

CURRICULUM VITAE

Biodata

Name:	Simati Sam	Nationality:	Ugandan
Date of birth:	11 May, 1980	Marital status:	Married
Religion:	Anglican	Health status:	Good

Education background

Part A

- Master's Degree in Library Information Services at Uganda Christian University- Mukono (On going, left with research)
- Bachelor's Degree in Library and Information Science from Islamic University in Uganda 2017.
- Diploma in Education Secondary (DES) from Kyabongo University 2002-2004
- Uganda Advanced Certificate of Education at St.Geralds' Nyakibale -Rukungiri 2001 ▪
- Uganda Certificate of Education at Namisindwa Secondary School 1996-1999

Part B

- Certificate in career guidance and counselling from Kakoba NTC 2004
- Certificate in Mendeley referencing tool, TEEAL-Agora and Electronic resource access and use organised by Busitema University in June 2016
- Certificate in Access to Global Online Research in Agriculture (AGORA) Organised by Information Training and Outreach Centre for Africa (ITOCA) in May 2022
- Certificate in Access to Research for Development and Innovation (ARDI) by ITOCA in May 2022
- Certificate in Research for Global Justice (GOAL) by ITOCA in May 2022
- Certificate in Research for Health (Hinari) by ITOCA in May 2022
- Certificate in Online Access to Research in the Environment (OARE) by ITOCA in May 2022
- Certificate in Monitoring and Evaluation of Electronic Resource Use (MEERU) in May 2020 by INASP
- Certificate in online tutorial Search Strategies in May 2020 by INASP
- Certificate in Public speaking at Uganda Christian University 2009

Working experience

- Campus Librarian at Faculty of Agriculture and Animal Science- Arapai since 1st June 2022 to date. Where I head the campus library and responsible for the development, control, management and coordination of all library and information services of the campus
- Head technical and Digitization centre at Busitema Main Library 2000-2022.
- Eastern Regional representative to the Consortium of Uganda University Library Executive Committee 2018-2022.

- Member of E-resource committee on the Consortium of Uganda University Libraries
- Trainer of E-resource since 2016 to date
- Worked with Busitema Faculty of Health Science for 6 months 2017
- Worked as Library Security Assistant 2018-2020
- Worked as Director of studies at Kisozi Progressive SSS-Kamuli 2006-2008.
- Class Teacher Kisozi Progressive SSS-Kamuli 2005-2006.
- Actively participated in organization and presentation of Library and Open Access week from 23rd -26th October 2021 at the Main Campus, the Theme was **“Promoting free access of resources!”** The week involved several activities; Library orientation and tour, E-books and E-journals training, Research and Reference assistance services, free late registration for all continuing, new students and staff, Open Access (OA) Talks, Online presentations to the public through zoom.
- Periodical orientation and training of students on search, Access and retrieval of online resources, reference tools and new updates.
- Headed Library Exhibition team at Faculty of Engineering. A lot of library information exhibits were show cased to the public 2021
- Populating library online sites (Institution Repository and Online Library –KOHA), 2015 to Date
- Processing and organization of information materials basing agreed standards of library setting.

Writings and Publications

1. *“Evaluation of impact of information communication technology on information management at Busitema university library”* a research report at bachelor’s degree submitted at Islamic University in Uganda (2017)
2. *“Management of electronic health records among digital health service providers: the case of rocket health Uganda”* a research report at Masters level submitted at Uganda Christian University (2023)
3. *Classification of electronic health records in virtual health environments: the case of rocket health Uganda* (2023)

Personal profile

I am a committed Christian with a good working ethic and integrity.

I am a self-driven team player with some skills and experience in library and information management, strong interpersonal skills coupled with creativity, flexibility and assertiveness.

I am hardworking, dedicated and trustworthy. I believe I have strong communication, referencing, computer literacy, ethics and information services skills.

I am technology-oriented with a clear vision and focus oriented on the integration of Information literacy and technology advancement in teaching and curriculum environment.

I am a self-motivational person with skills demonstrated by training and interacting efficiently with students, fellow staff at all levels, and general administration at Faculty of Agriculture and Animal science and Busitema University as a whole.

Current Duties and responsibilities at Faculty of Agriculture and Animal Science-Arapai

- a) Deputizes the University Librarian in the Faculty and serves as Library liaison to the faculty;
- b) Assist the University Librarian in the management, supervision and administration of the Faculty Library and provide efficient services to the Faculty Library users in accordance with the library policies and procedures;
- c) Mentor Faculty library staff including orienting, training and development, organizing workloads, enforcing the filling of timesheets as per the timetable/ schedule of activities, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counselling and taking disciplinary action as necessary;
- d) Serve on Faculty Academic Affairs and Library Committee and attends all Faculty academic activities including but not limited to: development and review of curriculum, collection development, curriculum implementation; and all Library Committees assigned to;
- e) In-charge of the day-to-day running of the Faculty Library affairs – leading the provision of reference, information, research services; timetabling, routine library services, general library cleanliness, physical organization, and liaison with the Faculty Deans to ensure that the Campus Library is in a conducive environment;
- f) Prepare the annual budget proposals for the Campus Library and defends them;
- g) Directs and controls the use of the Campus Library materials and within the constraints of approved budgets;

- h) Serves on all Library Committees, facilitating communication and coordination with the core departments in the Library such as Technical Services, Digitization, ICT, Conservation, Preservation, and Restoration at Arapai Campus;

Professional Library Work

- a) Report to the University Librarian, as a Campus Librarian I provide leadership, guidance, and strategic direction to the Campus User Services and foster a creative, collaborative, and team-oriented work environment;
- b) Advocates and promotes the use of the library's e-services and programmes like the institutional repository, seeking out contributors, and serving as spokesperson to publicize the institutional repository's benefits and uses;
- c) In consultation with academic staff of the Faculty, I select new books and journals for the Faculty Library.
- d) Periodic checking of Book Stock and perform annual stocktaking of all Library Information Materials, especially print monographs.
- e) Participates in the development, implementation, and enforces Library policies and procedures at the Faculty.
- f) Prepares various kinds of statistical reports on circulation, reference interviews/ inquiries, finances, book stocks/ stocktaking, and user services as will be guided by the Libraries policy and guidelines on performance and evaluation of services.
- g) Participates in the selection, acquisition and preservation of Faculty Library collections – as guided by the Collection Development Policy;
- h) Conducts trainings for both staff and students on how to access the library services and coordinates programming for specialized information literacy trainings
- i) Initiates library marketing strategies to promote library services and collections in the Faculty/ Campus;
- j) Engages in research, publication and grant proposal writing;
- k) And any other duties assigned by the University Librarian

Previous responsibilities

- **Head technical and processing section at Busitema Main Library.** Responsible for orientation, supervision of support staff, processing of information materials, uploading and populating of online library, training and assisting users on research tools (Mendeley and Zetoro) and accessing online resources.
- **Library Security Assistant.** Responsible for pieces of training in Library Classification and Cataloguing services, Indexing and abstracting of information materials, Library registration and reference services, processing information materials, data entry services, Automated charging and discharging services, filling of information materials, prepare acquisition lists and schedule for support staff.
- **Director of Studies at Kisozi Progressive S.S.S.** Responsible for preparation of teaching schedule, supervise examinations and manage records of students' performance.
- **Class room teacher.** Responsible for implementation of a teaching schedule, prepare teaching schemes and lesson plans and monitor academic progress of students.

Computer Knowledge and skills

Working technical knowledge in software that is;

- Library software (Packages: KOHA, Dspace)
- eBook reader software management (Authorea and ePub)
- Bibliographic management software (Mendeley and Zotero in-text citation and referencing software)
- Microsoft office operating systems, Microsoft Office applications (Packages: Ms-Word, MsPower point, Ms-Excel, Ms-Access, Ms-Outlook) and Linux/Ubuntu Libre Office operating systems (Packages: Libre Office writer, Libre Office Calc, Libre Office impress)
- Cloud computing management (Google drive, Authorea and dropbox)
- Open Source software installation and upgrading of both Windows and Linux Applications.

Membership bodies / Associations

- Eastern Representative to the Consortium of Uganda University Libraries (CUUL) 2018-2022 (Two Terms)
- E-resource Functional Committee Member Consortium of Uganda University Libraries (CUUL) 2018-2022
- A member of Uganda Library and Information Association (ULIA) since 2000 up to date

REFEREES

Dr. Fredrick Kiwuwa Lugya
University Librarian
Busitema University
P. O. Box 236, Tororo-Uganda

Tel: +256 70200217/+256 776057200
E-mail: busitemauniversitylibrary@gmail.com

Mr. Isala Abdul Karim
Senior Librarian Maritime Institute
Busitema Universite
P. O. Box 236, Tororo-Uganda
Tel: +256 776032135
E-mail: abdukarim.isala95@gmail.com

Mr. Mukungu Isaac
Campus Librarian FSE
Busitema University
P. O. Box 236, Tororo-Uganda
Tel: +256 776671192/+256 701028847
E-mail: isamukungu.im@gmail.com /isamuk.im@gmail.com

SIGNATURE:



Simati Sam
Librarian II (FAAS Library)
Busitema University
P. O. Box. 236, Tororo-Uganda,
Cell Phone: +256 773086003 or +256 757479606
E-mail: simatisam@gmail.com

Updated on: 25th May, 2023