

NAJMEH SHAGHAEI

MIN ARBEJDSUGE

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Position:
Head of campus library
/ SDU – Sønderborg

Education:
PhD in Business
Management, 2013,
Girne American
University (GAU),
Cyprus

Experience:
2007-2014, Library
Manager, GAU, Cyprus

2011-2012, Part-time
lecturer in Business
Faculty, GAU, Cyprus

1993-2007, Training
Manager, Iran

Visiting researcher in
Delft University Library
(the Netherlands),
Stockholm University
Library (Sweden),
Goethe University
Library (Germany),
Bilkent University
Library (Turkey)

Membership:
1995-2007, ISO 9001
Internal Auditor, Iran

2003-2007, Member
of Industrial Managers
Association, Iran

2008-2012, Member
of Anatolian University
Libraries Consortium,
Turkey

2012-2014, Member
of School Library
Association, UK

2015- Member of Forum
for Managers, DFFU,
Denmark

Book published:
"Change Management
in Academic Libraries".
Lap Lambert Academic
Publishing, 2014.

MONDAY

I start my day early morning doing yoga at home as I do believe that the first moments of each day are really precious. It's a time where we can influence how we are going to think, act and respond for the rest of the day, so it makes sense to make that time positive and inspiring.

I have to catch the train to Odense at 5:45 am to attend two meetings. Being on the train for approximately 3 hours is a good opportunity to prepare for the meetings, read and answer my emails.

My first meeting at 9 am is with the research service officer to take some information about Open Access funding and its conditions for the researchers. The meeting is very positive and fully informative for me as we discuss Open Access sources according by request from the faculty in Campus Sønderborg.

At 10 am, I attend the Management Forum meeting with other managers at SDUB. We work hard – four hours straight with a short break for lunch. Many strategic subjects are discussed and approved by the Forum.

On the way home by train, I respond to my emails. I also send a message to heads of departments at campus, and ask them for a meeting about how library services can support department learning, research and teaching efficiently in the year ahead. They immediately respond with a convenient date. I thank them and say that I am looking forward to meeting them soon to talk more about library services.

TUESDAY

The day starts at 7:45 by answering my emails and following up cases for the whole day. My first meeting is with one of my staff members who is contact librarian at the Humanities Faculty. We discuss library teaching time in the faculty and how to work efficiently as contact librarian.



After the meeting, I have a Lync meeting with one of my colleague in Odense. We work together preparing a scientific poster with title "SDU Library as an Open Science partner" for the LIBER conference which takes place in London.

The rest of the day is free of meetings. I work on MUS (performance and development review). As a manager, it is a part of my responsibilities to assess jointly with staff how wishes for skills development (either individually or in group) fit into the university's strategy, goals and applicable standards. I schedule an individual meeting with each and prepare some relevant preparatory material that needs to be sent to them before the meetings.

WEDNESDAY

The morning starts with preparation for the meeting with the scientific coordinator at the Faculty of Engineering who needs to get some information about publishing in open access journals as she coordinates a Marie Curie ITN and is about to inform all their partners about this need in future H2020 programs.



At 10 am, I have a Lync meeting with my boss and other heads of campus libraries. In this meeting, we discuss current operations and make decisions that have consequences for campus libraries. The committee discusses current issues, reviews library services, plans for the future, and evaluates strategies for campus libraries.

Then I have lunch with the head of student service – a good move as library and student services invariably work closely together (or at least attempt to). We share ideas on how library and student services partner through programming and other activities in order to create a strong campus environment for student learning, growth and development. We make a plan to meet up in the month ahead to prepare strategies for collaboration in the next academic year.

After the lunch, I have office time to check my emails and work on some projects. I also have conversations with my colleagues and do some following up. I am available for any questions and guidance that my colleagues need as the work progresses. Today I work with one of my staff members who is responsible for international events on an up-coming event about “study abroad” which takes place in October.

Before going home, I check my mails and prepare myself for the next day’s meetings.

THURSDAY

I start work at 7:30 with a few warm-up exercises, due to having a busy day.

After checking emails, I go straight to the department meeting with my staff, which is a weekly meeting with clear agenda from my side and staff. We discuss, share expertise and perspectives, also address some existing issues relevant to organizing a “book club for stu-

dents”, and redesigning a part of the library as a new project by multiple brainpower rather than making decisions individually.

At 11:00, I participate in the project meeting presents by University director. The meeting is about the focus of the project, its relationship with the process surrounding the SDU strategy, cooperation between the central administration and the faculties, and cooperation between the campuses.

After a light lunch and check of emails, I have a Lync meeting with my boss from Odense. We have a monthly meeting either face-to-face or online where all issues, large and small, are discussed. The agenda comes from both sides, with a specific and defined purpose. We talk about the professional development for my staff and about organizing an intercultural communication workshop, and some other subjects, and in a constructive way, I get his advice and support, as always.

FRIDAY

Feeling happy to have just one meeting today. The rest of day I can work at my office and focus on some urgent tasks.

I have a meeting first with contact librarians to prepare a future plan for teaching in the faculties next year. I am fully happy to work with such a talented group.

Then I work on an internationalization project which I coordinate. I need to prepare a strategic plan and all necessary documents to be presented in the communication committee. Meanwhile, I check my emails, talk with my colleagues, and, at the end of day, I chat a little with my colleagues before jumping on my bike to have shopping done, go back home and be ready for the weekend. 🌟