td>
<td>521</td>
<td>61.4</td>
<td>17</td>
<td>2.0</td>
<td>4</td>
<td>0.5</td>
<td>848</td>
</tr>
<tr>
<td>Special</td>
<td>103</td>
<td>58.2</td>
<td>58</td>
<td>32.8</td>
<td>13</td>
<td>7.3</td>
<td>3</td>
<td>0.7</td>
<td>177</td>
</tr>
<tr>
<td>University</td>
<td>35</td>
<td>19.0</td>
<td>31</td>
<td>16.8</td>
<td>100</td>
<td>54.3</td>
<td>18</td>
<td>9.8</td>
<td>184</td>
</tr>
<tr>
<td>Total</td>
<td>524</td>
<td>37.0</td>
<td>693</td>
<td>48.9</td>
<td>172</td>
<td>12.1</td>
<td>29</td>
<td>2.0</td>
<td>1418</td>
</tr>
</tbody>
</table>
School and Public Administration Libraries hire 95% of the total graduates\(^{(2)}\) from the Library and Information Science Department in Kuwait and they hold a BA degree. The professional staff have been influenced by the traditional methods of teaching in this department. School libraries show the highest number of para-professionals 521 (61.4%) from the total number 848 of their employees, and 306 (36.1%) professional and clerical 17(2%).

The number of para-professionals in public libraries 59 (55.7%) is more than the professional and the clerical together (Table 6.3). According to the staff definitions above, school and public libraries require para-professionals to assist and support the professionals. However, in some libraries the para-professionals do the same job as the professionals or, conversely, they do the clerical job in other libraries. Para-professionals have two year diplomas as well as on the job training or more than six months experience.

There is an absence of manpower plans and strategies in most of the libraries, not just school and public libraries. Libraries and information centres are facing staff shortages, especially professional staff. Al-ansari\(^{(3)}\) noted that this shortage will continue to grow in the future as information workers transfer to other positions or retire. Many professional non-Kuwaiti workers left Kuwait after liberation in February 1991, yet most of the libraries and information centres in Kuwait are expanding\(^{(4)}\).

Kuwait University libraries have only 35(19%) professionals from a total number 184 library staff. From the university library response, the professionals have the experience and are well
technical services than professionals in college, school and public libraries. The National Library is facing a lack of professional staff for their future plans to develop the library in automating the information services as the respondents commented in the questionnaire. College libraries have 41(57.7%) professionals from the total number of 71 staff in their department, and comparing this number of staff with the number of college libraries, the respondents commented that there are shortages in all categories of staff. Most of the para-professionals do the same work as the professionals. College library staff have poor automation and information services because their libraries are not automated and lack acquisitions in books, have irregular acquisition in periodicals and no money.

The number of professional staff in special libraries is 103(58.2%) and para-professionals 58(32.8%) from a total number of 177 staff. These numbers differ from library to library.

The total of professionals in cataloguing departments is 57 staff members in all types of library (Table 6.4). The total of para-professionals is 30 staff members. The responses concerning the professional staff in these libraries show shortages and fewer qualifications in technical services and automation.

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Types of staff</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional No.</td>
<td>%</td>
<td>Para-professional No.</td>
<td>%</td>
<td>Clerical No.</td>
<td>%</td>
<td>Other No.</td>
</tr>
<tr>
<td>College</td>
<td>6</td>
<td>60.0</td>
<td>3</td>
<td>30.0</td>
<td>1</td>
<td>10.0</td>
<td>---</td>
</tr>
<tr>
<td>National</td>
<td>1</td>
<td>33.0</td>
<td>2</td>
<td>67.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>School</td>
<td>5</td>
<td>71.0</td>
<td>1</td>
<td>14.0</td>
<td>1</td>
<td>14.0</td>
<td>---</td>
</tr>
<tr>
<td>Public</td>
<td>2</td>
<td>40.0</td>
<td>3</td>
<td>60.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Special</td>
<td>36</td>
<td>56.0</td>
<td>19</td>
<td>30.0</td>
<td>5</td>
<td>8.0</td>
<td>4</td>
</tr>
<tr>
<td>University</td>
<td>7</td>
<td>47.0</td>
<td>2</td>
<td>13.0</td>
<td>6</td>
<td>40.0</td>
<td>---</td>
</tr>
<tr>
<td>Total</td>
<td>57</td>
<td>54.0</td>
<td>30</td>
<td>29.0</td>
<td>13</td>
<td>13.0</td>
<td>4</td>
</tr>
</tbody>
</table>

The results from questions on staffing revealed a shortage of professional staff; even most of the directors and controllers in these libraries do not have experience in library and information services. This effects the provision of qualified staff in these libraries. Besides this there are also no standards for job descriptions in these libraries. School and public library administration have difficulties in covering their need for professionals and para-professionals
in their libraries in general and in the cataloguing department in particular. The number of cataloguers in school administration is 7 and they are divided to 5(71%) professional, 1(14%) para-professional, and 1(14%) clerical. This is for school libraries where, for public libraries there are 2(40%) professional, 3(60%) para-professional and no clerical support. The shortage of the staff means that they have to do jobs not in their field.

The strength of a library arises from both the quantity and quality of its staff. A number of administrators also provided comments on levels and quality of staff in their libraries. These comments are summarised below, together with substantiation from the literature in some cases.

- The current number of librarians, especially professional staff who have advanced skills with new technology, is small. There are shortages at present and these will continue for some future time.\(^{(5)}\)

- There are para-professionals and clerical staff in the libraries and information centres in Kuwait, but in cataloguing departments in all types of libraries there are shortages in professionals and para-professionals, especially since Kuwaiti liberation. After the Iraqi invasion of 2 August 1990, the government policy has made a clear decision to replace foreigners with Kuwaiti nationals\(^{(6)}\). In fact the educational programme for library and information science presently under PAAET and it is in department in the College of Basic Education. This programme has been criticised by all the library sectors in Kuwait and the programme is not meeting the needs for qualified library and information professionals.

- There is no library association, which could raise librarianship standards and improve service to the society.

- The librarians in most of these libraries are frustrated because of low salaries and they feel that they are misunderstood by most of the top decision makers. Their needs for information technology, staff training and better library services are not being realised.

- Libraries and information centres in Kuwait are facing major problems from the shortage of professional manpower especially in technical services and automation skills and this will grow in the future as the libraries gradually develop (for example: automation of these libraries, development of technical services, opening new libraries, expansion of their libraries, etc.).
6.2.3. Budget

The library budget is considered one of the most important elements in the administration of any type of library. The budgets in Kuwait's libraries are included in the total budgets of their organisation.

Table 6.5 provides information on the budgets of the Kuwaiti libraries in all sectors for the three fiscal years 1993/94, 1994/95 and 1995/96. Twenty libraries provided complete data on their budget, while three did not. The Kuwait Fund for Advancement of Science Library (KFASL), Inter-Arab Investment Library (I-AIL) and Kuwait National Library (KNL) indicated that they do not have a separate budget from their organisation, because the administration of these libraries considered these libraries as units or departments of their main organisation. Money is allocated to these libraries as the needs arise to purchase library materials.

In Question 9 "What was the total library budget?", all libraries replied that they do not have an independent annual budget, because they are part of their institution budget. The library responses to questions 10, 11, and 12 estimated the annual budget from their annual report to the administration. This amount of money was not necessarily spent all in the same year and it was sometimes more, sometimes less. Salaries come directly from the administration, which may explain why no library gave any amount for the salaries of the staff in the library.

The results of the survey indicated that the budget of the University Library differs from year to year. The 1993/94 budget was 1,296,300 K.D. because of continued rebuilding and development of the library collections and services after the Kuwait liberation on 26 February 1991, and then the budget was reduced in 1994/95. In 1995/96 the library budget was increased because Kuwait University Library Administration and centralised technical services moved to a new building.

From the data in Table 6.5, it is apparent that the budget for special libraries in the three fiscal years does not show very much change. This may be explained either by satisfaction with what they have, or if they asked for an increase, their directors did not pay much attention to libraries and information.
An overview of the total budget in the libraries and information centres in the year 1995/96, shows that the total budget increased by less than one million K.D approximately (981,185 KD). This comes from academic libraries such as university, college and school libraries, and also in special libraries such as in KISR and the Ministry of Information. These libraries are more advanced in automation and services.

Table 6.6 presents the percentage of the budget which was spent in different materials and activities during the fiscal year 1993/94. It should be noted that some of these libraries either do not declare their budgets or do not prepare a specification for the amount of money to be spent on different activities.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arab Documentation Centre</td>
<td>25,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
<tr>
<td>Arab Fund Development Library</td>
<td>30,000</td>
<td>30,000</td>
<td>13,000</td>
</tr>
<tr>
<td>Arab Institute for Planning Library</td>
<td>20,000</td>
<td>23,000</td>
<td>24,000</td>
</tr>
<tr>
<td>College Library</td>
<td>115,000</td>
<td>115,000</td>
<td>225,000</td>
</tr>
<tr>
<td>Dawan Ameri Documentation Centre</td>
<td>70,000</td>
<td>50,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Gulf Arab for Sci. and Educ. Resc. Centre</td>
<td>28,000</td>
<td>26,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Inter-Arab Investment Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Central Bank Library</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Kuwait Chamber of Commerce and Industrial Library</td>
<td>20,000</td>
<td>20,000</td>
<td>21,000</td>
</tr>
<tr>
<td>Kuwait Fund for Development Library</td>
<td>40,000</td>
<td>40,000</td>
<td>46,000</td>
</tr>
<tr>
<td>Kuwait Foundation for the Advancement Science Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Institute for Scientific Research</td>
<td>866,641</td>
<td>705,108</td>
<td>726,500</td>
</tr>
<tr>
<td>Kuwait National Assembly Library</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Kuwait National Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait University Library</td>
<td>1,296,300</td>
<td>827,176</td>
<td>1,035,000</td>
</tr>
<tr>
<td>Manuscript Centre</td>
<td>35,000</td>
<td>35,000</td>
<td>28,000</td>
</tr>
<tr>
<td>Ministry of Information</td>
<td>229,525</td>
<td>594,059</td>
<td>1,177,028</td>
</tr>
<tr>
<td>Ministry of Oil Library</td>
<td>16,000</td>
<td>12,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Ministry of Planning Library</td>
<td>15,000</td>
<td>10,000</td>
<td>13,000</td>
</tr>
<tr>
<td>Ministry of Religion and Endowment Library</td>
<td>4,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Public Library</td>
<td>80,000</td>
<td>90,000</td>
<td>95,000</td>
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<tr>
<td>School Library</td>
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<td>580,000</td>
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<tr>
<td>UNESCO</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Total</td>
<td>3,413,466</td>
<td>3,215,343</td>
<td>4,196,528</td>
</tr>
</tbody>
</table>
Table 6.6
Type of expenditure in 1993/94

<table>
<thead>
<tr>
<th>Libraries</th>
<th>+Books %</th>
<th>Serials %</th>
<th>Binding %</th>
<th>Furniture %</th>
<th>*Supplies %</th>
<th>Training %</th>
<th>*Utilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>80</td>
<td>20</td>
<td>---</td>
<td>---</td>
<td>1</td>
<td>1</td>
<td>49</td>
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<tr>
<td>AFDL</td>
<td>80</td>
<td>10</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AIPL</td>
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<td>1</td>
<td>---</td>
<td>20</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>CL</td>
<td>25</td>
<td>25</td>
<td>1</td>
<td>---</td>
<td>---</td>
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<td>---</td>
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<tr>
<td>DADC</td>
<td>36</td>
<td>54</td>
<td>3</td>
<td>---</td>
<td>7</td>
<td>---</td>
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<tr>
<td>GASERC</td>
<td>30</td>
<td>70</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>I-AIL</td>
<td>40</td>
<td>40</td>
<td>1</td>
<td>2</td>
<td>10</td>
<td>7</td>
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<tr>
<td>KCBL</td>
<td>37</td>
<td>51</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2</td>
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<tr>
<td>KCCIL</td>
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<td>63</td>
<td>1</td>
<td>23</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KFDL</td>
<td>8</td>
<td>40</td>
<td>1</td>
<td>---</td>
<td>1</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>KFAS</td>
<td>23</td>
<td>40</td>
<td>---</td>
<td>---</td>
<td>35</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>KISR</td>
<td>40</td>
<td>60</td>
<td>---</td>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNAL</td>
<td>40</td>
<td>55</td>
<td>2</td>
<td>---</td>
<td>3</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>KUL</td>
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<td>---</td>
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<td>---</td>
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<tr>
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</tr>
</tbody>
</table>


* Supplies = software, paper, cards for cataloguing, etc.

* Utilities = hardware, expansion, lighting, maintenance, etc.

Four libraries did not answer Question 13 because of the absence of sufficient and adequate information about their library expenditure in their annual report, these are KUL, UNESCO, MOL and KNL. Other reasons given by these libraries were that they lost their collections and equipment and some of the building through the Iraqi invasion of Kuwait on 2 August and this needed a long time to rebuild; for example KUL was only able to start and open the University in September 1991, after the liberation on 26 February 1991. Another reason was that most of the libraries have relied on imported foreign labour to run their facilities, educate their students, and to staff their libraries, factories and oil refineries. With the division in the Arab World resulting from taking sides for or against the Iraqi occupation of Kuwait, there are some Arab countries and nationalities that have been declared by the Gulf States to be undesirables and no longer welcome as guest workers or residents. This category includes Palestinians, Jordanians, Yemenis, Algerians, Tunisians, and Sudanese. The result is a declining work force,
particularly among professionals and technical experts in Kuwait libraries in general and these libraries in particular.

Table 6.7 shows that most of the libraries responded to the question relating to budget breakdown for 1994/95, revealing that most of the money was spent on books and periodicals. Books and periodicals in UNESCO, Kuwait Central Bank Library (KCBL), and the Arab Fundamental Development Library (AFDL) take 100% of library funds. In other libraries the expenditure in 1994/95 for books and periodicals was almost 80%-95% of the total budget, specially in the academic and research libraries.

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<th>Furniture</th>
<th>*Supplies</th>
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</tr>
</tbody>
</table>


* Supplies = software, paper, cards for cataloguing, etc.

* Utilities = hardware, expansion, lighting, maintenance, etc.

Comparing the expenditure on staff training in these two years, most of these libraries did not give any consideration to it. It was seen to be important only in university, college and two special libraries. In college libraries the training budget increased from 1% in 1993/94 to 4% in 1994/95, and in the Ministry of Information it increased from 1% in 1993/94 to 8% in
The result of this survey on the total annual budgets revealed an increase in 1995/96 to 4,196,528 KD of budget allocated in each type of library.

Financial support of the libraries in Kuwait tends not to be organised according to a precise budgetary system for their operations. Library budgets are provided from the top administration in each library. No standard is established for money allocation to libraries. Most of the libraries did not indicate their annual budget and annual expenditure in their returned questionnaires, few of them completed the questions concerning amounts which were expended during the year 1995. A financially responsible body of their administrators decides financing and budgeting of the libraries and salaries of their staffs.

6.2.4. Library Resources

Questions 14-20 were asked in order to ascertain the strengths and weaknesses of the library collections. Library materials defined for this study were books, periodicals, pamphlets, manuscripts, CD-ROMs, microforms, government publications, audio-visual materials, technical reports and theses. The collections of books and periodicals reflect the main aims and objectives of the parent institutions. In the university, college and schools, the holdings of the libraries usually cover a broad range of subjects, which reflect the aims, and objectives of these institutions in supporting teaching and research. The national and public library collections reflect their role in meeting the needs and interests of a broad sector of people which these libraries serve. The collections of the special libraries reflect the aims of the organisation and offer services to their users to meet their needs.

Table 6.8 presents the total number and the percentage of Arabic and non-Arabic materials by type of library, thus showing the comprehensiveness of the collections and the types of materials held. The total number is 3,297,133 items covering books 90.9% and periodicals 0.3%, both of which are available in every library. Other materials, such as pamphlets 0.2% are found in special libraries of Arab organisations: Inter-Arab Investment (I-AIL) and the Arab Documentation Centre for Medical Publication (ADCMP), also in three government libraries (MREL, KCCIL, DADC).

The percentage of microform materials was (1.2%) of the total of the collections in both Arabic and non-Arabic, and the largest non-Arabic collection was found in the university. The largest Arabic microforms collection was found in the Manuscript Centre (MC). These items and the
others, like manuscripts, CD-ROMs, A-V, government publications, technical reports and theses are not available in all libraries. They are not as highly important as the books and periodicals especially in college, school and public libraries. None of the libraries indicated that they have non-Arabic manuscripts. The Manuscript Centre holds more than half of the total manuscripts in Arabic, followed by the University.

Most of these items are concentrated in the university libraries and some of the special libraries. Also the respondents did not indicate any CD-ROMs in Arabic; this is because, as far as it is known, nothing has been produced on CD-ROM in Arabic. School and public libraries have A-V units and documentation services but they did not indicate any items like pamphlets, manuscripts, A-V materials, technical reports and theses because of the lack of staff the lack of specific statistics about these materials. The largest collection of A-V materials was found in KUL, (1,280 items of Arabic materials and 51,782 non-Arabic). This result could be because KUL has more budget, specialised staff in A-V materials, needs for using them in teaching and lectures, and recording and documenting all KUL activities.

Table 6.9 presents the total number of titles in Arabic collections in the libraries surveyed, together with the percentage in each type of library. The total size of Arabic collections held is 2,680,451 volumes. School libraries have the largest collection of 1,273,376 volumes, which is slightly less than half (47.5%) of all holdings and the duplication rate is (30%). The same is true with public libraries. Most of the collections are duplicated in each public library.

All libraries indicated books and periodicals as being part of their Arabic holdings but the stock of other Arabic materials varied considerably, developing on the library and its users. The collections of the Ministry of Religious Endowment are all in Arabic because of the needs of their users.
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<th>Collections</th>
<th>Libraries</th>
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<th>%</th>
</tr>
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<td>University</td>
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<td>---</td>
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Table 6.8: Arabic and non-Arabic collection by type of libraries
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Table 6.9: Size of Arabic collections in 1994/95
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Table 10: Size of non-Arabic collections in the libraries in 1994/95

119
Table 6.10 shows the total number and the percentage of non-Arabic materials held in each type of library. Comparing the holdings of non-Arabic materials with those of Arabic materials, it was found that the university library collections have more than half of their collections in English because it is the language used in instruction in the scientific curriculum in most departments of the university. There is, therefore, only a small amount of scientific literature available in Arabic. CD-ROMs in the libraries total 228, all in academic libraries in the university, college and school libraries. Some special libraries such as KISR hold 26 CD-ROM databases, and GASERC holds 71 CD-ROM databases.

Table 6.11 presents the percentage of the library collections bought in the year 1994/95. The highest interest in libraries was in books (93.5%) with only 0.8% representing periodicals. The highest amount of purchasing was in the school libraries (48.3%) and next the university libraries, which concentrated on non-Arabic periodicals, microforms, government publications and audio-visual materials for their needs in teaching and research.
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Table 6.11: Total purchases in 1994/95
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<td>—</td>
<td>—</td>
<td>—</td>
<td>200</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>954</td>
<td>1.7%</td>
</tr>
<tr>
<td>AIPL</td>
<td>1,500</td>
<td>20</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>1,520</td>
<td>2.7%</td>
</tr>
<tr>
<td>CL</td>
<td>761</td>
<td>332</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>1,093</td>
<td>1.9%</td>
</tr>
<tr>
<td>DADC</td>
<td>—</td>
<td>—</td>
<td>10</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>10</td>
<td>0.0%</td>
</tr>
<tr>
<td>GASERC</td>
<td>302</td>
<td>38</td>
<td>—</td>
<td>—</td>
<td>4</td>
<td>9</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>353</td>
<td>0.6%</td>
</tr>
<tr>
<td>I-AIL</td>
<td>270</td>
<td>18</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>288</td>
<td>0.5%</td>
</tr>
<tr>
<td>KCBL</td>
<td>300</td>
<td>20</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>320</td>
<td>0.6%</td>
</tr>
<tr>
<td>KCCIL</td>
<td>26</td>
<td>50</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>76</td>
<td>0.1%</td>
</tr>
<tr>
<td>KFDL</td>
<td>241</td>
<td>10</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>1,030</td>
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<tr>
<td>KFASL</td>
<td>55</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
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<td>—</td>
<td>—</td>
<td>—</td>
<td>55</td>
<td>0.1%</td>
</tr>
<tr>
<td>KISR</td>
<td>256</td>
<td>80</td>
<td>—</td>
<td>—</td>
<td>26</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>362</td>
<td>0.6%</td>
</tr>
<tr>
<td>KNAL</td>
<td>150</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>150</td>
<td>0.3%</td>
</tr>
<tr>
<td>KNL</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>40</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>40</td>
<td>0.1%</td>
</tr>
<tr>
<td>KUL</td>
<td>18,054</td>
<td>148</td>
<td>—</td>
<td>—</td>
<td>8</td>
<td>1,650</td>
<td>626</td>
<td>3,580</td>
<td>—</td>
<td>—</td>
<td>24,066</td>
<td>42.3%</td>
</tr>
<tr>
<td>MC</td>
<td>200</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>30</td>
<td>—</td>
<td>—</td>
<td>230</td>
<td>0.4%</td>
</tr>
<tr>
<td>MJ/DC</td>
<td>30</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>30</td>
<td>0.1%</td>
</tr>
<tr>
<td>MOL</td>
<td>7</td>
<td>54</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>61</td>
<td>0.1%</td>
</tr>
<tr>
<td>MPL</td>
<td>100</td>
<td>70</td>
<td>—</td>
<td>—</td>
<td>15</td>
<td>700</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>885</td>
<td>1.5%</td>
</tr>
<tr>
<td>MREL</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
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<tr>
<td>PL</td>
<td>5,830</td>
<td>6</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>5,836</td>
<td>10.3%</td>
</tr>
<tr>
<td>SL</td>
<td>18,830</td>
<td>25</td>
<td>—</td>
<td>—</td>
<td>11</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>18,866</td>
<td>33.1%</td>
</tr>
<tr>
<td>UNESCO</td>
<td>300</td>
<td>55</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>355</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47,792</strong></td>
<td><strong>1,044</strong></td>
<td><strong>10</strong></td>
<td>—</td>
<td><strong>106</strong></td>
<td><strong>1,659</strong></td>
<td><strong>1,526</strong></td>
<td><strong>3,610</strong></td>
<td><strong>1,180</strong></td>
<td><strong>9</strong></td>
<td><strong>57,051</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Table 6.13: Non-Arabic collection purchases 1994/95
From Table 6.12 it can be seen that the purchases of Arabic titles for the year 1994/95 were almost three times those for the non-Arabic collection. The most active libraries in purchasing Arabic titles were school libraries. Its purchases from 53.9% of the total purchase all Kuwait libraries involved in the research. On the other hand, the least active library was the Ministry of Oil Library which purchased only 9 Arabic titles.

For the purchases of non-Arabic titles (Table 6.13) it can be seen that University Library has the highest total, with its purchases amounting to 42.3% of all total purchases. The school libraries come second on this matter. For non-Arabic titles purchases the DADC comes last, with its purchase of only 10 titles.

From these tables it can be observed that those libraries which belong to educational institutions are the most active ones in terms of purchasing. The reasons are that they (a) have bigger budgets than other libraries, (b) they have more specialist staff, (c) as they belong to educational institutions they tend to deal with a large variety of titles.

Beside purchases, the survey responses indicated that some of the libraries augmented their collections by gifts and exchanges (Table 6.14). The highest percentage of gifts was to the college library (38.2%), and the second was the Manuscript Centre (MC) (16.6%). The highest number of titles in exchange was at KUL 672(29.1%).

Due to lack of money the Manuscript Centre (MC) acquired most of its collection by gifts and exchange of periodicals, books and photocopies of manuscripts. Most of the libraries did not indicate any exchanges because they do not have the staff or the storage space to maintain this activity.
Table 6.14
Gifts and exchanges in 1994/95

<table>
<thead>
<tr>
<th>Libraries</th>
<th>gifts</th>
<th>Number and percentage of titles</th>
<th>exchanges</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>250</td>
<td>2.1</td>
<td>20</td>
<td>0.9</td>
</tr>
<tr>
<td>AFDL</td>
<td>300</td>
<td>2.5</td>
<td>150</td>
<td>6.5</td>
</tr>
<tr>
<td>AIPL</td>
<td>500</td>
<td>4.1</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>CL</td>
<td>4,599</td>
<td>38.2</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>DADC</td>
<td>240</td>
<td>2.0</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>GASERC</td>
<td>377</td>
<td>3.1</td>
<td>9</td>
<td>0.4</td>
</tr>
<tr>
<td>I-AIL</td>
<td>400</td>
<td>3.3</td>
<td>100</td>
<td>4.3</td>
</tr>
<tr>
<td>KCBL</td>
<td>400</td>
<td>3.3</td>
<td>540</td>
<td>23.4</td>
</tr>
<tr>
<td>KCCIL</td>
<td>200</td>
<td>1.7</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KFDL</td>
<td>1,130</td>
<td>9.4</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KFASL</td>
<td>55</td>
<td>0.5</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KISR</td>
<td>240</td>
<td>2.0</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNAL</td>
<td>200</td>
<td>1.7</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNL</td>
<td>319</td>
<td>13.8</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KUL</td>
<td>980</td>
<td>8.1</td>
<td>672</td>
<td>29.1</td>
</tr>
<tr>
<td>MC</td>
<td>2,000</td>
<td>16.6</td>
<td>500</td>
<td>21.6</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>10</td>
<td>0.1</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MOL</td>
<td>12</td>
<td>0.1</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MPL</td>
<td>100</td>
<td>0.8</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MRE</td>
<td>40</td>
<td>0.3</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>PL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>SL</td>
<td>20</td>
<td>0.2</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>UNESCO</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Total</td>
<td>12,053</td>
<td>100</td>
<td>9,810</td>
<td>100</td>
</tr>
</tbody>
</table>

Key: --- = No reply

Duplication of stock often represents waste of resources, but this is not always the case, where multiple copies of items are needed for a particular purpose. In the case of special libraries such as ADCMP, KCBL and KNAL, the levels of duplication (Table 6.15) represent internal and other reports which are important to the work of the library users. The 15% duplication of book materials in the Arabic Documentation Centre represents the Centre’s holdings of its own publication of books, because multiple copies of textbooks are needed for student use.

It should be noted that the high rate of duplication (30%) in school library refers to the school system as a whole and not to duplication within individual libraries. This is because the acquisition process is centralised.
Table 6.15
Duplication of books and serials

<table>
<thead>
<tr>
<th>Libraries</th>
<th>% of Duplication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books</td>
</tr>
<tr>
<td>ADCMP</td>
<td>15</td>
</tr>
<tr>
<td>AFDL</td>
<td>5</td>
</tr>
<tr>
<td>AIPL</td>
<td>1</td>
</tr>
<tr>
<td>CL</td>
<td>----</td>
</tr>
<tr>
<td>DADC</td>
<td>5</td>
</tr>
<tr>
<td>GASERG</td>
<td>7</td>
</tr>
<tr>
<td>I-AIL</td>
<td>----</td>
</tr>
<tr>
<td>KCBL</td>
<td>15</td>
</tr>
<tr>
<td>KCCIL</td>
<td>5</td>
</tr>
<tr>
<td>KFDL</td>
<td>3</td>
</tr>
<tr>
<td>KFASL</td>
<td>----</td>
</tr>
<tr>
<td>KISR</td>
<td>5</td>
</tr>
<tr>
<td>KNAL</td>
<td>25</td>
</tr>
<tr>
<td>KNL</td>
<td>5</td>
</tr>
<tr>
<td>KUL</td>
<td>15</td>
</tr>
<tr>
<td>LC</td>
<td>7</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>----</td>
</tr>
<tr>
<td>MOL</td>
<td>1</td>
</tr>
<tr>
<td>MPL</td>
<td>5</td>
</tr>
<tr>
<td>MREL</td>
<td>2</td>
</tr>
<tr>
<td>PL</td>
<td>----</td>
</tr>
<tr>
<td>SL</td>
<td>30</td>
</tr>
<tr>
<td>UNESCO</td>
<td>----</td>
</tr>
</tbody>
</table>

Key: --- = None

Besides gathering data on acquisitions, the survey also included a question on the percentage of library stock lost, discarded and replaced. However, only seven libraries reported estimated losses of books (ranging 1-10% of stock) and three reported losses of periodicals (ranging 1-15%). As most of the libraries did not appear to keep statistic on losses, discards and replacements, the data for this question are inconclusive and inconsistent.

6.2.5. Acquisitions Policy

The acquisitions policy in the libraries surveyed was concerned with selection, type and number of purchases, and ordering procedures. The survey results indicated that university, college, school, public and seven special libraries do have acquisitions policies and that they all consider this to be highly important (Table 6.16). Three special libraries-Inter-Arab Investment (I-AIL), Arab Fund Development Library (AFDL), Ministry of Planning (MPL) and the Kuwait National Library (KNL) don’t have an acquisition policy and commented that they don’t need one because of irregular and insufficient budgets. However, both AFDL and KNL
also responded that an acquisitions policy was highly important in principle, all the other libraries needing an acquisitions policy responded that it was highly important to have one.

Table 6.16
Acquisition policy

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Have policy</th>
<th>Need policy</th>
<th>Perceived importance of policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>Y</td>
<td>Y</td>
<td>Highly important</td>
</tr>
<tr>
<td>AFDL</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>APL</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>CL</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>DADC</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>GASERC</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>I-AIL</td>
<td>---</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>KCBL</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>KCCIL</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>KFDL</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>KFASL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>KISR</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNAL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>KNL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>KUL</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>MC</td>
<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MOL</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MPL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>MREL</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>PL</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>SL</td>
<td>Y</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>UNESCO</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Key: Y = Yes

In some libraries, the acquisitions policy includes directives on the suppliers to be used (e.g. KUL, KISR and KFDL purchase direct through book agents in the USA and UK). School, public, college and some special libraries purchase most of their collection annually through wholesalers at exhibitions in Kuwait or in one of the other of Arab countries.

6.2.6. Technical Services

Technical services include the processes of cataloguing, classification, and use of subject headings for producing bibliographic records in the libraries surveyed. The purpose of studying this topic was to examine if there were any standards used more heavily than others.

Technical services in Kuwait special libraries are internal (i.e. carried out within individual libraries). School, public, university and college library systems have centralised technical
services, which include not only the production of bibliographic records, but also acquisitions and bibliographic services. These centralised services produce bibliographic records in the form of catalogue cards for each library within the system, and they also maintain a union catalogue of these records. These catalogues are for books only. Other materials (e.g. serials, AV materials, microforms) are registered within the library sections that house them, and the section may produce a list of holdings for users to consult.

From the survey, it was found that the main problem in these libraries was the variety of rules and systems used for cataloguing, classification and subject headings. It was also found that none of these libraries would accept bibliographic records from another library as a standard for starting their own database, should they wish to do so. This means that different records exist for the same item in a number of libraries. This duplication of cataloguing is wasteful, and the inconsistent application of standards could cause difficulties in co-operation for networking and exchanging records.

To determine the standards most commonly applied in the libraries surveyed, questions were asked regarding the use of cataloguing rules, classification schemes and subject headings. Even though the questions about standards were meant to apply to different types of materials (i.e. books, serials, AV materials and microforms), in interviews following the return of questionnaires it was found that the responses actually referred to cataloguing, classification and subject indexing only of books.

6.2.6.1. Cataloguing

Responses from the survey indicated that there were four cataloguing standards being followed in different libraries: AACR1 (1978), AACR2, the AACR2 revised edition (AACR2R), and ISBD(G+M) (Table 6.17). AACR2 and ISBD(G+M) have been translated into Arabic. In the post-survey interviews, it was explained that, if a library used the English version of AACR2 as its cataloguing standard, then in parallel the cataloguers also often referred to the Arabic translation for clarification of certain points. The same situation applies to ISBD(G+M), although for consult the Arabic translation rather than to use the English version.

However, there were modifications in application of the standards by some of the libraries, and some libraries also used a combination of standards, the reason for this being as explained above. Therefore, the survey results indicated that there is little uniformity in the application of
cataloguing standards across the libraries surveyed or, in some cases, even within particular libraries.

Table 6.17
Cataloguing rules used for both Arabic and non-Arabic books

<table>
<thead>
<tr>
<th>Cataloguing rules</th>
<th>Materials</th>
<th>Libraries</th>
<th>Total</th>
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<tbody>
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<td>---</td>
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<td>---</td>
<td>10</td>
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<tr>
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<tr>
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<td>4</td>
</tr>
<tr>
<td>ISBD (G+M)</td>
<td>Arabic</td>
<td>19</td>
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<tr>
<td></td>
<td>non-Arabic</td>
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</tbody>
</table>

AACR2 was the standard most commonly used (Table 6.17) to create bibliographic records for both Arabic and non-Arabic books for all school and public libraries, and also for the majority of special libraries. The college and university libraries used AACR2R, as did three special libraries. In parallel, all these libraries also used the Arabic translation of ISBD(G+M) to aid in cataloguing of their Arabic materials. The greatest variety of application of cataloguing standards was found across the special library sector.

The breakdown of use of cataloguing standards by specific libraries is shown in Table 6.18.
Table 6.18
Use of cataloguing standards (by library)

<table>
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<th>AACR 2 Arabic</th>
<th>Non-Arabic</th>
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<th>Non-Arabic</th>
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<th>Non-Arabic</th>
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</tr>
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<td>Y</td>
<td>---</td>
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<td>---</td>
<td>Y</td>
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</tr>
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<td>---</td>
<td>---</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MREL</td>
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<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>PL</td>
<td>---</td>
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<td>SL</td>
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<td>Y</td>
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</tr>
<tr>
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<td>---</td>
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</tr>
</tbody>
</table>

Key: Y = Yes

6.2.6.2. Classification

From the author's personal experience, it is known that many classification schemes are in Kuwait libraries, with the greatest variety being in special libraries, which adopt a scheme that is particularly suitable for classification of their specific materials. However, from the libraries surveyed for this study, it was found that the majority of libraries used two schemes: the Dewey Decimal classification (DDC) and the Library of Congress classification (LCC) (Table 6.19).
Table 6.19
Use of classification schemes

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<th>Classification Scheme</th>
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<td>School</td>
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<td>Public</td>
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<td>639</td>
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<td>---</td>
<td>572</td>
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<td>23</td>
<td>607</td>
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<tr>
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</tr>
</tbody>
</table>

The Dewey Decimal Classification was used by 99.2% of libraries to organise and shelve their Arabic materials. DDC was also used for classification of non-Arabic materials by 94.2% of libraries. The reason for this wide use of DDC is the absence of any other classification system that is considered acceptable in libraries in the Arab World, not just in Kuwait libraries. Respondents from school and public libraries in Kuwait noted that they through the DDC an appropriate system for all materials because of its flexibility and expandability, and also because there is an adapted Arabic translation of DDC.

Even though all college and university libraries, and the KNL, used DDC for classifying Arabic materials, they used LCC for non-Arabic materials. However, this use of LCC by academic libraries represents only 5.4% of library usage of classification schemes, LCC is widely used in north American academic libraries, so it is hardly surprising that the same library sector uses it in Kuwait, following the advice of US consultants, who had suggested its use after evaluating Kuwait academic libraries and making recommendation for their development.
Table 6.20
Use of classification schemes (by libraries)

<table>
<thead>
<tr>
<th>Libraries</th>
<th>DDC</th>
<th>LCC</th>
<th>UDC</th>
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</tr>
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<td>AFDL</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>AIPL</td>
<td>--</td>
<td>--</td>
<td>Y</td>
</tr>
<tr>
<td>CL</td>
<td>Y</td>
<td>--</td>
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</tr>
<tr>
<td>DADC</td>
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<td>Y</td>
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</tr>
<tr>
<td>GASERC</td>
<td>Y</td>
<td>Y</td>
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</tr>
<tr>
<td>I-AIL</td>
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<td>Y</td>
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</tr>
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<td>Y</td>
<td>--</td>
</tr>
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<td>Y</td>
<td>--</td>
</tr>
<tr>
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<td>--</td>
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</tr>
<tr>
<td>KFASL</td>
<td>--</td>
<td>--</td>
<td>Y</td>
</tr>
<tr>
<td>KISR</td>
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<td>--</td>
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</tr>
<tr>
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<td>Y</td>
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</tr>
<tr>
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<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>KUL</td>
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<td>--</td>
<td>--</td>
</tr>
<tr>
<td>MC</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>MOL</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>MPL</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>MREL</td>
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<td>--</td>
<td>--</td>
</tr>
<tr>
<td>PL</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
<tr>
<td>SL</td>
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<td>--</td>
</tr>
<tr>
<td>UNESCO</td>
<td>Y</td>
<td>Y</td>
<td>--</td>
</tr>
</tbody>
</table>

Key: Y = Yes

LCC is used in four special libraries (KFDL, KISR, AIPL and KFAS) for classifying both Arabic and non-Arabic materials (Table 6.20). This is because these libraries have their own automated catalogues and also have large collections of foreign language materials. Also their readers heavily use foreign language materials in their research, and the libraries use LC Bibliofile for creating cataloguing records.

Even though Kuwait University library used DDC, since 1988 it has started to convert from DDC to LCC for its non-Arabic collection because their plan for library automation makes it easier to use the LC Bibliofile.
6.2.6.3. Subject Headings

It was found that there were three lists of subject headings most widely used in Kuwait; these are: Library of Congress Subject Headings (LCSH), Sears Lists Subject Headings (Sears), and the Al-khazendar Subject Headings (AL-KHSH) (Table 6.21). The Al-KHSH derives its title from Ibrahim Al-Khazendar, who compiled and edited it for indexing of Arabic materials in Kuwait University Library. He was Head of Kuwait University Library Cataloguing Department for many years, and died in 1993, one week before the publication of Al-KHSH fourth edition. This edition has not been published in an updated version since 1993. The majority of libraries commented that Al-KHSH would be acceptable as the standard for subject indexing of Arabic materials in all libraries and information centres in Kuwait if it is were updated, and new edition published on a regular basis.

<table>
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<tr>
<th>Subject heading</th>
<th>Languages</th>
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<th>Special</th>
<th>University</th>
<th>School</th>
<th>National</th>
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<th>Total</th>
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</tr>
</tbody>
</table>

Key: --- = None

Some special libraries attempt to solve the problems of indexing materials in their specific subject area by using either specialised thesaurus or subject heading list, or a combination of specialised list together with LCSH, Sears and/or Al-KHSH. A breakdown of subject headings used by individual libraries is given in Table 6.22.
### Table 6.22
Use of subject headings (by library)

<table>
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<th>Libraries</th>
<th>LCSH</th>
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<th>Al-KHSH</th>
<th>Others</th>
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</tr>
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<tr>
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<td>KNAL</td>
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<td>---</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>KNL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KUL</td>
<td>---</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MC</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>ALC/SH</td>
</tr>
<tr>
<td>MOL</td>
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<td>---</td>
<td>EG&amp;AP/SH</td>
</tr>
<tr>
<td>MPL</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>MREL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>PL</td>
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<td>---</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>SL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
</tr>
<tr>
<td>UNESCO</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

**Key:**
- UNBIS/TH: UNBIS/Thesaurus
- EG&AP/SH: Explored Geographic and Arab Petroleum Subject Headings
- ALC/SH: Arab League Country Subject Headings
- NLM/SH: National Library of Medicine Subject Headings (US)
- Y = Subject headings used
- --- = Subject headings not used

There are four libraries (ADCMP, I-AIL, KCBL and KFDL) that do not use Al-KHSH for their Arabic materials using LCSH or a specialised subject heading list instead. KISR was uses combination of LCSH and Al-KHSH for its Arabic materials because Al-KHSH does not provide the required subject coverage, either in breath or depth, that is necessary for detailed subject indexing of scientific research materials.

When LCSH is used for Arabic materials, the English language subject heading is given, together with a translation into Arabic, thus enabling interfiling of LCSH entries with those from Al-KHSH.
Four libraries (KCCIL, MPL, SL and PL) used the Sears List for their non-Arabic collection, with translation into Arabic Language.

The survey responses regarding subject indexing indicated that libraries in Kuwait face a dilemma that is common to all Arab countries, that is, there are no general subject heading lists that are accepted for indexing both Arabic and non-Arabic materials. This is why combination of different subject heading lists are used to index materials in some single collections.

6.2.7. Bibliographic Services

The questions on bibliographic services were asked to gather information on type of catalogue and other lists prepared by libraries in order to enable their users to have access to materials.

Table 6.23

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Card Catalogue</th>
<th>Book OPAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AFDL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AIPL</td>
<td>1</td>
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<td>CL</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>DADC</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GASERC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>I-AIL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>KCCIL</td>
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<td>1</td>
</tr>
<tr>
<td>KFDL</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>KFASL</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>KISR</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>KNAL</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>KNL</td>
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<td></td>
</tr>
<tr>
<td>KUL</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>MC</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MI/IDC</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MPL</td>
<td>23</td>
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<td>572</td>
<td></td>
</tr>
<tr>
<td>UNESCO</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Key: --- = None

All except three libraries (I-AIL, MI/IDC and Unesco) had card catalogues, and 18 (11 university and 7 special) libraries had online public access catalogues as well as card catalogues (Table 6.23). Of those libraries without a card catalogue, MI/IDC had a book
catalogue and I-AIL had an OPAC. Unesco library did not have any type of catalogue because of lack of professional staff in technical services. The library with greatest variety of access to bibliographic data was the Ministry of Oil. This library had all three types of catalogue: a card catalogue; an OPAC designed within the organisation; and, a book catalogue, used jointly with KCCIL and MI/IDC for access to archives and image processing collections.

Accessibility to library holdings was found to be available not only through catalogues, but also through union lists of serials, subject bibliographies and lists of government publications (Table 6.24)

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Catalogue accessible</th>
<th>Union Catalogue</th>
<th>Union List of Serial</th>
<th>Subject Bibliography</th>
<th>Government Publications List</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>CU, OL</td>
<td>---</td>
<td>YL</td>
<td>YU</td>
<td>YU</td>
</tr>
<tr>
<td>AFDL</td>
<td>CU</td>
<td>---</td>
<td>---</td>
<td>---</td>
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<td>AIPL</td>
<td>CU, OL</td>
<td>---</td>
<td>YL</td>
<td>YU</td>
<td>---</td>
</tr>
<tr>
<td>CL</td>
<td>CU</td>
<td>YL</td>
<td>YL</td>
<td>YU</td>
<td>---</td>
</tr>
<tr>
<td>DADC</td>
<td>CL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>GASERC</td>
<td>CU, OL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>I-AIL</td>
<td>OL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KCBL</td>
<td>CU, OL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KCCIL</td>
<td>CU, BL, OL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KFDL</td>
<td>CU, OL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KFASL</td>
<td>CU</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KISR</td>
<td>CU, OU</td>
<td>---</td>
<td>YU</td>
<td>---</td>
<td>YU</td>
</tr>
<tr>
<td>KNAL</td>
<td>CU</td>
<td>---</td>
<td>---</td>
<td>---</td>
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</tr>
<tr>
<td>KNL</td>
<td>CU</td>
<td>---</td>
<td>---</td>
<td>YU</td>
<td>YU</td>
</tr>
<tr>
<td>KUL</td>
<td>CU, OU</td>
<td>YL</td>
<td>YU</td>
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<td>---</td>
</tr>
<tr>
<td>MI/IDC</td>
<td>BL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MOL</td>
<td>CU, BL, OL</td>
<td>---</td>
<td>YL</td>
<td>YU</td>
<td>---</td>
</tr>
<tr>
<td>MPL</td>
<td>CU, OL</td>
<td>---</td>
<td>YL</td>
<td>---</td>
<td>YU</td>
</tr>
<tr>
<td>MREL</td>
<td>CU</td>
<td>---</td>
<td>---</td>
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</tr>
<tr>
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<td>YL</td>
<td>YU</td>
<td>YU</td>
</tr>
<tr>
<td>SL</td>
<td>CU</td>
<td>YL</td>
<td>YL</td>
<td>YU</td>
<td>YU</td>
</tr>
<tr>
<td>UNESCO</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Key:  
Y = Yes  
O = OPAC  
C = Card catalogue  
B = Book catalogue  
L = Accessible only through librarian  
U = Accessible to users

Those library systems with centralised technical services also provided wider access to holdings within the system by having a union catalogue, which is arranged by subject. Card catalogues were directly accessible to users for searching. However, only two libraries (KISR, KUL)
allowed direct user access to their OPACs; all the rest could be searched only by a librarian as intermediary. A union catalogue is available in four types of libraries; it is central cataloguing in these library administrations. Union lists of serials were also available through the librarians. Only in KISR and KUL were they used by the users, as were lists of government publications. Those libraries which prepared subject bibliographies did so for a number of reasons: some were prepared at the request of researchers; other were prepared from time to commemorate special occasions. The latter were available for direct distribution to users.

The responses regarding list government publication are somewhat inconsistent with those given earlier about library resources (sect. 6.2.4). College, school and public libraries did not indicate any holdings of government publications (Tables 9 & 10) and yet they have lists of these publication. The opposite is the case for KISR and KUL, which did not have a list of government publications, but had large holdings of both Arabic and non-Arabic government publication. This lack of a list may indicate as oversight in response to Qu.40, or it may mean that government publications were considered a part of subject bibliography.
6.2.8. Automation and Networks

Automation in libraries in Kuwait is still at an early stage, so traditional manual methods are still commonly used for most library operations and services (Table 6.25). Automation is most advanced in the special libraries, which use their own systems, developed in-house. These systems are mainly for cataloguing, acquisitions and circulation. Special libraries such as KISR, AFDL, MOL, KFDL and ADCMP are more advanced in automation than public and academic libraries because they either have adequate budget and/or qualified staff in cataloguing, automation and services.

Table 6.25
Library automation

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Acquisitions</th>
<th>*Services</th>
<th>Reference</th>
<th>Catalogue</th>
<th>Circulation</th>
<th>Other</th>
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<td>ADCMP</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
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<td>Y</td>
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</tr>
<tr>
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</tr>
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</tr>
<tr>
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<td>---</td>
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<td>GASERC</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>F-AIL</td>
<td>---</td>
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<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KCBL</td>
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</tr>
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<td>---</td>
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</tr>
<tr>
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<td>Y</td>
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</tr>
<tr>
<td>KFASL</td>
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<td>KISR</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNAL</td>
<td>---</td>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KNL</td>
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<td>---</td>
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<td>---</td>
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</tr>
<tr>
<td>KUL</td>
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<td>CD-ROM network</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
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<td>---</td>
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<td>---</td>
<td>---</td>
<td>DRPC</td>
</tr>
<tr>
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<td>Y</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>MPL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>MREL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
</tr>
<tr>
<td>PL</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
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</tr>
<tr>
<td>SL</td>
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<tr>
<td>UNESCO</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Key: Y = Yes || --- = No

*Services = Information services (Inter-library loan, document delivery, CD-ROM, OPAC...)

Reference = Bibliographic databases accessed rather than owned

Even though college libraries are still using manual techniques for cataloguing, they indicated that there are plans to automate this function in the future. These plans have been hindered by lack of professional staff and the administrative bureaucracy. Functions automated in college
libraries include CD-ROM service, Gulfnet and Internet. Kuwait University Libraries are still in the early stages of automation and networking. They use Virginia Technical Library System (VTLS). This is an integrated system to run cataloguing and acquisition for monographs and serials and to provide online public access in KISR. VTLS was installed by the Engineering and Science Department for the English collections of the libraries only; manual systems are still in use for accessing the Arabic collection. However (KUL) uses microcomputers for online CD-ROM database searches, and they have made available Dialog and Internet searches for researchers and other students. The only automated system in the Information Documentation Centre (IDC), is the Document Retrieval for Press Cuttings (DRPC). This is an image processing system for daily newspapers and scanning of government publications.

Only eight libraries responded to the question about which library functions were of most interest in terms of automation (Table 6.26).

<table>
<thead>
<tr>
<th>Libraries</th>
<th>CC</th>
<th>ILL</th>
<th>CA</th>
<th>NBC</th>
<th>CCP</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
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<td>1</td>
<td>4</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>CL</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>GASERC</td>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
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<td>3</td>
<td>2</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
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<td>2</td>
<td>1</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
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</tr>
<tr>
<td>Total</td>
<td>17</td>
<td>14</td>
<td>22</td>
<td>29</td>
<td>33</td>
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</tbody>
</table>

Key: 1= most interest, 5= least interest

NBC= National bibliographic centre
CC= Centralised cataloguing
ILL= Interlibrary loans
CCP= Centralised catalogue production
CA= Co-ordination of acquisitions

It seems that this question confused the respondents. This may be because of lack of experience in automation of most of the library staff, as most of them did not know how to answer this question despite explanations by the researcher.

Interlibrary loans were indicated as a first priorities. Library wanted to be able to borrow and lend items outside their own system as well as maintaining records of transaction and avoiding unnecessary delay for transmitting requests for loans. Centralised catalogue production was
meant the production of a bibliographic database of books and serials to participants sharing cataloguing. Godden\(^8\) indicated that the basic element in sharing cataloguing is the development of bibliographic utilities which present the value of each library leading to an agreement in cataloguing standards. However, this was not ranked highly by library.

Only two libraries gave first priority to centralised original cataloguing, and only one establishing a national bibliographic centre or co-ordination of acquisition.

Nine libraries indicated which automated systems they used (Table 6.27) Three systems were prevalent: VTLS, CD/ISIS and MINISIS. Two libraries had developed their own systems in-house.

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFDL</td>
<td>CD/ISIS</td>
</tr>
<tr>
<td>AIPL</td>
<td>In-house</td>
</tr>
<tr>
<td>DADC</td>
<td>MINISIS</td>
</tr>
<tr>
<td>I-AIL</td>
<td>CD/ISIS</td>
</tr>
<tr>
<td>KCBL</td>
<td>In-house</td>
</tr>
<tr>
<td>KCCIL</td>
<td>CD/ISIS</td>
</tr>
<tr>
<td>KFASL</td>
<td>VTLS</td>
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<td>VTLS</td>
</tr>
<tr>
<td>KUL</td>
<td>VTLS</td>
</tr>
</tbody>
</table>

KUL and KISR started with the VTLS system. In KISR librarians were satisfied with their system (especially for English materials), which they have using for cataloguing, acquisition, circulation and searching. Both KISR and KUL still have problems in using this system for Arabic materials. KFAS can not really be considered to have any automated function within its library because the only package they have is VTLS, which is currently not operational due to difficulties in installation.

There are two automation systems under study for implementation: Horizon and RISEC. Horizon is planning to be implemented for school and public libraries, and RISEC for Arab Fund Development Library.

HORIZON is the latest version of the Library Management System the American Library Services. One of the main reasons for the American Library Services to co-operate with the Arabian Advanced Systems in Kuwait is that the system suits both Arabic and non-Arabic collections through their Information and Computer Services. The School and Public Libraries Administration has secured funds from the Ministry of Religion and Endowment to install the
HORIZON system. The HORIZON Arabic version is not just a translation of screens and manuals. It deals with the Arabic language and its needs, such as the handling of the Alif-Lam Ji “Ta’a Marbuta i” and the different Alif representations. (9)

CDS/ISIS is used in three special libraries (AIL, AFDL and KCCIL) for their bibliographic records cataloguing and acquisition records. However, AFDL is in the process of implementing a new system: Library Information System 3 (LIS3) from Regional Information Technology and Software Engineering Centre (RISEC). MINISIS, which is to be implemented in DADC, is an Arabised system suiting this library because it has a large collection in Arabic. Other libraries use a microcomputer for online searching of the databases abroad, for example, through Dialog, Gulfnet and Internet. Beside other search facilities, these services are found in KUL and KISR, CL Administration, KNL, ADCMP and KFDL.

Library administrations were asked to give opinions on the difficulties in implementing library automation and Table 6.28 and fig. 6.2 provides an overview of their responses. According to the seven specials and college libraries that responded, the problems facing them were primarily financial, lack of qualified staff and technical. However, KISR indicated that the problems in implementing automation were merely technical because of their lack of experience in automation, that is a lack of professional staff who has qualifications and skills in information technology.

Table 6.28
Difficulties in implementing automation

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Financial</th>
<th>Qualified staff</th>
<th>Staff attitude</th>
<th>Technical problems</th>
<th>Lack of information policy</th>
<th>Lack of leadership</th>
<th>Bibliographic control</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GASERC</td>
<td>1</td>
<td>1</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>I-AIL</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>KISR</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>3</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>MC</td>
<td>4</td>
<td>4</td>
<td>---</td>
<td>1</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>Mi/IDC</td>
<td>---</td>
<td>---</td>
<td>3</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>MPL</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>3</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
<tr>
<td>UNESCO</td>
<td>3</td>
<td>3</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>

Key: 1 = strongly disagree, 2 = disagree, 3 = strongly agree, 4 = agree, 5 = no opinion

Most libraries did not answer this question or give no opinions for several reasons:
- lack of knowledge about automation and information technology
- the administrative bureaucracy
- reluctance to express opinions
None of the respondents gave any rating to the other three difficulties that may hamper implementation of automation (lack of information policy, lack of leadership and bibliographic control). In their opinion these three elements were very important, but their lack could be solved after automation had taken place.

Among the 23 library systems surveyed, only 8(30%) indicated that they employed automation specialists. These with no automation specialist indicated that they receive advice from other sources. For example, college library administration gets advice about automation from PAAET Computer Centre. However, this help has not been adequate. Besides, lack of finance and the reluctance shown by the librarians towards automation have also contributed toward the delay in implementing automation.

There is a limited usage of computer networks in some libraries in Kuwait. ADCMP indicated that it is the centre for the headquarters of the Arab Medical Information Network (AMIN), which provides a bibliographic database for Arabic medical publications of all types in centre. It allows the library to share information with other databases of similar centres in other Arab countries. This centre is already linked with the Ministry of Health and the Library of the Medical College.
Kuwait University Library and KISR have networked services through which their users can access sites world-wide via the Internet. College libraries have indirect links to the network, which must be made through the PAAET Computer Centre.

Although special libraries such as I-AIL, AIPL, KCBL, AFDES, MOL and KCCI had no automation specialists within the library, they still received advice from the computer centre in their organisation or institution (Fig. 6.3). Other sources of advice, from outside the library or organisation were Kuwaiti experts and foreign experts.

Some of the libraries did not indicate that they needed advice at the time of the survey because they already had automation specialists (KUL and KISR), or they were in an early stage of automation (ADCMP and DADC), or they do not have any automation (Unesco).

However, other libraries which have no automation specialists of their own have indicated that besides the help that they may get from their organisations' computer centres, they can also get automate help, sometimes from either Kuwaiti experts or foreign experts, or a combination of the three sources.

Those libraries which have indicated that they have little co-operation with there organisations' computer centre gave reasons for that. For example CL attributed that to their inadequate budget, where as MREL stated that the reason behind that is the slow responses from the computer centre.
Eleven libraries indicated that they sought advice from the computer centre within their organisation or institution (Fig. 6.4). Of these, advice was sought "a lot" by 55% (AFDL, AIPL, I-AIL, KCBL, KCCIL, MOL) "a little" by 36% (CL, KFASL, MPL, MREL) and "very Little" by only one (MC).

![Advice from computer centre](image)

**Figure 6.4**

There is no wide area network (WAN) for libraries in Kuwait, so Qu. 44 was formulated to elicit opinion regarding its desirability. All respondents noted a WAN as highly desirable, with the exception of five (ADCMP, KCCIL, MOL, MPL and MREL), who noted it as desirable. The reasons given for such a positive response were:

- link all libraries to share information nationally and internationally
- help in searching the databases of other libraries, exchange bibliographic records, interlibrary loans and e-mail
- save time and money
- avoid duplication of the technical services
- save money to achieve the objectives and aims of the libraries
- provide prospects for co-operation and co-ordination between the libraries in Kuwait

6. 2. 9. Co-operation

There are many activities and functions that libraries can share and thus co-operate with one another. Question 48 suggested 18 areas of possible interest for library co-operation. It was designed to find out how important such area of co-operation was for libraries chosen for the study.
In analysing the results, different weights were assigned to different opinions. For "strongly agree" a weight of 2 was assigned, and for "agree" a weight of 1 was assigned. For those with "No opinion" was weighted as 0. In order to adjust the results to include negative opinions, weights of -1 and -2 were chosen for both "disagree" and "strongly disagree" respectively.

In order to rank according to priority the area of interest for library co-operation, the following formula was used:

\[
\text{Rank} = \sum_{i=1}^{5} d_i * w_i
\]

Where \( d_i \) is the number of opinions for certain category and \( w_i \) is the weight assigned for each category as explained above.

Full results, with total responses, percentages and ranking are presented in Table 6.29. In representing the results in ranked order of priority (Table 6.30), it can be seen that preparation of a national union catalogue was considered of primary importance as a co-operative activity (95.6 % of respondents), followed closely by a logically linked activity (exploring the use of computer in cataloguing and classification). Because co-operation nationally is vital for the development of a national bibliographic network in Kuwait, it was encouraging to rate that fostering co-operation with other national and international systems was ranked among the most highly important activities.
<table>
<thead>
<tr>
<th>co-operation activities</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>No opinion</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>%</td>
<td>F</td>
<td>%</td>
<td>F</td>
<td>%</td>
</tr>
<tr>
<td>Selective dissemination of information</td>
<td>7</td>
<td>30.4</td>
<td>12</td>
<td>52.2</td>
<td>2</td>
<td>8.7</td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>13</td>
<td>56.5</td>
<td>10</td>
<td>43.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>9</td>
<td>39.1</td>
<td>13</td>
<td>56.5</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>8</td>
<td>34.8</td>
<td>12</td>
<td>52.2</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>14</td>
<td>60.9</td>
<td>8</td>
<td>34.8</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Fostering co-operation with other national and international system</td>
<td>14</td>
<td>60.9</td>
<td>9</td>
<td>39.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation services</td>
<td>6</td>
<td>26.1</td>
<td>10</td>
<td>43.5</td>
<td>4</td>
<td>17.4</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>11</td>
<td>47.8</td>
<td>10</td>
<td>43.5</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Preparing a national union catalogue</td>
<td>15</td>
<td>65.2</td>
<td>8</td>
<td>34.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>12</td>
<td>52.2</td>
<td>9</td>
<td>39.1</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Co-operative acquisition of monograph</td>
<td>10</td>
<td>43.5</td>
<td>11</td>
<td>47.8</td>
<td>1</td>
<td>4.3</td>
</tr>
<tr>
<td>Co-operative acquisition of serials</td>
<td>13</td>
<td>56.5</td>
<td>8</td>
<td>34.8</td>
<td>2</td>
<td>8.7</td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>5</td>
<td>21.7</td>
<td>14</td>
<td>60.9</td>
<td>4</td>
<td>17.4</td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>6</td>
<td>26.1</td>
<td>15</td>
<td>65.2</td>
<td>2</td>
<td>8.7</td>
</tr>
<tr>
<td>Establishing delivery service system</td>
<td>8</td>
<td>34.8</td>
<td>10</td>
<td>43.5</td>
<td>4</td>
<td>17.4</td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>9</td>
<td>39.1</td>
<td>14</td>
<td>60.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>10</td>
<td>43.5</td>
<td>10</td>
<td>43.5</td>
<td>2</td>
<td>8.7</td>
</tr>
<tr>
<td>Developing an Arabic MARC</td>
<td>11</td>
<td>47.8</td>
<td>11</td>
<td>47.8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6.29: Priority and ranking of co-operation activities
Table 6.30
Rank the priority of library co-operation activities

<table>
<thead>
<tr>
<th>co-operation activities</th>
<th>Rank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing a national union catalogue</td>
<td>38</td>
<td>1</td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>37</td>
<td>2</td>
</tr>
<tr>
<td>Fostering co-operation with other national and international systems</td>
<td>37</td>
<td>2</td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>Co-operative acquisition of serials</td>
<td>33</td>
<td>4</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>32</td>
<td>5</td>
</tr>
<tr>
<td>Co-operative acquisition of monographs</td>
<td>32</td>
<td>5</td>
</tr>
<tr>
<td>Developing an Arabic MARC format</td>
<td>32</td>
<td>5</td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>31</td>
<td>6</td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>30</td>
<td>7</td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>30</td>
<td>7</td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>28</td>
<td>8</td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>27</td>
<td>9</td>
</tr>
<tr>
<td>Establishing delivery service system</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>Selective dissemination of information</td>
<td>24</td>
<td>11</td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>24</td>
<td>11</td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Translation services</td>
<td>18</td>
<td>13</td>
</tr>
</tbody>
</table>

6.2.10. Training

The responses regarding training indicated that organised professional training in both library automation and cataloguing were considered either highly important or important by all libraries (Table 6.31) KUL, CL, KNL, SL, PL and four special libraries organise professional training in library automation in house or attend training programmes at other institutes. Conferences, seminars and workshops were very limited, with only KUL and KISR indicating that their employees participated in some regional or international conferences. Almost the same was indicated for training in cataloguing. A substantial number (74% of responses) also indicated that training, especially for MARC cataloguing, was considered to be highly important.
Table 6.31
Professional training in library automation and cataloguing

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Have training in Library automation</th>
<th>Degree of importance</th>
<th>Have training in Cataloguing</th>
<th>Degree of importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCMP</td>
<td>yes</td>
<td>1</td>
<td>no</td>
<td>2</td>
</tr>
<tr>
<td>AFDES</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>AIPL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>2</td>
</tr>
<tr>
<td>CL</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>DADC</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>2</td>
</tr>
<tr>
<td>GASERC</td>
<td>yes</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>I-AIL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>KCBL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>KCCI</td>
<td>no</td>
<td>2</td>
<td>no</td>
<td>2</td>
</tr>
<tr>
<td>KFDL</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>KFAS</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>KISR</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>KNAL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>KNL</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>KULA</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>MC</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>MIT/LDC</td>
<td>no</td>
<td>2</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>MOL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>MPL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>2</td>
</tr>
<tr>
<td>MREL</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>PL</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
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<td>SL</td>
<td>yes</td>
<td>1</td>
<td>yes</td>
<td>1</td>
</tr>
<tr>
<td>UNESCO</td>
<td>no</td>
<td>1</td>
<td>no</td>
<td>1</td>
</tr>
</tbody>
</table>

Key: 1 = highly important, 2 = important, 3 = not important, 4 = no opinion

6.3. Data Analysis Questionnaire 2

This section describes the data captured using Questionnaire 2, which was distributed to samples or representatives of cataloguers of technical services departments in university libraries, college libraries, school and public libraries and Kuwait Institute for Scientific Research (KISR). Cataloguers targeted were those who deal with both Arabic and non-Arabic materials in these libraries and information centres. The total number of cataloguers approached (Table 6.32). KISR was selected as the special library to approach for cataloguing information because it is more advanced in automation of its technical services and also because the size of its collection is greater than any of the other special libraries. It should be remembered that responses from cataloguers for school and public libraries represent policy in both libraries because all technical services are centralised.
Table 6.32
Representative for questionnaire 2

<table>
<thead>
<tr>
<th>Cataloguing department</th>
<th>Number of cataloguers approached in sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>2</td>
</tr>
<tr>
<td>Kuwait Institution for Scientific Research</td>
<td>1</td>
</tr>
<tr>
<td>Public</td>
<td>1</td>
</tr>
<tr>
<td>School</td>
<td>2</td>
</tr>
<tr>
<td>University</td>
<td>6</td>
</tr>
</tbody>
</table>

The purpose of the questionnaire was to gather relevant information about the activities of the cataloguing departments in these five main libraries and their attitudes and opinions toward establishing and implementing a National Bibliographic Network. This second questionnaire included 37 questions to gather information on five main areas:

- the status of cataloguing departments and centralised cataloguing
- computerised systems for cataloguing records
- network systems
- automation and networks problems
- co-operative activities and obstacles to the establishment of automation

The information from this part of the questionnaire should provide the answers to these questions:
- Can the cataloguing systems and centralised cataloguing services in these libraries and information centres be used to initiate and establish a national bibliographic network?
- What is their status in automation and networks?
- What is their status in co-operative activities?

6.3.1. Status of Cataloguing Departments and Centralised Cataloguing

Regarding standards used for cataloguing and classification, the responses from cataloguers were the same as those from administration (Sect. 6.2.6.1.-6.2.6.2.). However, public and school library cataloguers provided some supplementary information regarding subject headings. In addition to using Sears for non-Arabic materials and AL-KHSH for Arabic materials (Sect. 6.2.6.3.), they noted that a list of subject headings developed internally was used for Arabic materials in addition to AL-KHSH.
Questions 9-12 in Section 2 were intended to find out the following:

- the total number of books catalogued from 1993 to 1995
- whether the cataloguing records were created centrally or supplied from another source
- whether the cataloguers had difficulties with cataloguing Arabic and non-Arabic materials
- whether there was co-operation in cataloguing with other libraries

Table 6.33

<table>
<thead>
<tr>
<th>Libraries</th>
<th>1993</th>
<th>1994</th>
<th>1995</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>10,985</td>
<td>6,951</td>
<td>2,656</td>
<td>20,592</td>
</tr>
<tr>
<td>KISR</td>
<td>---</td>
<td>---</td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td>KUL</td>
<td>42,705</td>
<td>28,812</td>
<td>18,353</td>
<td>89,870</td>
</tr>
<tr>
<td>PL</td>
<td>3,110</td>
<td>2,390</td>
<td>1,906</td>
<td>7,406</td>
</tr>
<tr>
<td>SL</td>
<td>3,904</td>
<td>2,552</td>
<td>3,522</td>
<td>9,978</td>
</tr>
<tr>
<td>Total</td>
<td>60,704</td>
<td>40,705</td>
<td>33,437</td>
<td>134,846</td>
</tr>
</tbody>
</table>

In all but the school libraries, there were a steady decrease in the number of books catalogued. In KUL, 1995 the number of titles catalogued was less than half of the number catalogued in 1993 (Table 6.33) because KUL was trying very hard to get back what they had lost during the Iraqi invasion. By 1994 it had started to think seriously about automation in university libraries, so KUL gave more attention to building a bibliographic database. It was explained at KISR that there were no cataloguing statistics for 1993 and 1994 because a shortage of staff prevented the keeping of such records. The decrease in other libraries was explained by inadequate budgets as well as lack of technical services staff. Even though budgets at KUL and KISR increased, much of the increase was diverted to expenditure on automation.

Question 10 intended to find out from the cataloguers whether each of the libraries carried out cataloguing in-house or bought in bibliographic records. As well as creating their own records, KUL and KISR used records from LC Bibliofile. KISR also downloaded and used records from the RLIN database. Co-operation in cataloguing is not the norm in Kuwait libraries. However, there is some co-operation between KUL and KISR in interlibrary loans.

In response to the question about the difficulties, if any, in cataloguing Arabic and non-Arabic materials, it was found that the university, college and KISR libraries had problems mainly with cataloguing Arabic materials, because of the lack of standardisation in cataloguing. Each
library had different forms and rules in organising these materials regarding entries and author’s name and even different titles for the same book for every new edition.

This is due to the fact that each library has its own system. All these libraries use manual cataloguing, particularly in Arabic materials. None of the libraries have funds for database licensing to offer the enlarged access to information as in the other libraries with standardised bibliographic products.

Cataloguers also indicated difficulties in finding current and specific subject headings and noted that much of the information on title pages that is needed for cataloguing was missing. There is also no national bibliographic agency to provide cataloguing-in-publication (CIP) data that would speed up the cataloguing process.

None of the libraries indicated that there were any problems with cataloguing non-Arabic materials. The cataloguing departments in KISR and KUL have a card catalogue for foreign materials, the cards coming from vendors such as Blackwells North America.

Question 12 asked about involvement in any sort of co-operative cataloguing. This question was asked because KUL and CL, as academic libraries, are responsible for promoting research activities in the country, and they use the same cataloguing rules. It was expected that there would be strong co-operation between them in general, and in cataloguing, specifically. However, co-operation was found to be very poor due to the following reasons:

- lack of co-ordination
- lack of an official communication system
- lack of unified official statement of co-operation between these libraries

Cataloguers were asked to rate the importance of establishing of agency for centralised cataloguing. They were also asked to choose whether such an agency should be based in an existing library (KNL, KUL, KISR), in a separate organisation (e.g. National Bibliographic Centre), or in some other organisation or institution that they could specify. Responses were weighted as follows: 2= highly important, 1= important, 0= not important.
Table 6.34
Importance of establishing centralised cataloguing

<table>
<thead>
<tr>
<th>Type of institution</th>
<th>Highly important F.</th>
<th>Important F.</th>
<th>Not-important F.</th>
<th>Ranking points</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNL</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>KUL</td>
<td>8</td>
<td>2</td>
<td>1</td>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>NBC</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>21</td>
<td>1</td>
</tr>
<tr>
<td>NCLA &amp; L</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>KISR</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Other (School library)</td>
<td>1</td>
<td>2</td>
<td></td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of institution</th>
<th>Ranking points</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Bibliographic Centre</td>
<td>21</td>
<td>1</td>
</tr>
<tr>
<td>Kuwait University Library</td>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>Kuwait National Library</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>National Council of Literature, Arts &amp; Letters</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Kuwait Institute for Scientific Research</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Other (School library)</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

Table 6.34 shows the frequency and percentage of responses, Table 6.35 ranks the points and levels of priority which related to this question. An evident, the highest priority was given to a National Bibliographic Centre as an independent institution or organisation. Such a Centre would support the libraries and the cataloguers with standardised cataloguing data through a national union catalogue. It should be remembered that the preparation of a national union catalogue was also the activity that was ranked the highest priority of all co-operative activities (Table 6.30) by library administrators.

6.3.2. Computerised Systems for Cataloguing Records

Cataloguers confirmed the data supplied by administrators about computerised systems (sect. 6.2.8.).

The cataloguers were asked for their opinions on the problems they experienced in finding a system to accept both Arabic and non-Arabic script in cataloguing and information retrieval. These opinions can be summarised as:

- In Arabic there are many types of script represented by calligraphic style.
- There is no standardised Arabic name authority file; the problem becomes more acute is much hander when early styles of Muslim names are encountered.

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The large number of variant forms of Arabic characters combined with "tashkiil", posed problems for encoding and software design.

Table 6.36

<table>
<thead>
<tr>
<th>libraries</th>
<th>Automated cataloguing</th>
<th>Other automated services</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>---</td>
<td>E-mail, online search (Dialog) and CD-ROM</td>
</tr>
<tr>
<td>KISR</td>
<td>OPAC</td>
<td>E-mail, online search (Dialog, Internet and Gulfnet) and CD-ROM</td>
</tr>
<tr>
<td>University</td>
<td>OPAC</td>
<td>E-mail, online search (Dialog) and CD-ROM</td>
</tr>
<tr>
<td>Public</td>
<td>---</td>
<td>CD-ROM services</td>
</tr>
<tr>
<td>School</td>
<td></td>
<td>CD-ROM services</td>
</tr>
</tbody>
</table>

Table 6.36 shows KISR has operated computerised library functions since 1976, the library provides online search services for 600 databases and is linked with DIALOG, New York Times Database, and GULFNET, in addition to its own database under IBM STAIRS with an Arabised version. The OPAC system is bilingual and can handle both Roman and Arabic script. Before Kuwait was invaded in August 1990 the OPAC had around 400,000 records most of which were full MARC records (10). Since Kuwait Liberation, 26 February, 1991, KUL and KISR plan to implement the integrated VTLS system to provide automation services for their libraries in the following areas: Online Public Access Catalogue OPAC, Circulation, Research, Cataloguing, Serials control.

6.3.3. Network System

When asked if they thought that a wide area network (WAN) was desirable for libraries in Kuwait, all the cataloguers indicated that a WAN would be highly desirable. They justified this opinion of the high desirability of a WAN by the following:

- It would increase the level of services that could be offered to users or the public if what is available in different libraries or organisations becomes more known and accessible.
- It would standardise technical services operations.
- Information exchange between the libraries would be increased.
- Exchange of experience and training would be facilitated.
- Interlibrary loan facilities would be made more accessible.
- Time and money would be fully utilised.
- Information would not be duplicated.
The cataloguers were aware of the importance of developing a standard cataloguing format and sharing resources between these libraries.

Online cataloguing has now become the first choice of format for libraries, and the concept of the cataloguing is being extended to include access to materials outside the library’s own collection. Use of VTLS could facilitate resource sharing in KUL and KISR among libraries using the same computer system as well as among libraries with separate systems within local, regional and national networks.

6.3.4. Automation and Network Problems

The following section deals with questions concerned with cataloguers opinions on the difficulties facing the implementation of automation. Table 6.37 respondents were asked to rate seven problems on a five point scale, indicating their degree of importance by agreeing or disagreeing. Points were assigned as follows: strongly agree = 2, agree = 1, disagree = -1, strongly disagree = -2, no opinion = 0.

<table>
<thead>
<tr>
<th>Type of difficulty</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>No opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of finance</td>
<td>9 75.0</td>
<td>3 25.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Lack of qualified staff</td>
<td>3 25.0</td>
<td>9 75.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Staff attitude</td>
<td>---</td>
<td>7 58.3</td>
<td>3 25.0</td>
<td>2 16.7</td>
<td>---</td>
</tr>
<tr>
<td>Technical problems</td>
<td>6 50.0</td>
<td>6 50.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Lack of information policy</td>
<td>2 16.7</td>
<td>10 83.3</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Lack of leadership institution</td>
<td>3 25.0</td>
<td>9 75.0</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Bibliographic control</td>
<td>4 33.3</td>
<td>7 58.3</td>
<td>1 8.3</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Table 6.38

Difficulties in implementing automation (ranked)

<table>
<thead>
<tr>
<th>Difficulties</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of finance</td>
<td>21</td>
</tr>
<tr>
<td>Technical problems</td>
<td>18</td>
</tr>
<tr>
<td>Lack of qualified staff</td>
<td>15</td>
</tr>
<tr>
<td>Lack of leadership institution</td>
<td>15</td>
</tr>
<tr>
<td>Lack of information policy</td>
<td>14</td>
</tr>
<tr>
<td>Bibliographic control</td>
<td>14</td>
</tr>
<tr>
<td>Staff attitude</td>
<td>0</td>
</tr>
</tbody>
</table>
Table 6.38 ranked the most problem according to cataloguers was lack of finance, followed by technical problems. Problems like “staff attitude” almost all the cataloguer, have agreed not to consider it as a problem although with different emphasis.

6.3.5. Co-operative Activities Leading to the Establishment of Automation

In this section the responses of the cataloguers in five libraries were sought to find out the degree of priority for 18 co-operative activities that might lead to the establishment of a network. A five point scale was used:

- strongly agree = 2,
- agree = 1,
- disagree = -1,
- strongly disagree = -2,
- no opinion = 0.

Table 6.39 presents frequencies and percentages of the priorities assigned for the co-operative activities and Table 6.40 re-presents them in ranked order. Cataloguers agreed that the highest priority in library co-operation was to develop the Arabic MARC format in order to alleviate the problem of cataloguing large Arabic collections with different rules and systems used in the technical services. Given the concerns of cataloguers, it was logical that “exploring the use of computer in cataloguing and classification” was ranked as the second priority. The lowest priority activities as seen by the cataloguers were “assigned subject specialisation in acquisition” and “Selective dissemination of information.”
<table>
<thead>
<tr>
<th>Co-operative activities</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>No-opinion</th>
<th>Priority</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selective dissemination of information</td>
<td>2 16.7</td>
<td>6 50.0</td>
<td>4 33.3</td>
<td>0 .00</td>
<td>0 .00</td>
<td>6 11</td>
<td></td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>4 33.3</td>
<td>8 66.7</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>16 4</td>
<td></td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>4 33.3</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>1 8.3</td>
<td>15 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>4 33.3</td>
<td>8 66.7</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>16 4</td>
<td></td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>6 50.0</td>
<td>6 50.0</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>18 2</td>
<td></td>
</tr>
<tr>
<td>Fostering co-operation with other national and international systems</td>
<td>5 41.7</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>17 3</td>
<td></td>
</tr>
<tr>
<td>Translation services</td>
<td>2 16.7</td>
<td>8 66.7</td>
<td>1 8.3</td>
<td>1 8.3</td>
<td>11 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>4 33.3</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>1 8.3</td>
<td>15 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing a national union catalogue</td>
<td>4 33.3</td>
<td>5 41.7</td>
<td>1 8.3</td>
<td>2 16.7</td>
<td>12 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>5 41.7</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>17 3</td>
<td></td>
</tr>
<tr>
<td>Co-operative acquisition of monographs</td>
<td>3 25.0</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>2 16.7</td>
<td>13 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-operative of acquisition of serials</td>
<td>2 16.7</td>
<td>8 66.7</td>
<td>0 .00</td>
<td>2 16.7</td>
<td>12 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>2 16.7</td>
<td>6 50.0</td>
<td>3 25.0</td>
<td>1 8.3</td>
<td>7 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>5 41.7</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>0 .00</td>
<td>0 .00</td>
<td>17 3</td>
<td></td>
</tr>
<tr>
<td>Establishing delivery service system</td>
<td>3 25.0</td>
<td>5 41.7</td>
<td>3 25.0</td>
<td>1 8.3</td>
<td>8 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>4 33.3</td>
<td>7 58.3</td>
<td>0 .00</td>
<td>1 8.3</td>
<td>15 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>4 33.3</td>
<td>5 41.7</td>
<td>2 16.7</td>
<td>1 8.3</td>
<td>11 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developing an Arabic MARC format</td>
<td>8 66.7</td>
<td>3 25.0</td>
<td>0 .00</td>
<td>1 8.3</td>
<td>19 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6.39: Frequency and percentage of priority given to co-operative activities
Table 6.40
Priority of co-operative activities (ranked)

<table>
<thead>
<tr>
<th>Co-operative activities</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing an Arabic MARC format</td>
<td>19</td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>18</td>
</tr>
<tr>
<td>Fostering co-operation with other national and international systems</td>
<td>17</td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>17</td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>17</td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>16</td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>16</td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>15</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>15</td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>15</td>
</tr>
<tr>
<td>Co-operative acquisition of monographs</td>
<td>13</td>
</tr>
<tr>
<td>Preparing a national union catalogue</td>
<td>12</td>
</tr>
<tr>
<td>Co-operative acquisition of serials</td>
<td>12</td>
</tr>
<tr>
<td>Translation services</td>
<td>11</td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>11</td>
</tr>
<tr>
<td>Establishing delivery service system</td>
<td>8</td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>7</td>
</tr>
<tr>
<td>Selective dissemination of information</td>
<td>6</td>
</tr>
</tbody>
</table>

An open question was added for the cataloguers to suggest other activities which they thought might help in the establishment of a co-operative network. The following is a list of their suggestions:

- a unified national information policy
- establishment of a leading organisation to manage the connections between libraries
- training staff in automation systems to ensure clear communication to facilitate smooth implementation of systems
- standardising bibliographic record formats to allow exchange of records both nationally and internationally
- producing a regular professional journal or other publications that would cater to library issues with the aim of defining problems and suggesting solutions
- national library should play a more leading role in the development of automation throughout the country
- sponsorship for seminars, conferences, workshops and meetings to solve library problems and difficulties in automation or other matters related to this subject
- standardisation in the use of computers in cataloguing and classification and other technical services.
6.4. Data Analysis Questionnaire 3

This section includes the presentation and analysis of Questionnaire 3 of the study. This questionnaire was sent to library automation specialists in five library systems (KUL, CL, SL, PL, KISR) to gather information about:

- staffing for automation
- budgets for the departments
- networks and library automation systems
- network and co-operative activities
- professional training for staff
- opinions and attitudes of automation specialists on implementing a National Bibliographic Network between the libraries in Kuwait.

6.4.1. Staffing for Automation and the Need for Automation Specialist

The respondents in automation departments were asked to indicate the number of professional, para-professional and clerical staff. According to the survey, there are only 34 automation specialists (Table 6.41).

Staff working on automation in these libraries belong to either the automation departments of the libraries or to the computer centres of the libraries' institutions. The latter type would offer help to the library on automation issues from time to time.

Staff in this field are classified by their institution as professional, para-professional or clerical according to the following criteria:

- **Professional** are those with:
  
  Master degree in Library and Information Sciences (LIS) or Bachelor in Computer Science.

- **Para-professional** are those with:
  
  Two year Diploma or six months' training in Library and Information Science or two year Diploma or six months' training in Computer Science.

- **Clerical** are those who have high school certificates or less.
Table 6.41
Staff in automation departments

<table>
<thead>
<tr>
<th>Automation department in</th>
<th>Professional</th>
<th>Para-professional</th>
<th>Clerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUL</td>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CL</td>
<td>23</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>S &amp; PL</td>
<td>2</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KISR</td>
<td>3</td>
<td>2</td>
<td>---</td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
<td>16</td>
<td>9</td>
</tr>
</tbody>
</table>

Two libraries (KUL and KISR) have automation specialists as part of their library staff. In case of CL, the Computer Centre and College Library Administration are separate departments in the administration of PAAET. The staff number in the automation department in PAAET is larger than the number of any other automation departments in other libraries. The objective of the Computer Centre within PAAET Administration is to implement and organise automation in the libraries and all other departments of PAAET's Administration as well as the five colleges.

The cooperation between CL Administration and the Computer Centre is very little. This explains the lack of understanding of the problems faced in libraries. Although most librarians in college libraries have a Bachelor's in Library and Information Science, they still seem to have no appreciation for automation and its importance.

In the survey, SL and PL indicated that only 2 of their professional staff have experience and degrees in Library and Information Science. The shortage of library specialists that have skills in automation and networks is the reason for the delay in their plans to implement computerisation in their libraries and administrations. Because KUL and KISR are managed by professional librarians who realise the need to employ qualified staff, and because these libraries have implemented automation systems in most library functions their administrators believe that the number of information specialists is not enough for either the technical departments or the information services.

6.4.2. Budgets

Automation specialists were asked about their sources of funding and also requested to indicate the size of annual budgets (Table 6.42). These libraries seem not to have a precise budgetary system for their operations, because they receive their funds from the total budget
of their general administration. KUL and KISR did not indicate their annual budget, because financing and budgeting of the libraries and the salaries of their staffs is decided by a financially-responsible body within their administration. SL and PL indicated that the whole budgets for automating library services for 1995/96 were dedicated to implementation of new systems.

<table>
<thead>
<tr>
<th>Automation department in</th>
<th>1994 / 95</th>
<th>1995 / 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Library</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>College Library</td>
<td>35000</td>
<td>41000</td>
</tr>
<tr>
<td>School Library</td>
<td>---</td>
<td>20000</td>
</tr>
<tr>
<td>Public Library</td>
<td>---</td>
<td>20000</td>
</tr>
<tr>
<td>Kuwait Institution for Scientific Research</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

The response from the Computer Centre of PAAET showed that the budget for automating their library services has increased. This Computer Centre has its own budget, which is allocated every fiscal year as part of the PAAET Administration. It is responsible for automation and networking for the PAAET Administration and all 19 libraries within the system, and for the provision of hardware and software. Although the budget was increased in 1995/96, the college libraries still do not have any of their functions computerised. They still use microcomputers for searching local databases on CD-ROM, as well as other international online databases through DIALOG.

6.4.3. Networks and Automation Systems Used in Libraries

This part of the questionnaire comprised six questions intended to collect information on the current situation of libraries with regard to networking and automation systems used for processing and accessing materials.

Answers to this part comply with the second objective of the study, which was to identify areas where the libraries might face problems with automation. Five library functions that might be automated were suggested and respondents were also able to indicate other functions automated (Table 6.43).
Table 6.43
Automated functions in different libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>Acquisitions</th>
<th>Services*</th>
<th>Reference +</th>
<th>Catalogue</th>
<th>Circulation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>---</td>
<td>CD-ROM network</td>
</tr>
<tr>
<td>College</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>---</td>
<td>---</td>
<td>CD-ROM databases</td>
</tr>
<tr>
<td>School</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>CD-ROM databases</td>
</tr>
<tr>
<td>Public</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Y</td>
<td>CD-ROM databases</td>
</tr>
<tr>
<td>KISR</td>
<td>---</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>---</td>
<td>CD-ROM databases</td>
</tr>
</tbody>
</table>

Services* = Information services (Inter-library loan, document delivery, CD-ROM...)
Reference + = Bibliographic control, online access system, current awareness services, indexing and abstracting, selective dissemination of information to researchers.

The same as administrators and cataloguers, automation specialist were asked to give their opinion on the difficulties facing the implementation of automation. Points were for responses were assigned as follows: strongly agree = 2, agree = 1, disagree = -1, strongly disagree = -2, no opinion = 0. Their responses are given by frequency and percentage (Table 6.44) and also in ranked order (Table 6.45).

Table 6.44
Difficulties in implementing automation

<table>
<thead>
<tr>
<th>Type of difficulty</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
<th>No opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of Financial resources</td>
<td>3</td>
<td>60%</td>
<td>1</td>
<td>20%</td>
<td>1</td>
</tr>
<tr>
<td>Lack of qualified staff</td>
<td>5</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff attitudes</td>
<td>1</td>
<td>20%</td>
<td>1</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Technical problems</td>
<td>4</td>
<td>80%</td>
<td>1</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Lack of information policy</td>
<td>2</td>
<td>40%</td>
<td>3</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>Lack of institution leadership</td>
<td>3</td>
<td>60%</td>
<td>2</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Bibliographic control</td>
<td>3</td>
<td>60%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 6.45
Difficulties in implementing automation (ranked)

<table>
<thead>
<tr>
<th>Type of difficulty</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points</td>
</tr>
<tr>
<td>Lack of qualified staff</td>
<td>10</td>
</tr>
<tr>
<td>Technical problems</td>
<td>9</td>
</tr>
<tr>
<td>Lack of institution leadership</td>
<td>8</td>
</tr>
<tr>
<td>Lack of information policy</td>
<td>7</td>
</tr>
<tr>
<td>Lack of Financial resources</td>
<td>6</td>
</tr>
<tr>
<td>Bibliographic control</td>
<td>3</td>
</tr>
<tr>
<td>Staff attitudes</td>
<td>0</td>
</tr>
</tbody>
</table>

The establishment of automated cataloguing for Kuwait libraries requires participation by, and contribution from, each library. It was envisaged that the establishment of automated cataloguing might have certain consequences. Eight possible consequences presented to the automation specialist, who were asked to rank them (Table 6.46). For analysis of the responses, the same five-point scale was used as in the previous section.

Table 6.46
Possible consequences of automated cataloguing

<table>
<thead>
<tr>
<th>Consequences</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strongly agree</td>
</tr>
<tr>
<td></td>
<td>F</td>
</tr>
<tr>
<td>Offer new services</td>
<td>4</td>
</tr>
<tr>
<td>Co-operate with other libraries</td>
<td>4</td>
</tr>
<tr>
<td>Help to standardise catalogue</td>
<td>4</td>
</tr>
<tr>
<td>Facilitate resources sharing</td>
<td>4</td>
</tr>
<tr>
<td>Help research activities among users</td>
<td>4</td>
</tr>
<tr>
<td>Increase workload</td>
<td>0</td>
</tr>
<tr>
<td>Make the cataloguing job more difficult</td>
<td>0</td>
</tr>
<tr>
<td>Help solve the shortage of qualified staff</td>
<td>2</td>
</tr>
</tbody>
</table>

Automation specialists collectively agreed on five "positive" consequences and three "negative" consequences (Table 6.47).
Table 6.47
Possible consequences of automated cataloguing (ranked)

<table>
<thead>
<tr>
<th>Consequences</th>
<th>Rank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>points</td>
<td>level</td>
</tr>
<tr>
<td>1. Offer new services</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>2. Co-operate with other libraries</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>3. Help to standardise catalogue</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>4. Facilitate resources sharing</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>5. Help research activities among users</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>6. Make the cataloguing job more difficult</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. Increase workload</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>8. Help solve the shortage of qualified staff</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Automation specialists were also asked to indicate whether they thought it was desirable to implement a computer network for libraries in Kuwait.

Responses showed that all of them considered the establishment of a library computer network to be highly desirable. According to the automation specialists, the benefits of such a network would be:

- to avoid duplication of technical services in the libraries
- to save money to achieve the objectives and aims of the libraries
- to make sharing of information possible by linking to other libraries
- to exchange of bibliographic records, to facilitate interlibrary loans and e-mails
- to provide aspects for co-operation and co-ordination between the libraries in Kuwait specially in centralised cataloguing, interlibrary loan, and co-ordination in acquisitions
- to help standardise technical services, interlibrary loans and co-operation in acquisitions and cataloguing
- to elevate technical levels of staff and services
- to help save money and time by avoiding duplication of work

Most respondents emphasised that centralised cataloguing, standardised technical services, communication with national and international bibliographic databases and co-operative network activities were the most important benefits that could be gained from establishing networking.

The automation specialist were also asked to identify the most important function to start with for automation. They were asked to use a scale of 6 to these functions (1 being of most interest, 6 being of least interest).
According to their responses (Table 6.48); the function with the highest priority for automation was centralised cataloguing, and the lowest was co-ordination of acquisitions.

Table 6.48
Priorities for library automation

<table>
<thead>
<tr>
<th>Library functions</th>
<th>KUL</th>
<th>CL</th>
<th>SL</th>
<th>PL</th>
<th>KISR</th>
<th>Point</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralised cataloguing</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>National Bibliographic centre</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Centralised catalogue production</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Co-ordination of acquisitions</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>21</td>
<td>4</td>
</tr>
</tbody>
</table>

Three Libraries (KUL, KISR, CL) also suggested "document delivery" under the category "other", but ranked this possibility as 6 (least interest).

6.4.4. Network and co-operative activities

Automation specialists were given the same 18 areas of co-operative activity as administrators and cataloguers, and asked to indicate their importance. For ranking the responses (Table 6.49), the same five-point scale was used as in previous sections.
Table 6.49
Priority of co-operative activities

<table>
<thead>
<tr>
<th>Co-operative activities</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strongly agree</td>
</tr>
<tr>
<td>Selective dissemination of information</td>
<td>3</td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>4</td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>3</td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>4</td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>4</td>
</tr>
<tr>
<td>Fostering co-operation with other national and international systems</td>
<td>5</td>
</tr>
<tr>
<td>Translation services</td>
<td>2</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>3</td>
</tr>
<tr>
<td>Preparing a national union catalogue</td>
<td>5</td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>4</td>
</tr>
<tr>
<td>Co-operative acquisition of monographs</td>
<td>5</td>
</tr>
<tr>
<td>Co-operative acquisition of serials</td>
<td>5</td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>1</td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>2</td>
</tr>
<tr>
<td>Establishing a delivery service system</td>
<td>2</td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>4</td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>4</td>
</tr>
<tr>
<td>Developing an Arabic MARC format</td>
<td>3</td>
</tr>
</tbody>
</table>

Table 6.50
Priority of co-operative activities (ranked)

<table>
<thead>
<tr>
<th>Co-operative activities</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fostering co-operation with other national and international systems</td>
<td>10</td>
</tr>
<tr>
<td>Preparing a national union catalogue</td>
<td>10</td>
</tr>
<tr>
<td>Co-operative acquisition of monographs</td>
<td>10</td>
</tr>
<tr>
<td>Co-operative acquisition of serials</td>
<td>10</td>
</tr>
<tr>
<td>Compiling a national bibliography</td>
<td>9</td>
</tr>
<tr>
<td>Subject bibliographic services</td>
<td>9</td>
</tr>
<tr>
<td>Exploring the use of computer in cataloguing &amp; classification</td>
<td>9</td>
</tr>
<tr>
<td>Use of ISBD for network catalogue</td>
<td>9</td>
</tr>
<tr>
<td>Establishing a centralised processing unit</td>
<td>9</td>
</tr>
<tr>
<td>Indexing and abstracting services</td>
<td>8</td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>8</td>
</tr>
<tr>
<td>Developing an Arabic MARC format</td>
<td>8</td>
</tr>
<tr>
<td>Selective dissemination of information</td>
<td>7</td>
</tr>
<tr>
<td>Translation services</td>
<td>7</td>
</tr>
<tr>
<td>Establishing a formal exchange system</td>
<td>7</td>
</tr>
<tr>
<td>Establishing a delivery service system</td>
<td>7</td>
</tr>
<tr>
<td>Establishing a communication system</td>
<td>6</td>
</tr>
<tr>
<td>Assigned subject specialisation in acquisition</td>
<td>3</td>
</tr>
</tbody>
</table>

165
The reasons for low ranking of "assigning subject specialisation in acquisition" and "establishing a communication system" were due to:

- their acquisition policy
- lack of qualified staff
- work load

Co-operation nationally and internationally is developing slowly because of the absence of centralised cataloguing. There is no formal or informal co-operation to utilise available resources to support the researchers and users. From the opinions and comments added in the open question it is believed that by combining all efforts for co-operation a serious attempt could be made to reduce much of the wasteful duplication, get the most out of professional time, and minimise delays.

6.4.5. Professional Training for Staff

The responses to this questionnaire have indicated that library automation and cataloguing training are highly demanded and very important areas. These libraries organised or attended their staff to other institutes' organised training programmes. School and public automation specialists have indicated that they do not have any training programmes in library automation or in cataloguing also the conferences, seminars and workshops are very limited because of the absence of automation and absence of strategy plan from their budget to develop the qualification of their staff. Kuwait University Library (KUL) and Kuwait Institute for Scientific Research (KISR) indicated that they attend some of these activities.

From their point of view on professional education, there are no standard for technical service courses beyond the beginning level or advance courses. Library and Information Science Department in PAAET has long been challenged to prove its claim to the status of a profession by having theoretical and practical knowledge in teaching these courses but they have lack of staff in teaching these courses and tools.

6.5. Interviews

Interviewing knowledgeable experts in the field was one of the means used to pursue the theme of this study. The interview technique is a data collection method which gives the opportunity to interact immediately for gathering information needed, by providing for in
depth questioning and analysis of the issues being discussed. This study has followed the procedures to find out the nature of establishing a national bibliographic network between the all types of libraries in the State of Kuwait. An interview was designed and contact made for a personal interview with knowledgeable experts in the field in Kuwait. These interviewed were:

- The Dean of Kuwait University Libraries
- Chief Librarian of Kuwait Institution for Scientific Research (KISR)
- The Head of Dawan Ameri Documentation Centre (DADC)

Many efforts were made to interview the head of the Kuwait National Library but, regrettably, these were not successful.

The persons interviewed have prevision and interests in establishing an NBN and co-operative activities between the libraries. The interview questions are in the Appendix (4). The interviews were designed to explore different aspects related to future development. The interviews were recorded and notes taken.

The interviewees were asked whether their libraries have a network or any plan for a network. The Dean of Kuwait University Libraries stated that Kuwait University library has three levels of network:

- Level one: an established CD-ROM network between two or three libraries sharing databases. For example, Engineering Library and Science Library, Art Library and Administration Science with United Nations Library. The university is building an information infrastructure which will be finished in year 2000, but for now they are linked to the university computer centre via satellite. The Telecommunication Ministry will provide this link in the future instead the University Computer Centre. The situation now is that each area has a local area network. For example, Khaldia and Adalia Campus each has its local area network.

- In the second level, the OPAC system for the Engineering Library and the Science Library, both for English and Arabic collections, should have been implemented and finished by the end of 1996. All the technical services should be available for use by researchers and students.

- The third level is the Internet. Most university libraries have this service, for example Science, Engineering, Art, Education and Administration Science. Through the Internet
one can get all the services to search any catalogues in any universities which have the same services. Kuwait University Library has a home page on the Internet. (http://www.Kuniv.ed.kw)

The interview with the KISR representative supplied only brief answers to the questions raised. The automation system they have is VTLS and it includes different functions such as cataloguing, circulation, copy cataloguing and CD-ROM. The libraries usually need support such as: the need for computer services, cable, network protocols (such as TCP/IP) and if it is local area network it needs financial support, and development of access to other libraries.

The Head of Diwan Amiri Document Centre stated that their centre has plans for automation and networking, but not many details were given as to how the plans were to be initiated and what has been accomplished so far. He indicated that they have plans for a network, however, and it would be for in-house automation of library functions and the plans were still in the study stage. The reason to have automation was to accomplish the objectives of the library by satisfying the needs and interests of users at the highest possible level. However, he stated that the problems in networking relate mostly to human traits and material resources. Honourable exceptions apart, among persons in authoritative positions in the field, the dominant trend appears to be an obsession with self-projection as a leader rather than concern with the production of something professionally and socially useful. There is lack of sufficient spirit of co-operation which is necessary for the success of any project. With regard to material resources, the specific requirement is adequate finance for hiring and developing qualified manpower, besides acquiring suitable technology and other facilities.

Some of the general findings from these interviews can be summarised below. There are barriers and obstacles facing implementing networks and linking with other libraries for example, lack of co-operation, lack of responsible co-ordinating agency to have the advantage of knowledge world-wide. So linking the agency with the world's best and largest collections of information and areas of interest, use and need. KISR tried to play the role of a co-ordinating bodies through projects and has studied the need for a national information network science 1984. At the present time the KUL co-operates with Gulf Universities and is trying to provide greater commitment and support for using the network and contributing to their database. Kuwait University library and Kuwait Institute for Scientific Research stated that their libraries have access to the Gulf network system based in Saudi Arabia.
6.5.1. Technical Services

On the issue of technical services, the interviewees suggested that to have a bibliographic network for Kuwait libraries would require the support of technical services in providing staff specialised in automated cataloguing. One of KISR's objectives is to have links to other libraries in Kuwait and to use the same system for exchanging information.

The Dean of KUL stated that in order to provide technical services, more staff are needed for cataloguing, collection development, circulation and acquisitions. The inexperienced staff and the lack of professionals is not a local matter only in Kuwait; it also can be found throughout the whole Arab World.

KUL and KISR were involved in modifying and Arabising the VTLS system to fit the needs of their libraries for the Arabic collection of the library automated catalogue.

All interviewees agreed that in order to have a national bibliographic network, it was necessary to have highly trained professional staff and unified standards for technical services activities.

6.5.2. National and Regional Co-operation

This regards the support, services, facilities, finance and training between the libraries which could be provided by the development of co-operative activities and networks in the country. All interviewees expressed their willingness to co-operate and share resources to produce a bibliographic database for their collections and a union lists of periodicals. The Dean of KUL stated that the system for interlibrary loans between the university and other GCC universities was based on a formal agreement for the exchange of information. All university publications were sent to all libraries and information centres in Kuwait or in the GCC libraries and also photocopies of articles could be sent by airmail or fax. There is a committee to study to exchange of books and documents. Internally Kuwait libraries co-operate in the exchanging of books, articles or chapters from books between the university and KISR, or any other institution or organisation, such as government ministries of Kuwait, Arab Gulf Libraries or UK and USA libraries.
There is no formal exchange or co-operation through interlibrary loan between libraries in Kuwait, and if there is a need for articles to be exchanged, a copy will be made and sent. Certain procedures are followed for exchanging of articles which may incur some cost on the beneficiaries.

There are protocols of co-operation between Kuwait University Library and KISR in training and services. They are using the same automation system and working together on making a networked union list of periodical holdings in science and technology in all university libraries and information centres in the Gulf Countries.

From the interviewees, no clear conclusion could be drawn on who could play the leading role among Kuwait libraries. Co-operation is seen to start as a voluntary agreement, then develop to a more formal agreement between the libraries, and then to become institutionalised. One of the recommendations the interviewees suggested was to have an official organisation that could take responsibility for co-operation and development of libraries in Kuwait. Also they suggested having a governmental body which would take responsibility for co-operation between libraries and information centres. Another suggestion was to define the role of the national library as the leader in implementing and taking the responsibility in making tools and standards for technical services.

6.6. Attitudes and Opinions of Non-Kuwaiti Experts

Experts were asked regarding their opinions about national bibliographic networks and co-operative networks. They were also asked about different aspects related to future implementation as well as ideas and practical steps to be taken to establish the system. The researcher selected three experts: two from Gulf countries and one from Egypt. Letters were faxed and followed by telephone calls but the result was that only one of the experts replied. He was the head of the library and information Department at King Abdulaziz City for Science and Technology (KACST), a university in Saudi Arabia. He explained that there were two type networks in use in the library:

- A network comprising CD-ROM databases covering 32 different subject areas. This network can be accessed locally and remotely using a modem from home or office alike. The network also links all 13 branch libraries on the campus.
A network based on the DOBIS/LIBIS library automation system which links one central library and 13 branch libraries. The system runs under a university's mainframe computer IBM ES9000 with MVS/ESA, CICS/ESA. It consists of a large network of computer terminals scattered all over the campus. One can access the OPAC using these computer terminals from anywhere on the campus. This network can also be accessed remotely from home using a modem with normal phone line. Through the network it is also possible to access KSU and KFUPM libraries.

The forthcoming plan is to build a new network containing all manuscripts electronically stored as full images. The CD-ROM network and DOBIS/LIBIS network were both running smoothly. Technical expertise within the library has been developed. The library staff have been trained on a "training for everyone" basis. DOBIS/LIBIS covers all major library functions (acquisitions, cataloguing, interlibrary loans and online searching). Inter-library loans and resource sharing which are desirable for both networks are being accessed by other organisation/universities for searching purposes. The co-operation in terms of inter-library loans exists between KACST library and other universities libraries.

The expert noted that in order to establish a national bibliographic network, firstly funding is needed to carry out a study to identify the number and size of records to be included in a national database. Following this, realistic estimates could be made for funding proposals for the necessary hardware and software that would be needed.

He also recommended that a national bibliographic network should be affiliated to a specific library. There should be no special problem with implementing a network if one has both technical expertise and adequate funding.
References


5. Ibid., p. 301.

6. Al-anzi, Khalid. A study of the factors involved in the development of information technology in higher education libraries in the Arab countries with special reference to Kuwait, PhD thesis, De Montfort University, 1995, p. 120.


Chapter Seven
Overview of Data Analysis for Kuwait Libraries

7.1. Introduction

The current status of Kuwait libraries has been presented and analysed in the previous chapter. In this chapter this status will be looked into more closely and any deficiencies in any library system in Kuwait will be highlighted and solutions derived from studying similar systems outside Kuwait will be suggested. These solutions will be taken into consideration when the model for National Bibliographic Network for Kuwait libraries is presented in the following chapter.

The general infrastructure of any library consists of the administration, personnel, finance, resources, and services. The infrastructure of different library systems in Kuwait will be analysed in this chapter to highlight the deficiencies they might have in order to suggest the possible solutions to them. Libraries which will be examined are: College, University, Special, School, Public, and National Library.

7.2. The Administration

The administration in Kuwait libraries are either centralised or de-centralised. Centralised administrations are those which are responsible for employing staff, technical services (cataloguing, classification, indexing, and bibliographies), grew to include the development and implementation of service programmes, recommending policies and procedures for collection development (purchasing, selection, exchange, and gifts), and organising of library materials. Other responsibilities included participation in selection and training of staff and the development of information systems. Examples of these libraries are: college, university, school and public libraries.

De-centralised libraries are those which belong to any national or international organisation. They are usually responsible for providing services for users within organisations such as ministries, banks and other government organisations.
All libraries of both kinds include in their organisation structures the basic and essential units/departments such as cataloguing, serials, reference, circulation, acquisitions, information services, and administration. However, it was found that some libraries have some extra units such as documentation, music, and audio visual units.

Both centralised and de-centralised organisation structures can be divided into two parts; the first involves decision making, communication and personnel management. The second part is related to those units and departments which facilitate materials flow, communication and production.

The study of Kuwait libraries has found that very few libraries have communication with other Gulf, regional and international libraries. This poor communication in addition to lack of professional staff and strong budget are the main reasons behind the ill-performance of any organisation and institution. The establishment of good communication would develop co-operation between the libraries either through a library association or through a central library which would, for example handle the responsibility for standardisation in technical services and technology, training staff and producing bibliographic tools. Also a body like this would act as the central collection of the nation's literature by establishing legal deposit. This can be achieved by receiving one or more copies of every book or other publication which is printed or published in the country.

It has been found that the libraries and information centres of Kuwait are currently suffering from lack of central organisation and institution to collect, preserve, organise and control the national literature. The main function of the national library of Kuwait as declared by the decree of its establishment is to determine the main precondition for the function of a unified system that needs to be followed by other libraries. The national library needs to develop responsibility for different aspects of the library system. These aspects can be categorised into two parts according to their priorities:

First priority: to provide an extensive central collection of the country's literature, including all information production, and to establish a national electronic integrated information system in order to provide and co-ordinate the service of libraries in Kuwait. Also upgrade the level of achievement of the national cadres working in the library.

* acting as the central collection of the nation's information media.
• acting as the legal deposit library to produce the national bibliographies and the other required bibliographic services.
• provision of appropriate legislation
• collecting foreign literature about the country, by the country's authors and on the Islam and Islamic culture, the Middle East and the Arab countries, the Gulf countries.
• providing access to the national library's catalogue for other libraries and information centres.
• collecting, preserving and organising the country's manuscripts and achieving the capability of bibliographic control through the use of automation.
• providing a focal point for linkage and access internationally with other national libraries in other countries.
• providing central processing, where a national library catalogue function, was proposed, standardised cataloguing rules.
• acting as a national bibliographic centre to provide planning and co-ordinating of access to database and the use of bibliographic information services.
• acting as a centre for the exchange of publication, nationally and internationally.

Second priority: to provide dynamic leadership in the establishment of a nationwide system of library and information services, and to supply the techniques, technologies and manpower required for their development.
• providing leadership to the country's libraries
• participating in the planning of library services in the country and taking a major role providing automation technologies which are to bring a great changes in the libraries of the future.
• providing support in information handling techniques.
• acting as a research centre by providing services to the government and other users.
• provide professional training with the approach of adequate facilities for professional educational in Kuwait.

However, good administration of some libraries, such as KUL and KISR have been reflected in the better information services they provide which has been mainly achieved by the usage of computer technology. Such excellence in information services could not be detected elsewhere.
7.3. Personnel

College libraries are run by 71 members of staff. The staff is divided into four categories: professional, para-professional, clerical, and other. In the cataloguing department there are 6 professional cataloguers and 3 para-professional and 1 clerical. Questionnaire 3 has revealed that within PAAET the total number of staff in computer centre are 42 among them there are 23 professionals, 12 para-professional and 7 clerical as shown in Table 7.1.

Table 7.1 summarises the total number of staff in the college libraries. It shows that are 64 professional staff for 19 college libraries as well as centralised administration department. From the survey conducted and also from the questionnaires and interviews which were held with the librarians and also from similar studies by Abdel- Motey and Al-Humood(1) Al-Ansari(2) Abdel- Motey and Al-Humood(3) it can be concluded that these libraries suffer from lack of sufficient and qualified professional and para-professional staff.

Table 7.1.
Total number of staff in College libraries

<table>
<thead>
<tr>
<th>Staff</th>
<th>Professional</th>
<th>Para-professional</th>
<th>Clerical</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>librarian</td>
<td>35</td>
<td>13</td>
<td>13</td>
<td>0</td>
<td>61</td>
</tr>
<tr>
<td>Cataloguer</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Automation specialist</td>
<td>23</td>
<td>12</td>
<td>7</td>
<td>0</td>
<td>42</td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>28</td>
<td>21</td>
<td>0</td>
<td>103</td>
</tr>
</tbody>
</table>

Percentage of total staff in college libraries

- Librarian: 54%
- Cataloguer: 9%
- Automation specialist: 37%

Figure 7.1
Fig. 7.1 presents the percentage of the total number of staff in the college libraries while Fig. 7.2 presents the total number of the staff of these libraries in categories like; librarians, cataloguers and automation specialist in professional, para-professional and clerical. This gives a clear picture of the shortage of staff, specially the cataloguers and automation specialist.

KNL was established in 1994 on the foundation of the Central Library. According to Al-Hasan, these were 50 employees in the Central library before the Iraqi invasion on 2nd of August 1990. There were 9 professionals, 5 para-professionals, 18 clerical, and 20 others. After the liberation of the country it was found that these numbers were decreased to 32 as in Fig. 7.3. This decrease in number of employees was due to the absence of those non-Kuwaiti professionals who were returned to their home countries with the help of their respective governments or international organisations. The national library could not substitute for the missing number of professional staff because of lack of adequate budget.
The drop in the number of professional staff from 9 before the invasion to 5 after the invasion has created a very difficult situation where even a traditional national library can not be run. With this situation, it is very difficult to construct a comparison between KNL and those discussed in Chapter 3 such as the Library of Congress, British Library and Australian National Library and also with those discussed in Chapter 4 as the King Fahd National Library and Egypt National Library. Another type of professional who are underrepresented in KNL are the cataloguers. The KNL has only 1 professional and 2 para-professional in the cataloguing development. This lack of professionals in the field, according to the Head of the KNL is due to the difficulty in employing new staff because of the bureaucratic administration and long procedures to employee any staff beside of the lack of budget.

Fig. 7.4 and Fig. 7.5 show the total number of staff in public and school libraries. From responses to Questionnaire I the staff shortage was one of the biggest problem to identify. According to what is required in terms of staff for libraries there is a need to have para-professional staff to assist and support the professional staff. However, in some libraries we find that the para-professionals do the job as of professionals or conversely they do the clerical job.

From the survey it has been concluded that manpower plans and strategies in school and public libraries are absent. In “Report on Mission to Kuwait’s Ministry of Education” Aman\(^{(5)}\) presented the Ministry of Education with ideas on how to improve on school and public libraries staff. He emphasised that there is a need to educate the staff and in some cases to replace them with new staff with new ideas and visions. He also recommended that the staff must be a “marketing oriented” staff. It must go beyond the limited boundaries of acquiring, cataloguing, classification, automation and inventory books. School and public
librarians need extensive training beyond graduation from the modest Department of Library Science at the Applied Education Institute. Zehery \(^{(6)}\) emphasised on the importance of how well-trained professional, para-professional and clerical staff are essential for libraries to provide the services that will support the country’s education system.

Kuwait’s school library system suffers from a shortage in qualified staff. The librarians in many schools are inadequately trained, and are poorly motivated to provide plans and implement strong service programmes.

Manning\(^{(7)}\) suggested that the staff pattern of a library should reflect its goals, size, resources, governance, organisational structure, applications of automation, service requirements. This staff pattern should recognise that each member of staff should perform with his or her full capacity and at the same time work on the development of such capacity to its fullest extent.
<table>
<thead>
<tr>
<th>Libraries</th>
<th>Professional</th>
<th>Para-professional</th>
<th>Clerical</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arab Documentation Centre</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Fund Development Library</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Institute for Planning Library</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dawan Ameri Documentation Centre</td>
<td>8</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Gulf Arab for Sci. and Educ. Rese. Centre</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter-Arab Investment Library</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Kuwait Central Bank Library</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Chamber of Commerce and Industrial</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Fund for Development Library</td>
<td>2</td>
<td>9</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Kuwait Foundation for the Advancement Science</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Kuwait Institute for Scientific Research</td>
<td>27</td>
<td>3</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Kuwait National Assembly Library</td>
<td>1</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Manuscript Centre</td>
<td>8</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Information</td>
<td>23</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Oil Library</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Planning Library</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Ministry of Religion and Endowment Library</td>
<td>10</td>
<td>14</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>UNESCO</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>103</td>
<td>58</td>
<td>13</td>
<td>3</td>
</tr>
</tbody>
</table>

Table 7.2 illustrate the total number of staff in these selected special libraries. According to the functions and responsibilities of these libraries, we can conclude that their numbers of staff are not sufficient to carry out these functions. The survey shows that the majority of these libraries (12 out of 18) have either 1 or 2 professional staff only. This point can be observed more clearly when we look at the number of staff of other categories these libraries have. In some libraries there are no para-professionals or clerical staff and if they have, the number is not adequate. Table 7.3 shows the number of staff in the cataloguing departments in these libraries. The table clearly indicates the lack of para-professional staff in this field in almost all libraries. Ten out of 18 of these libraries have just one professional staff who is responsible to carry out other tasks beside cataloguing such as acquisition, reference, services, and circulation.

Some special libraries like MI/IDS have more of such professionals. The same applies for other staff categories like para-professionals and clerical. This point was clearly identified during the interview held with the librarian in KISR. The interviewee has agreed that three is no clear job description for such professionals.
Table 7.3

Number of staff in cataloguing department for special libraries

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Professional</th>
<th>Para-professional</th>
<th>Clerical</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arab Documentation Centre</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Fund Development Library</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Institute for Planning Library</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dawan Ameri Documentation Centre</td>
<td>4</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gulf Arab for Sci. and Educ. Rese. Centre</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Inter-Arab Investment Library</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Central Bank Library</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kuwait Chamber of Commerce and Industrial</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait Fund for Development Library</td>
<td>1</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Kuwait Foundation for the Advancement Science</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kuwait Institute for Scientific Research</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Kuwait National Assembly Library</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Manuscript Centre</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Information</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Oil Library</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Planning Library</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Ministry of Religion and Endowment Library</td>
<td>6</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNESCO</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>19</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

Al-ansari(8) study was conducted to assess current and future needs in the effort to rebuild the infrastructure of Kuwait after liberation in 1991. The study has concluded that the libraries in Kuwait are suffering from manpower shortage. The recommendations for overcoming this shortage are to develop the present size, experience and skills of information workers in Kuwait to sustain the present and future demands.

From these findings and the survey analysis presented in chapter 6, it can be stated that the Kuwait libraries need adequate numbers of qualified staff to develop their functions and provide better services for the users. They also need to co-operate with other libraries to share resources and exchange staff for training. Such, staff development suggests that a broad range of activities have to be designed to provide job-related knowledge and skills necessary to improve performance.

The same situation can be found in the university. According to the opinion of the Dean of university libraries, these shortages in staff in each of different categories (professional, non-professional and clerical) can also be found in all the Gulf countries (see chapter 6).
Fig. 7.6 shows that KUL has a total number of staff of 184 librarians. Al-ansari (9) stated in his study that the scarcity of information professionals mentioned in both Kuwaitis and non-Kuwaitis, especially those with experience in library automation, technical services and information services. Al-anzi(10) present the total number of Kuwait University Libraries in 1990 was 205 staff and only 61 of these were Kuwaitis.

The non-Kuwaitis manpower in Kuwait University and other government and non-government jobs were reduced to one third of the total staff according to the national policy for development. This has caused a shortage of manpower, however, the professional staff is the essential element in developing the library and information infrastructure and this need requires of the staff to be experienced, educated and skilled to handle the development of information services, expanding, and developing library activities.

The shortage of library staff, poor services and lack of standards were recognised in various libraries. Librarians have criticised the lack of co-ordination and co-operation among libraries for preventing them from fulfilling their library educational objectives.

As it has been indicated earlier one of the problems that libraries are suffering from is the inadequacy of the number of qualified personnel available to staff and manage developing libraries. One of the obvious solutions to this problem is by providing suitable education and training to bring up staff qualified enough to endure their responsibilities effectively.
The lack of trained personnel has meant that the position of the librarian and the role of the library has remained weak. Al- Qallaf\(^{11}\) has demonstrated how the role of the librarian has been changed based on the implementation of an integrated automated information system at Kuwait University. She has stated five major areas that portray the changing role of the librarian in the implementation of the automated information system. They are technician, information specialist, manager, behaviourist and publicist.

According to her there are still general problems in staff training in information system at Kuwait University. These are:

- English language used in teaching automation concepts. It is a waste of time to try to explain and communicate with library staff who have problems with English Language.
- Misunderstanding of the need of a bilingual environment.
- Most of the staff are without computer skills.

The staff of school and public libraries need education and training programmes to enhance their capabilities both technically and automation-wise. This should aim to basic education in library automation and technical services.

British\(^{12}\) library schools are predominantly concerned with initial professional training. The British Association for Information and Library Education and Research is concerned, among other things, with curriculum development in order to take account of the impact of information technology, the expanding role of information in society and new developments in information services. The trend is towards courses focusing on information-based areas such as information management, information analysis and information policy, increasingly delivered through new technological approaches.

Ashoor\(^{13}\) stated that presently, in the Arabian Gulf region there are eight institutions that are offering training and education in the field of library and information science. These institutions offer programmes at various levels including diploma courses for professionals as well as undergraduate and graduate programmes leading to the Bachelor, Master, and Ph.D degrees for professionals. However, the current library and information education programmes do not seem to match the needs of the information market in its support of the fast growing economy and rapidly developing educational and research sectors of the region.
However, King Abdulaziz University Library in Saudi Arabia has created the need for effective development of training initiatives, based on a good strategy to provide the necessary steps towards developing the skilled and experienced people. Focusing much of the work on training and education, and research into what skills are needed to make most effective use of IT. The aims of training are first, to provide librarians with needed confidence and competence towards using IT in their jobs more successfully and secondly, to train library users (academic staff, student, etc.) to help them cope with the ever changing environments of the library IT.

The Library association establishes standards for libraries and protects the interests of professionals. Such associations work closely with other organisations concerned with education, research, and cultural development. The Arabian Gulf Chapter (AGC) of the Special Libraries Association was established to provide an opportunity for all Gulf information and library professionals to interact and disseminate professional knowledge and experience. The inaugural conference of AGC was held in February 1993 and was attended by more than 150 professionals. The second and third annual conferences were held in January 1994 and March 1995 respectively on the themes of “Exploiting Technology for Effective Information Management in the Arabian Gulf Region” and “Strengthening Resource Sharing in Libraries and Information Centres in the Arabian Gulf Region”. It is hoped that the AGC will play an active role in the development of the LIS profession by establishing standards for libraries, encourage co-operation among libraries, and emphasise the importance of librarianship as a profession.

The results obtained from studying the responses on the three different kinds of questionnaires was that training is highly desirable for the staff and the level of teaching and the education programmes should be developed to improve the qualification of the staff. Also staff should be encouraged to participate in local, regional, and international conferences, seminars, and workshops. The Library and Information Science Programme and Kuwait University Programme should be upgraded in both quality and quantity. Also the government should encourage and expand the scholarships in order to allow more students to gain advanced knowledge. Most important is to establish a training centre within the national bibliographic centre run and equipped with the state-of-the-art technology in this field in order to develop and train library staff.
7.4. The Finance

College libraries are funded by PAAET Administration. The budget can be spent for purchasing, books, periodicals, binding, furniture, supplies, training, and utilities. The budget in college libraries was increased in 1995/96 to 225,000 KD, reflecting the growing support and interest from PAAET authorities towards the vital and critical role played by the cooperation between library department and computer centre department in the development of college libraries. Fig. 7.7 shows a comparison between these three consecutive budgets between 1993/96.

**Total budget from 1993/94-1995/96 in libraries**

![Budget comparison graph]

Fig. 7.8 details the percentage of expenditure on each item in 1993/94.

**The percentage expenditure in year 1993/94**

![Percentage expenditure graph]

Figure 7.8
The main distinguishing feature in the fiscal year 1994/95 was the increase to 60% for purchasing books and also the 4% of the budget which was spent for training staff as explained in Fig. 7.9. The other feature of this year was the decrease on the expenditure on utilities to 1% of the budget, because of the administration decision to develop the library collection according to users, (students and teachers) needs in teaching and research and to substitute what was lost because of Iraqi invasion.

The percentage expenditure in year 94/95

Figure 7.9

The budget for school and public libraries is provided by the Ministry of Education. Fig. 7.10 shows the percentage of expenditure in year 1993/94 for school and public libraries.

The expenditure in school and public libraries

Figure 7.10
The budget was prepared by the library administration for school and public to submit annual budget requests to the Ministry of Education. As shown from Fig. 7.11 books take 40% of the budget 1994/95 for both school and public libraries. Library administration in 1994/95 spent from the budget same percentage for both school and public libraries. Although, library materials expenditure is low because the department tends to order large numbers of multiple copies, and some time library receive between five and ten copies of a book.

In Fig. 7.10 and Fig. 7.11 show difference in expenditure in 1993/94 between school and public libraries. In public libraries there has been more emphasis on staff training (5%), (40%) periodicals, (15%) supplies (software, paper, card for cataloguing), and less attention for utilities like binding and furniture. In school libraries most of the expenditure was on books.

Special libraries have no independent budgets. It usually comes within the central budgets of their organisations. Some of these libraries as shown in Table 7.4. have inadequate budgets and not well organised annual spending.
### Table 7.4
Total budget from 1993/96 in libraries

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Budget 93/94</th>
<th>Budget 94/95</th>
<th>Budget 95/96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arab Documentation Centre</td>
<td>25,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
<tr>
<td>Arab Fund Development Library</td>
<td>30,000</td>
<td>30,000</td>
<td>13,000</td>
</tr>
<tr>
<td>Arab Institute for Planning Library</td>
<td>20,000</td>
<td>23,000</td>
<td>24,000</td>
</tr>
<tr>
<td>Dawan Ameri Documentation Centre</td>
<td>70,000</td>
<td>50,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Gulf Arab for Sci. and Educ. Rese. Centre</td>
<td>28,000</td>
<td>26,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Inter-Arab Investment Library</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Kuwait Central Bank Library</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Kuwait Chamber of Commerce and Industrial Library</td>
<td>20,000</td>
<td>20,000</td>
<td>21,000</td>
</tr>
<tr>
<td>Kuwait Fund for Development Library</td>
<td>40,000</td>
<td>40,000</td>
<td>46,000</td>
</tr>
<tr>
<td>Kuwait Foundation for the Advancement Science Library</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Kuwait Institute for Scientific Research</td>
<td>866,641</td>
<td>705,108</td>
<td>726,500</td>
</tr>
<tr>
<td>Kuwait National Assembly Library</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Manuscript Centre</td>
<td>35,000</td>
<td>35,000</td>
<td>28,000</td>
</tr>
<tr>
<td>Ministry of Information</td>
<td>229,525</td>
<td>594,059</td>
<td>1,177,028</td>
</tr>
<tr>
<td>Ministry of Oil Library</td>
<td>16,000</td>
<td>12,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Ministry of Planning Library</td>
<td>15,000</td>
<td>10,000</td>
<td>13,000</td>
</tr>
<tr>
<td>Ministry of Religion and Endowment Library</td>
<td>4,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>UNESCO</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
</tbody>
</table>

The budget in KUL has been increased in 1995/96. The increasing in budget was due to many reasons; the development of the automation and networks, the development of CD-ROM local area network between the KUL and the moving to new building for the Library Administration which have stressed the need for furniture and supplies. The expenditure is not clear and there is no written plan for the expenditure. From there opinion found that the expenditure concentrated on purchasing books and periodicals to replace what they lost during the invasion.

7.5. Library Collection Development Policy

The collection development in any library is the heart of the library. The collection has to be built by continually providing adequate budgets and qualified staff to facilitate a variety of services and materials to meet users, demands. A good collection in terms of size, subject depth, and material types encourages professionals, students and other users to use them.

During the research survey the number of the library collections of each type of library was sought besides finding out how adequate these libraries collection development are. Also the procedure of collection in order to determine the method or policy in building the library.
collection has been researched. The respondents and interviewees as they have expressed their views and opinions have declared that they could not find the tools they consider necessary to keep up to date bibliographies, indexes, abstracts, and periodicals lists and other reference materials. They also emphasised the Arabic reference tools which are incomplete and irregular as well as not frequently published.

The collection development in Kuwait Libraries was mainly concentrating on books and serials more than any other type of materials. The pattern of the collection in most of the libraries is characterised by duplication and in irregular purchasing. The availability of having better library collection development in size, types, values, use, scope of coverage and in the depth of the library's specialisation, suggests that they should have formed a collection development policy.

Eleven libraries; 7 special libraries and (SL, PL, KUL, CL) have written policies for the selection and acquisition policy of library materials. Each policy describes the actual practices of selection and acquisition procedures. The main feature of each policy is to build strong and well balanced collections to meet the service objectives.

A number of authors have provided very specific collection policies applicable to most libraries. Wood and Frank(15) discussed Evan's list of advantages of having a written collection development policy which would include:

♦ it informs everyone about the nature and scope of the collection
♦ it informs everyone of collecting priorities
♦ it forces thinking about organisational goal to be met by the collection
♦ it generates some degree of commitment to meeting organisational goals
♦ it sets standards for inclusion and exclusion
♦ it reduce the influence of a single selector and personal biases
♦ it provides a training/ orientation tool for new staff
♦ it guides staff in handling complaints

Professionals of Kuwait Libraries have indicated that acquisition policy is highly important in order to make a policy statement for various activities of purchasing and building collections. By planning and practising co-operation, undesirable duplication of materials and omissions of acquisition can avoided. Also the range of materials available and have more rapid access to materials can be improved by having better planning and uniformity.
acquisition can avoided. Also the range of materials available and have more rapid access to materials can be improved by having better planning and uniformity.

In order for the selection and acquisition practices to be more effective, libraries across the world recognised the value of co-operation as an essential element for their the future progress. So they began to think of extending their collections in terms of reference and bibliographic tools. It requires a varied and up-to-date collection of different types of selection tools.

The most practical selection tools are the bibliographical handbooks and book selection guides which are produced annually. Examples of such tools are: Books in Print (R.R. Bowker), Commutative Book Index (H.W. Wilson) British Books in Print (Whitaker), Publishers Trade List Annual (R.R. Bowker), and Commutative Book list (Whitaker). Other essential bibliographic tools include national bibliographies such as British National Bibliographies. Another useful selection tool is the one that reviews periodicals and newspapers as well as many trade and professional periodicals. This can be either in advance or after publication.

One of the widely used trade periodicals which gives reviews of books in advance of publication is the Publisher Weekly. This weekly journal started in 1872 by Bowker gives advance news about new titles, critical notes on important publication. Booklist is a semi-monthly journal published by the American Library Association since 1905. Each issue contains reviews of various new books including reference works to books for the young, adults and children.

Publishers' catalogues and announcements are also used as a very practical selection tool. Many publishers and booksellers, regularly provide their clients with annual catalogues, leaflets, and announcements of their publications. These include complete bibliographical information about each item with regard to the author's credentials, readership level, contents, brief description, format, price and publication date.

In the Arab world there is an obvious lack in the availability of effective and adequate selection tools. According to Saati\(^{16}\) this is due to the following:

- poor level of publishing industry in the Arab countries
- low interest in bibliographic works
- The minor involvement of the Arab faculty members and librarians in selection practices which has resulted in a lack in appreciation of the importance of selection tools.
Al-Saati proposed a practical framework union catalogue for effective selection tools between Saudi universities. This general framework of this proposal is to focus first on the new collections, forming a committee from the heads of cataloguing and classification departments in order to implement unified standards to produce these union catalogues. The proposal also requires a proper funding so that these union catalogues can be published every three months.

In the process of selection of current locally published materials, libraries depend on the local publishers and booksellers and book reviews appearing in various local trade and specialised journals. For example, in Saudi Arabia: "Addarh Journals" which has been published quarterly in Riyadh by King Abdulaziz Research Centre since 1975. This journal gives basic information such as: author, title, number of pages, edition, and publication date of each book. For example, "Alam Al-Kutub" (World of Books) which has been published quarterly in Riyadh since 1980 by Dar Thakef publishing house. This one is the most popular and widely used. The second is "Maktabat Al-idarah" published by the library and documentation centre. Riyadh, Saudi Arabia. This has been published quarterly since 1971. Each issue contains reviews of current books and articles dealing with various subjects. The third "Arab Journal for librarianship and information science" a quarterly journal published by Mars publishing house in Riyadh. Each issue includes a book review section of current publications in the region and in the Arab world.

Arab League Education Cultural and Scientific Organisation (ALECSO) compiled "Arab Bulletin of Publication" which is a widely used bibliography considered to be one of the most practical selection tools for the Arabic materials. This regional bibliography covers several types of publication including books, pamphlets, government publications, dissertations and theses. There are two very important periodicals published in Kuwait and well known among all GCC countries and Arab countries. First Al-Arabi which is published monthly and includes reviews on books and the second Mujalat Derasat Al-khalej wa Al-jazerah Al-arabia (Journal of the Gulf and Arabian Peninsula Studies) published by Kuwait University quarterly.

There are practical tools for the foreign language selection, regularly supplied from different publishers and booksellers such as Blackwell, Smith and Walter.
by Cairo University Central Library since 1972. There is also Guide to Arabic periodicals being published by Kuwait University Department of libraries 1977. In the United Arab Emirates University Central Library there is a Guide to Arabic and Foreign Periodicals being published since 1978.

In Sudan Arabia both Riyadh University Deanship of Library Affairs and King Abdulaziz University Deanship of Library Affairs produce Union List of Arabic Periodicals and Catalogue of Arabic periodicals respectively.

From the above it seems to be certain that Kuwait libraries should come up with a national plan for developing their libraries by increasing the size of collections/selectively by co-operative action which hopefully would cover the entire country.

For a viable national collection development policy and programme four basic factors need to be considered:

- Establishment of a national copyright system to protect authors and publishers in the creation and marketing of the products of intellectual effort.
- Compile and distribute a national bibliography of all publication of the whole country
- National union catalogue of the holdings of all libraries in Kuwait.
- Funding for the national collection development policy and programme should be made available from public funds.

7.6. Centralised Cataloguing

The centralised cataloguing means the production of cards by a single agency for a wider group of libraries. If the work is done at a single location it would be centralised as well as co-operative cataloguing. In most of the developed countries such as United States, United Kingdom and Australia, co-operation for cataloguing and technical services has reached a high point, to the advantage of libraries and users. But for Kuwait and other Arab countries' libraries, co-operative activities has been hindered by lack of managerial skills, professional staff and bibliographical tools, such as union catalogues and lists. Variations of cataloguing practice, such as, differentiation in the librarians' choice of subject-headings and main entry, has increased the complexity of such activities.
The survey's questionnaire has asked librarians whether they consider automation as highly important in different functions. Some librarians indicate that the automation of central cataloguing should have highest priority. In Table 6.34 and Table 6.35 the highest priority was given to a National Bibliographic Centre as an independent institution or organisation because of Kuwait national Library recently not playing role of leader and having many problems such as lack of staff, lack of budget. Librarian and cataloguers felt that centralised cataloguing will be very helpful to unify the cataloguing systems and standardising cataloguing rules, classification system and subject headings and increasing the utilisation of available resources to support intellectual interests of the faculty or students. Centralised cataloguing has advantages for the small libraries with small budgets and small staff. In turn the centralised cataloguing needs qualified staff and acquisition policy to develop the collections, higher standards for cataloguing as well as obtaining a national union catalogue of the holdings of member libraries.

There are some problems mentioned by librarians during interviews and survey. These problems are due to the existence of different systems of classification (LC Classification, Universal Decimal Classification and Dewey Decimal Classification) and also to the different subject heading systems (LCSH, AL-KHSH and Sears Subject List). In cataloguing different rules are used (AACR, AACR2 and AACR2R, ISBD) in these libraries beside the different purpose of using subject headings in the four different libraries. The variation of cataloguing practice and classification schemes would not be advisable.

There is a need to reach agreement on using a single system of classification and cataloguing. With the International Standard Bibliographic Description (ISBD) in general use, uniformity in cataloguing can be achieved. In view of the fact that the ISBD has been devised as a standard for cataloguing and bibliographic records, it is probably most helpful to adopt ISBD to aid national and international communication of bibliographic information.

The purpose of ISBDs as a whole is to facilitate the compilation and production of integrated catalogues and bibliographical lists. It aims at world wide bibliographical control based on individual or central efforts for the international exchange of information. The function of an ISBD is to provide a standard description for library materials. Its primary purpose is to aid international communication of bibliographic information by:
• making records from different sources interchangeable so that records produced in one
country can be easily accepted in library catalogues or other bibliographic lists in any
other country
• assisting in the interpretation of records across language barrier so that records
produced for users of one language can be interpreted by users of other languages
• assisting in the conversion of bibliographic records to machine-readable form.

The International Standard Bibliographic Description was developed by IFLA working group
of international catalogue experts and has been adopted by Australian, United States and
United Kingdom, German, Canada. Many other countries have also adopted ISBN and it has
been translated to many other languages such as Arabic.

A Cataloguing-in-Publication (CIP) programme is the most important bibliographic activity in
most national libraries and centralised cataloguing. CIP titles are catalogued prior to
publication from galley proofs or from titles pages and tables of contents.

Libraries in the developed countries particularly in the US, Australia and the UK are taking full
advantage of information resource sharing and the exchange of bibliographic records because
of standardised cataloguing rules, classification systems, subject headings and name Authority
lists which are kept constantly up date. LC created MARC format in 1965(17) with co-
operation of 16 other libraries of various types, including research, public, school, special, and
government, an initial experiment in the production and distribution of machine-readable
records on magnetic tap. Eventually the entire international community was able to adopt
MARC as a standard machine-readable format by which bibliographic record can be
exchanged. While LC MARC copy continues to be regarded as the most authoritative data.
Sharing catalogue activities between libraries assures that all participants adhere to the same
standards for input to the shared system.

A number of countries have adapted MARC as a national standard with some variations in
content designations to reflect local requirement. CANMARC, UKMARK, AUSMARC are
examples of national MARC systems. Some countries with non-roman scripts developed their
own system based on MARC for encoding and exchanging data in their own scripts for
example JAPAN/MARK. Al-muhtaseb, Saleh and Zahiruddin(18) present a framework towards
Arabic Machine-Readable Cataloguing needs. These are: compatibility with USMARC, categories of materials to be supported by ARABMARC, standardisation of Arabic character codes, Rules for stop-words and affixes heading of other Arabic script language, pure Arabic or mixed Arabic and non-Arabic script data in ARABMARC, need for compatible hardware, ARABMARC mean using many library system and regional bibliographic database for the Gulf Area.

The VTLS system is a fully integrated automated library system consisting of multi-function subsystems which has been used since 1995 in both KUL and KISR. The functions of VTLS are as follows:

- Online Public Access Catalogue (OPAC) allows access to information through titles, authors, subject, call number, key words, Boolean combinations, and control numbers, users can choose from a menu of display language options
- Keyword and Boolean search fully integrated with the OPAC, this subsystem provides searching for term in any MARC field or subfield selected by the library
- Circulation
- Reserve Room Control, this subsystem controls the circulation and searching of restricted Loan materials
- Cataloguing
- Authority control
- Serials control
- Status monitoring
- Reporting and collection management
- Parameters and library profiling online access to more than 300 parameters, this subsystem provides the flexibility to meet individual library needs.

In an in-house record conversion project 25,000 English language records have been converted and loaded in to the database. VTLS can be accessed from four campuses. Librarians are presently using the cataloguing client, OPAC, Keyword and Boolean searching, and parameters and library profiling subsystems in their day-to-day activities with respect to Arabic records search and retrieval capabilities of Arabic records are currently being tested.

Because these different systems of MARC are used in many countries, the study also conclude that selection of UNIMARC should be recommended to libraries for many reasons:
the multinational feature of UNIMARC makes it more compatible with various bibliographic circumstance than other formats.

UNIMARC implements ISBDs for the descriptive part of the entries and thus is committed to this widely used standard.

UNIMARC is designed to control multilingual materials.

UNIMARC is designed for links between one bibliographic item and another.

its also designed as an exchange format and important for libraries to participate in a shared cataloguing programme.

Problems which hinder centralised cataloguing

- lack of managerial skill
- lack of professional staff
- lack of bibliographic tools
- variations of cataloguing practice

7.7. Bibliographic Services

Bibliography is a scientific record of books. Although it is almost similar to the library catalogue, its purpose goes beyond that of the catalogue because while the catalogue is a record of books in the library, the bibliography is an index and guide to all books ever written. It also helps to indicate the gaps in literature. Bibliographies are the foundation of any library collection development and resource sharing. Bibliographic control can therefore be an important activity with the NBN. The existence of the National Bibliography is highly related to the Legal Deposit which only can be found in ten Arabic countries. These national bibliographies are the main means to control bibliography in any country. The need for it has become vital now in the Arabic countries. Bourne(20) presents the characteristics derived from guidelines published by Unesco following the 1977 Congress because they represent the core of national bibliography. These are; format, coverage, current, quality, national network, infrastructure, education and technology.

Arabic countries are characterised by their traditional bibliographic customs which goes back as far as the second century of the Islamic calendar as Abdul-Alsattr explains in his book "The rise of bibliography in Islamic culture". Historians have agreed that the "al-Fahrast" of Ibn-Al-Nadeem is the first bibliography in Arabic language then comes Tashkandi in his book.
"Mufah Al-Saadah" (The key to happiness) and Haj Khalifa in his book "Kashf Al-Dhnoon" ending by Yosif Sarkis "Mujam Al-matbuuat Al-arabia wal Al-muaraba" (Dictionary of Arabic and Translated-to-Arabic publications). The importance of these publications is that they have established the concept of bibliography which has evolved more in the modern times in different parts of the world. Unfortunately the recent Arabic contributions have not continued on the same track because of the political and economical situation of the Arab counties.

A national bibliography is one type of bibliography. Most countries with significant publishing programmes attempt to list and describe the publications they produce. National bibliographies can be current and retrospective. A current national bibliography is a mirror that reflects the culture, character and current interests of country by listing its publishing output.

- current national bibliography for the cataloguers and librarian act as a reference source, verification tool, and an acquisition tool for collection development for scholars and researchers, it helps to identify new publications in their subject fields, and to the government officials and the general public, it helps in informing the current availability of publications.

- subject bibliographies: cover on subjects like health, economic on national, regional, or international level.

- library catalogues: catalogues list the work

- a union list of serials facilitates a maximum use of collections and is a tool for orderly collection development. It helps in selection and cancelling decisions, co-operative acquisition, and prevents unnecessary duplication. Also a union list of serials is a location device of serial issues and articles through the collection of participating institutions by providing the necessary information to identify and locate serials. It is a very important tool for providing information concerning the preserving of national imprints. It provides bibliographic access to serials collection as a source of cataloguing data and bibliographic control of serials. With the development of communications technology a union list of serials maybe considered as a node in a serials network, through which it provides the facilities of exchanging serials data, building files.

According to the objectives of establishing Kuwait National Library the first aim was to supervise the legal deposit system and the copyright system to ensure the protection of the intellectual library, scientific and technical innovation. Cornish(21) and Al-Anane(22) stated that
the legal deposit is often called copyright deposit because in many countries copyright could not be claimed unless and until a document had been deposited, as it is usually the case in the Library of Congress and in most national libraries. Copyright deposit serves to provide some legal protection of rights and also ensures a national collection of published materials. However, Line has stated that the majority of national libraries in the world have legal deposit as has been discussed previously in Chapter 3.

Al-Anane also in his discussion on the IFLA conference of 1973 highlighted the role of national library, functions and services as in Chapter 3 and Chapter 4. According to Al-Anane, there has been a recommendation from the Arab countries to start developing their own national bibliographic centre within their national libraries. This should have helped to develop unified cataloguing, subject headings and classification in the Arab world for easy exchange of information and more effective co-operation. There are 13 Arab countries which have legal deposit, Kuwait is not one of them. However, the legal deposit was founded in Kuwait since 1988, but it is not effective because of the absence of the national library. Even after the establishment of the national library in 1994 we find that there have still been more problems as the librarians have indicated when they were asked for their opinions which was included in Chapter 6. They have also indicated the reasons behind these problems which can be summarised in the following points: lack of professional staff; inadequate budget; lack of automation; inadequacy of library resources.

Two other problems can be added to the above due to the absence of legal deposit within the national library:

- absence of national bibliography
- absence of national union catalogue.

In Kuwait National Library published bibliographic tools such as Index Analysis for Kuwaiti serials since 1987. These bibliographic tools were arranged by subjects used Al-khazendar Subject Headings analyse 43 serials published in Kuwait. Also Bibliographic List for audio-visual from 1968-1985, Kuwaiti bibliography, it is a record for all intellectual publication about Kuwait 1936-1984. There are number of problems that hamper the achievement of bibliographic control in Kuwait which include: shortage of professionally qualified manpower, inadequate funds, effective depository laws, the state of publishing industry, lack of necessary equipment including computers, lack of meaningful library co-operation.
The responses regarding list government publication are somewhat inconsistent with those given earlier about library resources (sect. 6.2.4.). College, school and public libraries did not indicate any holdings of government publications (Tables 6.9 & 6.10) and yet they have lists of these publications. The opposite is the case for KISR and KUL, which did not have a list of government publications, but had large holdings of both Arabic and non-Arabic government publications. This lack of a list may indicate an oversight in responses to Qu.40, or it may mean that government publications were considered as part of subject bibliography.

The National Scientific and Technical information Centre of (KISR) has developed a Regional Union List of Scientific and Technical Periodicals in the Gulf Area, published in hard copy and microfiche, including four Gulf countries; Saudi Arabia, Iraq, Kuwait and the United Arab Emirates. The union list has been unique as a essential tool for indication of interlibrary loan requests and information exchange services and serves a useful purpose in the community of scientific and technical libraries in the region.

7.8. Network and Co-operation Activities

The review of the literature has provided an overall understanding, ideas and insight into the concept of co-operation and networking. Based on the findings of the study, it has been concluded that a co-operation network of activities between the libraries was highly desirable.

All Kuwaiti librarians and experts have presented their opinions and attitudes about the co-operation activities. There are many studies and conferences which emphasised co-operation between Kuwait libraries on one side and Gulf countries on the other side. Some of these are:

- *Strengthening resource sharing in libraries and information centers in the Arabian Gulf Region.* AGC/SLA Conference, held at UAE University, Al-Ain, 15-17 March 1995.\(^{26}\)

- *Estakhdam al-taknalojya al-hadeth fee a'amal al-maktabat: a'aba'd wa mashakal al-maktabat fee dawal al-khalej al-arabe [The use of new technology in library function: the limitations and problems of libraries in the Arabian Gulf Region].* Seminar held in Saudi Arabia, Libraries Administration Affair, in 3-5 May 1982.\(^{27}\)
• Official information and its role in scientific research and decision making. Seminar held in Kuwait, Kuwait Institute for Scientific Research in 29-31 January 1990. (29)


These are a few examples that have discussed various aspects of co-operation. The aims of these conferences were to address problems and to suggest solutions. Among these problems are: interlibrary loan, standard bibliographic records, national information policy, automation, and training of staff.

The survey has found that in order to establish networking and to automate functions in Kuwait libraries, many computer applications have to be utilised. Advanced and reliable communication systems are available in some libraries such as KUL and KISR and can support the communication systems in other libraries in the country. There is willingness among librarians to automate their libraries and to co-operate with other libraries. However, there have been some problems such as lack of staff to utilise and implement computer systems and insufficient funding hindering the implementation of network in these libraries. Other problems which were considered to be very important by the respondents are institution leadership, bibliographic control, information policy and staff attitude. All the libraries' staff agreed that the automation function and linking with other libraries will provide the following benefits to their work:

• offer new services
• co-operate with other libraries
• help to standardise the catalogue
• facilitate resource sharing
• help research activities among users
• decrease the workload
• make the catalogue easier
• improve staff qualify
For co-operation between the libraries in Kuwait, the study has found that it hardly exists. There is little co-operation between KUL and KISR in training staff and information exchange.

There are some problems and obstacles facing library co-operation. Among the most important ones are: lack of a strong institution capable of leading the role in the field on the right path or national library to lead other libraries and enforce a deposit law, establishing national bibliography, national union catalogue to standardise the cataloguing rules to achieve linkage with other information systems abroad. The attitude of librarians, who are in a position to influence policy decisions concerning the desirability/needs for the information network and then exchange the information between the libraries nationally, regionally and internationally.

The study provides 18 activities and functions for the co-operation, between libraries. According to the head of libraries and other automation specialists, a national union catalogue has the highest priority in co-operation. However, cataloguers have different priorities. They believe Arab MARC format is the most important function to have co-operation on. This is because of the lack of standard on cataloguing rules.

The other activities and functions which have less priority are, in fact not less important. For any co-operation between the libraries in these fields will lead to establish a national bibliographic network.

Due to the global information explosion, even the biggest libraries cannot be self-sufficient in fulfilling the information requirements of their patrons. The main impediments to self-sufficiency are: publication explosion, escalating prices of library materials, space problems and above all, depleting library budget. Libraries in developed counties, US, UK, Australia and others realise the importance of co-operation and research sharing. The Library of Congress has substantially increased its database of MARC records through the National Co-operation Cataloguing Programme (NCCP). Also bibliographic utilities such as the Online Computer Library Center (OCLC), Research Library Information Network (RLIN), Western Library Network (WLN), University of Toronto Library Automation Systems (UTLAS) in some developed countries such as the US have development substantially due to cataloguing cooperation. In the UK similar co-operative movement in cataloguing can be found. The
most significant of them are: Birmingham Libraries Cooperative Mechanization Project (BLCMP) and London and South Eastern Region (LASER). In Gulf region, unfortunately, the library co-operation and information exchange among Gulf academic libraries are minimal. This has raised a great concern among the academics because of the recognition of the value of full co-operation between libraries.

In general, the Goals of co-operation between libraries can be summarised in the following points:

- maximise use of available resources
- increase accessibility to library services and materials
- provide more services to more users
- eliminate unnecessary duplication of resources
- co-ordinate acquisition policies and long-range library development
- development of compatible machine systems
- provision of easy and rapid communication systems
- provision of shared storage facilities

There are many co-operation activities:

**Interlibrary lending:** This is the most common form of co-operation between libraries and it is intended to make available for research and serious study library materials not available in a given library. The requirements for interlibrary lending are:

- standard procedures and forms for transmitting requests for loan to ensure that valuable staff time is not wasted, and requests are not delayed or denied for lack of sufficient details
- tools for bibliographic access such as union list of serials and union catalogue of books which provide information about the resources of co-operating acquisition programmes and in bibliographical activities. They guide librarians to plan more complete coverage of resources and to avoid unnecessary duplication as well as unnecessary acquisition of low-use items already owned by co-operating members.

**Co-operative cataloguing:** Co-operative cataloguing utilises a computer network system which allows member libraries to access, search and add to MARC based on-line bibliographic database. Co-operating centres are required to use MARC records in cataloguing.
Co-operative storage: Co-operative storage is another form of co-operation. Centres established for this purpose accept and reserve material which is so seldom used that its retention on the shelves becomes uneconomical.

Selective dissemination of information is a highly retained and personalised form of current awareness services. The essential elements of a SDI system includes:

- selecting and acquiring documents for input
- indexing of the incoming documents
- users identification and selection
- interest profile design

Co-operative collection development: Librarians commonly complain about inadequate collections budgets. Co-operative collection development is typically expected to meet one or several of the following:

- broadening access. Scholars require ready access to the full printed record yet comprehensive acquisitions are beyond any library's reach. Distributed collecting responsibilities will enable groups of libraries to acquire a wider variety of materials than any one could manage on its own.
- containing cost. Research libraries spend a great deal to duplicate materials held at other institutions. Co-ordinated acquisitions will save money by minimising redundancy. Co-operative collection development is the best way to contain library cost.
- improving coverage. Publications from other areas in the world remain uncontrolled and unsystematic. Even the richest and most conscientious library will miss some materials. Co-operation improves the chances for complete coverage.

Network information resources for collection development: Library collection network as bibliographic and communications utilities created excellent opportunities for libraries to speed of transmission and world wide breadth to access remote resources for browsing, searching, and downloading.\(^\text{(31)}\)

Sharing of bibliographic data records and locating information has been both the foundation and soul of library co-operation. A national union catalogue was the first selection by the librarian commonly employed to provide cataloguing copy and locating information to support resource sharing programmes, such as ILL and co-operative collection building. Union catalogues at the national levels have expanded the access to the collections in the libraries.
Computer-based, shared cataloguing was desirable because it reduces the costs of cataloguing for most libraries.

Computer applications to library functions give birth to library co-operation and expanded resource sharing activities. In most countries' national library which distributes machine-readable bibliographic records, have substantial financial investments in their database.

There are no co-operation networking systems in the Arab world. There have been many professional meetings organised by Arab organisations such as the Arab League Educational Cultural and Scientific Organisation (ALECSO) and held in various Arab countries.

The co-operation between libraries to build a national network depends on the fruitful and effective co-operation and also the existence of a will to implement it. Besides the willingness there must be a plan to establish channels of co-operation between libraries and financial and moral support. In order to achieve that there must be a central body that plans and supervises this operation, a body like the National Library. Some of the most important reasons behind the absence of a national system in Kuwait are:

- The absence of the role of the National Library in planning and progression.
- The absence of library associations.
- The lack of information resources.
- The absence of library legislation and information handling policy.

In order to adopt a national bibliographic network system there must be clear definitions for goals and objectives as well as the functions of the system. The managing of this network requires the usage of computer systems intensively and also the adoption of a modern system for communication. Above that there must be a committee that can supervise the various functions of the network including its finance. These are the main characteristics that makes the infrastructure of the national bibliographic network and guarantees its continuity. More about that will be discussed in the next chapter when we will come to present the proposed model for the Kuwait national bibliographic network.
References


9. Ibid., p. 25.

10. Al-anzi, Khalid. A study of the factors involved in the development of information technology in higher education libraries in the Arab countries with special reference to Kuwait, PhD thesis, De Montfort University, 1995, p. 120.


19. Al-qallaf, ref. 11, p. 7.


Chapter Eight
A Model for a National Bibliographic Network for Kuwait

8.1. Introduction

One of the objectives of this study was to suggest an effective national bibliographic network among libraries to meet the unique needs of professional librarians, researchers and academic officials in Kuwait. These needs were identified by analysing the responses of three sets of survey questionnaires and from opinions which were expressed during interviews. The problems which were identified and discussed in Chapter Seven could be alleviated by establishing a national bibliographic network that would help bring together all types of libraries in Kuwait. Such a network would also set standards for technical services and provide upgraded information services for the country.

The model for the network has been designed bearing in mind the information extracted from the survey questionnaires and the interviews, as well as an analysis of published and unpublished materials. It is mainly a framework to provide an indication of the essential elements required for the establishment of a national bibliographic network.

The model is not totally new. It has proved to be a workable approach mainly in the United States and the United Kingdom and also in other countries, and it is constructed with the aid of examples from a number of previous studies. Their models have been used as guidelines for establishing the national bibliographic network proposed for the State of Kuwait. Ashoor's belief that "the establishment of a bibliographic network for the Arabian Gulf Region is based on co-operation between libraries and the development of a library network" is considered particularly relevant also for Kuwait.

The model being proposed should not be considered as a definitive version because the final model must be designed by the representatives of all types of libraries, concerned ministries and agencies. Designing a national bibliographic network should incorporate the participation of a wide range of people with expertise and knowledge, including librarians, information specialists, technical personnel, engineers, systems analysts and computer science operations researchers. However, its suggested structure can provide guidelines to help planners design a comprehensive plan for development and implementation of the
proposed network. The following is a description of the model stating its goals and objectives, and showing its organisational structure, functions, co-operative activities and network services.

8.2. Goals and Objectives

The data collected from the questionnaire surveys was analysed in Chapter Six, and used as a basis for discussion in Chapter Seven, which was further informed by issues raised in earlier chapters on the state of libraries in Kuwait (Chapter Two) and the literature review on national bibliographic networks in developed countries (Chapter Three) and Arab countries (Chapter Four). Some solutions to problems were also suggested, in the context of looking forward to suggesting a model for a national bibliographic network for Kuwait. It seems appropriate that the result of the discussions could be encapsulated in the following set of goals and objectives for the network. These goals and objectives will form the conceptual and practical basis for the establishment of a national bibliographic network for the State of Kuwait. The goals of the model are described as broad long term achievements, but the objectives are described as specific, short term ones. It is recognised that a network cannot do anything *per se*, but if it is in place, then the objectives can be facilitated by the activities that are suggested in its functional structure (sect. 8.3.2.).

**Goal 1.** To play a leading role as a central cataloguing agency for the national bibliographic database

**Objectives**
1. Standardisation of tools for cataloguing, classification, subject headings and machine readable cataloguing format
2. Provision of bibliographic tools
3. Implementation of an online public access catalogue (OPAC) in a bilingual environment

**Goal 2.** To establish a nation-wide information system which provides resources for all libraries and information centres in Kuwait

**Objectives**
1. Establishment of an acquisitions policy (nationally and locally)
2. Provision of a selection policy to maintain and develop collections as appropriate

**Goal 3.** To act as a channel of communication and co-operation between the members
Objectives

1. Standardisation of library automation
2. Facilitation of co-operative cataloguing
3. Implementation of online co-operative acquisitions
4. Establishment of a national interlibrary loans system that can be expanded to regional and international level
5. To make the national bibliographic databases wealth of research materials available to Internet users throughout the world

Goal 4.
To act as a forum for fostering consultation between members on matters of common concern

Objectives

1. To study the development of librarianship in Kuwait
2. Facilitation of co-operation between libraries in developing research on librarianship in general and on staff development in particular
3. To evaluate and develop staff experience in library automation and technical processing
4. To provide techniques and methods for effective library functions
5. To consulting other libraries particularly in automation endeavours

Goal 5.
To facilitate standardisation and development of in-house training for the library and information science profession in Kuwait

Objectives

1. To facilitate training programmes in automation for the professional and para-professional staff
2. To concentrate on training and evaluating what is done, and look to Arab and foreign expertise for the short term training

8.3. Organisational structure

The proposed national bibliographic network is a formal and legal structure in which executive authority would be clearly defined and allocated, and the ground rules determined. The organisational structure (Fig. 1) of the network is the formal system which would ensure attainment of the goals and objectives of the system. It would have a management structure and a functional structure, providing for policy/financial matters and operational matters, respectively.
8.3.1. Management Structure

Good management is required for all organisations, including library networks and bibliographic utilities. Faibisoff noted that "the management requirements of library networks are extremely complex and require specialised skills for planning, implementing and evaluating the project".\(^{(14)}\)

A formal framework system provides a conceptual organisational structure which would support the effectiveness of a national bibliographic network in Kuwait. It would also be
essential to have committees that included all members to agree upon services, sources of funds and the responsibilities toward the system.

The model for the national bibliographic network suggests that the management structure for administration of the network would be under the direction of the Kuwait Council of Ministers. This Council has the highest position in the political system of the country to support the network officially in funds and approval of plans and services.

8. 3. 1. 1. Network Advisory Board

The Network Advisory Board would include representatives from all five library sectors. It would be attached to the Council of Ministers and be responsible for:

- formulating policies and plans in the light of network goals and objectives
- ensuring that there is sufficient funding for the network projects and activities by facilitating communication with ministries and governmental departments, as regards financial support for the network
- facilitating implementation of the functions and activities which constitute the programme of the network
- facilitating co-operation by having the resources and the ability to co-ordinate co-operation between the libraries and information centres
- evaluating network activities and services with a view to identifying deficiencies and seeking solutions to rectify them.

The Network Advisory Board would appoint a Network Director and the Network Representative Committee with all the necessary support and enable them to do their jobs. The selection for the effective management structure is planning methods to react and focus on goal setting based on operational needs.

The Network Director, reporting to the Network Advisory Board, would perform the major management functions and, along with the Network Advisory Board, be responsible for all the network activities.
8.3.1.2. Network Representative Committee

The Network Advisory Board would establish a Network Representative Committee, constituted from the head of each of the five units in the functional structure and invited experts. These experts would act as consultants and be drawn from cataloguers, reference librarians, communications experts, systems analysts and other professionals, as appropriate. The responsibilities of this committee would include:

- overseeing the management of the functional structure of the network;
- reporting to, and meeting with, the Network Advisory Board to discuss problems and funding requirements;
- making decisions and developing policies regarding their units of the network, including: fund raising, planning, and managing functions and operations.

8.3.2. Functional Structure

The following is a framework for the functional structure of the network:
- National Bibliographic Centre
- Collection Development Unit
- Co-operative Activities Unit
- Research / Consultation Unit
- Education / Training Unit

The aims of having these five divisions in the functional structure are to have better services, solve common problems, and ensure efficient operation of network activities. The functional structure is centrally managed in the sense that different groups of management become concerned in the decision-making process. The membership of each unit is formed from the libraries who might specialise in the activities of the units. Each unit is responsible for planning and organising the activities of the sub-units in that group. The heads of the units represent the necessary authority to the sub-units to supervise the performance of the particular groups. No direct communication exists between sub-units except through the top management level of each group.
8.3.2.1. National Bibliographic Centre

The National Bibliographic Centre would provide considerable facilities to all concerned with the libraries, information centres, documentation centres and commercial publishers, and co-ordinate the intellectual activities in countries and between historians of thought, in science and the arts. The National Bibliographic Centre would be established within Kuwait National Library, which creates authoritative records for Kuwait materials received on legal deposit. The Centre would develop a set of guidelines for representing library materials and provide access to these materials in an online cataloguing system. Figure 2 present the functions of the Centre:

- standardisation of cataloguing tools
- bibliographic control
- standardising library automation system (main library catalogue)
8.3.2.1.1. Standardisation of Cataloguing Tools

Cataloguing is an activity that depends on interactions with other activities in the management structure. The quality of this interaction is crucial to effective and efficient procedures in cataloguing and in those other units and to the provision of quality service. The quality of cataloguing is maintained by consistent application of standards. Standardisation is an important factor in the design and successful implementation of a centralised cataloguing unit. Centralised cataloguing aims to unify the cataloguing forms and matters of cost, provide more information about holdings in catalogue records and to improve access to the collections. Foster stated that "to process books efficiently, every library small and large must have a good portion of its cataloguing performed by an outsidsource"(15). Also according to Khurshid "inconsistencies in the cataloguing practices of universities libraries of Saudi Arabia, the foremost reason being the lack of contact with one another"(16).
It is necessary to have centralised systems in Kuwait to accept standardisation relate to the cataloguing entry, to the classification scheme used to arrange the stock of a library and to the subject headings. Each library in Kuwait would send their bibliographic record to central cataloguing to unify the cataloguing system and standardised cataloguing rules, classification schemes and subject headings.

For a central cataloguing practice essential elements are:

- qualified cataloguing staff, with specialised subject or language expertise
- standardisation of cataloguing rules, classification and subject headings system

The survey results showed that there was uniformity in the application of cataloguing standards between the respondents surveyed (Table 6.17, 6.19, 6.21) and that libraries selected for this study each do their own cataloguing, with the patterns for cataloguing activities varying from library to library. If all libraries in Kuwait would send their bibliographic records to central cataloguing to unify the cataloguing system and standardised cataloguing rules, classification schemes and subject headings, it would also be necessary to have centralised systems in Kuwait to accept standardisation related to the cataloguing entries, to the classification scheme used to arrange the stock of a library, and to the subject headings.

The responsibilities of the central cataloguing unit in standardisation of the following:

- **Subject Headings**: To unify subject headings in the libraries by developing Al-khazendar Subject Headings to be used in Arabic materials parallel with the Library of Congress Subject Headings. AL-KHSH does not afford the essential subject coverage either in depth or breath in many subjects, especially in science and technology. Subject cataloguing deals with the assignment of classification number and subject headings to the individual item being catalogued. The subject cataloguer must determine if the classification number and subject headings assigned by the Library of Congress in cooperation with Al-khazendar Subject Headings for Arabic collection for an individual item are appropriate to the local library. The cataloguer may also consider the demands of other library members and whether the subject heading will require any cross-references to be added to the library’s catalogue.
Classification Systems: To implement Dewey Decimal Classification (DDC) and Library of Congress Classification (LCC), developing the modification of classes as standard for Arabic books to satisfy local need in main four subjects: Islam and Muslims, political and cultural orientation, Arabic language, and Arabic history. The two most commonly used classification schemes (LCC and DDC) were both initially designed for collections in American libraries and both schemes were expanded to meet collection growth in these libraries. Materials in non-roman scripts were rare in these libraries, so obviously there was little need to pay much attention to literature in non-roman scripts. Problems do not occur in all fields of science and technology in the world, but the deficiencies arise with topics related to literature, history, language and religion of individual countries. The Arabic translation of the DDC 10th abridged edition has been widely used in most Arab countries. Kuwait translation of a DDC abridged edition, which would be referred to the numbers 210-219 used for Islam and the number 956 used for Arab history section.

Authority Files: To create online authority control for libraries implementing an online catalogue to take full advantage of resource sharing and co-operative collection development. The design of an authority file for Arabic names would follow the standard of OCLC authority record format. LC's Name Authority and Subject Authority files are readily available on OCLC(17). Therefore non-Arabic authority records could use OCLC authority records downloaded via the SaveScreen function to database format.

MARC format: To create complete MARC records and accept records in all eight MARC formats: books, serials, scores, sound recordings, audio-visual media, maps, manuscripts and computer files. The success of the MARC format in the United States and the world over led to the development of a number of national and regional formats based on the original MARC format. The development of the various MARC data standards for record exchange between libraries and central cataloguing in the KNL, also led to develop ARABMARC based on the international standards and agreed upon, so that it gets wider acceptance(18). The addition of a telecommunication element to this work added the facility of online searching and record request from the central database, as well as the contribution of cataloguing from participant members.

AACR2R 1988 revision: To use AACR2 1988 revision to provide identification data for a package of information in terms of form of entry. It accepts the desirability of
integrating bibliographic records of books and other kinds of materials. The four bibliographic utilities (OCLC, RLIN, WLN and UTLAS) use the Anglo-American Cataloguing Rules, 2nd ed. 1988 revision for descriptive cataloguing and for access points in the MARC format. Standard descriptive cataloguing of the record for all types of materials would be essential to exchange the bibliographic records nationally, regionally and internationally. College, university and three special libraries (see Table 6.17) used AACR 2R for Arabic and non-Arabic materials, also KNL and KCBL (see Table 6.18) used AACR 2R for non-Arabic materials. The chances of developing online cataloguing system for NBC would be standardisation of practice cataloguing rules is achieved.

8. 3. 2. 1. 2. Bibliographic Control

Another function for National Bibliographic Centre would be the production of the national bibliographic record of the country. This unit must control and disseminate bibliographic data for use on a national and international level. It is their responsibility to make the resource and services available to the other libraries by:

- **compiling a national bibliography**: this would include records for materials in all the language in which the publications originally appeared.

- **preparing a national union catalogue** which would have these sub-sets:
  - monographs
  - serials
  - non-print materials
  - theses and dissertations

Each library would send copies of its local catalogues in order to co-operate. The National Bibliographic Centre would maintain records of the collections which are complete, consistent, and in conformity with national bibliographical standards and requirements.

- **Cataloguing-in-Publication (CIP)**: The libraries in Kuwait are aware that these services and resources help them to define their information needs. For processing these activities, the Centre would be undertake a Cataloguing-in-Publication (CIP) programme in co-operation with publishers in Kuwait.
8. 3. 2. 1. 3. Main Library Catalogue

A national bibliographic centre needs to establish a union catalogue which is an online public access catalogue (OPAC). This need was identified, based on responses to the survey (Q35) of Questionnaire 1 and the experts' opinion toward the machinery for the development of an acceptable uniform set of national standards. Implementing VTLS system for library automation at KUL and KISR was focused on handling the Arabic script materials to prepare an Arabised programme parallel to the English file. The development of an Arabised programme needs a standard coding system for the Arabic language and would use ASMO 449 developed by Arab Organisation for Standardisation, with terminals handling both English and Arabic characters.

A bilingual national union catalogue in OPAC form would allow libraries to access and use this system as their own catalogue. It would allow shared bibliographic records, with libraries attaching their holdings symbols to items held in common. Maintenance of the OPAC would be part of the mandate of the National Bibliographic Centre and one of its basic functions. Public access terminals would be available to allow patrons access to the automated national union catalogue. Similarly in the shared authority file, the objective is to have one common authority for each authority heading. System standards, policies, and procedures are necessary to eliminate unnecessary duplication and make the shared files useful for all co-operating libraries. The system would have the ability to handle varying levels of records which is an important feature in a shared system since not all libraries can, or indeed need to, achieve the same level of cataloguing completeness.

8. 3. 2. 2. Collection Development

This study proposes that all libraries have agreed on policies for acquisition and selection, which involve the maintenance and development of materials, the handling of specific requests for materials not in the collections, and the criteria for the decision to acquire such materials. Acquisition processes are basically the same for all libraries whether they are buying completely for themselves or in a resource sharing arrangement.

The survey data revealed that university, college, school, public and seven special libraries do have acquisitions policies and that they all consider this to be highly important (Table
6.16). Other libraries indicated that an acquisition policy was highly important in principle, all the other libraries needing an acquisitions policy responded that it was highly important to have one.

As those in other countries, libraries in Kuwait differ from each other in one way or another, and each library builds its collections and broadens their development with some special strength or subject field. For the Collection Development Unit to have a certain statement does not mean lessening the liability of each library in regard to collection development.

The activities of Collection Development Unit would be:

- To determine policy objectives. The policy for collection development is the process of assessing the strengths and weaknesses in a collection, and then creating a plan to correct the weaknesses and maintain the strengths.
- To determine the subject scope of the various collections, size, acquisition of new materials and weeding the collections. The collection development statement would provide a detailed plan for guidance of the library staff.

The Collection Development Unit would have branches in each type of member library. It would perform all the functions which follow upon the selection of items for purchase. The selection policy is a guideline after the agreement of all libraries, and the Collection Development Unit would undertake the business of getting the materials and checking up on the accuracy of incoming data on acquisitions. It is clear for all members of the network that a well planned acquisition policy would help each library better fulfill its objective.

8. 3. 2. 3. Co-operative Activities Unit

The functions of the Co-operative Activities Unit would include facilitating achievement of:

- Standardised automated systems
- Co-operative cataloguing
- Co-operative acquisitions
- Interlibrary loans and document delivery
Figure 3 presents a model for co-operative activities between the libraries.

Model for co-operation

![Diagram of co-operative activities between libraries in Kuwait]

Key: ←→ = sharing between all libraries
     ← — = limited to some libraries

8.3.2.3.1. Standardised Automated Systems

The automation of library functions in Kuwait varies (Table 6.27) with KISR and KUL using the VTLS integrated system for cataloguing, circulation, and acquisition, and six of special libraries having different systems such as CDS/ISIS, MINISIS or an in-house system. However, according to the survey, all libraries were interested in having an automated system.

The move towards open networking has sometimes led the library to seek ways in which to acquire wider accessibility to other information providers, and to offer its own information resources to others. A method for widening access is through the development of networks
and services. Survey responses shown in Table 6.29 indicated that the establishment of a Wide-Area-Network is highly desirable by the respondents. To achieve linkage between the libraries nationally, regionally and internationally, the following factors need to be available:

- human resources to provide services to users
- communication capabilities with terminals to access other information networks
- administrative set-up to act as leadership for the system
- strong governmental to support telecommunication policy and linkage between the libraries
- financial support
- bibliographic tools
- a defined national information policy

The question of linkage the proposed system for libraries in Kuwait was investigated via Q 44. Linking the proposed bibliographic network for libraries in Kuwait with other national regional and international information systems has been perceived by librarians, as well as government officials in Kuwait, as the most welcome and needed element of the system for the proper flow of information in the country. The purpose of setting up a network is to improve access by the end-user to existing information resources through an integrated approach. Ciurlizza stated that the "objectives of a network are: to improve the flow of information, database produced by the national network, implementation policies for information management, development a framework for co-operation development and evaluate the experience of network and disseminate the results" (19). The network would use electronic communications services in the following forms: electronic conferences, electronic bulletin board, gopher network of networks, and online database. An expert stated that "linkage is simply a matter of asking and the implementation of a network needs both technical experts and adequate funding" (20).

The functions of this unit would be:

- to implement the appropriate national library automated system for facilitate cataloguing, acquisition, and other co-operative activities,
- to facilitate the Linked Systems Project (LSP): The LSP in United States was initiated in 1982, and joint four large bibliographic database owners: OCLC, RLIN, WLN and Library of Congress. This system would be implement between Kuwait libraries to
transfer bibliographic records and linked with other bibliographic utilities in different countries to exchange of records.

- to facilitate standard protocols within the Open Systems Interconnection (OSI) for transfer of records between systems, and for the search and retrieval of records. The major area of (OSI) is interlibrary loans. Also another protocol for search and retrieval the National Information Standards Organisation (NISO) known as Z39.50.

- to facilitate local area networks within library information services context. CD-ROM networks in Kuwait University are mounted on PC-based local area networks (LAN). CD-ROM network would access to information through remote online search systems, by bringing very large databases into a personal computer environment that is easier to use.

8.3.2.3.2. Co-operative Cataloguing

There are three apparent obstacles that hinder co-operation in cataloguing in Kuwait: rivalry between information and library managers who would like to see their library play a leading role in the provision of information in the country; negative attitudes to library collections which have become duplicated; lack of sufficient funds which has affected co-operation and pushed libraries to purchase only specialist materials. It is hoped that establishment of a National Bibliographic Centre and agreement on cataloguing standards would facilitate co-operation in cataloguing and thus overcome the obstacles mentioned above.

It is strongly believed that establishing centralised cataloguing, as has been declared as one of the priorities by the survey respondents to the questionnaire, would solved the above maintained problems. A centralised database for a national union catalogue would provide resources for all libraries and information centres in Kuwait. When it is implemented, strong co-operative cataloguing would be achieved and the national goal for providing bibliographic access to all library-supplied materials would be met.

There are five factors\(^{(21)}\) to be considered for enhancing co-operation and the ability to exchange cataloguing records:

- Conformity to standards. The quality of cataloguing without standards, the quality is variable, so conformity to standards is essential. Cataloguers would be agreed in MARC formats, the Anglo-American Cataloguing Rules, 2nd edition 1988 revision, either the
Library of Congress or Dewey Decimal Classification Schedules or both, and the LC Subject Headings.

- Measurement of quality. Co-operative cataloguing works when cataloguers are confident that they would create a cataloguing record sufficiently similar to the one they are using from another library that they can accept the record without review. The measurement of quality in bibliographic records can provide cataloguers with data that records do or do not meet the standards and direct attention towards correcting the errors on bibliographic records held by national databases.

- Free exchange. International cataloguing data must be freely exchanged among libraries participating in national and international efforts by development of the MARC formats and acceptance of descriptive cataloguing data that reflect an accurate transcription in cataloguing rules.

- Co-ordination of original cataloguing. An expansion of co-ordinated original cataloguing programmes introduces a dimension of interplay between the participants that fosters the acceptance of objectives by each participant in the context of the programme as a whole. The expansion of co-ordination is achieved through actions emanating from each library as it voluntarily adjusts its local priorities in the context of the priorities of the other participants. Co-ordination in original cataloguing is required to implement a CIP Programme.

- Shared records. An expansion of partnership makes it possible to share records between the participants with little or no co-ordination of the cataloguing done by each library. The initial role of computers in storing and transmitting large amounts of bibliographic data and the use of computers in cataloguing activities have multiplied with the only limits stemming from restricted funding.

These guidelines are to develop the ability to exchange cataloguing records and production of printed catalogue cards. In the proposed system for libraries in Kuwait, the national bibliographic centre could be responsible for all cataloguing for other libraries in the country, if provided with a reasonable budget allocated to cover expenses and personal salaries.
It is essential that participants in this programme agree on a set of rules and standards. The prime advantages of this plan are that other libraries would profit by having their materials processed, standardisation of practice is achieved, and Arabic MARC tapes would eventually be developed and made available on-line.

8. 3. 2. 3. 3. Co-operative Acquisitions

As part of the function of co-operation activities, an Co-operative Acquisitions Committee would be formed with the aims of working out specifications for:

- approaching co-operative acquisitions by formulating a standardised subject list to identify collection strength in subject areas, specific subjects, size of collection and budget as a first step toward co-operation,
- defining an acquisitions and serials control system that could accommodate a variety of complex ordering situations,
- providing bibliographic aids such as: national bibliography, national union lists of serials produce by NBC to assist the libraries in Kuwait to facilitate the co-operative acquisition more effectively,
- making on order/ in process data available through the online catalogue,
- providing flexibility to accommodate the needs of all the libraries without undue requirements on the smaller or larger libraries,
- selecting a supplier with the best prices and services for the libraries by evaluating vendor performance by their delivery time, accuracy of handling order, discounts, shipping and handling the additional charges.

Of course the above describes and ideal situation, but it would hope to match the operational requirements of participating libraries. It is proposed that each library builds its collections in specific areas of strength and in preparation for an automated acquisitions/serials control system, therefore selecting committee members with a variety of skills. Co-operative acquisitions would make available a greater range of materials in better depth in a subject area in Kuwait libraries, and also stretch limited resources, especially in some special libraries such as the Manuscript Centre and the Inter-Arab Investment Library.
8.3.2.3.4. Interlibrary Loans and Document Delivery

The Interlibrary Loans Unit would act as an agent within the National Library for patrons who desire to borrow item of information from outside their own library or lend such item to other institutions or individuals as well as maintaining a record of each transaction.

Most libraries and information centres in Kuwait want to be involved in interlibrary loan services to provide a means whereby materials that are heavily used by one library can be obtained for users of another library. The importance of interlibrary loan has grown from the great growth in the number and cost of publications and the demand for publications by the users. Not all libraries would be strongly involved with interlibrary loan, for example, school and public libraries would have agreements with some special libraries, college libraries and Kuwait National Library but not necessary with KUL. Some libraries would work out individual agreements on the basis of criteria set up for the interlibrary loan system.

An Interlibrary Loans Unit would provide the following for co-operation and resource sharing:

- standardising subject bibliographic services for all participant libraries,
- fostering of co-operation with other national and international systems,
- establishment of a formal exchange programme,
- photocopying services,
- exchanging of publications.

Both traditional and electronic methods of communication would be needed by member libraries in order to achieve satisfactory services in this unit.

8.3.2.4. Research and Consultation Unit

The Research and Consultation Unit would prepare critical studies and carry out research on human resource development and other areas of importance to Kuwait libraries. The Unit would understand and try to alleviate the obstacles posed by libraries in Kuwait by:

- studying and evaluating the development of librarianship and staff experience in library automation and technical processing in Kuwait,
• promoting research concerned with the practical aspects of network system in order to
 analyse and improve network activities and services,
• studying and evaluating the needs of both professional and para-professional staff in
different types of libraries so that long-term and short-term plans can be made to meet the
identified needs.

8.3.2.5. Education / Training Unit

There is a general acceptance of a need for education and training for library and information
work, to provide the skills that are required to perform necessary functions and to serve users
effectively. Without a proper supply of suitably educated persons libraries cannot function at
more than a very rudimentary level. There is need for adequate national education and
training. This need was identified by the survey respondents (Table 6.31), with development
of staff skills in automation and bibliographic services being noted as highly important. The
responsibilities of the Education / Training Unit could be as follows:

Short term programme:

Staff need to know much more in technical services than how to create, store and retrieve
order slips, catalogue cards, and shelflist cards, or to use classification schedules and subject
headings. They must know how to determine user needs through research. This means
learning statistics and how to employ statistical techniques appropriately and to develop
valid data sources and analytical techniques. Also it means learning how to ask questions and
learning how to find and interpret answers systematically. The librarian must understand
how to respond to the needs of the public through creative database design, which involves
relating computer architecture to database structures and search capabilities, need to
understand how communication occurs.

Long term programme:

Through co-operation with the Library and Information Science Programme in Public
Authority for Applied Education and Training (PAAET) and the Library and Information
Science Programme in Kuwait University. This co-operation would be producing qualified
library personnel and offering the type of education and training that would be able their students to carry on these tasks.

The activities in this unit would include:

- co-operating with National Bibliographic Centre in National Library to provide in-service training and continuing education,
- educating and training of users would be closely related to the continuing education of library staff,
- suggesting user education programmes so that there would be more sensible utilisation of documentation and information services in libraries,
- facilitating exchange of staff at professional levels among libraries.
- conducting annual seminars, workshops and conferences, so that information professionals from various types of libraries could meet and exchange views and ideas on different aspects of their profession.

Conclusion

The operational requirements for the model of a national bibliographic network have been discussed in this chapter in the light of the responses to the surveys, literature search, and opinions of librarians and experts. The study also gave guideline on important aspects of collection development, co-operation and research and training of staff and users. The following chapter will suggest recommendations for further development.
References


Chapter Nine

Conclusion and Recommendations

9.1. Introduction

This study has reviewed the current state of libraries in Kuwait, identified the problems and difficulties they face, identified areas where co-operation and sharing of resources and services can be established. It determined the current technical services for bibliographic databases, evaluated the librarians' opinions and attitudes toward the library system, and identified some practical solutions for an effective National Bibliographic Networks between libraries. The scope of this study was to give attention to all types of libraries in Kuwait but to be realistic in coverage, it was necessary to limit the actual number of libraries surveyed. Therefore, the study excluded libraries in private schools, and only a sample was taken of the many libraries in government ministries and research institutes. However, if the model or a variation of it were approved and implemented, then further studies would need to be conducted in order to analyse the situation in these unsurveyed libraries and then link them with the network.

All the survey questionnaires had been collected by March 1996, and developments since then indicate that additional information could have been requested. The Internet has increased in importance in Kuwait, so questions relating to the role of the Internet and administrators', librarians' and computer specialists' opinions of the use of Internet in Kuwait libraries would have been appropriate. It is believed that respondents to the questionnaires were open, honest and clear in their answers. However, in studies of research methodology it is common to recognise that however careful one has been to formulate questions, one cannot be 100% certain that questions of opinion are totally neutral, hence the possibility of subjectivity in a survey that resulted in a 100% response rate through the personal collection method.

A further limitation to the study is that estimates of the implementation costs and the running costs of the system have not been included. It is envisaged that these, and the determination of the manpower needed for the network activities, would be studied preceding implementation of the network.
9.2. Overview of Research

From the outline of the state of libraries in Kuwait (Chapter Two), the literature review on networks in Arab countries (Chapter 4) and the findings of this survey, which were analysed in Chapter Six and discussed in detail in Chapter Seven, many important features about library systems in Kuwait have been identified. A number of these can be considered as factors that would influence the development of a national bibliographic network in a positive manner:

- Kuwait already has an infrastructure of libraries at different levels, but they have not been amalgamated into local or regional networks. This means that there is the great advantage of being able to design the network from basic principles, because nothing exists with vested interests to be considered.

- There has been a considerable development of information technology in Kuwait especially after liberation, and a number of libraries (e.g. KUL and KISR) have automated their systems. Staffs in both of these influential libraries are very supportive of the idea of a national bibliographic network.

- The government recognises the importance of establishing a national information policy and has also promulgated the Decree on the Kuwait National Library. With this positive concern at the highest level and the interest of the Council of Ministers, it is anticipated that there would be an affirmative response to the recommendations at the end of this chapter.

- There is already a foundation of professional LIS educational programmes at the level of BA in the College of Basic Education and MA in Kuwait University. These two institutions can provide staff for the network and also co-operate in the anticipated training programmes.

- There is already informal co-operation between some of the libraries within Kuwait and also with libraries in the Gulf area. A national bibliographic network would formalise the existing co-operation and put it on a more formal footing that would encourage further development of co-operative activities.

The research methods were a review of the related literature, visits to libraries in both Kuwait and Saudi Arabia, questionnaire surveys, and interviews. They were evaluated together with the investigator's own insight, experience, and understanding of the library situation in Kuwait. From the findings it was very clear that the concepts of a national
bibliographic network and co-operative activities, standardised cataloguing, resource sharing and networks are well understood in Kuwait, as is apparent from the responses received from librarians and other staff in libraries and information centres. However, even though libraries in Kuwait are slowly moving from traditional to modern library systems, little modern technological equipment is available to help in services and activities. The automation of some library functions is planned; however, the telecommunications systems were found to be rudimentary.

According to the findings of this research there is no library in Kuwait which has the budget, staff, equipment, and facilities to acquire, process, and make available all bibliographic data in order to adequately meet the needs of all its users.

9. 2. 1. Administration: The responses to the questionnaire indicated that the administrative system in the libraries was either centralised, in the university, school and public, and college libraries or decentralised, in the special libraries and the Kuwait National Library. All types of libraries reported having all the basic units: administration, acquisition, cataloguing, serials, circulation, and reference. Some libraries had additional units, such as Audiovisuals unit in KUL, KNL, school and public libraries. Others had Music, Documentation services or Microfilm units.

9. 2. 2. Staff: The total number 1418 of which staff in Kuwait libraries 524 (37.0%) were professional and 693 (48.9%) were para-professional. Most of the professionals were holders of BA in Library Science. Only a few of the libraries had some form of internal training programme or made arrangements for their employees to be trained elsewhere. However, even with the existence of the Department of Library and Information Science in Kuwait, the number and the qualification of library graduates having trained still will not satisfy the demand. All respondents expressed a willingness to participate in training programmes.

9. 2. 3. Budget: The total budget of the libraries in the survey was increasing: from 3,413,466 KD in 1993/94, to 4,196,528 KD in 1995/96. However, the budgets of some of the libraries had undergone severe reductions during 1993-1996. This had resulted in a decrease of book acquisitions and in the decrease of serials subscriptions. Some libraries indicated that they did not have a separate formal budget within their parent organisation.
9.2.4. Collection development: The total library holdings were 3,297,133: college 676,449 (20.5%), special 42,5427 (12.9%), university 242,847 (7.3%), school 1,495,550 (45.4%), national 151,094 (4.6%) and public 30,6615 (9.3%).

The holdings of the libraries were mainly books and serials. The majority of books were in Arabic. The pattern of the collection in most of the libraries was characterised by duplication and irregular purchasing. Most librarians indicated that an acquisition policy was highly desirable in order to build strong and well balanced collections to meet the library's service objectives.

9.2.5. Technical services: There are three classification schemes in use in the different libraries; Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC), and Library of Congress Classification (LCC). The most common used schemes were the DDC and LCC. The majority of libraries have a traditional card catalogue. Only KUL and KISR used an OPAC cataloguing system beside the card catalogue. The Anglo-American cataloguing rules (AACR, AACR2, AACR2R and ISBD) are used. The majority of libraries use the ISBD Arabic translation and the Al-khazendar Subject Headings for Arabic collections. LCSH was used for non-Arabic collection in KUL, CL, KISR. In most of the libraries there was a steady decrease in the number of books catalogued annually from 1993 to 1995.

9.2.6. Bibliographic services: All the college, university, school, and public libraries used a union catalogue for books. KISR, KUL, college and some special libraries used a union list of serials. The first priority for the respondents was to have a national bibliographic centre and centralised cataloguing, which would provide bibliographic control, in addition to creating a national bibliography, a national union catalogue for monographs and national union list for serials, standardised bibliographic tools for cataloguing and classification and subject headings. In addition there is a need for legislative of a deposit law.

9.2.7. Co-operative activities: It was found that there is no formal co-operation between the libraries. An informal interlibrary loan system occur between KUL with KISR and a few other institutions. The preparation of a national union catalogue was considered of primary importance as a co-operative activity 95.6% of the respondents, followed closely by the related activity of the use of computers in cataloguing and classification. Because cooperation nationally is vital for the development of a national bibliographic network in
Kuwait, it was encouraging to note that fostering co-operation with national and international systems was ranked among the most highly important activities.

The highest priorities for the cataloguers were developing an Arabic MARC format, exploring the use of computers in cataloguing and classification, fostering co-operation with other national and international systems, use of ISBD for a network catalogue, establishing a formal exchange system and compiling a national bibliography.

Co-operative activities which were also assigned a high priority by automation specialists were: fostering co-operation with other national and international systems, preparing a national union catalogue, co-operative acquisition of monographs, co-operative acquisition of serials, and compiling a national bibliography. Other activities, such as translation services, establishing a formal exchange system, and selective dissemination of information, which were assigned lower priorities by automation specialists.

9.2. National information services: CD-ROM networks can be found in KUL and other libraries, such school and public administration libraries, college library administration, and KISR. KISR and KUL provide an OPAC with a bilingual cataloguing system that can handle both Roman and Arabic script with online search (Dialog). Beside online searching KISR also provides access to Internet and Gulfnet for their users, which provides communication with national and international databases.

9.2.9. National Automated network: Online cataloguing has now become the first choice of format for libraries, and the concept is being extended to include access to materials outside each library’s own collection. Use of VTLS could facilitate resource sharing between KUL and KISR and libraries using the same computer system within local, regional and national networks. KUL and KISR plan to implement the integrated VTLS system to provide automation services for their libraries in the following areas: online public access catalogue (OPAC), circulation, research, cataloguing, serials control.

The majority of the librarians surveyed agreed that there should be network between the libraries for co-operative activities and to facilitate communication with other information centres in Kuwait, and with regional and international networks to facilitate the flow of information into Kuwait. They also agreed that participation in such a network would be valuable and would not cause an extra workload. This attitude may have reflected
respondents' realisation of the need to restructure and refocus library activities and programmes at the preliminary stages of network development and operation. The respondents indicated that the main difficulties in implementing automation were lack of finance, technical problems, lack of qualified staff and lack of institution leadership.

Information technology and telecommunication links are indisputable prerequisites for advanced information manipulation and transfer in a large number of educational, research and other related organisations across the United States and worldwide. New network applications have developed especially in research and academic libraries. National and international protocols have been framed and have facilitated access to different locations through a wide variety of software and hardware. The potential of high speed has been recognised through the telecommunication and computer industry in the Internet. The Internet is a powerful tool in the field of information technology and resource sharing. It is used in daily activities around the world and through the Internet users can communicate, exchange and retrieve information, conduct surveys and carry out business. The information resources available on the Internet increase ever more rapidly, and new files, catalogues, directories and databases are added frequently.

After implementation of the network, the National Bibliographic Centre could share the Kuwait bibliographic database via the Internet and make use of it in many other services as well. Electronic mail service based on the Simple Mail Transfer Protocol (SMTP) could be made available, and Kuwait users would have access to the large number of groups that have grown up over the Internet based on the use of mail services. Another service is file transfer, which, with Internet access, has the ability to transfer files directly from one machine to another in their original format using the FTP protocol in a TCP/IP based network. It has been suggested that there should be a Kuwait national union catalogue based at the National Bibliographic Centre. Even though such a union catalogue is not essential, given the possibility of access to multiple library catalogues through the Internet, it is nevertheless considered important for Kuwait, at least for the foreseeable future, in order to ensure standardisation of bibliographic records and strict adherence to standards, despite the existence of Z39.50. Z39.50 is an information exchange protocol, a US standard affecting information searching and retrieval. It allows users to search multiple databases using a single interface. Eventually, all the existing catalogues in Kuwait could be searched in this way and in future it must be considered in the policy planning of the network.

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The most important prerequisites for the establishment of the proposed system were identified as: strong institutional leadership, good communication facilities, national standards, adequate financial support and establishment of a National Library. All the respondents interviewed expressed their support for establishing a National Bibliographic Network, and a National Bibliographic Network, the latter within the Kuwait National Library. However, they had reservations concerning financial resources and the strong administration. The implication was that once adequate funding was secured and government support and library legislation were provided, then other network activities such as bibliographic control and co-operative cataloguing would follow.

9.3. The obstacles facing Kuwait libraries:

9.3.1. National Library: The principal constriction on the implementation of a co-operative system is the absence of a national library providing a leading role or creating a central collection of the nation's literature and developing it. This has provoked the need for a plan to improve this situation and the need for a legal deposit system to enrich the national library. This also indicates the need to ensure the preservation and conservation of the national literature and to disseminate information about it by the production of a national bibliography.

9.3.2. Staff: Automation of library systems in Kuwait has been hampered due to a lack of co-operation between the cataloguers and automation specialists. There is also a lack of professional staff in automation, especially for establishing and maintaining bibliographic databases, and developing ARABMARC format for the Arabic-script languages. Other libraries have a serious shortage of qualified cataloguers because of the lack of manpower plans and strategies, and no standards for job descriptions. In addition, some libraries do not have cataloguers for non-Arabic materials, which makes it difficult for them to maintain the existing non-Arabic catalogue records and to process new materials. Other libraries have simply a serious shortage of qualified cataloguers.

9.3.3. Cataloguing: There are problems concerning classification, cataloguing and subject headings because of the lack of the unified cataloguing rules and classification schemes, and extensive subject heading list especially for Arabic materials.
9.3.4. Library collections: With the large number of collections in the libraries (Table 6.8) in some of the collections the duplication rate is 30%. Lack of money for purchasing materials in some of libraries has led them to depend on gifts and exchanges more than other means of acquisition (e.g. the Manuscript Centre has 16.6% of materials by gifts and exchanges). Not all libraries have acquisition policy for collection development, even though they consider having one as being highly important.

9.3.5. Automation: The transition to automation in cataloguing has serious obstacles due to the particular characteristics of Arabic scripts. It has become possible to use Arabic script within online records. But there have been different opinions concerning library automation in general, and cataloguing specifically, between cataloguers and automation specialists due to the lack of co-operation between these two groups.

9.3.6. Continuing Education and Training: Very few higher education libraries are self-sufficient in terms of library support for teaching and learning. The development of a collaborative infrastructure of libraries of all types is required for the proper support of higher education. Collaboration is also stressed for in service training, widening participation in further education, and the creation of a national network to identify the needs of library staff, and to extend the opportunity for learning by taking it into the environments which they find the most conducive to accepting training.

9.4. Advantage of a national bibliographic network:

Based on the interview discussions, it was concluded that a national bibliographic network in Kuwait was achievable and highly acceptable. Accordingly, a model for a national bibliographic network for Kuwait was outlined and discussed in Chapter Eight with the structure of the network comprising:

- National Bibliographic Centre
- Collection Development Unit
- Co-operative Activities Unit
- Research / Consultation Unit
- Education / Training Unit

The rationale for this model is to have a strong centre for all library practice in Kuwait.
If the Kuwait National Bibliographic Network is established, and if it meets the goals and objectives that have been outlined in Chapter Eight, becoming an institution for strong leadership, with good communication facilities and implementing national standards acceptable to international level in the technical services, then:

- All types of libraries will be able to acquire materials in their interest. The system will link with other regional and international networks, and co-operation will make the national bibliographic database (union catalogue) available Kuwaiti researchers, planners and other officials and also to users worldwide.
- Production of the *Kuwait national bibliography* will be accelerated.
- This study could be suitable for other countries in the Arab world. Its findings will be published and presented at meetings, so organisations and agencies in different Arab counties will be able to gain familiarity with the nature of the system and its importance to national information policy development, thereby possibly gaining impetus for systems of their own.

The implementation of the model will require development of many library systems, activities and services. These will need supervision and consultation, and the network will require testing and evaluation as its design and implementation progresses. Some essential factors must be considered for implementation:

- The first priority must be a firm will and policy at national level and the necessity for the network must be recognised and accepted at the highest level by the Council of Ministers. There must be strong governmental support by the Council for the organisation and management in finance and policy, and recognition of its importance in the context of national information policy.
- Also of highest priority must be the setting up of a group to consider what is involved with achieving the goals and objectives of the model presented in Chapter Eight.
- Without a doubt, identifying communication facilities for co-operative activities and providing funding for their installation should also be a priority of implementation so that network activities can be started.
- Support for the Kuwait National Library to act as a central collection of national materials and as a centre of excellence for bibliographic records should be promoted so that its proposed leadership in the database activities of the bibliographic network cannot be disputed.
Even before the network is implemented, facilitation of effective training programmes in information technology and technical service activities would be advantageous for libraries that plan to join the network.

It is expected that practical implementation of the model for a national bibliographic network for Kuwait will follow the goals and objectives set out in Chapter Eight.

9.5. Recommendations

The following recommendations are outlined in a way that will serve as main practical steps for the implementation.

9.5.1. General recommendations relating to the National Bibliographic Network: The Government of Kuwait should continue to recognise the importance of information in the future development and economic growth of the country by encouraging the formation of an information infrastructure.

- A National Bibliographic Network (NBN) should be created so that all types of libraries could co-operate within a formal structure to solve common problems and improve their services.

- The NBN should be established and supported by the Government as part of its recognition that information in all forms is a national resource.

- Establishment of the NBN should be planned and realised by the Council of Ministers because such a national network requires governmental support and leadership at the highest levels.

- For the NBN to be implemented and operated successfully, an effective telecommunications systems must be provided to support the network and library automation.

9.5.2. Recommendations relating to the Kuwait National Library (KNL): Because a national library should play a leading role in the library and information community in any
country, the following recommendations are singled out for the Kuwait National Library in order to enhance its capabilities:

- The Government should provide more support for the KNL by implementing the Legal Deposit Law so that it can become a truly central national collection that preserves the country's intellectual heritage.

- The KNL should provide access to its catalogue for other libraries and information agencies nationally, regionally and internationally.

9.5.3. Recommendation regarding the National Bibliographic Centre: By proposing the model described in Chapter 8, this study recommends that a National Bibliographic Centre (NBC) should be created to serve all libraries in Kuwait, and that this centre should be established in the Kuwait National Library.

In order to ensure uniform standards for a bibliographic database producing a national bibliography and a national union catalogue, the following are also recommended:

- The NBC should take a lead in recommending the standards to be used for cataloguing, classification and subject headings as appropriate for the national bibliographic database. These bibliographic tools would be AACR2 revise edition, DDC and LCC (as appropriate) and LC or Al-khasendar Subject Headings for non-Arabic and Arabic materials, respectively.

- The NBC should be responsible for continually updating the Al-khasendar Subject Headings and making them available in printed and machine readable form.

- The NBC should develop a standard cataloguing format based on MARC because this would enable exchange of records both nationally and internationally, shared cataloguing programmes.

- The NBC should recommend a standard for hardware and software for cataloguing and other technical services and facilitate participation of libraries in further development of ARABMARC would be a possibility.
As compiler of the KNL main catalogue and the national bibliography, the NBC should develop and maintain a name authority list and a subject authority list which would be available to all participating libraries.

The features of national bibliography should be:

-- called *Kuwait National Bibliography*

-- printed at least quarterly, with an annual accumulation

The services and products of the Kuwait National Bibliography should be: a printed national bibliography, which would also be available on COM microfiche in machine readable format, CD-ROM products, and online as part of the national bibliographic database.

The NBC should act as the supplier of CIP date to publishers in Kuwait.

The NBC should function as the centre for the registration of serials as the national contributing organ of the International Serials Data System (ISDS).

9.5.4. Recommendation regarding the Collection Development Unit:

The Collection Development Unit, in collection with libraries participating in the network, should agree a general unified statement for acquisition policy in order to improve planning and uniformity, thus helping library collections to develop and facilitating promotion of resource sharing.

Each library should develop its own specific acquisitions policy, including suggestions for gifts and exchange. This policy should be developed taking into account the general policy worked out by the Collection Development Unit.

It should provide up-to-date reference materials, especially Arabic reference tools for selection and acquisition purposes, including those being prepared by the National Bibliographic Centre.
9.5.5. Recommendation regarding the Co-operative Activities Unit:

- By collaborating with the National Bibliographic Centre, the Co-operative Activities Unit should determine the most appropriate library automated system and recommended plans for its implementation.

It should also advice on the standards necessary for facilitating LANs for CD-ROM database and the implementation of Internet connections.

- For co-operative cataloguing to be successful, the Co-operative Activities Unit should support the recommendations for standardisation of cataloguing, classification and subject headings that are to be worked out by the National Bibliographic Centre.

It should also encourage the exchange of high quality cataloguing records for all materials and languages in a spirit of free exchange for internal benefit.

- By collaborating with the collection Development Unit, the Co-operative Activities Unit should help to identify areas of strength and weakness in different libraries. By having this overview, it could make suggestions for development of collections in the most appropriate way for individual libraries and also the most benefit for the network participants as a group.

- It is recommended that there should be a centralised Interlibrary Loans Unit based in the Kuwait National Library, performing document delivery functions a national, regional and international level.

9.5.6. Recommendations regarding Research and Consultation:

- This unit should provide a centralised forum for discussion of matters vital for the development of library and information staff and services in Kuwait.

- In collaboration with the other four units of the National Bibliographic Network, it should identify the problems effecting the network and the libraries participating in the
network. It should then make studies and recommendation to alleviate these problems by reference to regional and international standards.

- As part of the consultation process and under the leadership of this unit, it is very strongly recommended that a Kuwait Library Association be established for all library and information specialists in the country. There are many important activities that could be carried out by the Association, including: standardising criteria for job descriptions, providing professional publications and encouraging their members to carry out research and publish in the library literature, organising conferences and seminars and acting as a general forum for the important of libraries and librarianship in Kuwait.

9.5.7. Recommendations regarding Education and Training

The existing programme for library and information education is not capable of providing professional staff to handle the responsibilities of automation. Therefore the first recommendation for educational training is the re-evaluation of the current educational programme, with an emphasis on the evaluation of provision of library services. Further, it is recommended that:

- A training centre should be established to co-operate with libraries to upgrade the qualifications and skills of staff in technical services and library automation. Libraries in Kuwait should co-operate with the Library and Information Studies Department in Kuwait to provide and modify their basic curriculum, especially focusing on technical services, information analysis and information policy, information management and library automation.

- Library administrators should encourage their staff to up-date their skills and knowledge by participating in conferences, workshops and seminars locally and abroad. The relevant institutions should provide part of their budget for education and training purposes.

- In co-operation with the Research and Consultation Unit, Libraries should concentrate on training and evaluation of what has been done and to look for Arab and foreign expertise for short term training so that librarians gain the needed confidence and competence in using information technology and other modern techniques.
• The National Bibliographic Network should strongly support an increase in scholarships in order to allow more professionals to gain higher qualifications at Master and Doctoral levels.

9.6. Suggestion for Further Study

This study provided a plan for the establishment of a National Bibliographic Network for State of Kuwait, together with recommendations for its establishment and activities. A number of areas that need further research are:

1. The model for a Kuwait National Bibliographic Network as desirable in the study is a prescriptive model. Further study is needed to modify and improve the model. Such a study could be carried out with the co-operation of libraries under supervision of Council of Ministers with regard to policies, governance, and management structure.

2. A feasibility study is needed to determine the state of the information network in Kuwait in order to propose a detailed methodology for co-operation and resource sharing that further develops the recommendation in this thesis.

3. An evaluation study of the National Library of Kuwait is necessary in order to document its administration, collections, services and activities so that improvements can be made and there is an expansion of its services, programmes and operations so that its participation in the National Bibliographic Network and its development of the National Bibliographic Centre can be at a high level.

4. Once a National Bibliographic Network is set up in Kuwait, it will be necessary to monitor and evaluate its activities and services with a view to consolidating and further developing them to meet international standards.

5. It would also be appropriate to investigate the possibility of linking the proposed Kuwait National Bibliographic Network with bibliographic networks, and services in the Gulf area and other Arab countries, thus exploring the feasibility of creating a Pan-Arabic Bibliographic Network.
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Appendix 1

National Bibliographic Network Questionnaire (1)
National Bibliographic Network
Questionnaire (1)

Identification:

1. Name of the institution / library:

2. Date of establishment:
   -- address:
   -- telephone:
   -- Fax:
   -- e-mail:

3. Is your library a member of any library association?  
   Yes □  No □
   -- If “Yes” name and address of the library association:
   

Administration

4. What type of administration does your library function under?
   -- centralised administration □
   -- decentralised administration □

5. What type is your library?
   -- college library □
   -- special institutional library □
   -- university library □
   -- public library □
   -- school library □
   -- national library □
6. Please indicate which of the following units your library has:
-- acquisition unit
-- cataloguing unit
-- circulation unit
-- serials unit
-- reference service unit
-- administration unit
-- information services unit
-- automation services
-- other (please specify)

7. Please indicate how many staff work in your library in the following categories?
-- professionals
-- para-professionals
-- clerical staff
-- other (please specify)

*Professional: means staff who have a degree in Library and Information Studies (B.A, Higher diploma, M.L.S., and Ph.D.)
**Para-professional: means: staff who have a (two year Diploma, on the job training or more than six months experience)

8. Please indicate the total number of the staff in cataloguing department in each category?
-- professionals
-- para-professionals
-- clerical staff
-- other (please specify)

9. What is the source (s) for your library budget?

10. What was the total library budget for 1993/94? K.D.

11. What was the total library budget for 1994/95? K.D.

12. What is the total library budget for 1995/96? K.D.
13. What percentage of the total library budget was spent in 1993/94 and 1994/95 on the following?

<table>
<thead>
<tr>
<th>Expenses</th>
<th>1993/94</th>
<th>1994/95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Approximately how many titles are there in your collection in the following categories?

<table>
<thead>
<tr>
<th>Types of materials</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arabic</td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Periodical titles</td>
<td></td>
</tr>
<tr>
<td>Periodical indexes</td>
<td></td>
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<tr>
<td>Pamphlets</td>
<td></td>
</tr>
<tr>
<td>Manuscripts</td>
<td></td>
</tr>
<tr>
<td>CD-ROM discs</td>
<td></td>
</tr>
<tr>
<td>Microforms</td>
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<tr>
<td>Government publications</td>
<td></td>
</tr>
<tr>
<td>Audio-visual materials</td>
<td></td>
</tr>
<tr>
<td>Technical reports</td>
<td></td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td></td>
</tr>
</tbody>
</table>
15. How many titles did your library buy in the following categories in 1994/95?

<table>
<thead>
<tr>
<th>Types of materials</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arabic</td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Periodical titles</td>
<td></td>
</tr>
<tr>
<td>Periodical indexes</td>
<td></td>
</tr>
<tr>
<td>Pamphlets</td>
<td></td>
</tr>
<tr>
<td>Manuscripts</td>
<td></td>
</tr>
<tr>
<td>CD-ROM discs</td>
<td></td>
</tr>
<tr>
<td>Microforms</td>
<td></td>
</tr>
<tr>
<td>Government publication</td>
<td></td>
</tr>
<tr>
<td>Audio-visual materials</td>
<td></td>
</tr>
<tr>
<td>Technical reports</td>
<td></td>
</tr>
<tr>
<td>Theses &amp; dissertations</td>
<td></td>
</tr>
</tbody>
</table>

16. How many additional titles did you receive in 1994/1995?
   -- as gifts
   -- as exchanges

17. What percentage of the titles in your library collection are duplicates?
   -- books
   -- serials

18. What percentage of titles was lost (stolen) during 1994/95?
   -- books
   -- serials

19. What percentage did you replace?

20. What percentage of the titles your library collection was discarded during 1994/1995?

Technical Services

A. Selection and Acquisition of Materials

21. Do you have a written acquisitions policy? Yes □ No □
   -- If "No" do you think you need to have an acquisition policy in your library? Yes □ No □
-- If "Yes" how important is the acquisition policy to your library? (1. highly important 2. important 3. not important 4. no opinion) please tick one box

1 2 3 4

☐ ☐ ☐ ☐

B. Classification and Cataloguing

22. What system of classification do you use for non-Arabic materials?
   (please tick (✔) in the appropriate boxes below)

<table>
<thead>
<tr>
<th>Classification Scheme</th>
<th>Types of material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books</td>
</tr>
<tr>
<td>-- Dewey Decimal classification</td>
<td></td>
</tr>
<tr>
<td>-- Library of Congress Classification</td>
<td></td>
</tr>
<tr>
<td>-- Universal Decimal Classification</td>
<td></td>
</tr>
<tr>
<td>-- Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

23. What systems of classification do you use for Arabic materials?

<table>
<thead>
<tr>
<th>Classification Scheme</th>
<th>Types of material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books</td>
</tr>
<tr>
<td>-- Dewey Decimal classification</td>
<td></td>
</tr>
<tr>
<td>-- Library of Congress Classification</td>
<td></td>
</tr>
<tr>
<td>-- Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

24. Which cataloguing rules does your library use?

<table>
<thead>
<tr>
<th>Cataloguing Rules</th>
<th>Non-Arabic materials</th>
<th>Arabic materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACR 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACR 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACR 2R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arabic version</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. What list of subject headings does your library use?

<table>
<thead>
<tr>
<th>Subject Headings</th>
<th>Non-Arabic materials</th>
<th>Arabic materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library of Congress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Al-khazandar subject headings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
26. How many items were catalogued in your library during the following years?
-- 1993
-- 1994
-- 1995

27. Do you do all your cataloguing in your own library?
Yes ☐ No ☐

-- If "no" please explain how your cataloguing records are supplied:

28. Do you have any difficulties with cataloguing materials?
-- in Arabic Yes ☐ No ☐
-- in foreign languages Yes ☐ No ☐

-- If "Yes", Please specify:
Arabic:

Foreign:

29. Do you co-operate in cataloguing with other libraries in Kuwait?
Yes ☐ No ☐

30. Do you have any experience with a centralised cataloguing service?
Yes ☐ No ☐

-- If "Yes", please specify:

31. In your opinion, how important is it
to establish centralised cataloguing
in the following? (1. highly important
2. important 3. not important 4. no opinion)

- National Library
- Kuwait University Library
- National Bibliographic Centre
- National Council of Literature, Arts and Letters
- KISR
- Other (please specify)

Please tick one box

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

32. How do you arrange periodicals
on the shelves?
- by broad subject area
- alphabetically by title
- by classification number

33. Does your library use any computerised
systems for cataloguing records?
(e.g. DOBIS/LIBIS, MINISIS,
CDS/ISIS, VTLS or other)
-- If “Yes” please specify:

Yes □ No □

34. How do you prefer to do your cataloguing?
- in your own library
- through vendors
- other (please specify)

-- If vendors or others, are they able to provide
cataloguing records in MARC format?
Yes □ No □

C. Bibliographic services:

35. Please indicate the physical form of
catalogue used in your library?
- card catalogue
- book
- CD-ROM
- OPAC
- other (please specify)
36. Are your catalogues accessible by the public?  
   ① Yes ② No  
37. Do you have a Union Catalogue?  
   ① Yes ② No  
38. Do you have a Union list of serials?  
   ① Yes ② No  
39. Do you have subject bibliographies?  
   ① Yes ② No  
40. Do you have a government publication list?  
   ① Yes ② No  

Automation / Networks  

41. Does your library operate a computer system?  
   ① Yes ② No  
   -- If ‘Yes’, are any of the following operations  
   computerised in your library? (tick which apply)  
   -- acquisitions  
   -- serials  
   -- reference  
   -- cataloguing  
   -- circulation  
   -- other (please specify)  

42. Is your library a member of a networked group?  
   ① Yes ② No  
   -- If “yes”, what form of agreement  
   is the basis for membership?  
   -- formal contract  
   -- member agreement  
   -- other (please specify)  

-- If “No”, go to (Qu. 44).
43. In your opinion, how desirable is it to have a Wide-Area Network (WAN) between libraries in Kuwait? (1. highly desirable 2. desirable 3. not desirable 4. no opinion)

- Please give reasons:

44. Does your library have plans to become automated?

-- If "yes", please specify the system you would prefer

-- If ‘No’, please indicate in your opinion the difficulties in implementation of automation in your library:
( 1. strongly agree 2. agree 3. disagree 4. strongly disagree 5. no opinion )

- financial
- lack of qualified staff
- staff attitude
- technical problems
- Other (please specify)

45. In your opinion, do you think that cataloguing automation in your library would:

( 1. strongly agree 2. agree 3. disagree 4. strongly disagree 5. no opinion )

- offer new services?
- help you co-operate with other libraries?
- help to standardise catalogue?
- facilitate resources sharing?
- help research activities among users?
- increase workload?
- make the cataloguing job more difficult?
- help solve the shortage of qualified staff?
46. Does your library have its own automation department/ specialist? 

Yes ☐  No ☐

-- If “No”, where does the librarian get advice about automation?

- computer centre ☐
- Kuwaiti expert ☐
- foreign expert ☐
- other (please specify) ______________________________

-- If “computer centre”, how closely does the librarian co-operate with the computer centre?

please tick one

1  2  3

a lot  a little  very little

-- If “2. or 3.”, are there any problems in co-operating with the computer centre? 

Yes ☐  No ☐

-- If “Yes”, what are they? ______________________________

47. In your opinion, how could this co-operation be improved?

_______________________________________________

_______________________________________________

_______________________________________________
Co-operation

48. Do you agree that the following activities are important in library co-operation? (1. strongly agree 2. agree 3. disagree 4. strongly disagree 5. no opinion).

Please tick one box

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- selective dissemination of information</td>
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<tr>
<td>-- compiling a national bibliography</td>
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<td>-- indexing and abstracting services</td>
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<tr>
<td>-- subject bibliographical services</td>
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<tr>
<td>-- exploring the use of computer in cataloguing &amp; classification</td>
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<tr>
<td>-- fostering co-operation with other national and international systems</td>
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<tr>
<td>-- translation services</td>
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<tr>
<td>-- interlibrary loans</td>
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<td>-- preparing a national union catalogue</td>
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<td>-- use of ISBD for network catalogue</td>
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<tr>
<td>-- co-operative acquisition of monographs</td>
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<tr>
<td>-- co-operative acquisition of serials</td>
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<tr>
<td>-- assigned subject specialisation in acquisitions</td>
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<tr>
<td>-- establishing a formal exchange system</td>
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<tr>
<td>-- establishing a delivery service system</td>
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<tr>
<td>-- establishing a communication system</td>
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<tr>
<td>-- establishing a centralised processing unit</td>
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<tr>
<td>-- developing an Arabic MARC format</td>
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</tr>
</tbody>
</table>

49. Please give any other comments you may have on library co-operation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

280
Training

50. Does your library offer organised professional training in library automation?  
   Yes □  No □

   -- If “Yes” please specify its types (workshops, seminars, conferences, etc.):

51. In your opinion, how important is it to have training in library automation?  
   (1. highly important 2. important 3. not important 4. no opinion)
   please tick one box
   □ □ □ □

52. Does your library offer organised professional training in cataloguing?  
   Yes □  No □

53. In your opinion, how important is it to have training in cataloguing?  
   (1. highly important 2. important 3. not important 4. no opinion)
   please tick one box
   □ □ □ □

Implementation of National bibliographic Network

54. What, in your opinion, would be the best way to implement a national bibliographic network?  

55. Any other comments
Appendix 2

National Bibliographic Network Questionnaire (2)
National Bibliographic Network
Questionnaire (2)

Identification:

1. Name of the institution / library: ________________________________
2. Date of establishment: ________________________________
   -- address: ________________________________
   -- telephone: ________________________________
   -- Fax: ________________________________
   -- e-mail: ________________________________

Staff

3. Please indicate how many staff work in cataloguing department?
   -- professionals
   -- para-professionals
   -- clerical staff
   -- others (please specify)

*Professional: means staff who have a degree in Library and Information Studies (B.A, Higher diploma, M.L.S., and Ph.D.)
**Para-professional: means: staff who have a (two year Diploma, on the job training or more than six months experience)

Technical Services

A. Selection and Acquisition of Materials

4. Do you have a written acquisitions policy?  Yes □  No □
   -- If "No" do you think you need to have an acquisition policy in your library?  Yes □  No □
   -- If "Yes" how important is the acquisition policy to your library? (1. highly important 2. important 3. not important 4. no opinion) please tick one box
   1  2  3  4

**B. Classification and Cataloguing**

5. What system of classification do you use for non-Arabic materials?  
(please tick [✓] in the appropriate boxes below)

<table>
<thead>
<tr>
<th>Classification Scheme</th>
<th>Types of material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books</td>
</tr>
<tr>
<td>-- Dewey Decimal classification</td>
<td></td>
</tr>
<tr>
<td>-- Library of Congress Classification</td>
<td></td>
</tr>
<tr>
<td>-- Universal Decimal Classification</td>
<td></td>
</tr>
<tr>
<td>-- Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

6. What system of classification do you use for Arabic materials?

<table>
<thead>
<tr>
<th>Classification Scheme</th>
<th>Types of material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books</td>
</tr>
<tr>
<td>-- Dewey Decimal classification</td>
<td></td>
</tr>
<tr>
<td>-- Library of Congress Classification</td>
<td></td>
</tr>
<tr>
<td>-- Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

7. Which cataloguing rules does your library use?

<table>
<thead>
<tr>
<th>Cataloguing Rules</th>
<th>Non-Arabic materials</th>
<th>Arabic materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACR 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACR 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACR 2R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arabic version</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. What list of subject headings does your library use?

<table>
<thead>
<tr>
<th>Subject Headings</th>
<th>Non-Arabic materials</th>
<th>Arabic materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library of Congress</td>
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<td></td>
</tr>
<tr>
<td>Sears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>al-khazandar subject headings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. How many items were catalogued in your library during the following years?  
   -- 1993  
   -- 1994  
   -- 1995
10. Do you do all your cataloguing in your own library?  
   Yes □  No □  
   -- If "no" please explain how your cataloguing records are supplied?

11. Do you have any difficulties with cataloguing materials?  
   -- in Arabic  
     Yes □  No □  
   -- in foreign languages  
     Yes □  No □  
   -- If "Yes", Please specify:  
     Arabic: ____________________________  
     Foreign: ____________________________

12. Do you co-operate in cataloguing with other libraries in Kuwait?  
   Yes □  No □  

13. Do you have any experience with a centralized cataloguing service?  
   Yes □  No □  
   -- If "Yes", please specify:

14. In your opinion, how important is it to establish a centralised cataloguing service in the following? (1. highly important 2. important 3. not important 4. no opinion) Please tick one box
   -- National Library □ □ □ □  
   -- Kuwait University Library □ □ □ □  
   -- National Bibliographic Centre □ □ □ □  
   -- National Council of Literature, Arts and Letters □ □ □ □  
   -- KISR □ □ □ □  
   Other (please specify) ____________________________
15. How do you arrange periodicals on the shelves?
   -- by broad subject area  
   -- alphabetically by title  
   -- by classification number

16. Does your library use any computerised systems for cataloguing records? (e.g. DOBIS/LIBIS, MINISIS, CDS/ISIS, VTLS or other)
   Yes □ No □
   -- If “Yes” please specify: ____________________________________________

17. How do you prefer to do your cataloguing?
   -- in your own library  
   -- through vendors  
   -- other (please specify)  
   -- If vendors or others, are they able to provide cataloguing records in MARC format? Yes □ No □

C. Bibliographic services:

18. Please indicate the physical form of catalogue used in your library?
   -- card catalogue  
   -- book  
   -- CD-ROM  
   -- OPAC  
   -- other (please specify) ____________________________________________

19. Are your catalogues accessible by the public? Yes □ No □

20. Do you have a Union Catalogue? Yes □ No □

21. Do you have a Union list of serials? Yes □ No □

22. Do you have subject bibliographies? Yes □ No □

23. Do you have a government publication list? Yes □ No □
**Automation/ Networks**

24. Does your library operate a computer system?  
   Yes ☐ No ☐
   
   -- If 'Yes', are any of the following operations computerised in your library? (tick which apply)
   
   -- acquisitions ☐
   -- serials ☐
   -- reference ☐
   -- cataloguing ☐
   -- circulation ☐
   -- other (please specify)________________________
   
   -- If “No”, go to (Qu. 26)

25. Is your library a member of a networked group?  
   Yes ☐ No ☐
   
   -- If “yes”, what form of agreement is the basis for membership?
   -- formal contract ☐
   -- member agreement ☐
   -- other (please specify)________________________
   
   -- If “Yes”, which of the following are most interest to your library? (Please rank 1-6, with 1 being “most interest” and 6 being “least interest”.)
   
   -- centralised cataloguing
   -- interlibrary loan service
   -- co-ordination of acquisition
   -- national bibliographic centre
   -- centralised catalogue production
   -- other (please specify)________________________
26. In your opinion, how desirable is it to have a Wide-Area Network (WAN) between libraries in Kuwait? (1. highly desirable 2. desirable 3. not desirable 4. no opinion)  
please tick one box  
1 2 3 4  
☐ ☐ ☐ ☐  
-- Please give reasons:  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  
27. Does your library have plans to become automated?  
Yes ☐ No ☐  
-- If "Yes", please specify the system you would prefer:  
__________________________________________________________________________  
-- If "No", please indicate in your opinion the difficulties in implementation of automation in your library: (1. strongly disagree 2. disagree 3. agree 4. strongly agree 5. no opinion)  
Please tick one box  
1 2 3 4 5  
-- financial ☐ ☐ ☐ ☐ ☐  
-- lack of qualified staff ☐ ☐ ☐ ☐ ☐  
-- staff attitude ☐ ☐ ☐ ☐ ☐  
-- technical problems ☐ ☐ ☐ ☐ ☐  
-- other (please specify)  
__________________________________________________________________________  
28. In your opinion, do you think that the automation of cataloguing in your library would: (1. strongly disagree 2. disagree 3. agree 4. strongly agree 5. no opinion)  
please tick one box  
1 2 3 4 5  
-- offer new services? ☐ ☐ ☐ ☐ ☐  
-- help you co-operate with other libraries? ☐ ☐ ☐ ☐ ☐  
-- help to standardise catalogue? ☐ ☐ ☐ ☐ ☐  
-- facilitate resources sharing? ☐ ☐ ☐ ☐ ☐  
-- help research activities among users? ☐ ☐ ☐ ☐ ☐  
-- increase workload? ☐ ☐ ☐ ☐ ☐  
-- make the cataloguing job more difficulties? ☐ ☐ ☐ ☐ ☐
29. Do you ever need advice about automated cataloguing?

- If "Yes", whom would you consult to get advice?
  - other cataloguing staff
  - library administrator
  - computer centre
  - Kuwaiti expert
  - foreign expert
  - other (please specify)

- If "Yes", what sort of advice do you need?
  (please specify to whom you would go if you need different sorts of advice)

30. How easy is it to get advice?

(1. very easy 2. easy 3. hard 4. very hard)

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<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>other cataloguing staff</td>
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<td></td>
</tr>
<tr>
<td>library administrator</td>
<td></td>
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<tr>
<td>computer centre</td>
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<tr>
<td>Kuwaiti expert</td>
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<tr>
<td>foreign expert</td>
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<tr>
<td>other (please specify)</td>
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</tbody>
</table>
Co-operation

31. Do your agree that the following activities are important in library co-operation?
   (1. strongly agree 2. agree 3. disagree
   4. strongly disagree 5. no opinion)

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<th>5</th>
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32. Please give any other comments you may have on library co-operation:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Training

33. Does your library offer organised professional training in library automation?  
   Yes ☐  No ☐

   -- If “Yes” please specify its types (workshops, seminars, conferences, etc.):

34. In your opinion, how important is it to have training in library automation?  
   (1. highly important 2. important 3. not important 4. no opinion) 
   please tick one box
   1 ☐  2 ☐  3 ☐  4 ☐

35. Does your library offer organised professional training in cataloguing?  
   Yes ☐  No ☐

36. In your opinion, how important is it to have training in cataloguing? 
   (1. highly important 2. important 3. not important 4. no opinion) 
   please tick one box
   1 ☐  2 ☐  3 ☐  4 ☐

Implementation of National bibliographic Network

37. What, in your opinion, would be the best way to implement a national bibliographic network in Kuwait?

38. Any other comments
Appendix 3

National Bibliographic Network Questionnaire (3)
National Bibliographic Network
Questionnaire (3)

Identification:

1. Name of the institution / library: ____________________________

2. Date of establishment: ____________________________
   -- address: ____________________________
   -- telephone: ____________________________
   -- Fax: ____________________________
   -- e-mail: ____________________________

Staff

3. Please indicate how many staff work in your department?
   -- professionals ____________________________
   -- para-professionals ____________________________
   -- clerical staff ____________________________
   -- other (please specify) ____________________________

*Professional: means staff who have a degree in Computer Science (B.S, Higher diploma, M.L.S., and Ph.D.)

**Para-professional: means: staff who have a (two year Diploma, on the job training or more than six months experience)

Budget

4. What was the total budget for your department in 1994/95? ______K.D.

5. What was the total budget for your department in 1995/96? ______K.D.

Automation / Networks

6. Does your library operate a computer system? Yes ☐ No ☐

   -- If ‘Yes’, are any of the following operations computerised in your library? (tick which apply)

   -- acquisitions ☐
   -- serials ☐
-- reference □
-- cataloguing □
-- circulation □
-- other (please specify) __________________________

-- If “No”, go to (Q 10).

7. Is your library a member of a networked group?  
Yes □
No □

-- If “Yes”, what form of agreement is the basis for membership?

-- formal contract □
-- member agreement □
-- other (please specify) __________________________

-- If “Yes”, which of the following are most interest to your library? (Please rank 1-6, with 1 being “most interest” and 6 being “least interest”.)

-- centralised cataloguing __________________________
-- interlibrary loan service __________________________
-- co-ordination of acquisition _______________________
-- national bibliographic centre _______________________
-- centralised catalogue production __________________
-- other (please specify) ____________________________

8. In your opinion, how desirable is it to have a Wide-Area Network (WAN) between libraries in Kuwait?  
1. highly desirable please tick one box  
2. desirable 3. not desirable 4. no opinion  
□ □ □ □

-- Please give reasons:

_____________________________________________________________________

9. Does your library have plans to become automated?  
Yes □
No □

-- If “Yes” please specify the system you would prefer: ______________________

_____________________________________________________________________

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-- If 'No', please indicate in your opinion
the difficulties in implementation of
automation in your library:
( 1. strongly disagree 2. disagree 3. agree
4. strongly agree 5. no opinion )

- -- financial
- -- lack of qualified staff
- -- staff attitude
- -- technical problems
- -- other (please specify)

10. In your opinion, do you think
that cataloguing automation
in your library would:
(1. strongly disagree 2. disagree 3. agree
4. strongly agree 5. no opinion )

- -- offer new services ?
- -- help you co-operate with other libraries ?
- -- help to standardise catalogue ?
- -- facilitate resources sharing ?
- -- help research activities among users ?
- -- make the cataloguing job more
difficult ?
- -- help solve the shortage of qualified staff?

11. Does the computer centre co-operate
with the library ?

--- If "Yes", how closely does it co-operate
with the library ? (1. a lot 2. a little 3. very little)

--- If (2 or 3) are there any problems in
coo-perating with the library?

--- If "Yes", what are they ?
12. In your opinion, how could this co-operation be improved?

---

Co-operation

13. Do you agree that the following activities are important in library co-operation?
   (1. strongly agree 2. agree 3. disagree 4. strongly disagree 5. no opinion)

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14. Please give any other comments you may have on library co-operation:
Training

15. Does your library offer organised professional training in library automation?  
   Yes □  No □  
   -- If "Yes" please specify its types (workshops, seminars, conferences, etc.):

16. In your opinion, how important is it to have training in library automation?  
   please tick one box
   (1. highly important 2. important 3. not important 4. no opinion)
   1  2  3  4
   □  □  □  □

Implementation of National bibliographic Network

17. What, in your opinion, would be the best way to implement a national bibliographic network in Kuwait?

18. Any other comments
Appendix 4

Interview Questions
Opinions and attitudes Toward National Bibliographic Network

1. Does your library have a network or any plan for a network?
   --- If yes please specify the automation system and in which library functions the network is applied?

2. If your library has a network or plans to have network, can you specify what kind of support your library needs:
   --- Technical services (cataloguing, acquisition, circulation and interlibrary loan)
   --- Financial
   --- Library resources
   --- Training staff
   --- Others

3. Is there any library co-operation through an automated network with other libraries?
   --- If yes, please specify:
   --- What kind of library co-operation does your library have?
   --- Is there any formal statement of library co-operation between your library and other libraries?
   --- If there is library co-operation between your library and other libraries, can you specify when the co-operation began and its effect on your library?

4. In your opinion, what sources of funding do you suggest for implementing a national bibliographic network centre?

5. In your opinion, is it best for a national bibliographic network to be:
   --- Separate organisation?
   --- Affiliated with a library?

6. What are the obstacles and problems in implementing a network?

7. What are the obstacles and problems in automation co-operation between libraries?
Appendix 5

Cover Letters

1. For the questionnaire
2. For the Interview
Dear Sir/Madam

Subject: Questionnaire on *A Plan for the Establishment of a National Bibliographic Network for Kuwait in the Light of International and Local Standards*

I am a research student at the Department of Information and Library Studies, Loughborough University. My thesis is entitled, "A Plan for the Establishment of a National Bibliographic Network for Kuwait in the Light of International and Local Standards".

Your help and co-operation in answering the attached questionnaire is essential for me to formulate the components of the system. Your opinion could provide a better understanding of the value of co-operation and network and lead to design of a model more suitable to the need unique need of the libraries in Kuwait.

I would be much grateful if you could complete the enclosed questionnaire. Please respond to all questions and give your candid opinions. I will collect your response within one week. Please complete the questionnaire as soon as possible.

Thank you very much for your co-operation.

Yours sincerely,

Nahla D. Al-humood
Dear Sir/Madam

Subject: Questionnaire on *A Plan for the Establishment of a National Bibliographic Network for Kuwait in the Light of International and Local Standards*

I am a research student at the Department of Information and Library Studies, Loughborough University. My thesis is entitled, "A Plan for the Establishment of a National Bibliographic Network for Kuwait in the Light of International and Local Standards".

Your help and co-operation in answering the attached questionnaire is essential for me to formulate the components of the system. Your opinion could provide a better understanding of the value of co-operation and network and lead to design of a model more suitable to the need unique need of the libraries in Kuwait.

I would be much grateful if you could complete the enclosed questions. Please respond to all questions and give your candid opinions and attitude. Please complete the questionnaire as soon as possible. If you want to contact me, my address above:

Thank you very much for your co-operation.

Yours sincerely,

Nahla D. Al-humood
Appendix 6

Arabic and non-Arabic Documents

Arabic Document: The Translation of the Questionnaires
  Questionnaires 1
  Questionnaires 2
  Questionnaires 3

Non-Arabic Document: Kuwait National Library
الشبكة البibliوغرافية الوطنية

استبيان (1)

تعريف عام

1. اسم المؤسسة / المكتبة:

2. تاريخ الإشارة:
   -- العنوان:
   -- الهاتف:
   -- الfax:
   -- البريد الإلكتروني:

3. هل المكتبة عضو في أي مؤسسة أو جمعية في مجال المكتبات؟
   -- إذا كانت الإجابة بـ "نعم"، ذكر اسم الجمعية

الإدارة

4. ما نوع الإدارة التي تتبعها مكتبتكم؟
   -- إدارة مركزية
   -- إدارة لا مركزية

5. ما نوع مكتبتكم؟
   -- مكتبة كلية
   -- مكتبة مختصة
   -- مكتبة جامعية
   -- مكتبة عامة
   -- مكتبة مدرسية
   -- مكتبة وطنية
6. أي هذه الوحدات موجودة في مكتبتك؟

☐ وحدة التزويد
☐ وحدة الفهرسة
☐ وحدة الاستعارة
☐ وحدة الدوريات
☐ وحدة خدمة المراجع
☐ وحدة الإدارة
☐ وحدة خدمات المعلومات
☐ وحدة الخدمة الآلية
☐ وحدات أخرى

الموظفون

7. يرجى تحديد عدد الموظفين العاملين في مكتبتك؟

☐ المتخصص
☐ مساعد متخصص
☐ الفنيون/الكتبة
☐ آخرون

المتخصصين: الحاصلون على درجة في المكتبات والمعلومات (الدكتوراة، التعليم العالي، ماجستير، بكالوريوس)

مساعد متخصصين: (دبلوم ستين أو تدريب داخل المهنة على الأقل 6 أشهر)

8. يرجى تحديد العدد الكلي للموظفين في قسم الفهرسة لكل من:

☐ المتخصص
☐ مساعد متخصص
☐ الفنيون/الكتبة
☐ آخرون
الميزانية

9. ما مصدر ميزانية مكتبتكم؟
10. ما الميزانية الكلية للمكتبة لعام 1993/1994؟
11. ما الميزانية الكلية للمكتبة لعام 1994/1995؟
12. ما الميزانية الكلية للمكتبة لعام 1995/1996؟

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مجموعات المكتبة

14. نسبة كم عدد العناوين الموجودة في مكتبتكم؟

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16. كم من العناوين أشتريت لمكتبةك في عام 1994/1995؟

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16. أضافة إلى ما سبق كم عدد العناوين التي وصلتك في عام 1994/1995؟

- كإهداء
- من خلال التبادل

17. ما النسبة المئوية للعناوين المكررة من المجموع الكلي للعناوين بالمكتبة؟

- الكتب
  %
- الدوريات
  %

18. ما النسبة المئوية للعناوين المفقودة خلال عام 1994/1995؟

- الكتب
  %
- الدوريات
  %

19. ما النسبة المئوية التي تم إحلاها؟

20. ما النسبة المئوية للعناوين في مجموعة المكتبة التي تم إستبعادها؟

%
الخدمات الفنية

أ. الاختبار وال <<= التزويد للموارد

هل هناك سياسة مكتوبة للتزويد؟

- إذا كانت الأداة بـ "لا"، هل تفكر أنك بحاجة إلى سياسة للتزويد في مكتبتكم؟

ب. الفهرسة والتجميع

22. ما نظام التصنيف المستخدم للموارد غير العربية؟

(يرجى اختيار (✓) للمربع المناسب)

| نوعية المواد المكتبية | المصنفات | المصادر | التصنيف
|----------------------|----------|---------|-----------------
| للكتب                |          |         | تصنيف دوبي العشري
|                      |          |         | تصنيف مكتبة الكونجرس
|                      |          |         | التصنيف العشري العالمي
|                      |          |         | آخر (يرجى تحديدها)

23. ما نظام التصنيف المستخدم للموارد العربية؟

| نوعية المواد المكتبية | المصنفات | المصادر | التصنيف
|----------------------|----------|---------|-----------------
| للكتب                |          |         | تصنيف دوبي العشري
|                      |          |         | تصنيف مكتبة الكونجرس
|                      |          |         | التصنيف العشري العالمي
|                      |          |         | آخر (يرجى تحديدها)
24. ما قواعد الفهرسة المستخدمة في مكتبتك؟

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<td>القواعد الإنجليزية-أمريكية للفهرسة 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>القواعد الإنجليزية-أمريكية للفهرسة 3 منقحة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>العربية المعدلة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>آخر (يرجى تحديدها)</td>
</tr>
</tbody>
</table>

25. ما قائمة رؤوس الموضوعات المستخدمة في مكتبة؟

<table>
<thead>
<tr>
<th>المواد غير- العربية</th>
<th>المواد العربية</th>
<th>قواعد رؤوس الموضوعات</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>رؤوس موضوعات مكتبة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>الكونجرس</td>
</tr>
<tr>
<td></td>
<td></td>
<td>سيريز</td>
</tr>
<tr>
<td></td>
<td></td>
<td>رؤوس موضوعات الخزندار</td>
</tr>
<tr>
<td></td>
<td></td>
<td>آخر (يرجى تحديدها)</td>
</tr>
</tbody>
</table>

26. كم عدد المواد التي فهرست في مكتبتك خلال الأعوام التالية؟

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1993</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1995</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27. هل تقوم بعملية الفهرسة في مكتبتك؟

لا □ نعم □

إذا كانت الإجابة بـ "لا" ، يرجى توضيح كيف تتوفر سجلات الفهرسة؟

______________________________

309
28. هل لديك أي مشكلة في فهرسة المواد؟

- نعم □ لا □
- نعم □ لا □
- باللغات الأجنبية
- اللغة العربية

إذا كانت الإجابة بـ "نعم"، يرجى التحديد:

بالنسبة للمواد باللغة العربية:

بالنسبة للمواد باللغات الأجنبية:

29. هل تتعاون مع المكتبات الأخرى بالكويت في أعمال الفهرسة؟

- نعم □ لا □

30. هل لديك خبرة في خدمات الفهرسة المركزية؟

إذا كانت الإجابة بـ "نعم"، يرجى التحديد:

31. في رأيك ما أهمية إنشاء فهرسة مركزية في ما يأتي؟ (1=عاليالأهمية، 2=مهمة، 3=غير مهمة، 4=لا رأي)

- المكتبة الوطنية
- مكتبات جامعة الكويت
- المركز الوطني البibliوغرافي (القترح)
- المجلس الوطني للثقافة والعلوم والآداب
- معهد الكويت الأبحاث العلمية
32. كيف ترتيب الدوريات على الأرشفة؟

☐ حسب رؤوس الموضوعات العامة
☐ ترتيب هجائي بالعنوان
☐ حسب أرقام التصنيف

33. هل مكتبتكم تستخدم أنظمة أليّة للفهرسة السجلات؟

♥ مث أظمة (DOBIS/LIBIS, MINISIS) مث أظمة (CDS/ISIS, VTLS)

♥ إذا كانت الإجابة بـ "نعم", يرجى التحديد:

34. كيف ترغب أن تؤدي أعمال الفهرسة؟

□ في مكتبتكم
□ من خلال عمل
□ آخر (يرجى التحديد)

□ إذا كان من خلال العمل أو غيره هل باستطاعته أن يوفر سجلات الفهرسة على MARC format

٣٥. الخدمات البibliوغرافية:

□ يرجى تحديد شكل الفهرس المستخدم في مكتبتك

□ فهرس بطاقى
□ فهرس مطبوع (على شكل كتاب)
□ اقران لليزر مكتشنة (مدمجة)
□ CD-ROM
□ OPAC
□ آخر (يرجى التحديد)
<table>
<thead>
<tr>
<th></th>
<th>نعم</th>
<th>لا</th>
</tr>
</thead>
<tbody>
<tr>
<td>36. هل الفهرس في مكتبتكم في متناول المستفيدين؟</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. هل لديك فهرس موحد؟</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. هل لديك قائمة موحدة للدوريات؟</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. هل لديك بانوراما موضوعية؟</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. هل لديك قائمة بالمطبوعات الحكومية؟</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

الأسئلة / شروط المعلومات

41. هل لدى مكتبتكم نظام آلي؟

إذا كانت الإجابة بـ "نعم"، أي من هذه القائمة تصل أليا في مكتبتكم؟ (ضع دائرة حول ما هو مناسب)

- التنزويج
- الدوريات
- المراجع
- المراجعة
- الاستمارة
- آخر (يرجى التحديد)

42. هل مكتبتكم عضو في أي شبكة معلومات؟

إذا كانت الإجابة بـ "نعم"، ما شكل الاتفاقية للعضوية؟

- عقد رسمي
- اتفاقية عضوية
- آخر (يرجى التحديد)
إذا كانت الإجابة بـ "نعم"، ما هي مما يأتي الأهم لملكبتكم؟
(رجاء ركب من 1-6 على أن يكون 1 هو الأكثر أهمية)
-- الفهرسة المركزية
-- الخدمات الإحاطة بين المكتبات
-- التسويق في أعمال التزود
-- المركز الوطني البحريجافي
-- إنتاج الفهرسة المركزية
-- آخر (يرجى التحديد)

43. في رأيك ما مدى الحاجة إلى شبكة معلومات واسعة (WAN) بين مكتبات الكويت؟
(1. حاجة كبيرة، 2. هناك حاجة، 3. ليست هناك حاجة، 4. لا رأي)
يرجى اختيار مربع واحد

رجاء أعط السبب:

44. هل مكتبتكم لديها خطة لأدخال الميكنة؟
(يرجى تحديد النظام الأفضل لملكبتكم)
إذا كانت الإجابة بـ "لا" 4، يرجى تحديد في رأيك الصعوبات في أدخال المبكرة؟ (1. لا أوافق بشدة 2. لا أوافق 3. أوافق 4. أوافق بشدة 5. لا رأي)

- الميزانية
- نقص في الموظفين المتخصصين
- نسبة الموظفين
- مشكلات فنية
- آخر (يرجى التحديد)

5. في رأيك هل تعتقد أن الفهرسة اللائحة في مكتباتك سوف؟ (1. لا أوافق بشدة 2. أوافق 3. لا أوافق 4. لا أوافق بشدة 5. لا رأي)

- تقدم خدمات جديدة؟
- تساعدك في التعاون مع المكتبات الأخرى؟
- تساعد في توحيد الفهرسة؟
- تساعد في المشاركة بالمصادر؟
- تساعد في أنشطة المستفيدين البحثية؟
- تزيد من عبء العمل؟
- تجعل عمل الفهرسة أكثر صعوبة؟
- تساعد على سد النقص في المتخصصين؟
46. هل يوجد متخصصون في قسم المكتبة مكتبتكم؟

- Если كانت الإجابة بـ "لا"، من أين يحصل الأنباء المكتبيين على الاستشارات في المكتبة؟

- مركز الكمبيوتر
- متخصصين كويتيين
- متخصصين أجانب
- آخر (يرجى التحديد)

---

إذا كانت الأجبة من "مركز الكمبيوتر"، ما مدى العلاقة في التعاون معهم؟

يرجى الاختيار

---

1 2 3
- كثير قليل جدا

إذا كانت الإجابة "2 أو 3"، هل هناك مشاكل في التعاون مع مركز الكمبيوتر؟

- نعم
- لا

---

إذا كانت الإجابة بـ "نعم"، ما هي؟

---

47. في رأيك، كيف يكون التعاون أكثر فعالية؟

---
التعاون

48. هل الأنشطة التالية مهمة في إيجاد التعاون بين المكتبات?

يرجى اختيار مربع واحد

1 2 3 4 5

- البث الألكتروني للمعلومات
- بناء الببلوغرافية الوطنية
- خدمات التكثيف والاستخلاص
- خدمة الببليوغرافية الموضوعية
- تشجيع استخدام المكتبة في أعمال الفهرسة والتصنيف
- تشجيع التعاون مع الأنظمة الوطنية والعالمية
- خدمات الترجمة
- خدمات الإعارة بين المكتبات
- إعداد الفهرس الوطني الموحد
- استخدام التصنيف الدولي للوصف الببليوغرافي
- المواد للفهرسة الآلية
- التزويج التعاوني للطبعات
- التزويج التعاوني للدوريات
- تحديد التخصصات الموضوعية بالمكتبات في التزويج
- إنشاء نظام تبادل رسمي
- إنشاء نظام خدمات تسليم الوثائق
- إنشاء نظام للاتصال
- إنشاء نظام خدمات تسليم الوثائق
- إنشاء وحدة مركزية للعمليات الفنية
- ARAB MARC format
- تطوير الشكل العربي
- لتقنيات الفهرس المطورة آلياً

49. يرجى إعطاء رأيك من وجة نظرك في التعاون بين المكتبات:
التدريب

50. هل مكتبتكم تنظم الدورات المتخصصة في مكتبة المكتبات؟ نعم □ لا □

-- إذا كانت الإجابة بـ "نعم ", يرجى تحديد نوع هذه الدورة (ورشة، ندوة، مؤتمر، غيرها).

51. في رأيك ما أهمية التدريب في مجال مكتبة المكتبات؟ يرجى اختيار مربع واحد

(1. مهم جدا 2. مهم 3. غير مهم 4. لا رأي)

□ □ □ □

52. هل مكتبتكم تنظم دورات في الفلسفة؟ نعم □ لا □

53. في رأيك ما أهمية الدورة في الفلسفة؟ يرجى اختيار مربع واحد

(1. مهم جدا 2. مهم 3. غير مهم 4. لا رأي)

□ □ □ □

تأسس شبكة معلومات بليبيوغرافية وطنية

54. ما رأيك في أفضل الطرق لإنشاء شبكة معلومات بليبيوغرافية وطنية في دولة الكويت؟
آي ملاحظات أخرى

55
الشبكة الببليوغرافية الوطنية

عِرف عام

1. اسم المؤسسة/المكتبة:
2. تاريخ الإشارة:
   -- العنوان:
   -- الهاتف:
   -- الفاكس:
   -- البريد الإلكتروني:

الموظفون

يرجى تحديد عدد الموظفين العاملين في مكتبتكم بقسم الفهرسة والتصنيف:

--- المتخصص
--- مساعد متخصص
--- الفنيون/الكتبة
--- آخرون

المتخصص عنى: الحاصلون على درجة في المكتبات والمعلومات (الدكتوراه، التعليم العالي، ماجستير، وبكالوريوس).

مساعد متخصص تعني: (دبلوم سنة أو تدريب داخل المهنة على الأقل 6 أشهر).

خدمات المكتبة

أ. الاختبار والتزويد للمواد

هل هناك سياسة مكتوبة لتوزيع؟

نعم □ لا □
- إذا كانت الإجابة بـ "لا"، هل تفكر أنك بحاجة إلى سياسة التزويد في مكتباتك؟
- إذا كانت الإجابة بـ "نعم" ما مدى أهمية سياسة التزويد لمكتباتك (1 مهم جداً، 2 مهم، 3 غير مهم، لا رأي).

<table>
<thead>
<tr>
<th>رقم اختيار</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>الرد</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ب، الفهرسة والتصنيف

5. ما نظام التصنيف المستخدم للمواد غير العربية؟
(يرجى اختيار (✓) للمربع المناسب)

<table>
<thead>
<tr>
<th>نوعية المواد المكتبية</th>
<th>نظام التصنيف</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

6. ما نظام التصنيف المستخدم للمواد العربية؟

<table>
<thead>
<tr>
<th>نوعية المواد المكتبية</th>
<th>نظام التصنيف</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. ما قواعد الفهرسة المستخدمة في مكتبتكم؟

<table>
<thead>
<tr>
<th>المواد غير- العربية</th>
<th>المواد العربية</th>
<th>قواعد الفهرسة</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>القواعد الأنجلو-أمريكية للفهرسة 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>القواعد الأنجلو-أمريكية للفهرسة 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>القواعد الأنجلو-أمريكية للفهرسة 2 منحة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>العربية المعدلة</td>
</tr>
<tr>
<td></td>
<td></td>
<td>آخر (يرجى تحديد)</td>
</tr>
</tbody>
</table>

8. ما قائمة رؤوس الموضوعات المستخدمة للمكتبة؟

<table>
<thead>
<tr>
<th>المواد غير- العربية</th>
<th>المواد العربية</th>
<th>قوائم رؤوس الموضوعات</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>رؤوس موضوعات مكتبة الكونجرس</td>
</tr>
<tr>
<td></td>
<td></td>
<td>سيريز</td>
</tr>
<tr>
<td></td>
<td></td>
<td>رؤوس موضوعات خارجية</td>
</tr>
<tr>
<td></td>
<td></td>
<td>آخر (يرجى تحديد)</td>
</tr>
</tbody>
</table>

9. كم من المواد التي فهرست في مكتبتكم خلال الأعوام التالية؟

- 1993
- 1994
- 1995

10. هل تقوم بجميع عمليات الفهرسة في مكتبتكم؟

- لا
- نعم

إذا كانت الإجابة بـ "لا"، يرجى توضيح كيف تتوفر سجلات الفهرسة؟
11. هل تواجه أي مشكلات في فهرسة المواد؟
- باللغة العربية
- باللغات الأجنبية
إذا كانت الإجابة بـ "نعم"، يرجى التحديد:
- بالنسبة للمواد باللغة العربية
- بالنسبة للمواد باللغات الأجنبية

12. هل تتعاون مع المكتبات الأخرى بالكويت في أعمال الفهرسة؟
- لا
- نعم

13. هل لديك خبرة في خدمات الفهرسة المركزية؟
إذا كانت الإجابة بـ "نعم"، يرجى التحديد:
14. في رأيك ما أهمية إنشاء فهرسة مركزية في ما يأتي؟
رجاء اختر منيع واحد.

1. عالي الاهتمام 2. مهنة 3. غير مهنة 4. لا رأي

- المكتبة الوطنية
- مكتبات جامعة الكويت
- المركز الوطني للبيانات والدبلومات
- المجلس الوطني للثقافة والعلوم والآداب
- معهد الكويت للأبحاث العلمية

أخرى (يرجى تحديد)

15. كيف ترتيب الدوريات على الأحرف؟

- حسب رؤوس الموضوعات العامة
- ترتيب هجائي بالألغاز
- حسب أرقام التصنيف

16. هل تستخدم أنظمة آليّة لفهرسة المجلات في مكتبةك؟

- نعم
- لا

مثل أنظمة (DOBIS/LIBIS, MINISIS, CDS/ISIS, VTLS)

إذا كانت الإجابة بـ "نعم"، يرجى التحديد:

17. كيف تفضل أن تقوم بأعمال الفهرسة؟

- في مكتبةك
- من خلال عمل
- أية (يرجى تحديد)
18. يرجى تحديد شكل الفهرس المستخدم في مكتبك؟

☐ فهرس بطاقي
☐ فهرس مطبوع (على شكل كتاب)
☐ أقراس ليزر مكتنزة (مدمجة)
☐ CD-ROM
☐ OPAC
☐ آخر (يرجى تحديد)

19. هل الفهرس في مكتبك في متناول المستفيدين؟

☐ لا ☐ نعم

20. هل لديك فهرس موحد؟

☐ لا ☐ نعم

21. هل لديك قائمة موحدة للدوريات؟

☐ لا ☐ نعم

22. هل لديك ببليوغرافيات موضوعية؟

☐ لا ☐ نعم

23. هل لديك قائمة بالمطبوعات الحكومية؟

☐ لا ☐ نعم

الأسئلة/ شبكات المعلومات

24. هل لدى مكتبك نظام آلي؟

☐ لا ☐ نعم

إذا كانت الإجابة بـ "نعم"، أي من هذه القائمة تعمل آلياً في مكتبك؟ (ضع دائرة حول ما هو مناسب)
26. في رأيك ما مدى الحاجة إلى شبكة معلومات واسعة (WAN) بين مكتبات الكويت؟
1. حاجة كبيرة 2. هناك حاجة 3. ليست هناك حاجة 4. لا رأي
رجاء اختر مربع واحد

رجاء أعطى السبب:

27. هل مكتبات لديها خطة لأدخال الميكلنة؟
- إذا كانت الإجابة بـ "نعم"، يرجى تحديد النظام الأفضل لمكتباتك؟

- إذا كانت الإجابة بـ "لا"، يرجى تحديد
في رأيك الصعوبات في أدخال الميكلنة؟
1. لا أوافق بشدة 2. لا أوافق 3. أوافق
4. أوافق بشدة 5. لا رأي
رجاء اختر مربع واحد

- الميزانية
- نقص في الموظفين المختصين
- نسبة الموظفين
- مشاكلات فنية
- آخر (يرجى تحديد)
28. في رأيك هل تعتقد أن الفهرسة اللائقة في مكتبتكم سوف:
(1) لا أوافق بشدة 2. لا أوافق 3. أوافق 4. أوافق بشدة 5. لا أوافق)

رجاء اختيار مربع واحد

☐ 5  ☐ 4  ☐ 3  ☐ 2  ☐ 1

- تؤدي إلى تقديم خدمات جديدة؟
- تساعدك في التعاون مع المكتبات الأخرى؟
- تساعد في توحيد الفهرسة؟
- تساعد في المشاركة بالمصادر؟
- تساعد على تشجع أنشطة البحث بين المستفيدين؟
- تزيد من عبء العمل؟
- تجعل عمل الفهرسة أكثر صعوبة؟
- تساعد على كسب النص في المتخصصين؟

29. هل تحتاج إلى استشرارات في مكتبة الفهرسة؟ نعم ☐ لا ☐

إذا كانت الإجابة بـ "نعم"، من أين تحصل على الاستشارات؟

☐ من مهتمين آخرين
☐ مدير المكتبة
☐ مركز الكمبيوتر
☐ متخصصين كويتيين
☐ متخصصين أجانب
☐ آخر (يرجى تحديد) ________________________________

إذا كانت الإجابة بـ "نعم"، ما نوع الاستشارات التي تحتاجها؟

______________________________

يرجى تحديد الدولة المناسبة عندما تحتاج إلى استشارة؟ (من: الكويت، السعودية، مصر، الولايات المتحدة، المملكة البريطانية، وغيرها) ________________________________
30. ما مدى السهولة في الحصول على استشارة؟
(1. سهلة جدا. 2. سهلة. 3. صعبة. 4. صعبة جدا)

رجاء اختر مربع واحد

4 3 2 1

- من مهندسين آخرين
- مدير المكتبة
- مركز الكمبيوتر
- متخصصين كوبتيين
- متخصصين أجانب
- آخر (يرجى تحديد)

31. في رأيك، كيف تستطيع أن يكون التعاون أكثر فعالية في مجال الفهرسة بين المتخصصين في نفس المجال؟
التعاون

هل الأنشطة التالية مهمة في إيجاد التعاون بين المكتبات؟

يرجى اختيار مربع واحد

4 3 2 1

1. لا أوافق بشدة.
2. أوافق.
3. أوافق بشدة.
4. أوافق.
5. لا رأي.

باث الأنتقائى للمعلومات
-- بناء البليوبجرافيا الوطنية
-- خدمات التكشف والاستخلاص
-- خدمات البليوبجرافيا الموضوعية
-- تشجيع استخدام المكتبة في أعمال الفهرسة والتصنيف
-- تشجيع التعاون مع الأنظمة الوطنية والعالمية
-- خدمات الترجمة
-- خدمات الإعارة بين المكتبات
-- إعداد الفهرس الوطني الموحد
-- استخدام التقتين الدولي للوصف البليوبجرافي
-- الموحد للفهرسة الآلية
-- التزويد التعاوني للمطبوعات
-- التزويد التعاوني للدوريات
-- تحديد التخصصات الموضوعية بالمكتبات في التزويد
-- إنشاء نظام تبادل رسمي
-- إنشاء نظام خدمات تسليم الوثائق
-- إنشاء نظام خدمات تسليم الوثائق
-- إنشاء وحدة مركزية للعمليات الفنية

ARAB MARC format
-- تطوير الشكل العربي
-- تقنيات الفهرس المقررة آلياً
33. يرجى إعطاء رأيك من وجة نظرك في التعاون بين المكتبات:

التدريب

34. هل مكتبتكم تنظم الدورات المتخصصة في مكتبة المكتبات؟

نعم □ لاأ □  

إذا كانت الإجابة بـ "نعم", يرجى تحديد نوع هذه الدورة (ورشة، ندوة، مؤتمر، غيرها)

35. في رأيك ما أهمية التدريب في مجال مكتبة المكتبات؟

يرجى اختيار مربع واحد (1. مهم جدا 2. مهم 3. غير مهم 4. لا رأي)

36. هل مكتبتكم تنظم دورات في الفهرسة؟

نعم □ لاأ □  

37. في رأيك ما أهمية الدورة في الفهرسة؟

يرجى اختيار مربع واحد (1. مهم جدا 2. مهم 3. غير مهم 4. لا رأي)
تأسس شبكة معلومات بئلوجرافية وطنية

38. ما رأيك في أفضل الطرق لإنشاء شبكة معلومات بئلوجرافية وطنية في دولة الكويت؟

__________________________
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39. أي ملاحظات أخرى

__________________________
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الشبكة البibliوغرافية الوطنية

أستبيان (3)

تعريف عام

1. اسم المؤسسة / المكتبة:

2. تاريخ الإنشاء:
   -- العنوان: 
   -- الهاتف: 
   -- الهاتف: 
   -- الفاكس: 
   -- الرمز البريدي: 

الموظفون

3. يرجى تحديد عدد الموظفين العاملين في مكتبتك؟

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<tr>
<th>الوظائف الأخرى</th>
<th>الفنيون / الكتيبة</th>
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<th>المتخصص</th>
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المجموع

المتخصص: الحاصلون على درجة في المكتبات والمعلومات (الدكتوراه، التعليم العالي، ماجستير، بكالوريوس)

مساعد متخصص: (دبلوم ستين أو تدريب داخلي المهمة على الأقل 6 أشهر)
التيزانية

4. ما الميزانية الكلية للمركز لعام 1994/1995؟

5. ما الميزانية الكلية للمركز لعام 1995/1996؟

الأسئلة / شبكت المعلومات

6. هل لدى مكتبتك نظام آلي؟
   
   - إذا كانت الإجابة بـ "نعم"، أي من هذه القائمة تعلم آليا في مكتبك؟ (ضع دائرة حول ما هو مناسب)
     - التزويد
     - الدوريات
     - المراجع
     - الفهرسة
     - الاستعارة
     - آخر (يرجى التحديد)

7. هل مكتبتك عضو في أي شبكة للمعلومات؟
   
   - إذا كانت الإجابة بـ "نعم"، ما شكل الاتفاقية للعضوية؟
     - عقد رسمي
     - اتفاقية عضوية
     - آخر (يرجى التحديد)
-- إذا كانت الإجابة ب "نعم"، ما هي مما يأتي الأهم لمكتبتكم؟
(برجى ترتيب من 1-6 على أن يكون 1 هو الأكثر أهمية والرقم 6 الأقل أهمية)

__________________________
-- الفهرسة المركزية
__________________________
-- خدمات الأعارة بين المكتبات
__________________________
-- التنسيق في أعمال التزويد
__________________________
-- المركز الوطني البليوجرافى (المقترح)
__________________________
-- نتائج الفهرسة المركزية
__________________________
-- آخر (برجى التحديد)

8. في رأيك ما مدى الحاجة إلى شبكة معلومات واسعة (WAN) بين مكتبات الكويت؟
(1.حاجة كبيرة 2.هناك حاجة 3.ليس هناك حاجة 4.لا رأي)

برجى اختيار مربع واحد

4 3 2 1

يرجى أطعاء السبب:

__________________________

9. هل مكتبتكم لديها خطة لأدخال الميكنة؟
-- إذا كانت الإجابة ب "نعم"، يرجى تحديد النظام الأفضل لمكتبتكم؟

__________________________

334
- إذا كانت الإجابة بـ "لا"، يرجى تحديد في رأيك الصعوبات في أدخال المكتبة؟ (1. لا أوافق بشدة 2. لا أوافق 3. أوافق 4. أوافق بشدة 5. لا رأي)

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- الميزانية
- تقصير في الموظفين المتخصصين
- نسبة الموظفين
- مشكلات فنية
- آخر (يرجى تحديد)

---

10. هل تعتقد أن الفهرسة الآلية
في مكتبتكم سوف؟ (1. لا أوافق بشدة 2. لا أوافق 3. أوافق 4. أوافق بشدة 5. لا رأي)

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- تؤدي إلى تقديم خدمات جديدة؟
- تساعد في التعاون مع المكتبات الأخرى؟
- تساعد في توحيد الفهرسة؟
- تساعد في المشاركة بالمصادر؟
- تساعد على تشجيع أنشطة البحث بين المستفيدين؟
- تزيد من عبء العمل؟
- تجعل عمل الفهرسة أكثر صعوبة؟
- تساعد على سد النقص في المتخصصين؟

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11. هل يوجد تعاون بين مركز الكمبيوتر والمكتبة؟

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- إذا كانت الإجابة بـ "نعم"، ما مدى العلاقة في التعاون معهم؟
- نعم
- لا

-- يرجى اختيار واحدة

---

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11. إذا كانت الإجابة بـ "نعم" أو "لا"، هل هناك مشاكل في التعاون مع المكتبة؟

[☐] نعم [☐] لا

12. كيف تعتقد أن يكون التعاون أكثر فعالية؟

_____________________________

_____________________________
التعاون

13. هل الأنشطة التالية مهمة في إيجاد التعاون بين المكتبات؟

يرجى اختيار مربع واحد

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(1. لا أوافق بشدة 2. لا أوافق 3. أوافق 4. أوافق بشدة 5. لا رأي)

البث الإلكتروني للمعلومات
-- بناء البibliوกรافية الوطنية
-- خدمات التكشف والاستخلاص
-- خدمات البibliوغرافية الموضوعية
-- تشجيع استخدام المكتبة في أعمال الفهرسة والتصنيف
-- تشجيع التعاون مع الأنظمة الوطنية والعالمية
-- خدمات الترجمة
-- خدمات الأعارة بين المكتبات
-- إعداد الفهرس الوطني الموحد
-- استخدام التقنيات الدولي للوصف البibliوغرافي
-- الموحد للفهرسة الآلية
-- التزود التعاوني للطبعات
-- التزود التعاوني للدوريات
-- تحديد التخصصات الموضوعية بالمكتبات في التزويج
-- إنشاء نظام تبادل رفاسي
-- إنشاء نظام خدمات تسليم الوثائق
-- إنشاء نظام خدمات تسليم الوثائق
-- إنشاء وحدة مركزة للعمليات الفنية

ARAB MARC format
-- تطوير الشكل العربي

لتقنيات الفهرس المقررة آلياً
14. يرجى أعطاء رأيك من نظرك في التعاون بين المكتبات:

التدريب

15. هل مكتباتك تنظم الدورات المتخصصة في ميكنة المكتبات؟ نعم □ لا □

- إذا كانت الإجابة بـ "نعم"، يرجى تحديد نوع هذه الدورة (ورشة، ندوة، مؤتمر، غيرها)

16. في رأيك ما أهمية التدريب في مجال ميكنة المكتبات؟

يرجى اختيار مربع واحد

(مهم جدا 4، مهم 3، غير مهم 2، لا رأي 1)

تأسس شبكة معلومات بحرينية وطنية

17. ما رأيك في أفضل الطرق لإنشاء شبكة معلومات بحرينية وطنية في دولة الكويت؟

18. أي ملاحظات أخرى