

**Personal Information:**

- **Name:** Sarah Ahmed Saleh Said
- **Date of Birth:** July 7, 1986
- **Nationality:** Egyptian
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**Current Position:**

- Lecturer, Department of Library and Information Science, Faculty of Arts, Helwan University (Since 2021 - Present).
- Consultant, Digital Libraries Unit, E-Services and Knowledge Centre, Supreme Council of Universities (Since May 2016 - Present).

**Educational Qualifications:**

- PhD in Arts with First-Class Honors, Excellent Grade with recommendation for publication and exchange between universities, titled "Interdisciplinary Programs and Joint Degree Programs in Library and Information Science: A Delphi Study," 2020.
- Master's Degree in Library and Information Science with Excellent Grade and recommendation for publication and exchange between universities, titled "Teaching Digital Libraries: A Comparative Study," 2014.
- Bachelor of Arts - Helwan University, Department of Library and Information Science, with Excellent Grade with First-Class Honors (Top of the class), Excellent in Graduation Project, 2007.

**Jobs**

- Lecturer of Library Science and Information Technology, Faculty of Arts, Helwan University (2021-present).
- Assistant Lecturer of Library and Information Science, Faculty of Arts, Helwan University (2013/2020)
- Teaching Assistant, Department of Libraries and Information, Faculty of Arts, Helwan University (2008/2012)

**Academic experience**

- Supervising students of the Library and Information Department in technological

projects implemented in the subjects of (Introduction to Computers, , Systems Analysis and Design and Websites

- Teaching practical aspects of courses such as: Introduction to Library and Information Science, Bibliography, Bibliographic Description of Printed and Non-Printed Materials.

-Teaching specialized courses in library science (English for Libraries, Systems Analysis, and Computer Introduction).

### **Training Courses and Workshops Conducted as a Trainer**

- Training university library staff on the "Future" system and metadata management since 2016 until now.
- Participating in training faculty and researchers in Egyptian universities on impact factors and plagiarism since 2017.
- Participating in the development of the cataloguing sub-system for the " Future " system at Mansoura University.
- Assisting in the development of resource description guides using RDA standards for the Digital Libraries Unit, Supreme Council of Universities.
- Served as a trainer in the Training of Trainers (T.O.T.) program, organized by the National Centre for Training and Leadership Development at the Supreme Council of Universities, during April and May 2024.
- Participated in the development of the automated promotion system for generating impact factor and citation reports for researchers.

### **Digital Transformation Skills:**

- System Analysis (Flowcharts)
- Information Retrieval Systems
- Full-text & Abstracting Databases
- Windows & Office Suite
- Library Automation Systems User
- Open Source Software
- Integrated Library Systems
- Anti-plagiarism Software Tools

### **Training courses and workshops I attended:**

- ICDL (International Computer Driving License) from the Information Technology Center, Egyptian Cabinet.
- Faculty Development Courses (Effective Presentation Skills, Time Management, Research Projects, Teaching Methods).
- "Academic Program Accreditation Standards 2022" Training Course, May 2023, Faculty of Arts, Helwan University.
- RDA-based Resource Description and Access Course, September 2016.
- Clarivate EndNote Desktop Workshop, March 29, 2022.
- Participation in workshops organized by Elsevier and Clarivate, including topics like journal selection and research publishing.

- Completed **Faculty Development Programs**, including courses on Effective Presentation Skills, Time Management, Research Project Management, and Teaching Methods.
- Attended the training course "**Accreditation Standards for Academic Programs – 2022 Edition**", held in May 2023 at the Faculty of Arts, Helwan University.
- Participated in the training workshop on **Resource Description and Access (RDA)**, organized by the Digital Libraries Unit at the Supreme Council of Universities, from **September 19–20, 2016**.
- Participated in the **Advanced Level RDA Training Workshop**, held by the Digital Libraries Unit at the Supreme Council of Universities from **October 17–19, 2016**.
- Attended the **Training of Trainers (TOT) program** on information resources available through the **Egyptian Knowledge Bank (EKB)**, held on **September 14–15, 2019** at **Cairo University**.
- Participated in the "**EndNote Desktop**" workshop, organized by **Clarivate**, on **March 29, 2022**.
- Participated in a **workshop organized by Clarivate and the Egyptian Knowledge Bank (EKB)** as part of the certified (TOT) training program covering all EKB resources.
- Attended the **International Forum for Open Research in the MENA Region (F.O.R.M.)**, held from **October 26–27, 2022**.
- Participated in an **Elsevier workshop** titled "**Selecting Journals for Publishing**", held on **November 12, 2022**.
- Attended the **Elsevier–EKB–Helwan University Support Centre Training Program (SciVal)** on **October 29, 2022**.
- Participated in a **training workshop organized by the National Commission for UNESCO** on "**Policies for Long-term Preservation of Digital Heritage**", held from **December 21–22, 2021**, within the framework of enhancing the role of ICTs in preserving and providing access to digital documentary heritage for sustainable development.
- Participated in another **training workshop by the National Commission for UNESCO** on "**Digitization of Manuscript Heritage: Between Digital Imaging and Text Encoding**", held in **January 2022**, also within the framework of enhancing ICT's role in safeguarding digital heritage.
- Obtained the **Fundamentals of Digital Transformation Certificate** from the **Supreme Council of Universities** in **October 2022**, which included 5 mandatory modules and 2 elective modules (Mobile Applications and Web Search).
- Certified Trainer by the National Center for Training and Leadership Development at the Supreme Council of Universities since February 2024.

#### **Scientific productivity**

- Salah, Zainab, Kareem, Ahmed, and Saleh, Sarah (2021). Introduction to Computer Science. Cairo: Helwan University.
- Saleh, Sarah Ahmed (2020). "The Evolution of Interdisciplinary Relationships in

Library and Information Science: A Literature Review," International Journal of Library and Information Science, Vol. 7, Issue 3, (July – September 2020), pp. 332-350.

- Saleh, Sarah Ahmed (2020). "Interdisciplinary Programs in Digital Library Education," International Journal of Library and Information Science, Vol. 7, Issue I, (January – March 2020), pp. 332-355.

**Memberships in Professional Committees and Associations:**

- Member, Egyptian Society for Libraries and Information.

**Supervision of Master's and Ph.D. Theses:**

- Zainab Abdel Moneim Ibrahim Ahmed Sheikh, "Makerspaces in Egyptian Public Libraries: A Field Study," supervised by Amany Mohamed Said, Sarah Ahmed Saleh.

**Language Skills:**

- Native Language: Arabic
- English: Very Good (Writing, Reading, Speaking)