

SOLAIMAN TALUT

701-1 Massey Square, Toronto, Ontario M4C5L4

Email: solaiman.talut@yahoo.ca

Phone: 647-686-7289

<http://ca.linkedin.com/in/solaimantalut>

Highlights of qualifications

- Recent graduate from the University of Toronto with Master of Information degree
- Several years' experience working in libraries and information/resource centres
- Experience conducting training sessions on online searching and developing searching strategies for library users and staff
- Possess strong analytical abilities in information research, project management, and problem solving
- Excellent knowledge of computer systems including Microsoft Office and integrated library systems
- Experienced in collection development and information management for special libraries
- Hold several years' experience in classifying, cataloguing, metadata schemas, and database
- Have high competencies in providing information and reference services in an acceptable and timely manner
- Outstanding in-library customer service skills with excellent communication ability

Major accomplishments

- Ontario Ministry of the Environment (MOE), Toronto
 - Successfully completed 2nd, 3rd, and 4th phases of the digitization work of the Ministry's Report Indexed and uploaded more than 6,000 reports on the public domain at www.archieve.org
 - Received The Emerald Award 2010 for Quality Services
- International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR,B)
 - Increased online journal subscriptions (available titles 25,000 and 4 major health databases and online books; reduced print journal titles (from 300 to 175) to save space
 - Planned and implemented library intranet accessibility for users
 - Planned, selected, installed, tested, and reviewed digital repository systems for ICDDR, supervised data entry using DSpace for preservation and easy public access to Centre's publications and protocols
 - Trained 400 health professionals of ICDDR,B and more than 150 non-staff library members in one year on library online resources including DSpace for giving orientation to users
 - Supervised renovation of the library for increasing reading area , installing Wi-Fi, setting up cyber corner and quiet meeting room for users
 - Developed and completed projects for journal archives, catalogue metadata update, and digitization of protocols
- UK Department for International Development – Bangladesh (DFID)
 - Planned and set up an integrated library management software (Alice for Windows) for DFID Bangladesh Resources Centre and supervised data migration process
 - Developed training curriculum, aids, materials and delivered training to library users
 - Planned, set up, and launched a separate website for DFID Bangladesh targeting Bangladeshi audience.
 - Planned and set up a desktop publications system for DFID Bangladesh
- Bangladesh Environment Management Project
 - Planned, set up, and launched the electronic catalogue of the Library and Documentation Centre of the Department of the Environment, Government of Bangladesh
 - Designed database for catalogue for on-line searching and supervised data entry for 6,000 items
 - Set library policy, users' manual, book procurement policy and procedure

Work experience

Library Technical Information Specialist, Information Resources Centre (IRC) March 2010-Present
Ontario Ministry of the Environment, Toronto, Ontario

- Advise on and provide support for the successful accomplishment of a digitization project of the Ministry of Environment (MOE) with technical knowledge of library information management software, website maintenance, metadata and library database management and initiate, develop, maintain, organize, and deliver project objectives in a timely manner to meet the Ministry's objectives
- Designed a detailed work plan for the identifying of government copyrighted reports; analyzed and developed a metadata set for government reports, and ensured accessible digitized formats of the Ministry's reports for dissemination through the appropriate medium and formats
- Review digitized PDF files to check for errors and discrepancies (quality control) and integrate metadata using XML/XLS tools into an Inmagic database (MOE Report Index)
- Incorporate searchable full-text of the scanned reports into the database and upload reports online with using Inmagic DB/Text Works, Inmagic DB/Text Web Publisher Pro, and Adobe Dreamweaver
- Identify and define projects priorities, troubleshoot project obstacles including software maintenance, and ensure project deliverables within prescribed time frame and required output matrix
- Support ministry staff for investigations and legal research by providing business information services and information research services using online tools; monitor and track updates on any business profile changes for any specific business name or incorporation as requested
- Perform inter-library loan requests and deliver news alerts to the Ministry staff on a regular basis; help staff to use IRC resources
- Assist the Ministry staff with corporate/business searches such as personal property lien (PPSA), personal, and business name searches using Dun & Bradstreet, ONBIS, ONCORP, and Cyberbahn; legal information searches using WestLaw and LexisNexis; land titles searches using Teranet and GeoWarehouse and other various services in a professional and timely manner

Senior Manager/Head, Library and Information Services Unit 2006-2008
International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR, B)

- Developed, revised and implemented policies, procedures, and an action plan and constructed an overall development strategy for the library and information services unit to bring in emerging technologies and promote their integration into the Centre's information technology plan
- Planned, developed, demonstrated, and advised on the use, deployment, operation, and updating of records for integrated library systems (Alice for Windows) to staff and maintained library systems as a systems administrator
- Supervised, evaluated performance, assessed training needs, trained and encouraged staff to increase their performance as individuals and as a team and ensure the introduction and implementation of new personnel management
- Initiated, set objectives, and managed library projects; periodically oversaw progress according to project matrix; identified risk factors of the projects and addressed these accordingly to achieve project deliverables as scheduled and within budget
- Oversaw library services, leading and influencing developments required to improve library service delivery provisions according to international standards and within resources and users' demands
- Prepared budgets, estimates, bids, proposals, and schedules, negotiated offers of contracts, and recommended subscription and/or purchase of online resources, books, software and statistics database
- Planned and initiated a comprehensive knowledge-management system and ensured effective storage and retrieval of knowledge-based material.
- Initiated, trained, advised, and oversaw circulation, reading, reference, searching, inter-library loans, and documentation services of the library and ensured effective delivery of all services, resources, virtual spaces and logistics according to standard practice
- Supervised the library team, prepared budgets, managed, maintained administration and represented library in various office committee and human resource development projects

Resource Centre Manager, Communications Team

August 2003-October 2006

Department for International Development (DFID), Bangladesh

- Conducted research, retrieved appropriate documents and delivered reference services to DFID advisors
- Worked as Departmental Information Support officer under the UK Freedom of Information Act for DFID-B
- Administrator of 'Alice for Windows' integrated library software; developed in-house library catalogue records imported from an old Access dataset and entered new records using Alice for Windows
- Uploaded Department's documents into the electronic filing systems of DFID and regularly maintained systems
- Prepared and produced monthly reports on the progress of special library projects and statistics on library uses to a team manager
- Coordinated printed works, estimated budget for the Unit and projects, designed layout for DFIDB bilingual communications materials, checked pre-print outputs and quality, and supervised dissemination

Consultant, Bangladesh Environment Management Project

March 2003-October 2004

(A development project for the Department of the Environment, Government of Bangladesh funded by the Canadian International Development Agency)

- Prepared work plan and strategy for developing the electronic catalogue of the Library and Documentation Centre of the Department of the Environment, Government of Bangladesh; Designed and developed various library policies, i.e., acquisitions, circulation, services level, for the digital library
- Designed database for catalogue for on-line searching, installed and launched software (WinISIS), conducted hands-on training for library staffs, and developed users' manual
- Handled print materials such as books, journals, and reference materials on environment and related issues and developed procurement procedures
- Revised library policy, users' manual, book procurement policy and procedure

Publication Officer, Publications Branch, Dissemination and Information Services Unit

October 1995-July 2003

International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR, B)

- Prepared annual work plan, printing schedules, and initiated budget for the Publications Branch
- Supervised Branch administrative works, requisitions, procurements, and supervised staff
- Created, designed, and edited web contents for the Unit and coordinated uploads of Centre's publications (both in HTML and PDF downloadable format) on the web and guide Computer Information Systems team on library systems and databases
- Administered the library database (WinISIS) and its accessibility through the Centre's LAN
- Planned and set up a desktop publishing unit with all modern equipment and software
- Provided information/referral service on Centre's publications to patrons and external users
- Planned, designed, organized, and developed an address database system and Publications Stock system for dissemination work of the Centre
- Represented Branch, coordinated with other department and vendors, prepared Branch report
- Handled subscriptions, sales and mailing of Centre's publications

Information Management Consultant

February 1996

Canadian International Development Agency (CIDA), Bangladesh country office

- Designed bibliographical database for documents and reports kept at the CIDA/PSU Centre using CDS/ISIS software
- Prepared data entry worksheet and schedule for entry work
- Built customized classification systems for the Centre based on available documents and identified shelving sequence
- Prepared users' manual

Other Work Experience

Collection Officer, iQor Canada, Toronto, Ontario March-September 2009

- Analyzed all client information available to assess for maximizing recovery by providing cures options to the client.
- Provided recommendations for legal or third party collection activity in cases where the liability status could not be cured through normal collection activity after appropriately identify the risk situations.
- Ensured a balance between quality Customer Care and effective collections techniques in innovative ways and by the quick adaptation of new techniques.

Librarian (Volunteer), Jones Avenue Adult Centre School, Toronto May-July, 2008

- Assisted library users in accessing books, electronic materials and other library materials and entered the checkouts and returns
- Placed materials and organized library in such a way that other learners could find their resources easily
- Catalogued new library acquisitions under the direction of a librarian and performed manual and on-line reference searches

Systems Officer October 1992-January 1994

Centre for Management and Information Technology, Desktop Computer Connection Ltd., Dhaka, Bangladesh

- Conducted various tailor-made and regular computer software courses
- Member of DCC Software Development & Testing Team
- Supervised statistical and data-analysis component of customized software

Research Officer, Bangladesh Institute of Development Studies January 1991-June 1992

Funded by International Food Policy Research Institute (IFPRI), Washington, D.C., USA

- Organized and managed data collection, preparation coding from questionnaires and entered data in spreadsheet and as ASCII format in text files
- Analyzed project data using SPSS/PC+, Lotus 1-2-3, dBase III Plus, RATS, and TSP software and prepared report with statistical descriptive analysis
- Prepared graphs and tables for Board presentation

Education

2009-2011

Master of Information in Library & Information Science path (an ALA accredited program)

Faculty of Information, University of Toronto, Toronto, Ontario

1989-1991

Master of Arts in Library and Information Science

University of Dhaka, Dhaka, Bangladesh (degree awarded in 1995)

1986-1989

Bachelor of Arts (Majors: Political Science, Social Welfare and Economics)

University of Dhaka, Dhaka, Bangladesh

Other training and professional development

2010-2011

ARMA Toronto

- Strategic Planning and Measurement for Senior Records and Information Managers

Staff training at the Ontario Ministry of Government Services, Ontario

- Diversity and Inclusion Awareness (2010)
- Workplace Discrimination and Harassment Prevention (2010)
- OGLC Spring Training Library & Technology Workshop (2011)

2009

- SirsiDynix (modules: acquisition, cataloguing, importing of MARC records, circulation) at the Faculty of Information, University of Toronto

2007

- Digital Futures: from Digitization to Delivery at *the King's College London, London, UK*
- Digital Libraries: Application of DSpace at *the Development Library Network, New Delhi, India*

2002 *Training workshops at the 5th International Conference on Asian Digital Libraries (ICDAL)*

- Knowledge Management Systems: A Text Mining Perspective (by Prof. Hsinchun Chen, Univ. of Arizona)
- Digital Libraries: Theory and Practice (By Mr. Edward Fox, Virginia Tech)
- Dublin Core Metadata (By Mr. Stuart Weibel, OCLC)

2003-2005 **Leadership training at the Department for International Development (DFID)**

- DFID UK Freedom of Information Act training (2005)
- DFID Band B Management Training (2004)
- DFID Reporting Officer Training and Managing and Staff Development (2003)
- DFID Gender Awareness, Customer Service, and Effective Interviewing Skills (2003)

Conferences attended

2008	2nd Special Library Conference, Petronas, Kuala Lumpur, Malaysia
2004	International Conference on the Digital Library, New Delhi, India
2002	5th International Conference on Asian Digital Libraries, Singapore
2000	Third annual conference of the Editing and Publication Association of Bangladesh ("Electronic Publishing in Bangladesh: a New Horizon"), Dhaka, Bangladesh
1998	Second annual conference of the Editing and Publication Association of Bangladesh ("Scholarly Publishing in Bangladesh: challenge for the next millennium"), Dhaka, Bangladesh

Publications

Khan MSI, **Talut S**, Rahman H. Publishing and Management of Scientific Journals: some guidelines. *In* Programme and Abstract of EPAB Second Annual Conference, 1998: 21-26

Professional membership

- Special Library Association (SLA)
- Ontario Library Association (OLA)
- Canadian Library Association (CLA)
- Canadian Health Libraries Association (CHLA)
- Library Association of Bangladesh (LAB)