ANNEXURE - III

Ph.D. QUESTIONNAIRE

Department of Library and Information Science


(Note: Use a Separate sheet a paper wherever necessary)

I. General Information:

1. Name of the University Library :

2. Year of Establishment :

3. Number of Branch Libraries (If any) :

4. Number of Departmental Libraries (If any) :

5. Number of Users :

<table>
<thead>
<tr>
<th>Type of Users</th>
<th>Main Library</th>
<th>Branch Library</th>
<th>Department Libraries</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Faculty members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Research scholars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Others (Specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Working Hours :

   During Academic Year   During Holidays

   a) Main Library
   b) Branch Libraries
   c) Departmental Libraries
### 7. Library Collections

<table>
<thead>
<tr>
<th>Form (Types of Documents)</th>
<th>Main Library</th>
<th>Branch Library</th>
<th>Department Libraries</th>
<th>Total Libraries</th>
</tr>
</thead>
</table>

**A) Printed Materials:**

- a) Books :
- b) Back volumes of Journals :
- c) Reports :
- d) Manuscripts :
- e) Maps/Atlas :
- f) Standards/Specifications :
- g) Other printed materials (specify) :
  - i)
  - ii)
  - iii)

**B) Non-print medias:**

- h) Micro fiche :
- i) Micro film :
- j) Micro card :
- k) Video tapes :
- l) Video Cassettes :
- m) CD-Roms :
- n) Any others :
  (Please specify) :
  - i)
  - ii)
  - iii)
  - iv)
8. Does your library possess 'Computer'? Yes/No

9. If your answer is 'Yes', please furnish the following information:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Computer</th>
<th>Model</th>
<th>Storage Capacity</th>
<th>No. of Computers</th>
<th>Cost</th>
<th>Year of Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Please specify whether super Computer, Micro Computer and Personal Computers tick ( ) against appropriate items to indicate the purpose for which the computer is used in your Library?

a) Office Correspondence
b) Acquisition
c) Serial Control
d) Budgeting
e) Circulation
f) Catalogue
g) Classification
h) Abstracting
i) Indexing
j) Users services
   1) E-mail service
   11) On-line service
   111) CD-Rom Service

k) Any other purpose
   (please specify)

11. If your library does not possess computer, are you planning to purchase computer(s) in near further. Yes/No
12. If your library has computerised catalogue, please furnish the following information:

a) Software used : 

b) Average No. of data entries entered in a Computer per day : 

c) Total No. of documents: for which computer data base is created 

d) Type of documents for: which computer data base is created 

e) Type(s) of Surrogates :

1) Author : 

ii) Title : 

iii) Subjects : 

vi) Any other : (please specify) 

f) Average No. of users : using the computerized catalogue per day 

g) Approximate time taken: for retrieving one required entry 

13. Are you satisfied with the use for your library's computerized catalogue by users ? Yes/No 

14. In your opinion, who are major users of computerized catalogue of your library ? (please write 1, 2, 3, 4 in order of preference against the approximate items given below).

a) Students 

b) Research Scholars 

c) Faculty Members 

d) Others (specify)
15. If users are not using computerized library catalogue to your satisfaction, which are the reasons, you think hindering the use.

a) 
b) 
c) 
d) 

16. If your library has CD-ROMs, please furnish the details of information sources in CD-ROMs available in your library?

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Abstracting &amp; Indexing Jrls.</th>
<th>Encyclopedias</th>
<th>Text books/ Bibliographies</th>
<th>Journals</th>
<th>Any other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Note: Use a separate sheet a paper, if necessary).
17. Please furnish Publisher wise collections of CD-ROMs discs in your library?

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the form</th>
<th>No. of discs</th>
<th>Remarks (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Silver Patter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Dialog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>UMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>If any other, specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. Please mention the Average no. of users using the CD-ROM per day.

19. In your opinion, who are major users of CD-ROMs collection in your library (Please write 1, 2, 3, 4, in order of preference against approximate items given below):
   a) Students
   b) Research Scholars
   c) Faculty Members
   d) Other (Specify)

20. In your opinion, are the users using CD-ROM collection satisfactory? If not please mention persons for not satisfactory usage of CD-ROM collection.
   a) 
   b) 
   c) 

21. If your library is providing on-line services, please furnish the following Information.
   a) Name(s) of National networks to which your computer is connected.
      a) 
      b) 
      c) 
      d)
b) Name(s) of International networks to which your library is connected.
   a) 
   b) 
   c) 
   d) 

22. Indicate the purpose for which is used network (please tick against appropriate items)
   a) Central/Cooperative Catalogue
   b) On-line information Search
   c) Document delivery through E-mail/Fax etc.
   d) Any other specify.

23. Please list the databases that can be searched on-line form your library.
   a) 
   b) 
   c) 
   d) 
   e) 

24. Incase your library is facilitating on-line search services, is there any specific restriction regarding the access to databases during a day. Yes/No

25. If yes, what is the duration per day, your users shall use no-line services ................. hours.

26. Do you charge your users for on-line service. Yes/No

27. If yes, please mention the service/search charges.........

28. Are you happy with the use on-line services by your library users Yes/No

29. If no, please state the reasons you think hindering the use of on-line services.
30. Please list on priority basis the use of databases by your library users.
   a)
   b)
   c)
   d)
   e)
   f)

31. In your opinion who are the major users of on-line services (please indicate the order of your preference strong 1, 2, 3, 4, against appropriate item given below).
   a) Students
   b) Research Scholars
   c) Faculty Members
   d) Other (Specify)

32. If your library is providing E-mail facilities please furnish the following information.
   a) Please list below three National Institutions from who your E-mail is connected.
      i)
      ii)
      iii)

   b) Average No. of users using E-mail services per day

33. Are you satisfied with the use of E-mail service by you library users. Yes/No

34. If not, please state the reasons you considered for unsatisfactory use of E-mail service.
   i)
   ii)
   iii)

35. In your opinion who are major users of E-mail services? (Please mention the order preference stating 1, 2, 3, 4, against appropriate item given below:
   a) Students
   b) Research Scholars
   c) Faculty Members
   d) Other (Specify)
36. For libraries going for computers:
   a) What are the areas of library operations you suggest to use computers on priority basis.
      1) 
      2) 
      3) 
      4) 
      5) 
   b) Which application library software you suggest for use in the library.
   c) Do you suggest for Integrated computer network within your library or sectionwise independent Computer Systems.

37. If your library is providing FAX facilities, please furnish the following information: Yes/No
   a) Fax No.
   b) The rate of charges for users per service (if any) Rs............... 
   c) Average number of Fax messages received per week No................ 
   d) Average Number of Fax messages sent per week No................ 

38. In your opinion, who are the major users of Fax services in your library? (Please mention the preferential order 1, 2, 3, 4, against the appropriate item given below.
   a) Students 
   b) Research Scholars 
   c) Faculty Members 
   d) Other (Specify) 

39. Have you satisfied with use of Fax services by your library users? Yes 

40. If not, please state the reasons you consider for unsatisfactory use of Fax facilities by your users.
   a) 
   b) 
   c)
41. If your library has video facilities, please furnish the following information:
   a) No. of T.V.S .............
   b) Amount Spent .............
   c) No. of Video Cassettes ............
   d) Amount spent ...................
   e) Year of purchase
      1) T.V. (s) .............

42. Please list the T.V. programmes shown to your library users.
   1)
   2)
   3)
   4)
   5)

43. Please furnish the following:
   a) Average No. of users using TV & Video service.
   b) Average No. of Video cassettes used by users per day .............
   c) Subject areas of Video Cassette collection
      1)
      1i)
      1ii)

44. Please mention the preferential order (1, 2, 3, 4) against appropriate item given below:
   a) Students
   b) Research Scholars
   c) Faculty Members
   d) Other (Specify)
      i)
      1i)
45. If your library has audio Tapes/Recording facilities, please furnish following information:

a) Broad subject areas of Audio/Video Collection

1) 
2) 
3) 
4) 
5) 

b) Average No. of users using Audio Tapes/Recordings per week..............

46. Mention against appropriate item given below, the preferential order (1, 2, 3, 4) of users using Audio Tapes/Recording in your library.

a) Students 
b) Research Scholars 
c) Faculty Members 
d) Other (Specify)

i) 
ii) 

47. Are you satisfied with the use of Audio facilities in your library?

48. If not, please state reasons.

a) 
b) 
c) 
d) 

49. If your library has Xerox facilities for users, does the service provided by the library or by private forms on rental basis (please strike off the are not applicable).

50. If you are providing Xerox service by your library directly, please furnish the following information.

a) No. of Xerox machines: 
b) Models: 
c) Total cost of existing Xerox machines. 
d) Year of first installation (for service):
e) Amount charged per copy for users:
f) Average No. of exposures taken per day:
g) Average No. of users used Xerox service per day:
h) Approximate time lag between Xerox request and Xerox service provided: Time:
i) Have you entered into annual maintenance contract?
j) List the problems you have encountered in providing Xerox services.

a) 
b) 
c) 
d) 

51. If you have appointed private vendors to provide Xerox service for your library users, please furnish the following:

a) Amount charged per exposure:
b) Is the contract annually for specific periods/on a on a permanent basis (strike off whichever is not applicable).
c) Are you satisfied with a Xerox service Yes/No
d) Difficulties (if any) you have experienced in providing Xerox service through appointed vendors.

i) 
ii) 
iii) 

52. In addition to private vendors providing Xerox service, does the library has its own Xerox machine to meet office requirement? Yes/No

53. If your library has Micro-Film/Fiches Reader please furnish the following detail.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Film/Fiche</th>
<th>Type of Micro Film/ Fiche Reader</th>
<th>Qty.</th>
<th>Cost</th>
<th>Date of Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
54. Average No. of users using Micro Film/Fiche per day.

55. Do you charge for Micro Film/Fiche Printout. Yes/No

56. If yes please state the amount for Printout: Amount:

57. Please give preferential order of users of Micro Film Reader indicating 1,2,3,4 against appropriate item.
   a) Students
   b) Research Scholars
   c) Faculty Members
   d) Others (if any)
   e) Outside institutions 2 libraries

58. Have you satisfied with use of Micro Film collection by your library users. Yes/No

59. If not, please state reasons:
   i)
   ii)
   iii)

60. Do you agree that the use of micro forms is reduced with the advent of newer storage media such as CD-ROM computer etc. Yes/No

61. Do you have trained professional staff to handle various operations using technologies like computers, CD-ROM, E-Mail. To be appointed for LAN 2 library operators. Yes/No

   If yes, please state No. of such trained staff No. = 4

62. Do you have house training facilities Yes/No
63. In the absence of in house training facility did you depute your staff to outside agencies for training?  
Yes/No

64. How is the performance of your staff in carrying out operations using technologies?  
Satisfactory/Not Satisfactory

65. Have you come across any hurdles in providing service to users using different technologies?  
Yes/No

66. If yes, please list below 5 important problems.

1) 
2) 
3) 
4) 
5)

67. With the use of technologies do you feel that:

a) You have saved man power requirement.  
Yes/No
b) You have improved efficiency in library service.  
Yes/No
c) You were able to provide more services to users.  
Yes/No

68. What is your opinion about the cost involved in using technologies for library operations and the service output (tick against appropriate item).

a) Cost effective  
b) Not cost effective

69. Please write your comments on your experiences on using technologies in libraries.

a) Easily come across publications of periodical literature  
b) Effective serial control programme  
c) Augments inter-library lending services

70. Please list the overall problems of IT in our library.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
71. Please suggest for good use of IT in library.

Date:
Place: