### HIGHER SECONDARY SCHOOLS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of School</th>
<th>No. of Students</th>
<th>Library</th>
<th>No. of staffs</th>
<th>Qualification</th>
<th>Pay Scale</th>
<th>No. of Books</th>
<th>Catalogue</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>Gandhi Colony Bharati Balika Vidyalaya</td>
<td>NC 515</td>
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<td>Ci teachers</td>
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<td>Service to Outsiders</td>
<td>Gift Accepted</td>
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<td>ND</td>
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<td>Gov Gr. Fee</td>
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401
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<th>Sl. No.</th>
<th>Name of School</th>
<th>No. of Students</th>
<th>Library</th>
<th>No. of Staff</th>
<th>Qualification</th>
<th>Pay Scale</th>
<th>No. of books</th>
<th>Catalogue</th>
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<tr>
<td>1</td>
<td>Bani Vidyabhavan Girls' High School</td>
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<td>teachers</td>
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<td>Bijoygarh Balika Bidyapith</td>
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<td>BA, Bed</td>
<td>NA ND NC 2500</td>
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<th>Sl. No.</th>
<th>Name of School</th>
<th>Classification</th>
<th>Library Period</th>
<th>Service to out-siders</th>
<th>Budget (in Rs.)</th>
<th>No Books Added</th>
<th>Finance</th>
<th>Gift / Donation Accepted</th>
<th>Old Books Bought</th>
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<td>1</td>
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<td>NC yes</td>
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<td>NC ND</td>
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<td>2</td>
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<td>NC no</td>
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<td>Park English School</td>
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<td>NC just start</td>
<td>NC Just start</td>
<td>NC fund</td>
<td>NC yes</td>
<td>NC no</td>
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### SECONDARY TO HIGHER SECONDARY SCHOOLS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of school</th>
<th>Year</th>
<th>Board</th>
<th>No Students</th>
<th>Library?</th>
<th>No staffs</th>
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<table>
<thead>
<tr>
<th>Qualification</th>
<th>Pay Scale</th>
<th>No. of Books</th>
<th>Catalogue</th>
<th>Classification</th>
<th>Library Period</th>
<th>Service to Outsiders</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
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<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
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<table>
<thead>
<tr>
<th>Budget (in Rs.)</th>
<th>No. of Books Added</th>
<th>Finance</th>
<th>Gift / Donation Accepted</th>
<th>Old Books Bought?</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>
SURVEY OF SCHOOL LIBRARIES IN & AROUND CALCUTTA - QUESTIONNAIRE

1. Name of the School
2. Address of the School
3. Contact person with designation
4. Phone No(s)
5. Fax No(s)
6. E-mail
7. Number of teachers
8. Classwise break-up of No. of students.
9. Average number of students per section
10. Educational level
11. In case of H.S. Schools, the stream of study
12. Controlling Board
13. Premises
14. Is there any existing library Yes/No
15. If Yes, then: a) How many library staff
       b) Their qualification (both academic & professional)
16. If there is no librarian then who looks after the library?
12. If there is a professional librarian, his scale of pay
(if they are at par with any of the Govt. pay scales in an
equivalent position), + responsibilities:

b) If there is no appointed librarian then what are the professional qualifications of the person looking after
the library?

13. If the school has computers?
[How many & What type]:
A computer, basic type
b) If the school has an internet connection?
c) If the library or the librarian can use these above named facilities?
d) If yes then what manner?

14. Number of books in the library:
6200 books
16400

15. Are these books organised in separate sections (broken order) according to the age group and/or level of
the readers (i.e. students)? If yes, describe/enumerate these broken order or sections - Books have
been arranged according to class, from V to XII
Are there different libraries or separate section of the library for secondary and H.S. classes?

16. Is there a Catalogue?
If yes, type of the catalogue: Book catalogue
Are the books classified?
If yes then what classification system is used: According to the convenience of
the student

17. Different major categories of books in the library (with numbers):
- e.g.
  text books, 700
  reference books, sections,
  science, 4100
  environment, etc.: 400
  others: 700

18. Library hours
11 A.M to 4:15 P.M
b) Is there any arrangement of library classes?
c) Is there any arrangement for user education or instruction of library use?

19. Reading Room facilities
- Yes, for the students only
b) If yes, specify:

- Are these books organised in separate sections (broken order) according to the age group and/or level of
the readers (i.e. students)? If yes, describe/enumerate these broken order or sections - Books have
been arranged according to class, from V to XII
Are there different libraries or separate section of the library for secondary and H.S. classes?

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  text books, 700
  reference books, sections,
  science, 4100
  environment, etc.: 400
  others: 700

- Library hours
11 A.M to 4:15 P.M
b) Is there any arrangement of library classes?
c) Is there any arrangement for user education or instruction of library use?

- Reading Room facilities
- Yes, for the students only
b) If yes, specify:
20. Has the school xeroxing facility?  
   Where is the xerox machine placed? 
   Can the library utilise Xerox facility?

21. Library budget for last 5 years.

   Actual expenditure for last 5 years on different heads -
   Salary of library staffs Rs. 44,326/-
   Purchase of New Books Rs. 2500/-
   Purchase of Magazines / News Papers / Periodicals Rs. 1,871/-
   Maintenance e.g. Binding Rs. 700/-
   Contingency (other than maintenance)
   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 / 3 yrs.

25. Does the library accept gift or donation of books?
   If yes please describe, specify clearly whether new or old or both

26. Does the library purchase second hand / old books?
   If yes; please describe

27. Source of information presented

28. Authenticated by -

   [Signature]
   19.5.2000
   [Date]
   [Place]
Local - 50%
Outside - 50%

Religions
Hindu - 70%
Muslim - 10%
Christian - 5%
SC - 10%
ST - 8
OBC
Bihari + Bengali

Economic Background
Lower Middle Class Majority
SURVEY OF SCHOOL-LIBRARIES IN & AROUND CALCUTTA - QUESTIONNAIRE

1. Name of the School
2. Address of the School
2.a. Contact person with designation
2.a. Phone No(s)
2.d. Email
2.d. Telex
4.a. Number of teachers
4.b. Classwise break-up of No. of students.
4.c. Average number of students per section
5. Educational level
6.a. In case of H.S. Schools, the stream of study: Science / Humanities / Commerce / Fine Arts / Any Other.
6.b. Is there any vocational stream or subject (specify)?
7. Medium of Instruction
8. Controlling Board
9. Premises
9.a) Is there any hostel?
9.b) How many residents are there in the hostel?
10. If there is an existing library - Yes / No
11. a) If there is no librarian then who looks after the library?
11.b) Their qualification (both academic & professional):
b) If there is no appointed librarian then what are the professional qualifications of the person looking after the library?

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

13a) If the school has computers?
   How many & What type:
   b) If the school has an internet connection?
   c) If the library or the librarian can use these above named facilities?
   d) If yes, what manner?

14. Number of books in the library: approx. 3,200 approx. 6,000

15. Are these books organised in separate sections (broken order) according to the age group and/or level of the reader (i.e., students)? If yes, describe/enumerate these broken orders or sections:
   - Fiction: Junior & General, Non-Fiction - Middle School & Senior School
   Are there different libraries or separate sections of the library for secondary and H.S. classes?

16. Is there a Catalogue?
   a) Separate Primary Section Library
   b) No
   c) If yes, type of the catalogue: Computerized
   d) Are the books classified?
   e) Yes
   f) If yes then what classification system is used: Dewey for Schools

17. Different major categories of books in the library (with numbers): e.g.
   - text books (not prescribed textbooks, but other books recommended by the Board)
   - reference books
   - fiction
   - Encyclopaedia etc. (World Book, Oxford Illustrated
   - science
   - environment
   - quiz etc.

18. a) Library hours: 9 a.m. to 3 p.m. 8:30 am to 2:30 p.m.
   b) Is there any arrangement of library classes?
   c) Is there any arrangement for user education or instruction of library use? During their
   d) If yes, how this is done and when?
   e) If yes then what is done?

19. Reading Room facilities: Yes
   a) Does the library serve others than the teachers & students?
   b) If yes, specify
20. Has the school xeroxing facility?  Yes  
Where is the xerox machine placed?  Principal's office
Can the library utilise xerox facility?  Yes

21. Library budget for last 5 years.  Approx. Rs. 90,000 p.a.  (varies slightly)

Actual expenditure for last 5 years on different heads:
- Salary of library staff(s)
- Purchase of New Books as according to budget
- Purchase of Magazines / News Papers / Periodicals  approx Rs. 300 p.m.
- Maintenance e.g. Binding only when required
- contingency (other than maintenance)
- Others (specify)

22. What is the source of financial support of the Library?  School's own funds

23. Number of books added in the library for last 5 yrs / 3 yrs.  1999 - 598 books

24. Number of periodicals purchased / subscribed / received in the library in last 5 yrs / 3 yrs.  5 magazines + 10 magazines + 3 newspapers

25. Does the library accept gift or donation of books?  Occasionally.  3 newspapers
   If yes please describe, specify clearly whether new or old or both - either

26. Does the library purchase second hand / old books?  Never
   If yes please describe:

27. Source of information presented - Accession Register

28. Authenticated by -
   Mukherjee 20/9
   Mukherjee 24/8
Student

Hindu - Most
Muslim - Less
Bengali - 60%
Non-Bengal - 40%
SC/ST - Not
All of them local
Economic Background
Middle Class