Appendix -1 Questionnaire

SURVEY OF SCHOOL LIBRARIES IN & AROUND CALCUTTA- QUESTIONNAIRE

1. Name of the school : 
   Year of establishment : 

2. Address of the school : 

2a. Contact person with designation : 

3a. Phone No(s) : 

3b. Fax No(s) : 

3c. E-mail : 

3d. Telex : 

3. Website or Portal if any : 

4a. Number of teachers : 

4b. Class-wise break-up of number of students : V
   VI
   VII
   VIII
   XI
   X
   XI
   XII

C. Average number of Students per section : 

5. Education Level : Primary/ Secondary/ Higher Secondary

6a. In case of H.S. Schools, the stream of study : Science, Humanities, Commerce, Fine Arts, any other

7. Medium of Instruction : English/ Bengali/ any other (Specify)

8. Controlling Board : West Bengal/ Central (CBSE)/ ICSE/

any other(Specify)

9. Premises : 


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9a. Is there any Hostel:

9b. How many residents are there in the hostel:

10. If there is any existing library: Yes/ No

   If yes, then:

   1) How many library staff:

   2) Their qualification:
       (both academic & professional)

11a. If there is no appointed librarian then who looks after the library:

11b. If there is no appointed librarian then what are the professional qualifications of the person looking after the library:

12a. If there is a professional librarian, his scales of pay (if they are at per with any Govt. pay scale in an equivalent position):

12b. Responsibilities:

13a. If the school has computers?
    (How many & what type):

13b. If the school has an internet connection?: Yes/ No

13c. If the library or the librarian can use these above named facilities?:

13d. If yes in what manner:

14a. Number of books in the library:

14b. Number of non-book material such as:

   1) gramophone records:

   2) audio cassettes:

   3) video cassettes:

   4) CD-ROMS:

   5) Musical CDS:

   6) Toys:

   7) other documents:

15a. Are these book/ non-book materials organized in separate sections (broken order according to the age group/ or level of the reader (i.e. students)?
    If yes, describe / enumerate these broken order or sections:

15b. Are there different libraries or separate section of the library for secondary and H. S. classes?:

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16a. Is there a catalog, if yes, type of catalog
17. Different major categories of books in the library
   (with numbers)
   1) text books
   2) reference tools
   3) fictions
   4) sciences
   5) environment
   6) quiz etc.

18a. Library hours
18b. Is there any arrangement for library classes?
18c. Is there any arrangement for user education or
      instruction of library use?
18d. If yes, then how this is done and when?
18e. If there are separate collection of Text Books &
      non-Text Books?

19. Reading Room facilities
   a. Does the library serve other than
teacher & students?
   b. If yes, then specify:

20. Has the school Xeroxing facilities?
   a. Where the Xerox machine is placed?
   b. Can the library utilize Xerox facility?

21. Library budget for 5 years
   a. Actual expenditure for last 5 years on
different heads –
      Salary of library staff(s)
      Purchase of Magazines
      News Papers/Periodicals
      Maintenance/ Binding etc
   b. Contingency (other than maintenance)
   c. Others (specify)

22. What is the source of financial support
   of the library?

23. Number of books added in the library for
    last 5 yrs/ 3 yrs
24. Number of periodicals purchased/subscribed/received in the library in last 5 yrs/3yrs: 

25a. Does the library accept gift or donation of books? 

25b. If yes, please describe: 

25c. Does the library purchase second hand or old books? (Please describe): 

26. Has the library ever received prize, certificate and commendation citation from any authority or agency? (Please describe): 

Student Background 

Local: 
Not Local: 

Religious/Ethnic Background 

Hindu: 
Muslim: 
Christian: 
Any other: 
Bengali: 
Non-Bengali: 
SC: 
ST: 
OBC: 

Economic Background 

Upper Middle Class: 
Middle Class: 
Lower Middle Class: 
Poor: