IMAN Resource Center Terms of Reference

1. Purpose of IMAN RC subcommittee

The purpose of IMAN Resource Center (RC) subcommittee is to provide online and on premise information on Islam and Muslims. The IMAN RC will provide an opportunity to explore and promote educational researches and religious studies relevant to personal or moral developments and better understanding between interfaith communities.

2. Interaction of IMAN RC subcommittee with IMAN membership and general public

IMAN RC will use the following communication mechanism to interact with outside public and internal members:

- IMAN RC will provide a bi-annual report to the IMAN EC and board.
- Use IMAN Announcements channels and website to provide progress updates on Resource Center, and availability of new content.
- Communicate to other Libraries through liaison channels as further described below.
- Use IMAN communication mechanisms established through the website to solicit feedback from community about the Resource Center.

3. Frequency of reports to the board

IMAN RC subcommittee will report all its activities to the board biannually, i.e. at the end of August and February of each year.

4. Enumerate list of Activities

Following is the list of activities that will be carried out by IMAN RC:

- Establish a reference library or resource information center at the IMAN Center that will provide reliable information on Islam and Muslims through books, audio/video, digital media and online reference material to the Muslim and non-Muslim community.

- Enhance the IMAN website content with articles, as well as provide links to quality online content available from other sources.

- Establish an on-premise Book Store.

- Establish IMAN RC links with surrounding public libraries.

4.1. IMAN Reference Library

4.1.1 Build the on premise Library

- Research al-islam.org — a good reference point to emulate their subject matter categories and to leverage from their suppliers.

- Define the criteria for choosing books and A/V content that library will hold.

- Define a process to stock the library which includes budgeting, ordering, content approval, new resources, etc.

- Investigate to determine if an existing cataloging system can be used which meets the needs of IMAN reference library and is also cost effective.

- Define a code of conduct that honors Islamic principles of treating the Holy books, other patrons and the property and premises with respect, courtesy and due diligence.

- Define a process to enlist volunteers and train them for common library tasks, such as cataloging, stocking, ordering, re-shelving, opening and closing the Resource Center, assisting patrons, etc.

- Identifying other external sources – such as King County Library System to prevent duplication of the resources and also acquire popular books with long waiting lists.

4.1.2 Operate

- Maintain the cataloging system established with new content additions.

- Establish the library operation hours and recruit volunteers to operate the on-premise library.

- Solicit input for new books that library should carry.

- Recommend books and provide feedback to enhance on-line content and also to other libraries.

4.1.3 Roles and Responsibilities

LIBRARIAN:

- Operate the library at the designated hours.

- Manage the inventory.

- Coordinate feedback to other members of the RC subcommittee.

- Catalogue new books.

- Implement / maintain the code of conduct.

- Coordinate with Sunday School Administrator to have Librarian as Parent Volunteer post.

PROCURER:
- Develop and maintain relationships with distributors.
- Procure books.
- Recruit and coordinate library volunteers.

QUALIFIED CONTENT REVIEWERS
- Content reviewers must be qualified people per the criteria established.

4.2. Online Resource Center

4.2.1. Digital Library
- Digital library will use the same content themes and criteria that are used by the on-premise library, to determine what content is provide.

- Try to provide online links to all on-premise library content. This will be content already existing online. We will not try to publish new content online which would require copyrights management.

- Provide online only content. This will still be within the criteria used by the on-premise library, but with some extension criteria. We may provide resources (where available) in languages other than English, e.g. Persian, Arabic and Urdu

- Leverage the DILP and other already available resources. Don't replicate information already available at a reliable server.

- Define procedure and criteria for determining reliable online resources.

- Make information available in approachable themes both for Muslims and non-Muslims. The DILP on al-islam.org has good theme organization that can be leveraged. e.g.

  - Beginners guide to Islam / Welcome to Islam
  - Interfaith guide to understanding Islam better
  - Purpose of Hijab
  - Islam and Honor killing

4.2.2. Interactive Web-presence

- Establish a forum for people of the community to forward all current issues that Muslims should have a voice for/against.

- Establish criteria for determining validity of content submitted to the forum.

- Establish a blog where Muslims in our community can contribute content related to current issues or books.

- Links to recent Islamic articles, podcasts, A/V streams, publications and other blogs:
    - Establish rules for reliable information.

4.2.3. Online Integration: On-premise Library

- Convert on-premise library catalogue to an online system.

- Integrate with KCLS using library suitable protocol(s).

4.2.4. Online Integration: Bookstore

- Make the catalogue of the books from the Bookstore available online.

- Provide an online interactive method of purchasing books from the bookstore.

4.2.5. Digital Content Storage

- Cooperate with IMAN IT Infrastructure team to determine a suitable hosting option to host the digital content required for the IMAN RC initiatives as described in this document.

- Provide content accessible from the IMAN website:
    - Archived video lectures
    - Quran PowerPoint slides
    - IMAN in-house lecture videos hosted on Vimeo or Youtube
    - External lectures/videos from other sources, which we approve and show at IMAN
    - Muharram Latmiyah/Noha PowerPoint slides

4.2.6. Roles and Responsibilities

- CONTENT PUBLISHER:
    - Post new content on the website.
    - Keep content updated and make sure it remains accessible (for example by fixing any broken links, etc).

- BLOG ADMINISTRATOR:

- o Manage accounts for the bloggers
    - ▪ Approve and create new accounts.
    - ▪ Suspend accounts that violate codes of conduct.
  - o Relay the codes of conducts to the bloggers upon signing up.
  - o Ensure bloggers follow guidelines and codes of conduct.

- QUALIFIED CONTENT REVIEWER:
  - o Review and approve content before it is published to the website.
  - o Position will be shared with the on-premise library.

- INFRASTRUCTURE ADMINISTRATOR:
  - o Assess requirements needed for the online resource center.
  - o Maintain resource servers, evaluate and communicate with IT subcommittee to meet resource needs.

4.3. Bookstore

4.3.1. Content
- The store will be the liaison between the on-premise library, the IMAN School, and the publishers/suppliers, as well as any community member who needs to obtain any items from publishers/suppliers, where there is no easy means for them to obtain the materials from the publishers/suppliers personally.
- For library related books, the theme and criteria of the on-premise library will be followed to determine the content that should be carried by the store.
- For school related books, the theme and criteria of the books to be carried will be determined collaboratively by the school board & administration and the resource center.
- The material carried by the store will be mainly those that are on demand or rare, and that cannot be easily obtained (i.e. out of country publishers, no means of purchasing/tracking online, etc.)
- Additionally, through a collaborative work with other IMAN subcommittees, the store may decide to carry materials for events such as interfaith programs, Ramadan & Muharram programs, etc. The theme and criteria of the materials for such events are to be determined collaboratively with the subcommittees. Furthermore, these materials may not be limited to books or pamphlets only, and may also include items such as Prayer Mats, Prayer Beads, Hijabs, Shirts, "Welcome Package" for those who enter Islam, etc.

4.3.2. Operations
- The store will operate on a non-profit basis. Any positive income that is generated by selling any materials will go towards covering the cost of ordering new materials, or the cost of those materials that are handed out for free (for example at interfaith programs).

- The store is responsible for determining a timely and cost effective method of obtaining the necessary material from publishers and suppliers.

- The store should device a method of obtaining feedback on its operation for any improvements and for suggested inventory to be carried. This can be a collaborative effort with the on-premise and the online library.

4.3.2.1. *Operation of the On-Premise Store*

- Establish clear operation hours for the store. Ideally the store should be open during the hours that the library and/or the IMAN School are open. These operation hours may be different than the operation hours of the items in the displays in the main floor of IMAN (as mentioned further below).

- Create an organized list of materials that are currently carried by the store along with their prices, which shall remain up-to-date as the store inventory changes.

- Raise awareness of the material carried by the store through:

  - Bookcases and displays in the main floor of IMAN
  - Creating flyers & pamphlets about the store, to be handed out at any events that the store has a presence at and is providing material to be handed out (such as interfaith programs, Muharram & Ramadan programs, etc.)

4.3.2.2. Operation of the Online Store

- Work with the online library and IMAN web master to enable web visitors to browse and purchase the inventory of the store online.

- Send email announcements to various mailing lists whenever new inventory arrives in the store.

- Ensure that the online list of the inventory properly reflects what is available in the store.

4.3.3. Role and Responsibilities

PROMOTER

- Announce the availability of the new material.

- Manage the display & sale of the available material.

PROCURER

- Develop and maintain relationships with publishers & distributors.

- Procure books and other materials for sale.

- Manage inventory.

- Content reviewers must be qualified people per the criteria established.

4.4. Links to public libraries

IMAN RC subcommittee will take measures to learn from outside library systems to adopt best practices that will be helpful in establishing and operating other activities of the subcommittee. The subcommittee will also establish appropriate relationships and communication channels with other external entities to help IMAN and surrounding libraries to carry resources that will provide reliable information on Islam and Muslims for which there is a need and interest.

4.4.1. Learn best practices

The subcommittee will endeavor to learn and adopt as many best practices as appropriate without having to reinvent the wheel. The activities will include:

- Researching and understanding the library management system

- Defining a process to establish contact and to engage different community and academic institution libraries at the local, national level in a prioritize fashion.

- Conducting initial and periodic surveys on topics of interest to further the aims and objectives of this subcommittee.

4.4.2. Cooperate and explore synergies

The sub-committee will work in creating an on-going cooperative framework that will establish channels to:

- Learn what material IMAN should carry in the on-premise library, the on–premise book store and the IMAN web site.

- Recommend material that other libraries could carry or reference.

- Promote resources offered through IMAN.

- Advise IMAN members and others who attend functions at IMAN on how they can request their local libraries to carry popular material found in IMAN on-premise facilities.

- In the long term establish IMAN Resource Center as an extension to the public library system.

4.4.3. Stay connected

- Promote IMAN activities and services to library audiences using communication mechanisms accessible to IMAN through the libraries.

- Conduct annual surveys in support of 4.4.1 and 4.4.2

4.4.4. Roles and Responsibilities

All coordination with external library systems will be carried out by people in the following roles:

- Library liaison Lead: This person will be the primary IMAN Resource Center to and will manage and track all external relationships.

- Designated Library Liaison: A person will be designated as the primary liaison person for each library with which contact needs to be and/or is developed.

5. Financial Plan

- IMAN RC subcommittee will make an annual budget request to IMAN EC, by August of each calendar year.
- IMAN RC subcommittee will cooperate with the treasurer to solicit donations for the budgeted amount.
- It is assumed that the profits made through the bookstore will be applied towards the budgeted amount.
- IMAN RC expenditure will not exceed income from donations and bookstore sales.

Authored by:

- Afshan Abbas
- Jawad Khaki
- Meisam Seyed Aliroteh
- Mohammad Fani
- Mohammad Nikjoo
- Syed Ali Mansoor Naqvi
- Syed Mohammad Wasti