PART-I

QUESTIONNAIRE ADMINISTERED TO LIBRARIAN

Dear sir/ madam

I am currently working on my PhD. topic entitled, “CSIR Laboratories’ Libraries in Delhi and Lucknow: Development and Use.” In this regard, I would like to request you to kindly fill up this questionnaire.

I shall be grateful if you could kindly spare sometime from your busy schedule to fill up this questionnaire.

Thanking you,

(Vibha Gupta)

1. Library Profile

1.1 Which of the following job title best fits your position?
   a) Librarian
   b) Deputy Librarian
   c) Information Assistant
   d) Prof in charge
   e) Library In-charge
   f) Others

1.2 Name of the Institute/ Organization

1.3 Name of the Library

1.4 Year of Establishment
   a) Institute
   b) Library

1.5 Total Membership of the library
   a) Scientist
   b) Staff

1.6 Website of the Library

1.7 E-mail, if any

2.0 Library timings
   a) Normal working Days
   b) Sunday/Holidays
3.0 Total Staff

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>No. of Post</th>
</tr>
</thead>
</table>

4.0 *Size and growth of library collection*

4.1 What is the appropriate size of your library’s collection?

(Write NA for the category of document not available in the library)

**A. Print Documents**

a) Books/Monographs
b) Current Journals
c) Bound Volume of Journals
d) Research/Technical Reports
e) Reference Documents
f) Thesis/Dissertations
g) Manuscripts
h) Seminar/Conference papers
i) Maps/Charts/Diagrams
j) Patents
k) Standards/Specifications
l) Other (please specify)

**B. E-Documents**

a) CD-ROM/DVDs
b) Online Internet Databases
c) Online Journals
d) Video/Audio Cassettes
e) Microforms
f) Others (please specify)

5.0 *Collection Development Policy*

5.1 Does your library have a collection development policy? Yes/No
5.2 Which authority of your library/parent institution was involved in creating and approving your collection development policy?
   a) Director (   )
   b) Librarian (   )
   c) Scientist (   )
   d) Other (   )

5.3 Do you revise collection Development Policy? Yes/No

5.4 Frequency of revision of collection development policy?
   a) Annually (   )
   b) Biannually (   )
   c) Once in 5 years (   )
   d) Not fixed (   )
   e) Any other (Please specify) (   )

5.5 Reasons for revision of Policy?
   a) Changes in management (   )
   b) Changes in the organizational Profile (   )
   c) Formation of New library committee (   )
   d) Any other reason (please specify) (   )

5.6 Does your Collection Development Policy have a section or separate policy for E-document? Yes/No

5.7 Do you plan to formulate a Collection Development Policy for your library in the future? Yes/No
   If not, why……………………………………………………………………………………………………

6.0 System followed

6.1 Classification scheme used-
   a) DDC (   )
   b) CC (   )
   c) UDC (   )
6.2 Cataloguing Code Used
a) ALA ( )
b) AACRI ( )
c) AACRII ( )
d) CCC ( )

7.0 Library Budget
7.1 Library budget allocated to the library-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Years</th>
<th>Books</th>
<th>Journals</th>
<th>Total spending (in rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2002-03</td>
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<td>2003-04</td>
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<td>2007-08</td>
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<td>7</td>
<td>2008-09</td>
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<td>8</td>
<td>2009-2010</td>
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</tbody>
</table>

8.0 Acquisition of Documents
8.1 How do you usually identify documentation for selection (Check all that apply)
a) Printed Catalogues ( )
b) Subject Bibliographies ( )
c) Check the holdings of other libraries ( )
d) Scientist and students recommendations ( )
e) Guide to Indian Periodicals Literature ( )
f) Ulrich International Periodical Directory ( )
g) Internet sites /Online Databases ( )
h) Others ( )

8.2 Please indicate the method is used for acquisition of documents?
a) Approval ( )
b) Firm order ( )
c) Ad-hoc purchase ( )
d) Others (please specify) ( )
9. Which type of format have you preferred?
   a) Paper form
   b) Electronic Form
   c) Microform

10. Please give the total number of books acquired during the last Eight years?

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Year</th>
<th>No. of Books</th>
<th>Increase/Decrease</th>
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<tr>
<td>1</td>
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<td>8</td>
<td>2009-2010</td>
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</tbody>
</table>

11. Please give the total no. of periodicals subscribed during last Eight years?

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Year</th>
<th>No. of Periodicals</th>
<th>Increase/Decrease</th>
</tr>
</thead>
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12. What are the reasons for acquiring journals in Electronic format?
   a) Economical to acquire
   b) Solves the problem of theft and mutilation
   c) Provides networking facility
   d) Easy to maintain

13. Do you participate in any consortium? Yes/No
    If yes then specify-
    a) UGC Info net
    b) INDEST
    c) ICMR E-journal
    d) CSIR E-journal
    e) Others (please specify)
14. Problems confronting Libraries
   a) Inadequate funding
   b) Inadequate staffing
   c) Space Problem

15. Does the library have following IT based facilities?
   a) Mini computers
   b) Micro computers
   c) CD Drives
   d) OPAC Terminals
   e) Networking
   f) CD Network

16. Operating System used in the library?
   a) Ms-DOS
   b) UNIX
   c) WINDOWS

17. Library Software used in the library?
   a) Libsys
   b) Soul
   c) CDS/ISIS
   d) Alice for Windows
   e) Granthalaya
   f) e-Granthalaya
   g) Others

18. Modules of software in operation?
   a) Acquisition
   b) Cataloguing
   c) Circulation
   d) OPAC
   e) Serial Control
   f) Article Indexing
19. Have you digitized your collection? Yes/No
   If yes, please specify
   a) Books
   b) Theses/Dissertations/Project Reports

20. Are you providing any training facility of computer to users? Yes/No

21. Please give your suggestions for developing collections in your library?

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PART-II

QUESTIONNAIRE RELATED TO USERS

Dear sir/ madam

I am currently working on my PhD. topic entitled, “CSIR Laboratories’ Libraries in Delhi and Lucknow: Development and Use.” In this regard, I would like to request you to kindly fill up this questionnaire.

I shall be grateful if you could kindly spare sometime from your busy schedule to fill up this questionnaire.

Thanking you,

(Vibha Gupta)

1. **Personal Details:**

   1.1 Name......................................................................................................................

   1.2 Category of User

   a. Student
   b. Research scholars
   c. Scientist
   d. Others

   1.3 Areas of Studies...............................................................

   1.4 Area of Specialization...............................................................

2. Please indicate the purpose of visit to the library?

   a) To borrow/ return the documents
   b) To consult reference documents
   c) For updating knowledge

3. Are you satisfied with the library infrastructure and facilities? Yes/No

4. Provision of separate Reading Rooms? Yes/No
5. Satisfaction with Reading Room facilities in terms of-
   a) Adequacy of lights
   b) Overall serenity of atmosphere
   c) Whether current Opening hours
   d) Availability of books for on the spot reading

6. Satisfied with the number of Reader Cards? Yes/No

7. Do you use card catalogue or OPAC? Yes/No
   a) Card Catalogue
   b) OPAC
   c) Both

8. Do you take part in building up the library collection? Yes/No

9. Are you aware about following services?
   a) Lending/Circulation
   b) Reference services
   c) Bibliographic service
   d) CAS
   e) SDI
   f) Reprographic service
   g) Translation service
   h) Online service
   i) Indexing/Abstracting service

10. Do you use following types of periodicals? Yes/No
    If yes-
    a) Current Issues
    b) Back volume of periodicals

11. Does library provide following reference help? Yes/No
    If yes-
a) Help to search the document
b) Help to use bibliographical sources
c) Help to search specific information

12. Do you use following type of services? Yes/No
   a) Bibliographical services
   b) Xeroxing
   c) Microfilm
   d) CAS
   e) SDI
   f) Internet
   g) Online databases/Journals
   h) CD/DVD ROM

13. Please give your Overall Assessment about the library (considering following aspects)
   a) Infrastructural Facility
   b) Library Collection
   c) Organization of Collection
   d) Attitude of library staff
   e) IT based services

14. What do you feel about the total collection and services in relation to its usefulness?

15. Please give your valuable suggestions to improve the collection and services in your library?