

Date: 02 – 15 December, 2015

University of Helsinki (HU)

EIT Delegation Visit, Digital Library Project

Activities Report

EIT Delegates:

Prof. Tesfamichael Haile (A/President, EIT)

Mr. Samuel Tewelde (Director of ICT & Tele-Education Center, EIT)

Mr. Beletse Desbele (Director of Library and Educational Resources Center)

University of Helsinki Partners:

Prof. Kimmo Tuominen (Director of Library, University of Helsinki)

Ms. Päivi Helminen (Digital Library Project Coordinator)

Mr. Pauli Assinen

Mr. Pasi Keski-Nisula

Ms. Annikki Roos

Ms. Marja Hirn

Ms. Hannele Näveri-Ranta

Mission of the Visit:

- Establishing Plan of Activities for the Digital Library Project (Dec 2015 – Dec 2017)
- Designing Digital Library Facility and Access Pool
- Designing Library Automation
- Required Equipment Specification for the Project
- Training Packages
- Project Implementation Activities and Schedule

Introduction:

As one of the Cooperation projects between Finland and Eritrea, the Digital Library establishment project has been launched since Nov 2015. According to the plans of the project, therefore, the EIT high level delegation is visiting the University of Helsinki, the Finnish Partner, for the above mentioned mission to establish working ground for the project.

Since the start of the mission, we have been running exposure visits to relevant institutions to have better ideas on designing the services we want to have at EIT under the project budget. The main institutions we visited include:

- Helsinki University Library, Main Library
- Helsinki University Library, Viikki Campus Library
- Helsinki City Library, Urban Workshop
- Helsinki University Library, Meilahti Campus Library
- P.V. Supa Ltd, library automation products company

Other activities also included:

- Discussions on Hulib Library system overview
- Hulib Circulation Services presentation by Ms. Nicola Nykopp
- Collection Management presentation by Ms. Maria Kovero and Ms. Marja Hirn: Acquisition and Cataloguing Systems (Physical and Electronic resources)
- Discussion with Helsinki University Library experts
- Detailed Presentation and Discussion with the Helsinki Library Director (Mr. Kimmo Tuominen) and Library experts
- Viikki Campus Library Presentation by Ms. Merja Kettunen
- General Discussions on the Digital Library Project with HU project coordinators
- Extensive Presentation on Educational Technologies and Services by Ms. Sari Koski-Kotiranta, expert on the field.
- Extensive Presentation on Meilahti Library services by Ms. Tiina Heino, and a tour around the library facilities
- Presentation the FinELib, The Finnish National Electronic Library, a consortium of Finnish universities, universities of applied sciences, research institutes and public libraries by Ms. Leena Salminen

We had also extra activities, meeting the Plan International Finland, and the Finn Church Aid on issues related to the other sister projects between Eritrea and Finland, considering the importance of consistent and inter-related planning of all the projects of cooperation between Finland and Eritrea.

Detailed Description of Mission Activities:

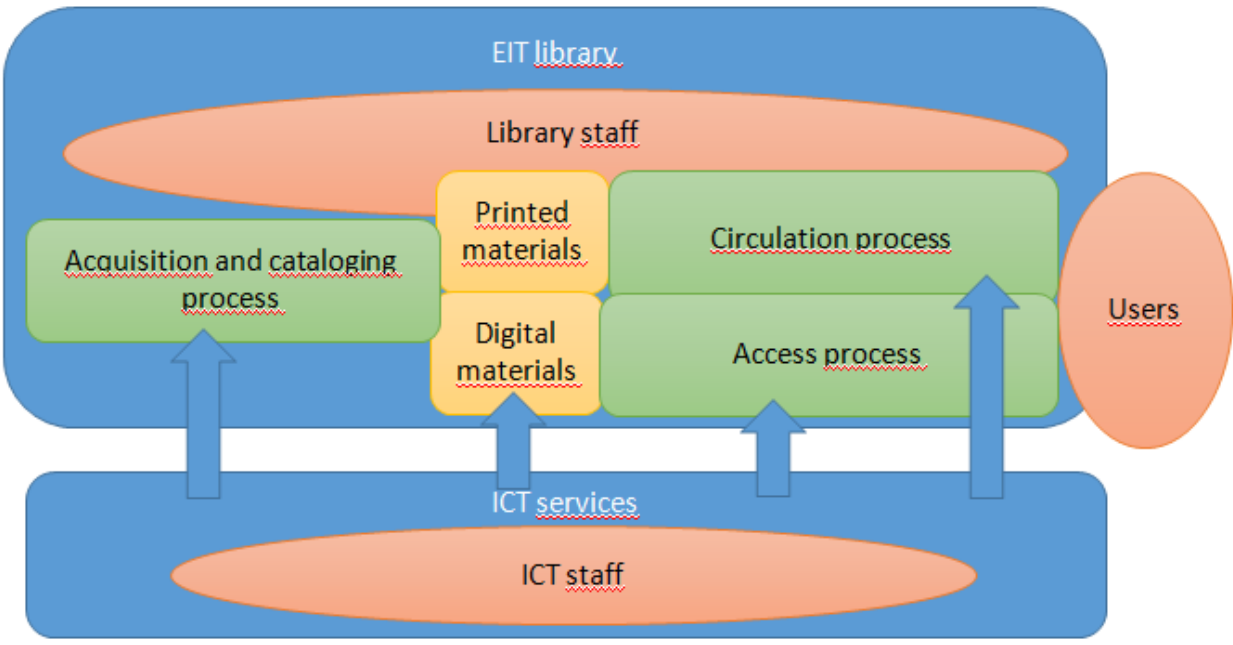
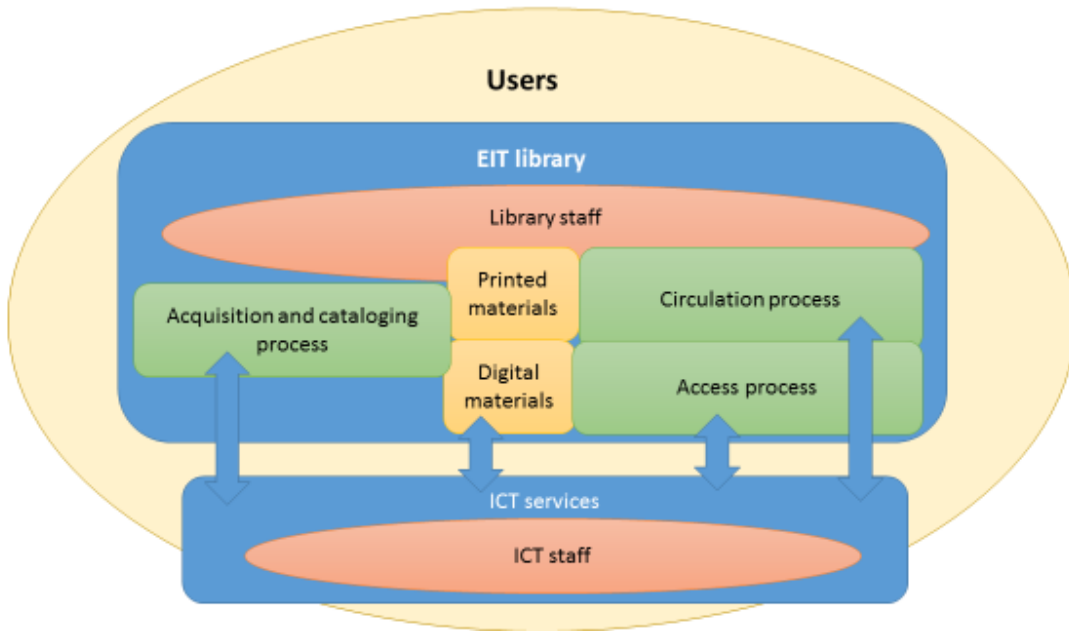
Establishing Plan of Activities for the Digital Library Project (Dec 2015 – Dec 2017)

During this mission, we are planning to exhaustively discuss the Digital Library establishment at the EIT campus, with the short term plans to serve the other universities in Eritrea. The e-resources are, therefore, to be used by all scholars of the educational community at large at the national level. It is to be noted that this kind of facility is going to be the first of its kind in Eritrea, hence it is going to have extensive educational community users throughout the universities and school communities in Eritrea.

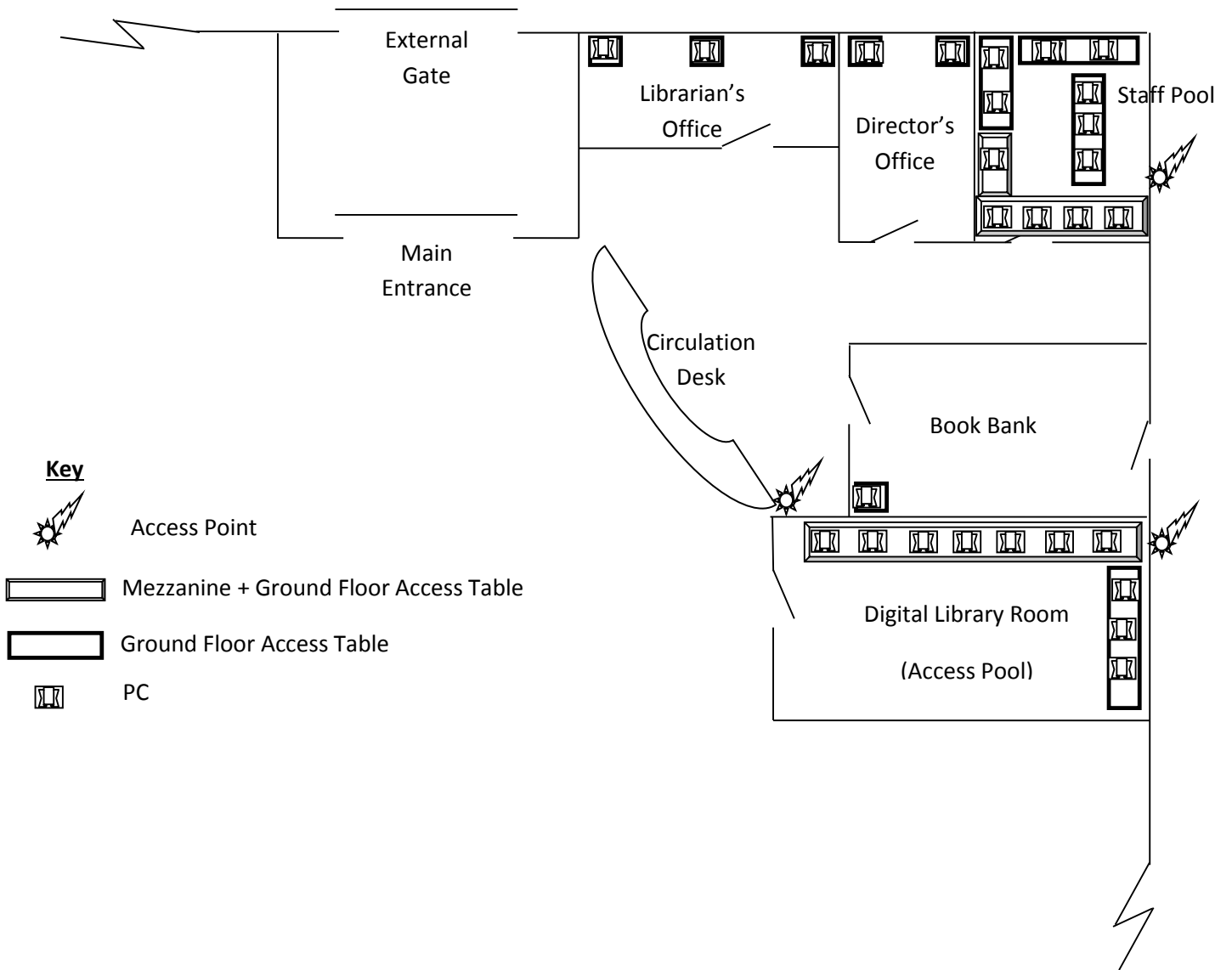
The focus of this project is to be concentrating on the establishment of the digital resources acquisition, system establishment (Digital Library System and the Library Automation) and provision of access to a wider user community. In this phase of the project, the domain will be limited to the EIT academic community and all the resources will be tuned to serve this community with the state-of-the-art system. The required ICT infrastructure to host the Digital Library facilities is going to be handled by the other cooperation project, i.e. the ICT4EEDU that is run in cooperation with the University of Eastern Finland and the Aalto University.

The plan of activities of the project shall address the important phases of the design, development and implementation of the project. These include the designing of the Digital Library facilities and provision of access to the digital materials, designing of Library automation system for EIT, specifying the equipment required in the project with detailed description of the items, detailing the required training on the general working principles of the library in connection with the facilities to be introduced in the project, and finally we shall draft the project implementation activities schedule and assignment of responsibilities to corresponding parties that will be followed as much as possible.

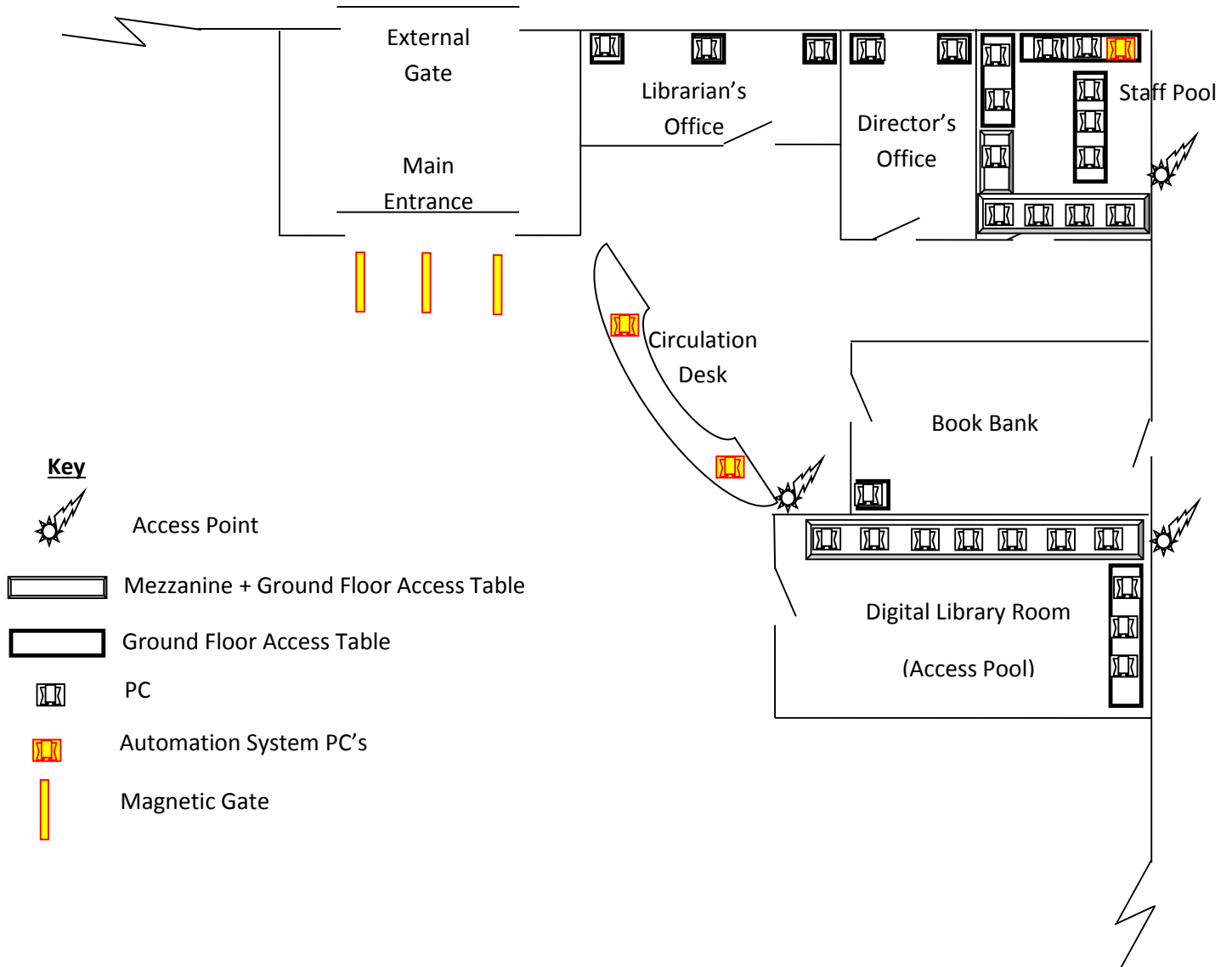
The Ultimate plan of the EIT Library Collection Services structure would look like the following:



1 - Designing Digital Library Facility and Access Pool



2 - Designing Library Automation



3 - Required Equipment Specification for the Project

Digital Library Pool PC's = 14 Mezzanine and 31 Ground Floor = 45 PC's (45 Stick PC Sets)

Staff Pool = 5 Mezzanine and 10 Ground Floor = 15 PC's : (10 Stick PC Sets + 5 Ordinary Desktop PC's)

Offices = 6 PC's : (All Ordinary Desktop PC's)

Circulation = 3 PC's : (2 Stick PC Sets & 1 Ordinary Desktop PC)

Laptops = 4 as per standard Specification given

Mobile Phone = 2 Smart Mobiles Phone with latest configuration

Digital Library Server & Backup = (May be included in the ICT4EEDU Project considering availability of enough budget)

Multimedia Screen = 2 Units of 55" LCD Screen, SONY Brand

Digital Materials Acquisition = Budget allocated –26,000 (Online access Subscription for only selected scientific Journals, while Open Access subscription for the rest)

Digital Library Software = Resource Space (Existing System may be considered)

Library Automation System Software = KOHA (Open Source Library System Software, Downloaded for Installation and testing at EIT)

Magnetic Security Gate = 4 RFID Security Gate Panels

2 Staff Reader Set

2 Pillar Self Check RF / 2 Baby Self Check RF

2 RF ID Scanners (Optional)

60000 RF Tags

10000 Plastic Library ID Cards with Printed Labels

Power Backup System = UPS Backup, 20KVA

X number of Solar Power Units (Panels and Battery), (Estimated cost of 1.5KVA complete set = 10,000 Euros)

Stick PC Set:

Stick PC = Intel Compute Stick / Quad-Core Intel Atom Processor / 32GB Storage / 2GB RAM /
Wifi / Bluetooth

Monitor = 17" / 19" with HDMI Port Connectivity

Keyboard = USB

Mouse = USB & Optical

Ordinary Desktop PC = Dell / HP / with Minimum Spec: Corei3 / 4GB RAM / 300GB (Subject to
availability of enough budget)

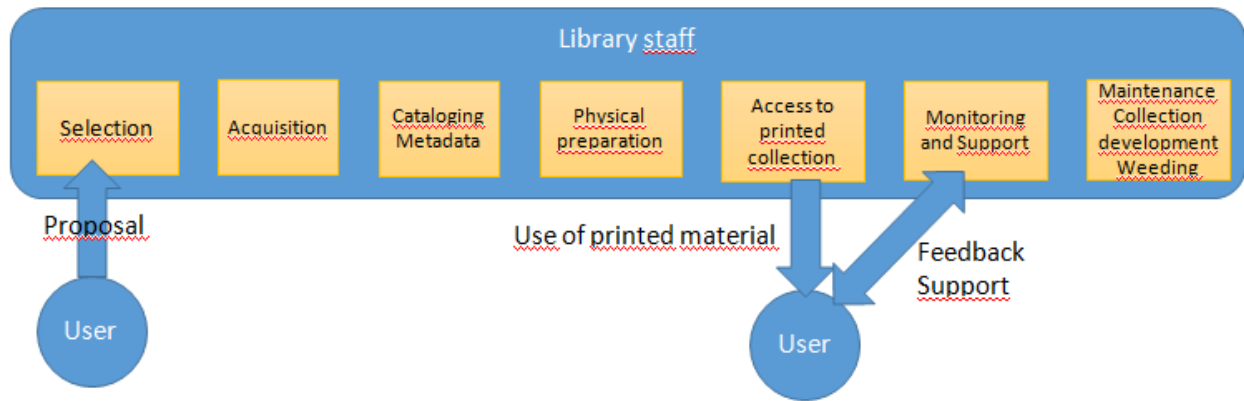
Laptop = Minimum Spec: Core i5 / 8GB RAM / 180GB SSD HDD

Furniture = Furniture for the Digital Library Access pool (To be made/ purchased in Eritrea)

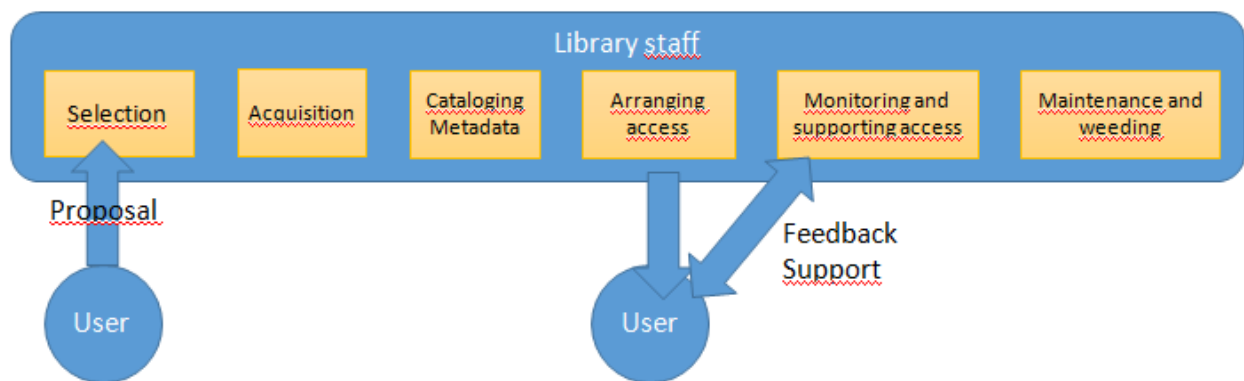
Furniture for the Circulation Desk (To be made/ purchased in Eritrea)

4 - Training Packages

The EIT Library process for acquiring Printed materials would look like the following.



This standard process of a library system will be considered for the new establishment of the EIT in the required planning for training of the library staff at the EIT. The process for Digital Materials management would also be as follows:



Considering the above proposed functional process, the project will run several training arrangements to upgrade the capacity of the EIT library. A suggested plan of training for the EIT new Library system establishment is presented below:

Target groups	Place	Mode	Content	Trainers	Time
Whole library staff in Eritrea	Eritrea	Flipped classroom: material before the learning sessions in Eritrea. In Eritrea lectures, discussions, various activities and engaged	The activity includes a brief needs assessment before or in the beginning of the training event. Library management: Overview of the whole system: collection management, circulation, other services, marketing,	4 Finnish Experts & 2 Local Experts (LIS Dept, EIT)	(Mid-End of February)

		learning methods	customer driven development.		
Targeted key persons in EIT(training of trainers)	Eritrea	Group meetings, mentoring	Needs assessment, setting the personal goals and plan for each key person. Content focused on Digital Library management: - acquisition, -licensing and copy right, - information retrieval and evaluation / open access materials, marketing and promotion of digital library and open access/ information literacy	4 Finnish Experts & 2 Local Experts (LIS Dept, EIT)	(Mid-End of February)
Targeted key persons in EIT, training of trainers	online	Online Interactive Video Conferencing Based / Through Online accessible teaching and assignment based as facilitated by local trainers	Content and personal goals of each person is specified in the first session in Eritrea. Detailed contents to be designed during the first training sessions in EIT	several experts from Finland / Local Expert Mentoring the Sessions	June-August 2016
Project Coordinators	Finland	Assessment & Evaluation of the project activities and Board Meetings		Project Coordinators, experts and Board members from Finland & Eritrea	(August/Sept 2016)
Representatives of the whole university library community in Eritrea, Ministry of Education, NCHE and other relevant stakeholders	Eritrea	Dissemination event	- presentation of the results achieved in the project -training on selected key areas of the project	EIT project team, 4 experts from Finland	Jan-Feb 2017 Sept-Oct2017 (Arranged in connection with the Program Board meetings)

The length of the visits and number of the visitors may vary within the budget limitations.

Project Implementation Activities and Schedule

The various activities in the project are listed below with their corresponding schedule of implementation. Some details of the activities shall, however be open for further modification upon mutual consent of the parties.

Ser.No.	Activity Plan	Period
1	EIT Delegation Visit to HULIB	Dec 2015
2	Finalize the Designing of a working plan for the establishment of DL and Library Automation for EIT	Jan 07, 2016
3	HULIB Visit to EIT (Librarians Training of Trainers and General Training Package/ DL Project Board Meeting)	Feb 2016
4	Procurement of Equipment for the EIT Library	Feb – Mar 2016
5	Installation & Technical Training	Apr – May 2016
6	EIT Delegation Visit to HULIB (SciFest and Board Meeting)	May 2016
7	Follow up of Installations and Advanced Technical Training (Online)	June – Aug 2016
8	Acquisition of Library e-Books/Journals/ Physical Books (subscribed and open access)	Aug – Dec 2016
9	Implementation and development of the library automation system and Digital Library	Aug 2016 – December 2017
10	Organize a seminar at EIT Dissemination Event/ Selected Areas Training	Jan – Feb 2017
11	EIT Delegation to HULIB (Assessment & Evaluation / Board Meeting)	May 2017
12	Online Training on Selected Training Packages	May – Jun 2017
13	Organize a seminar at EIT for Dissemination Event/ Selected Areas Training / Final Evaluation and Board Meeting / Project Closing Events	Sep – Oct 2017