Questionnaire

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<tbody>
<tr>
<td>1.1</td>
<td>Name of the respondent</td>
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<td>1.2</td>
<td>Name of the institution</td>
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<td>1.3</td>
<td>Designation/status</td>
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<td>1.4</td>
<td>Age</td>
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<td>1.5</td>
<td>Sex</td>
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<tr>
<td>1.6</td>
<td>Academic Qualification</td>
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2. How often do you visit the library?
   - A. Daily ( )
   - B. Once in a week ( )
   - C. More than once in a week ( )
   - D. Fort nightly ( )
   - E. Once in a month ( )
   - F. When there is need ( )
   - G. Rarely ( )

3. Purpose of the library
   - A. For studying course material ( )
   - B. For borrowing documents ( )
   - C. For consulting research material ( )
   - D. For competitive exam ( )
   - E. To use reference material ( )
   - F. To read newspapers/magazines ( )
   - G. For recreation ( )

4. How much time do you spend in the library?
   - A. 5 - 20 min ( )
   - B. 20 - 30 min ( )
   - C. 30 - 60 min ( )
   - D. More than one hour ( )

5. Do you prefer to use this library?
   - A. Yes ( )
   - B. No ( )

(I) If, yes then give the reason
   - A. Collections ( )
   - B. Services ( )
   - C. Other reasons (please specify) ( )

6. Are you able to keep up to date with the latest literature in your field?
   - A. Yes ( )
   - B. No ( )

7. If yes, to what extent
   - A. Great extent ( )
   - B. Some extent ( )

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8. If no, give the reason
   A. Lack of time ( )
   B. Information scattered in too many sources ( )
   C. Information is too vast ( )
   D. Do not have access to a library ( )
   E. Library used lacks adequate resources ( )
   F. Any other ( )

9. Give general comments, if any about process of retrieving information used by you -
   A. Comments

10. Reading habits
   10.1 No. of hours per week on general reading
   10.2 No. of hours per week on text book reading
   10.3 No. of hours per week on specialized reading

11. How many periodicals do you read?
   A. Daily
   B. Weekly
   C. Fortnightly
   D. Monthly

12. Average no. of books you borrow per month

13. Do you make reservation for new books?
   A. Yes ( )
   B. No ( )

14. What are the other areas of your interest besides that field of your specialization? (Include in the order of priority)
   A. 
   B. 
   C. 

15. What types of publications and other sources of information Do you use?
<table>
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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Order of priority</th>
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</thead>
<tbody>
<tr>
<td>A. Book</td>
<td>(   )</td>
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<td></td>
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<tr>
<td>B. Periodicals</td>
<td>(   )</td>
<td>(   )</td>
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<tr>
<td>C. Newspaper files</td>
<td>(   )</td>
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<tr>
<td>D. Press cuttings</td>
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<tr>
<td>E. Doctoral dissertations</td>
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<tr>
<td>F. Reports</td>
<td>(   )</td>
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<tr>
<td>G. Microforms</td>
<td>(   )</td>
<td>(   )</td>
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</table>
H. Audio-visuals ( ) ( )
I. Maps ( ) ( )
J. CD-ROM ( ) ( )

16. Do you ask for material not available in the library?
   A. Yes ( )
   B. No ( )

17. Do you ask for assistance from the librarian/other library staff?
   A. To locate books ( )
   B. To search dissertations ( )
   C. To locate current periodicals ( )
   D. To understand the use of various tools ( )
   E. Reference assistance ( )
   F. Bibliographies ( )
   G. Library catalogue ( )

18. Do you seek advice about your research project from library staff at the stage of -
   A. Selection of research projects ( )
   B. Preparation of a bibliography ( )
   C. Initiating work on it ( )

19. How many hours (on average) do you spend in library on reading in your field of specialization?
   A. Daily ________________
   B. Weekly ________________
   C. Fortnightly ________________
   D. Monthly ________________
   E. Rarely ________________

20. Can you see a library catalogue effectively?
   A. Yes ( )
   B. No ( )

21. Which library section do you find easiest to use?
   A. Reference section ( )
   B. Periodical section ( )
   C. Circulation section ( )

22. Does library organize lectures on ‘How to use a library effectively’?
   A. Yes ( )
   B. No ( )

23. Would you attend them?
   A. Yes ( )
   B. No ( )
24. How do you receive information about the library?
   A. By consulting the notice board
   B. By written statements
      (eg. circular notices, office orders, etc from the librarian)
   C. Through verbal communications
   D. With your colleagues
   E. By written communication from other staff

25. Are you satisfied with the opening hours of the library?
   A. Yes
   B. No

26. Mention the language of your reading interest giving the order of preference (say, 1, 2 etc.)
   A. English
   B. Hindi
   C. Any other please specify ______________________________

27. In case, you are not using the library frequently, then give the reasons
   A. Long distance from residence
   B. Long distance from place of work
   C. Shortage of time
   D. Unhelpful attitude of staff
   E. Opening hours not suitable

28. Do you find the collection?
   A. Poor
   B. Inadequate
   C. Adequate
   D. Excellent

29. Do you find the library catalogue easy to handle?
   A. Yes
   B. No

   I. If no then describe the difficulties faced by you ______________________________

30. Are you able to locate books you are looking for on the shelf?
   A. Yes
   B. No

31. Do you take assistance from the staff to locate books?
   A. Yes
   B. No
32. Are you satisfied with the loan period for books?
   A. Yes
   B. No

33. Are you satisfied with the number of books issued to you?
   A. Yes
   B. No

34. What are your suggestions to improve shelf arrangement?
   Suggestions __________________________

35. Are you satisfied with the rules and regulations of the library?
   A. Yes
   B. No

36. Do you ask for assistance from the staff members for tracing information required by you?
   A. Yes
   B. No

37. Do you find library environment user (reader) friendly?
   A. Yes
   B. No

38. Does your library computerized?
   A. Yes
   B. No

39. Does the library provide online search facility?
   A. Yes
   B. No

40. If computer is being used for reader’s services indicate as to what kinds of computerized services are being provided?
   A. Current Awareness Services (CAS)
   B. Selective Dissemination of Information (SDI)
   C. Databases searches
   D. Bibliographical services
   E. Articles delivery services
   F. Any other __________________________

41. Are you getting Internet facility in the library?
   A. Yes
   B. No
42. Enlist the services you would like to avail but not provided by the library as yet (e.g., preparation of a bibliography, getting a photocopy of article, doing literature search etc.)?
   A. __________________________________________
   B. __________________________________________
   C. __________________________________________

43. How helpful are the librarian and his staff in finding answer to your queries?
   A. Always (   )
   B. Often (   )
   C. Sometime (   )
   D. Rarely (   )
   E. Never (   )

44. How do you come to know about a new publication acquired by the library?
   A. Display in the library (   )
   B. List of additions (   )
   C. Library catalogue (   )
   D. Informally through other students/researchers/teachers (   )
   E. Informally through the librarian/library staff (   )

45. Do you feel that your library should provide training program to users
   A. Yes (   )
   B. No (   )

46. If yes then what should be the content of these programs
   __________________________________________
   __________________________________________

47. Please give the suggestions, if any, for improvement in the literature search and reference services
   A. Suggestions ______________________________________
   __________________________________________

48. Please indicate your opinion regarding the use of library collection in general
   A. Up to 100% is used (   )
   B. Up to 90% is used (   )
   C. Up to 75% is used (   )
   D. Up to 50% is used (   )
   E. Up to 25% is used (   )
   F. Less than 25% is used (   )
49. Which of the library services listed below do you use?
   A. Circulation service
   B. Reference service
   C. Indexing service
   D. Abstracting service
   E. Reprographic service
   F. Current awareness service

50. Please indicate the usefulness of information services provided by your library

<table>
<thead>
<tr>
<th>Service</th>
<th>Very useful</th>
<th>little useful</th>
<th>not useful</th>
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<tbody>
<tr>
<td>Circulation service</td>
<td>(</td>
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<td>(</td>
</tr>
<tr>
<td>Reference service</td>
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<td>Indexing service</td>
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<td>Reprographic service</td>
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<tr>
<td>Current awareness service</td>
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51. Does your library provide the facilities of user education program on information technology?
   A. Yes
   B. No

52. Do you request/recommended the library to acquire publications of your specific interest?
   A. Yes
   B. No

53. If yes, the response of the library is
   A. Highly satisfactory
   B. Satisfactory
   C. Not satisfactory
   D. Poor

54. Please indicate the purpose of using periodicals?
   A. Updating knowledge
   B. Research
   C. Teaching work
   D. General awareness
55. Please indicate the methods you adopt to select information of your interest in periodical

   A. Browsing
   B. Through indexing abstracting periodical
   C. Citation articles
   D. Consulting colleagues
   E. Consulting library staff
   F. Any other, please specify

   Rank order
   (   )

56. How do you access the journals?
   A. Personal copy through subscription
   B. Personal Copy through membership
   C. From colleagues
   D. University library

   (   )

57. How many newspapers do you subscribe to
   A. Read regularly
   B. Scan regularly

   (   )