

# LEBANESE AMERICAN UNIVERSITY

## LIBRARIES

### MEMORANDUM

To : Members of the Library Accreditation Committee

From : Cendrella Habre

Subject : Minutes of the Library Accreditation Committee meeting held on Friday November 11, 2005 @4:00 PM, Conference Room C, Irwin Hall, Beirut Campus.

Present: Fawz Abdallah, Elie Badr, Cendrella Habre, Ahmad Houry, Aida Naaman, Marwan Rowayheb, Carole Sabbagha, Melissa Stockman.

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Dr. Elie Badr briefed the members about the process of accreditation. As a start, Dr. Rowayheb suggested setting up indicators related to each sub-standard to be able to develop the data required to support them at a later stage. Accordingly, the sub-standards were distributed to each member of the committee to come up with a list of indicators for discussion during our next meeting.

Mrs. Aida Naaman and Dr. Fawz Abdallah informed the committee members that the majority of data required for the self-study report, such as, monthly and annual statistics, policies, and surveys (Beirut only), are already available. The problem that should be tackled in detail is the Byblos Library, particularly the space issue. In addition, the differences between both libraries have to be pointed out separately.

Dr. Badr mentioned also that new surveys for both Beirut and Byblos Libraries should be prepared. Yet, only the questionnaire of the said surveys should be ready by the time the Papas Group is visiting, December 2005, for review. Besides, he urged the attendees to visit the LAU NEASC website on a regular basis for more information and to use the following e-mail address for communications between the members:  
[neascstandard7@lau.edu.lb](mailto:neascstandard7@lau.edu.lb).

Finally the committee agreed to have weekly meetings.

Next meeting will be on Friday November 18, 2005 @2:00 pm in Beirut. Location to be announced later by e-mail.

Meeting was adjourned @5:15 pm.