QUESTIONNAIRE

Automation In The Libraries Of Indian Institute Of Technology

A) BASIC INFORMATION

1. Name of the Library/Parent Institute .................................

2. Year of Establishment  
   a) Parent Institute ................................
   b) Central Library ................................

3. Name of the Librarian ....................................................

4. Details of Documents' collection (Please, latest available data only) 
   a. Books .............................................
   b. Current Periodicals Received ..............................
      b-1.) No. of Titles subscribed to .........................
      b-2.) No. of Titles received as gratis ..................
   c. Back volumes (Bound) of the periodicals ...............  
   d. Standard/Patents (Pamphlets) etc. .....................
   e. Micro forms : 
      e-1) Micro films .....................................
      e-2) Micro cards .....................................
      e-3) Micro fiches ....................................
   f. Technical Reports ........................................
   g. Others (Please specify Video Cassettes, Motion Pictures,  
      CD-ROM etc.) .......................................  

5. Number of Users :  
   1999-2000  
   2000-2001  
   a) Under Graduate (UG) students ..............................
   b) Post Graduate (PG) students .............................
   c) Research scholars ......................................
   d) Teaching faculty .....................................
   e) Non-teaching staff ....................................
   f) Visitors(Temporary users who belong to other organisations),  
      approx.
6. Library Staff – (Kindly give only number under each category)
   a) Technical/Professional (Having Degree/Diploma in Library
      Science) .................................................................
   b) Semi-technical (Mechanics/Operators etc.) ......................
   c) Ministerial (Clerks, Typists etc.) ...............................
   d) Attendants/Peons/Sweepers etc. .................................

7. Section/Units/Deptt. of the Central Library (Based upon the
   functional organization of each) ....................................

B. COMPUTER SYSTEMS IN THE LIBRARY:

1. Availability of computer system(s) ..............................
   a) Library has computer system(s) of its own Yes/No
   b) If no, does the Library has access to any other computer
      system (situated elsewhere in the Institute) Yes/No

2. Computer Hardware:
   a) Trade name(s) of the computer system(s) .................
   b) Type of computer(s) - PC/Micro/Main-frame/Super/Any
      other (please specify) ...........................................
   c) Number of Terminals available in the Library ...........
   d) Specifications of the computer system –
      1) Word length ...................................................
      2) Processing speed ............................................
      3) Memory (Internal) ............................................
      4) Input/Output devices ........................................
      5) Printer
         5.1) Type-Dot Matrix/Laser/Any other (Please specify)...
         5.2) Speed ...... Characters/Lines/Pages per second/Minutes

3. Computer Software:
   a) Software developed locally/program-packages adopted in
      Toto/program packages modified and adopted
      .............................................................................
   b) Name(s) of the programme package(s) used.....................
   c) Language(s) used in the programme .............................
   d) Kindly highlight the specifications, in brief, of the Software
      used .................................................................
      ........................................................................

4. Humanware:

   a) Number of staff actively engaged in working with computers
a-1) System Manager/System analyst ........................................
a-2) Operators .................................................................
a-3) Library staff trained to work with computer (if yes, please give the number

b) Readers allowed to handle the computer system(s) of the central library – Yes/No

c) If 'b' is yes, then for which services (kindly name) ......................

5. COMPUTERISATION:

1) Library has been automated – Yes/No

2) If yes, automated fully/partially .................................

3) Activities already automated (Kindly tick ✓ the activities already under automated operation

a) House keeping routine-Book Acquisition/Circulation control
/Serial control/Cataloguing/Classification/Indexing etc./Any other, please specify .................................................................

b) Information storage & Retrieval services ..............................
b-1) Current-CAS/SDI/Reference Service/Any other ...............
b-2) Retrospective-Bibliographical/any other .....................
b-3) Services – On-Line/Off Line

4. System Design i.e. the names of files and modules used for each of the activities being automated.................................

(Please attach separate sheet if the space provided is insufficient)

a) Circulation -
   i) Files .................................
   ii) Modules .................................

b) Acquisition of documents (other than serials)
   i) Files .................................
   ii) Modules .................................

c) Serial control -
   i) Files .................................
   ii) Modules .................................

d) Technical processing (Cataloguing & Classification)
   i) Files .................................
   ii) Modules .................................

e) Information services
   i) Files .................................
   ii) Modules .................................
5. NETWORKING

a) If networking is done for any of the activities being automated- Yes/No

b) If yes, please give particulars (i.e. the centres included, Type of Networking etc.) ..................................................

c) Please give particulars of the future plans, if any, of the computerised networking under Resources Sharing Programme etc. .................................................................

6. Future plans of Automation: (Please name the activities)

a) Activities already planned ........................................

b) Activities under planning ........................................

c) Infra-structure (i.e. computer system, programme packages and/or staff) needed for further automation ............................

D) USER'S REACTION'S :

1. Library Staff:

a) The percentage of total staff actually associated with working on computer system ........................................

b) Library staff working on computer system find the system and its functioning (Please ✓) Excellent/Good/Satisfactory/Poor

c) Library staff not working on computer system find it and its applications - Very useful/Useful/Satisfactory/Useless burden upon the library and its staff (Please ✓)

d) Library staff feel that the computerisation has made their work simpler and more convenient - Yes/No

2. Readers (Includes Teaching faculty, Research scholars, PG & UG student and non-teaching staff etc. of the Institute):

a) Your clients find the computerized library services- Excellent /Good/Satisfactory/Useless at all (Please ✓)

b) Do they take interest in knowing more about computer and its functioning – Yes/No

c) Do they operate the system - Yes/No

d) Do they wish to operate the system on their own - Yes/No

e) Readers feel that computerization has made library services more efficient, accurate and prompt - Yes/No

E) COST-BENEFIT ANALYSIS

1. Computer system(s) installed in central library during the year (if library has got only terminal(s) from a Mainframe system, installed in some other department, please mention the year in which the terminals were installed in the library).................

2. Cost of Automation:
a) Installation cost of computer system (if system being installed in several phases, kindly give consolidated cost) – Rs. 

b) Cost of peripherals (If not included in (a) above) and Infrastructure (i.e. separate building/rooms constructed, Air-condition etc.) Rs. 

c) Additional expenditure on Man-Power Development:
   c-1) Cost of Training the existing staff of the library Rs…..
   c-2) Total salaries/annum of new recruits (exclusively for library automation), if any Rs. 

d) Recurring maintenance cost (Per annum)
   d-1) After sale service fee Rs. 
   d-2) Computer stationery Rs. 
   d-3) Air conditioning maintenance and power charges Rs. 
   d-4) Any other (Please specify) 

3. Economy in Number of library staff (other than class IV) 

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<thead>
<tr>
<th>SECTION (ACTIVITIES)</th>
<th>NUMBER OF STAFF MEMBERS</th>
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<tbody>
<tr>
<td></td>
<td>Pre-automation</td>
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<tr>
<td>a) Book acquisition section (ordering passing the bills,</td>
<td></td>
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<td>accessioning etc. job)</td>
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<td>b) Technical processing section (Classification,</td>
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<td>Cataloguing, Shelf-list preparation etc. jobs)</td>
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<td>c) Circulation section (Membership, Charging-</td>
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<td>discharging of books reminders, over-due fines etc. jobs)</td>
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<td>d) Periodicals section (Subscription, reminders and</td>
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<td>overall control of current &amp; Back vols. of Serials)</td>
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<tr>
<td>e) Reference and Documentation Section (Information</td>
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<td>services)</td>
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<td>f) Any others (Please specify)</td>
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### 4. Economy in Time

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>MANUAL OPERATION</th>
<th>COMPUTERIZED OPERATION</th>
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<tbody>
<tr>
<td>a) Placing order for 100 documents (other than serials)</td>
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<td>b) From receipt of 100 new documents in the library to their accessioning.</td>
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<td>c) Cataloguing of 1000 vol. of Monographs</td>
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<td>d) Classification of 1000 vol. of Monographs</td>
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<td>e) Circulation (Charging/Discharging of 1000 vol.</td>
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<td>f) Recording the receipt of current journals and sending reminders for non-receipts per-day.</td>
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<td>g) Short-Range Information/Reference services to 100 users.</td>
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<tr>
<td>h) Preparation of 10 Documentation lists/select-ed Bibliographies.</td>
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<tr>
<td>i) Any other computerized activities (Please specify)</td>
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5. Kindly give details of the new services if any, being introduced by the Library after automation ..........................................................
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F) COMMENTS & VIEWS:
(Please feel free to give your experiences, option and comments regarding computerization of your Library) ............................................................
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Dated:

**Kindly Return**

To,

V.P. Khare
289, Subhash Ganj,
Jhansi – City (U.P.) 284 002

(Signature of Respondent)

Name:

Position: