

MELA Notes

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MIDDLE EAST LIBRARIANS ASSOCIATION

Fawzi W. Khoury	(Washington)	President of M. E. L. A.
Edward A. Jajko	(Yale)	Vice President-Program Chairperson
Janet P. Heineck	(Chicago)	Secretary-Treasurer
James W. Pollock	(Indiana)	Editor

MELA NOTES is being published now three times a year, in February, May and October. It is distributed to members of the Association and to non-member subscribers. Membership dues of \$ 5 bring the NOTES and other mailings. Subscriptions are still \$ 3 per calendar year, or \$ 1.50 per issue for most back numbers. Address dues, requests for membership information or subscriptions to Janet P. Heineck, Secretary-Treasurer MELA, Regenstein Library, Room 560, University of Chicago, 1100 East 57th Street, Chicago, IL 60637.

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ASSOCIATION CHRONICLE, by Janet Heineck

Summary of Actions to Date: Minutes of Executive Board Meeting, 9-26-78

The Middle East Librarians Association Executive Board met on June 26, 1978 at the Pick-Congress Hotel in Chicago during the American Library Association meeting. Present were Fawzi Khoury, President, James Pollock, Editor, and Janet Heineck, Secretary-Treasurer. Edward Jajko, Vice President, was unable to attend. Revision of the bylaws, status of MELA NOTES, the 1978 Annual Meeting, and nominations for the elections at that meeting comprised the agenda outlined by the President.

All twenty copies of the microfiche edition of the Arabic Script Union List have now been sold, according to the President.

The Secretary-Treasurer read the results of the balloting on the bylaws. Ballot items 6, 7, and 9 only were approved by a majority of the professional members. Full results and descriptions of the changes now in effect are given elsewhere in this issue. The President said that he would make the results of the balloting part of his report to the membership at the 1978 annual meeting. It was decided that the last issue of MELA NOTES to appear before the meeting should contain the full text of the revised bylaws as each member's new copy.

The President noted the interest expressed by several members in changing the format of MELA NOTES. Reasons cited were increased handiness, permanence, readability, and attractiveness of a MELA NOTES reproduced by a different process and issued with a cover. The Editor stated his belief that the decision for any change of style or form of presentation of the NOTES should be left to the new Editor and Executive Board to be elected in November, allowing them a free hand to make such changes to their own taste. The President agreed to discuss with those responsible for producing the MESA Bulletin and others the cost of various means of publication. He suggested that consideration of MELA NOTES format changes be recommended by the outgoing to the incoming Executive Board after the election at the annual meeting.

The President recommended that all MELA standing committees except the one on machine-readable data forms be reviewed as to function and necessity. Membership on these committees would terminate at the end of 1978, and new choices according to interest of members could be made.

MELA NOTES 15 may be printed and distributed from Indiana University, as some difficulties have arisen with the use of the Michigan facilities that have aided us at minimum cost until now. Inquiries continue on this.

The Executive Board in its role as Nominating Committee agreed on a group of members to be invited to stand for election to the offices open in November. After further brief discussion of the Annual Meeting in November at Ann Arbor and of the upcoming meeting of a group of MELA members with LC staff at the Library of Congress, the meeting adjourned.

Other Activities. As of August 30, 1978, MELA had 55 Professional Members, 106 Associate Members, and 48 separate subscribers to MELA NOTES. MELA's current savings account balance is \$ 1,458.36. Income during the past period has been from subscription payments, dues payments, sales of the Arabic Script Union List and of the membership roster, and interest earned on our deposit. Expenses were incurred in the production of MELA NOTES 14: \$ 36 for printing and \$ 43.45 for postage.

The main activities of the organization recently have been the visit by a group of MELA members to the Library of Congress in early July and the voting on amendments to the bylaws. The LC visit will be reported on in detail at the annual meeting in November. A report on the bylaws ballot, the impact of the adopted amendments, and the entire text of the bylaws as amended appear elsewhere in this issue.

Dues reminders are going out to those in arrears, Please remember that it is both safer for you and easier for the Secretary-Treasurer for you to pay your dues by mail rather than at the annual meeting!

Since candidates for the Executive Board positions to be filled in November have not been determined by the Executive Board/Nominating Committee as of this writing, their names will appear in the cover letter to the announcement of the annual meeting.

We hope that as many members as possible will be able to come to our meeting in November in Ann Arbor, Michigan.

Vote on the Bylaws. Results of Bylaws Amendment Vote. The balloting on the proposed changes in the bylaws of the Middle East Librarians Association closed on June 1, 1978. Fifty-five ballots (one to each Professional Member) had been mailed on March 17, reminders were sent on May 16, and by the June 1 deadline twenty-nine ballots had been returned. Proposed amendments are adopted if and when approved by a simple majority of the Professional membership. Since we had fifty-five Professional members, twenty-eight "yes" votes were needed to adopt.

Three of the sixteen items on the ballot received the required number of votes. These were items 6, 7, and 9.

Item 6 deletes subpart 5 from Article IV, Section 1, part D, and adds it as subpart 9 to Article IV, Section 1, part C. It makes maintenance of subscription files and collection of revenues from nonmember subscribers to MELA publications an additional duty of the Secretary-Treasurer. The Secretary-Treasurer in fact has been doing this work since MELA's early days.

Item 7 inserts the words "immediate past President" after "Editor" in Article IV, Section 2, making the immediate past President a full member of a now five-person Executive Board. Its effect now is to make Fawzi Khoury, whose term as President ends at the November 1978 annual meeting, a member of the Executive Board for the 1978/79 year.

Item 9 deletes the sentence "No person shall serve in the position of President or Vice President for more than two successive terms" from Article IV, Section 4, and in its place after the word "year" inserts the phrase "with the Vice President becoming President the following year." The effect is to provide some continuity in MELA leadership and to eliminate the need for separate elections for President and Vice President each year. Edward Jajko, current Vice President, now becomes President Elect also and will become President at the annual meeting in November, when MELA will elect another Vice President/President Elect.

The text of the Bylaws incorporating adopted amendments and appropriate editorial changes follows.

MIDDLE EAST LIBRARIANS ASSOCIATION

BYLAWS

ARTICLE I. NAME AND NATURE

Section 1. Name

The name of the organization shall be the Middle East Librarians Association.

Section 2. Nature

The Association shall be a private, non-profit, non-political organization of librarians and others interested in those aspects of librarianship which support the study of or dissemination of information about the Middle East since the rise of Islam. The area signified shall be considered to include those countries from Morocco through Pakistan as well as other areas in the dominions of the Arab, Ottoman, or Mughul empires.

ARTICLE II. PURPOSE

It shall be the purpose of the Middle East Librarians Association to facilitate communication among Members through meetings and publications; to improve the quality of area librarianship through the development of standards for the profession and education of Middle East library specialists; to compile and disseminate information concerning Middle East libraries and collections and represent the judgment of the Members in matters affecting them; to encourage cooperation among Members and Middle East libraries, especially in the acquisition of materials and the development of bibliographic controls; to cooperate with other library and area organizations in projects of mutual concern and benefit; to promote research in and development of indexing and automated techniques as applied to Middle East materials.

ARTICLE III. MEMBERSHIP

Section 1. Categories of Membership

Membership in the Middle East Librarians Association shall be of two categories: Professional and Associate.

ARTICLE III. MEMBERSHIP (cont.)

Section 1. Categories of Membership (cont.)

- A. Any person who is employed full-time by an institution to service Middle East library materials in a professional capacity (selection, acquisition, cataloging, reference work and/or preparation of research tools) shall be eligible for professional membership.
- B. Those eligible for Associate membership shall include:
 - 1. a person preparing for, unemployed or on leave for more than one year, or retired from a professional position dealing with Middle East library materials
 - 2. a person, institution, or organization interested in the purposes of this organization

Section 2. Election to Membership

Both categories of Members shall be elected by either of the following methods:

- A. approval of a majority of the Executive Board in session or by correspondence
- B. approval of a majority of the Professional Members present at any business session.

Section 3. Privileges of Members

- A. Both categories of Members may attend all meetings of the Association and participate in discussions and programs. All members may attend committee meetings not designated as closed, but only committee members may vote in committee deliberations.
- B. Both categories of membership shall be eligible to serve on committees with the exception of committees designated as special by the Executive Board. Only Professional Members may serve on these committees.
- C. Both categories of members shall be entitled to receive all publications of the Association, including:
 - 1. minutes of meetings
 - 2. notices of meetings
 - 3. agenda of meetings

ARTICLE III. MEMBERSHIP (cont.)

Section 3. Privileges of Members (cont.)

- C. Both categories of members shall be entitled to receive all publications of the Association, including: (cont.)
4. rosters of Members and Committee Members
 5. bylaws and amendments
 6. all official organs.
- D. Only Professional Members may serve as Officers of the Association and vote in elections and meetings. Associate Members appointed to a committee may vote in the deliberations of that committee.

Section 4. Dues

Members may be required to pay such annual dues as voted by a majority of the Professional Members in person or by mail.

Section 5. Term of Membership

Membership shall be on a calendar year basis and continuous unless resigned by the Member or revoked in accordance with the provisions of Article III, Section 6.

Section 6. Resignations or Removal of Members

- A. Any Member may resign at any time, forfeiting dues paid for the balance of the year.
- B. A membership held in either of the two categories may be revoked by:
 1. a majority of the Professional Members present at any business session, in which case current dues would be returned
 2. the Secretary-Treasurer if the Member is more than twelve months in arrears of dues.

ARTICLE IV. ORGANIZATION

Section 1. Officers

The Officers of the Association shall consist of the following:

ARTICLE IV. ORGANIZATION

Section 1. Officers (cont.)

A. President, whose duties shall include:

1. chairing the meetings of the Association and the Executive Board
2. representing the organization on appropriate occasions or in correspondence as necessary.

B. Vice President, whose duties shall include:

1. chairing the meetings of the Association in the absence of the President
2. conducting the program portion of the annual meeting
3. chairing the Program Committee
4. carrying out all and any other duties delegated to him/her by the President.

C. Secretary-Treasurer, whose duties shall include:

1. recording and submitting to all Members, by mail, the minutes of the annual meeting and any other meeting of the Membership or of the Executive Board
2. notifying all Members of the date, time, place and agenda for all meetings of the Association
3. publishing the list of Members and the rosters of committees within the Association at least once a year
4. carrying on the correspondence of the Association excepting that requiring the signature of the President
5. collecting from each Member such dues as are voted by the Membership and notifying Members in arrears
6. revoking the membership of any Member more than twelve months in arrears of dues
7. paying all invoices charged to the Association
8. submitting annually an account of the finances of the Association, either at the annual meeting or by mail, to all Members
9. maintaining subscription files and collecting revenues from non-member subscribers to publications of the Association.

ARTICLE IV. ORGANIZATION (cont.)

Section 1. Officers (cont.)

D. Editor, whose duties shall include:

1. gathering and disseminating news of Members and news of interest to Members
2. selecting articles of interest to Members submitted by Members or others
3. publishing the aforementioned items and articles at least annually in the official organ which shall be called MELA Notes
4. publishing and editing all other official publications of the Association.

Section 2. Executive Board

The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, Editor, immediate past President, and other Officers as may be added by the Membership. It shall meet prior to each business meeting of the Association to prepare the agenda and act on any necessary business and at any other time at the call of the President or by a majority of the Members of the Board. Such meeting may be in person or via correspondence. Three-fifths of the Executive Board shall constitute a quorum. The Executive Board may make appointments to membership in both categories, appointments to all committees not otherwise provided for in these Bylaws, and may appoint interim Officers to fill vacancies.

Section 3. Election of Officers

Officers shall be elected from the Professional Members in good standing by a majority of the Professional Members present at the annual meeting. The election shall be by secret ballot from a list of two or more candidates for each vacancy provided by the Nominating Committee with the provision for additional nominations from the Membership. The votes shall be tallied by the President and verified by the Executive Board. After verification the results will be made known to the Membership. All ballots will be preserved for a period of sixty days to allow for a recount if called for. After this period the ballots will be destroyed.

ARTICLE IV. ORGANIZATION (cont.)

Section 4. Terms of Office

The term of office for the President and the Vice President shall be one year, with the Vice President becoming President the following year. The Secretary-Treasurer shall serve for a term of three years and may not succeed him/herself in that position. The Editor shall serve for a term of three years and may not serve in that position for more than two successive terms. Terms of office for other Officers shall be determined at the time of creation of their positions.

Section 5. Compensation

Officers serving voluntarily shall not receive compensation for their services. They may request from the Secretary-Treasurer reimbursement of expenses for materials needed in connection with the performance of their duties.

Section 6. Resignation of Officers

Any Officer may resign at any time. The Executive Board may appoint any Professional Member in good standing to serve the remaining portion of a vacant term. If a vacancy occurs in the office of the President, the Vice President will assume the office of President immediately and will serve the unfilled portion of the vacated term. Time thus served will not count as one of the two successive terms permitted each President. The vacancy in the Vice President's position will be filled by the appointment of an interim Vice President who shall serve until a new Vice President is elected at the next meeting of the Association. This appointment will be made by the Executive Board.

Section 7. Additional Officers

The Members may elect such additional Officers or appoint such agents or employees, and determine their terms of office and compensation, if any, as they may deem advisable.

Section 8. Committees

Committees shall be established as needed.

A. Program Committee

The Program Committee shall be a permanent standing committee, composed of the Vice President, as chairman, and at least two

ARTICLE IV. ORGANIZATION (cont.)

Section 8. Committees (cont.)

A. Program Committee (cont.)

Members appointed for a term of one year by the Executive Board. A Member may serve no more than two terms in succession on the Program Committee. The Committee shall be appointed at the annual meeting to plan the program for the annual meeting of the following year.

B. Nominating Committee

The Executive Board shall constitute the Nominating Committee. At least one month prior to an election, the Nominating Committee shall present to the Membership a minimum of two candidates for each vacancy to be filled.

C. Other Committees

The Executive Board in session or by correspondence or the Professional Members in any business session may constitute such other committees with such functions, powers, and duties as the constituting body shall provide. Each such committee shall enact rules and regulations for its government. The names of the members of each committee and their terms of office shall be made known to the Members of the Association at least annually by the Secretary-Treasurer.

ARTICLE V. MEETINGS

Section 1. Frequency of Meetings

The Members shall meet at least once each year at such places and times as designated by the Executive Board. If possible, the annual meeting shall be concurrent with the annual meeting of the Middle East Studies Association of North America, Inc., which has extended its conference facilities to the organization gratis.

Section 2. Form of Annual Meeting

The annual meeting shall normally consist of two parts: a business session and a program.

A. Business Session

The business session shall be under the chairmanship of the President, or the Vice President in the absence of the former.

ARTICLE V. MEETINGS (cont.)

Section 2. Form of Annual Meeting (cont.)

A. Business Session (cont.)

One quarter of the Professional Members shall constitute a quorum. Associate Members and other observers may attend this session but must be seated in a section separate from the Professional Members so that the President may know those who are eligible to vote. Associate Members and observers may not vote in the business session.

B. Program

The program shall be under the chairmanship of the Vice President, or any member of the Program Committee in the absence of the former. The program shall be open to all interested persons.

C. Discussion groups

Discussion groups may be scheduled at the time of the annual meeting whenever a topic meriting discussion by the members is proposed by the Executive Board or by petition to the Executive Board by five or more members. Discussion groups will normally be confined to topics concerning the practical aspects of Middle East librarianship. Such discussion groups will be open to all interested parties, Members and non-members, unless designated otherwise.

Section 3. Additional Meetings

If necessary, additional meetings may be held on the dates and at the places determined by the Executive Board.

Section 4. Notices of Meetings

Notices of all meetings shall be mailed to all Members at least thirty days prior to meetings.

ARTICLE VI. CONDUCT OF MEETINGS

The conduct of all meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE VII. AMENDMENT OF BYLAWS

Section 1. Proposal of Amendments

Amendments to these Bylaws may be proposed by:

- A. the Executive Board in session or by correspondence
- B. petition signed by one-fifth of all the Members, without regard to category of membership

Section 2. Discussion of Amendments

All proposed amendments shall be placed on the agenda and discussed at the first annual meeting following their proposal, provided the Members have received copies of the proposed amendments at least thirty days prior to the meeting.

Section 3. Adoption of Amendments

After discussion, all proposed amendments must be submitted to the Professional Members for approval. They shall be considered adopted if a simple majority of the total Professional membership approves:

- A. in person at the annual meeting
- B. on a ballot, submitted by mail by the Secretary-Treasurer, who shall allow sixty days for returns.

Section 4. Effective Date of Amendments

Amendments shall become effective immediately upon adoption, unless otherwise provided for at the time of voting.

Adopted: June 1, 1978