APPENDIX

Subject: Request to fill-Up the questionnaire for my Ph.D. Research Work.

Respected Sir/Madam,

I am doing my Ph.D. in library and Information Science at Bundelkhand University, Jhansi. The topic of my research work is “Information need and seeking behaviour of the teachers of Allahabad University: - A study”

I shall be great full if you kindly provide detailed information sought for, I take the privilege to apply the questionnaire here with for the processing of research work.

Thanking for your co-operation.

Supervisor – Dr. B. P. Shrivastava
Coordinator Library and Information Science /Journalism, Institute of Distant Education, and Ex- University Librarian,
Dr. H.S. Gaur University, Sagar.

Yours Sincerely
(Ranjana Gupta)

Co-Supervisor-
Prof. M.T. M. Khan,
Head of the Department of
Library and Information Science and Dean, faculty of Arts,
Bundelkhand University, Jhansi.
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
BUNDELKHAND UNIVERSITY, JHANSI.

TOPIC: - INFORMATION NEEDS AND SEEKING
BEHAVIOUR OF THE TEACHERS OF ALLAHABAD UNIVERSITY: A STUDY.

Dr B. P. Shrivastav
Supervisor
Coordinator Library and Information Science
/Journalism, Institute of Distant Education,
and Ex- University Librarian,
Dr. H.S. Gaur University, Sagar.
&
Prof. M.T.M. Khan
Co - Supervisor
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Library and Information Science and Dean, faculty of Arts,
Bundelkhand University, Jhansi.

Questionnaire for Teachers only

1. Name of the teacher ________________________________

2. Designation  Professor [ ] Reader [ ]
Lecturer [ ] Demonstrator [ ]
3. Department ____________________________

4. Age below 30 [ ] 31 to 35 [ ] 36 to 40 [ ]
   41 to 45 [ ] 46 to 50 [ ] 51 to 55 [ ] above 55 [ ]

5. Sex Male [ ] Female [ ]

6. Academic qualification
   PG [ ] Subject ____________
   M.Phil [ ] Subject ____________
   Ph.D. [ ] Subject ____________
   D.Sc. [ ] Subject ____________
   D.Lit [ ] Subject ____________
   Other qualification ____________

7. Teaching Experience, in years.
   Under graduate [ ]
   Post graduate [ ]
   Others [ ]

8. Research guidance experience, in years
   dissertation at P.G. level [ ]
   Ph.D. [ ]

9. How many scholars obtained Ph.D under your supervision?
10. How many periods do you take in a week?
   Upto 7  [ ]
   7 to 12 [ ]
   13 to 24 [ ]
   Other   [ ]

11. Do you prepare daily for teaching?
    always  [ ]
    some times [ ]
    never    [ ]

12. Which method do you adopt for teaching?
    Lectures    [ ]
    Discussions  [ ]
    Lectures cum Demonstrations [ ]

13. Do you give notes to students?    Yes [ ]  No [ ]

14. How often do you visit the library?
    (a) Daily
    (b) More then once a week
    (c) Once a week
    (d) Fortnightly
(e) Once a month
(f) When there is a need
(g) Rarely

15. In case you are not using the library frequently then give the reasons:
   (a) Long distance from the residence
   (b) Long distance from place of work
   (c) Shortage of time
   (d) Unhelpful attitude of library staff
   (e) Non availability of reading materials of interest
   (f) Laziness
   (g) If, any other reasons please specify________________

16. At what time do you generally visit the library?
   (b) 10-12 noon
   (c) 12-2 pm
   (d) 2-4 pm
   (e) 4-6 pm
   (f) 6-8 pm

17. How much time do you spend in the library?
(b) Upto 10 minutes
(c) 11-20 minutes
(d) 20-30 minutes
(e) 30-60 minutes
(f) More then a hour

18. What type of publications and other sources o information do you use?

(i) Books
(ii) Periodicals
(iii) News Papers Files
(iv) Press cuttings
(v) Doctoral dissertations
(vi) Reference books
(vii) Documents
(viii) Microfilms
(ix) Microfiches
(x) Maps
(xi) Statistical tables
(xii) Proceedings of conference/Seminars
(xiii) Library Acquisition lists
(xiv) Survey articles
(xv) Officials documents
(xvi) Inter net
19. Mark (tick) for using the following sources of information for keeping knowledge with current developments.

<table>
<thead>
<tr>
<th>Used Frequently</th>
<th>Used some times</th>
<th>Used occasionally</th>
<th>Never Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Abstracting journals</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>(b) Indexing journals</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(c) Books, monographs, etc.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(d) Handbooks</td>
<td>[ ]</td>
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<tr>
<td>(e) Research reports</td>
<td>[ ]</td>
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<tr>
<td>(f) Conference proceedings</td>
<td>[ ]</td>
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<tr>
<td>(g) Advances in progress in annual review of</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>(h) patents</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(i) standards</td>
<td>[ ]</td>
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<tr>
<td>(j) pre-prints/reprints received from others</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>(k) reference found while reading literature</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(l) Attending lectures</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(m) Attending conferences seminars etc</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>(n) Reading list prepared by librarians</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>(o) If others (Pl. specify)</td>
<td></td>
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</tbody>
</table>
20. Do you ask for assistance from the librarian or other members of library staff?
   (a) to locate books
   (b) to search books
   (c) to locate current periodicals
   (d) to understand and use of various reference tools
   (e) bibliographical publications
   (f) library catalogue

21. Which of the library services listed below do you use? (Tick mark)
   (a) Circulation services
   (b) Reference service
   (c) Indexing service
   (d) Abstracting service
   (e) Photo service
   (f) Current service

22. Have you ever asked the librarians for a particular documents which was not available in your library.

   Yes [ ]  No [ ]

23. Do you take photocopy service from the library.

   Yes [ ]  No [ ]
If yes, how many copies did you get during last month, Number of Article______

24. Translation services

    have you ever asked your librarian to get a particular article translated?

    Yes [ ]  No [ ]

    If yes, please mention the language from which you get the documents

    translated________________________________________________________

25. Have you ever used computer for reference information required?

    Yes [ ]  No [ ]

    If yes, please state the type of information and institution from where you get the desired information through computer

    ______________________________

26. Do you make reservation for new books?

    Yes [ ]  No [ ]

27. Pl. indicate the purpose of using the periodicals?

    (a) Updating the knowledge
(b) Research
(c) Teaching work
(d) General awareness
(e) If any other, pl.

specify__________________________

28. How do you access the journals? rank

order

(a) Personal copy though subscription [ ]
(b) Personal copy through membership [ ]
(c) From colleagues [ ]
(d) library of your institute [ ]

29. Do you attend conferences/seminars/workshops/lectures related to your subject?

(a) very frequently
(b) frequently
(c) some times
(d) rarely
(e) never

30. Do you send your research papers in the seminars?

Yes [ ] No [ ]
31. What are the difficulties faced by you in obtaining information and keeping up with advances in your field? Tick mark ( . ).

(a) Lack of space
(b) Information scattered in too many sources
(c) Information in vast
(d) Do not have access to a library
(e) Library used by me lack adequate resources
(f) Any other reason (Pl. specify)

32. How helpful are the librarian and his staff in finding answer to your quarries?

(a) Always
(b) Often
(c) Sometimes
(d) Rarely
(e) Never

33. Do you use the library catalogue?

(a) very frequently
(b) frequently
(c) some times
(d) rarely
(e) never

34. Which type of books do you generally read?
   Fiction [ ] Non fiction [ ]

35. Indicate the purpose of using the library.
   (a) Recreation
   (b) Academic
   (c) Professional
   (d) Reference and information
   (e) Inspiration
   (f) Knowledge
   (g) Others

36. Please indicate your opinion regarding the use of library collection in general.
   (a) upto 100% is used
   (b) upto 90% is used
   (c) upto 75% is used
   (d) upto 50% is used
   (e) upto 25% is used
   (f) less then 25 is used.
37. How do you come to know about a new publication acquired by the library?

   (g) Display in library
   (h) List of additions
   (i) Library catalogue
   (j) Information through students/researchers/teachers
   (k) Information through other librarians/Library staff

38. Whether Library opening hours are (Tick mark)

   (a) very convenient
   (b) fairly convenient
   (c) convenient
   (d) inconvenient
   (e) very inconvenient

39. Do you feel that your library should provide training programs to users for effective use of library?

   (a) very great extent
   (b) great extent
   (c) some extent
   (d) little extent
   (e) not at all
if yes, what should be the contents of program_____________________

40. Do you send research papers in Journals? Yes [ ]
No [ ]

41. Have you written books in your subject? Yes [ ]
No [ ]
If yes, how many books have been published under authorship.
No. of books. [ ]

42. How many books have been published under your first authorship? No. [ ]

43. Do you visit other libraries of your subject? Yes [ ]
No [ ]

44. Have you organized any conference/seminars in the university?
   Yes[ ] No.[ ]
If no, what are the reasons
   (a) Library is well reached
   (b) Lack of fund
   (c) Busy in other administration work
   (d) Colleagues do not cooperate
(e) No interest

45. Do you get the latest books in University library?

Yes [ ] No [ ]

46. Does the library subscribe Indian and Foreign research journals of your subject? Yes [ ] No [ ]

47. Do you have your personal library at your home?

Yes [ ] No [ ]

if yes, what is the total number of collection of books

books

48. Give your impression and make suggestion for improvement of library services.
INFORMATION NEEDS AND SEEKING

BEHAVIOUR OF THE TACHERS OF

ALLAHABAD UNIVERSITY: A STUDY

QUESTIONNAIRE FOR LIBRARIAN

1. Name and year of establishment of the
Library

2. Name of the librarian

3. Qualification and scale of librarian, P.G [ ] M.Lib.Sc. [ ]
   Ph.D (LIS ) [ ]
   Ph.D other subject [ ]

4. What are library-working hours.

5. Please mention the strength of staff of your library
   a. Professionals
   b. semi-professionals
   c. non –professionals

6. Total annual budget of library
   For books for journals For equipments
   9th Five year plan
   10th Five year plan

7. Are you satisfied with this grant Yes [ ] No [ ]
8. Is library building is sufficient as per the requirements?
   Yes [   ] No [   ]

9. Is library furniture is sufficient as per the requirements?
   Yes [   ] No [   ]

10. Total no. of users.
    (a) Teachers ________________
    (b) Researchers ________________
    (c) Students ________________
    (d) Administrative staff ________________
    (e) Technical staff ________________
    (f) Others ________________

11. Pl. indicate the present collection of the library.
    (a) documents___________________
    (b) manuscripts___________________
    (c) books___________________
    (d) bound periodicals___________________
    (e) current periodicals___________________
    (f) audio visual material___________________
    (g) microphone___________________
    (h) computer readable material (CD-Form)___________________
    (i) other documents___________________
    (j) total collection___________________
12. Do you have open access system Yes [ ] No [ ].
If not, what are the reasons ________________________________

13. Pl. tick the service which are being provided to the users by your library.
   (a) circulation services [ ]
   (b) reference services [ ]
   (c) Indexing services [ ]
   (d) Abstracting services [ ]
   (e) Photocopying services [ ]
   (f) Current awareness service [ ]
   (g) Translation services [ ]
   (h) Any other (pl. specify)________________________________

14. Which are the computerized services provided by your library?

<table>
<thead>
<tr>
<th>Services</th>
<th>(tick mark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) circulation services</td>
<td>[ ]</td>
</tr>
<tr>
<td>(b) literature search within the libraries</td>
<td>[ ]</td>
</tr>
<tr>
<td>(c) literature search through national net works</td>
<td>[ ]</td>
</tr>
<tr>
<td>(d) literature search through international net works</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
15. For communication of information to users which means of communication do you prefer, (tick mark)
   (a) face to face [ ]
   (b) telephone [ ]
   (c) written communication [ ]

16. Which scheme of library classification is used by library?
   DDC/UDC/CC/Any other

17. Which library catalogue code do you follow for cataloging?
   AACR/AACR 2/ CCC/ Any other.

18. Pl. indicate the method of issuing the books etc for home use.
   Browne’s/Mewark/Ledger/other

19. From the list of recreational literature given below (tick mark) the items generally read by users.
   (a) stories [ ]
   (b) historical novels [ ]
   (c) social novels [ ]
   (d) romantic novels [ ]
   (e) detective novels [ ]
   (f) ordinary novels [ ]
   (g) science fiction [ ]
(h) drama [ ]
(i) poetry [ ]
(j) essays [ ]

20. How do you acquire books for your library?
Direct from publisher/through agents/book sellers.

21. How do you acquire journals for your library?
Direct from publisher/through agents/book sellers.

22. Does the library provide online search facility
   Yes [ ] No [ ]
If yes, Pl. give the name of database vendors accessible for online services
   (a) ____________
   (b) ____________
   (c) ____________
   (d) ____________

23. Is your library participating in any network?
   Yes ( ) No. ( )

24. Which of the following search service is in greater use
   (a) CD Rom search service
(b) On line search

25. Does the library provide inter-library loan facility of journals to the user?
   Yes [ ]   No. [ ]

26. Does the library organize regular display of current journals?
   Yes [ ]   No. [ ]

27. How frequently journals are resolved?
   (a) once a day [ ]
   (b) Twice a day [ ]
   (c) whenever need arises [ ]
   (d) Any other (Pl. Specify)

28. Where do you display yours current journals?
   (a) In the reading room
   (b) In the separate periodicals room
   (c) Any other place ____________________

29. Is your library is involved in creation of data books
   Yes [ ]   No. [ ]
30. Weather users are allowed to carry out CD-Rom search themselves?

Yes [ ] No. [ ]

31. Does your library possess the following for information dissemination?

   | Yes | No |
---|-----|----|
(a) telex | [ ] | [ ] |
(b) telephone | [ ] | [ ] |
(c) telephone | [ ] | [ ] |
(d) fax | [ ] | [ ] |
(e) E-Mail | [ ] | [ ] |
(f) Internet/Home Page | [ ] | [ ] |

32. How do you receive information about the library ________________

33. For which of the following purpose users primarily use the library

(a) teaching [ ]
(b) Research [ ]
(c) scholarly writings [ ]
(d) self knowledge [ ]
(e) Prescribed course [ ]