APPENDIX - A

QUESTIONNAIRE FOR THE LIBRARIANS

(A) GENERAL INFORMATION ABOUT THE COLLEGE:

(i) Name of the College:

(ii) Year of establishment:

(iii) Management (a) Private: From to
     (b) Govt.: From to

(iv) Upgradation (If any): (a) to CTE:
     (b) to IASE:

(v) Number of employees in the College:
    Class: I -
    Class: II -
    Class: III -
    Class: IV -

(vi) Number of Students in the College:
    B.Ed.: 
    M.Ed.: 
    M.Phil.:

(B) GENERAL INFORMATION ABOUT THE LIBRARIAN

(i) Name of the Librarian:

(ii) Qualification:
(iii) Experience:
(iv) Scale of Pay:

(C) GENERAL INFORMATION ABOUT THE ASSISTANT LIBRARIAN

(i) Name of the Asst. Librarian:
(ii) Qualification:
(iii) Experience:
(iv) Scale of Pay:

(D) GENERAL INFORMATION ABOUT THE PERSON REMAINING IN CHARGE OF THE LIBRARY

(i) Name:
(ii) Category of Staff - Reader/Sr. Lecturer/Lecturer/
Research Assistant/Laboratory Asst./Instructor/clerk.
(iii) Qualification:
(iv) Experience in handling the Library:

(E) ORGANISATION OF LIBRARY

(1) (a) Does your college have an independent Library Room?
   Ans: Yes / No
(b) If 'No', where does it function?
   Ans: 1. In a classroom  2. In Sc. Room
   3. In games and Sports Room
   4. In aids section  5. Any Other
(2) If the Library has an Independent room, what is the area of the Room?
Ans: Length Feet
Breadth Feet

(3) (a) Is the Library attached to the college?
Ans: Yes / No
(b) If 'No', what is the distance of the Library from the college building?
Ans: Kms.

(4) How many doors are there in the Library?
Ans:

(5) How many windows are there in the Library?
Ans:

(6) How many fans are there in the Library?
Ans:

(7) How many light Points are there in the Library?
Ans:

(8) How many Almirahs are there in the Library?
Ans: Wooden: Steel: Total:

(9) How many shelves are there in the Library?
Ans: Wooden: Steel: Total:

(10) How many books are there in the Library?
Ans: Category of Books Number
    Biography :
    Autobiography :
(11) How many books were there in the Library in the Preceding three years?

Ans: 1993-94:
1994-95:
1995-96:

(12) How are the Books arranged in your Library?

Ans: 1. Subject-wise 2. Book-wise
3. Author-wise 4. Alphabetically
5. Any other

(13) (a) Do you purchase books to the Library every year?

Ans: Yes / No

(b) If 'Yes' of what amount?

(Please supply information for the following session)

Ans: 1993-94: 1994-95:
1995-96: 1996-97:
(14) (a) What is the mode of Selection of Books to your Library?

Ans: 1. The Principal Selects the books.
2. The Principal and Senior Members select the books.
3. The Principal and the Librarian select the books.
4. The Librarian selects the books.
5. The Library Committee select the books.
6. Any other:

(b) If the library Committee select the books, how is it constituted?

Ans: 1. The Principal and senior staff members.
2. The Principal and the Librarian
3. The Principal, the staff members and the Librarian.
4. The Staff members and the Librarian.
5. Any other:

(c) How many members are there in the library committee of your college?

Ans:

(15) What considerations are made while selecting the books?

Ans: 1. Text-books demanded by the students.
2. Reference books.
3. Foreign books.
5. Any other.
(16) In which month of the Session do you purchase books?
Ans:

(17) Where from do you get funds to purchase the books?
Ans: 1. From library fees of the Students
2. From the development fund of the college
3. From Public contribution
4. From Staff contribution
5. From Government grant
6. From University grant
7. From U.G.C. grant
8. Any other:

(18) What amount of money did you receive on different heads for the following years for the Library?

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<td>Library Fees</td>
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<td>Development Fund</td>
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<td>Public Donation</td>
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<td>Staff Donation</td>
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<td>Govt. Grant</td>
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<td>UGC Grant</td>
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<td>Any Other</td>
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(19) (a) Do you have separate sitting arrangement for the students in the Library?
Ans: Yes / No

(b) If 'Yes', how many students can sit at a time?
Ans:

(20) (a) Do you have separate sitting arrangement for staff members in the Library?
Ans: Yes / No

(b) If 'Yes', how many staff members can sit at a time?
Ans:

(21) (a) Do you have sitting arrangement for both students and staff members at one place?
Ans: Yes / No

(b) If 'Yes', how many can sit at a time?
Ans:

(22) (a) Do you have book-Bank system?
Ans: Yes / No

(b) If 'Yes', how many books are there in it?
Ans:

(23) What is the mode of issue of books from the Book-Bank?
Ans:
(24) (a) Do you purchase newspapers to the Library? 
Ans: Yes / No

(b) If 'Yes', mention the name(s) of the Newspaper(s).
Ans:

(25) (a) Do you purchase magazines to the Library? 
Ans: Yes / No

(b) If 'Yes', mention the name(s) of the magazine(s).
Ans:

(26) How many attendants are there in your Library? 
Ans:

(27) Do you display the newly purchased books outside/Inside the Library for the knowledge of the students and staff? 
Ans: Yes / No

(28) What steps do you take to protect the books from the Insects? 
Ans:

(29) (a) Is your library verified every year? 
Ans: Yes / No

(b) If 'Yes', who verifies it? 
Ans:
(30) How do you declare a book 'damage'?  
Ans:

(31) What steps do you take for such 'damage' books?  
Ans:

(F) UTILISATION

(32) (a) Do you open the Library on all working days?  
Ans: Yes / No

(b) If 'No', when do you open the Library?  
Ans:

(33) Does your library remain open when you proceed on leave?  
Ans: Yes / No

(34) What are the Opening hours of your Library?  
Ans:

(35) (a) Is there specific library period in the time-table of your college?  
Ans: Yes / No

(b) If 'No', when do students come to the Library?  
Ans:

(36) (a) Do you issue books to the students?  
Ans: Yes / No
(b) If 'Yes', how many books per student and for how many days?

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<thead>
<tr>
<th>Class</th>
<th>No. of Books</th>
<th>Period</th>
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<td>M.Phil</td>
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(37) What type of books do the students borrow from the Library? Following are some categories of books. Give (1) to the category which you consider first; (2) to the category which you consider second and so on.

- Biography
- Autobiography
- Story
- Novel
- Drama
- Travels
- Epics
- Text Books
- Religious books
- Adventures
- Any other

(38) What is the Mode of supply of books to the students?

Ans: 1. The students give in writing their choice of books and these books are supplied to them the same day.

2. The students consult each shelf and armirah and select their books.

3. The Students consult the Librarian/Attendant and ask them to supply the books.

4. Any other
(39) (a) Do you have sufficient number of books of a particular category to meet the demands of the students?
   Ans: Yes / No

   (b) If 'No', how do you meet the needs of the students?
   Ans: 1. The students are issued books only when other students return them.
       2. The students are advised to contact their class-mates who have been issued with books.
       3. Any other:

(40) (a) Do you issue books to the students on all the working days?
   Ans: Yes / No

   (b) If 'No', mention the day(s) when you issue books to the students.
   Ans:

(41) (a) Do you have specific days for issue of books to different classes?
   Ans: Yes / No

   (b) If 'Yes', mention the class and the day(s) of issue of books.
   Ans:  
<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
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<tbody>
<tr>
<td>B.Ed.</td>
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<tr>
<td>M.Ed.</td>
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<td>M.Phil</td>
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</table>
(42) (a) Do you have specific time for issue of books to the students?
Ans: Yes / No
(b) If 'Yes', mention the time.
Ans:

(43) What is the practice of issue of books to the students?
Ans: 1. Books are entered in the Library Card of the students.
2. Books are entered in the Library Register.
4. Any other:

(44) (a) Do the students return books on time?
Ans: Yes / No
(b) If 'No', what steps do you take against the defaulters?
Ans: 1. Letter of caution is issued.
2. Request verbally
3. No books are issued further.
4. Fine is imposed.
5. Any other.
(c) If fine is imposed, how much per day?
Ans:
(45) (a) Do you have specific day for return of books?
   Ans: Yes / No

   (b) If 'Yes', mention the class and day(s) of return of books.
   Ans: 
<table>
<thead>
<tr>
<th>Class</th>
<th>Day(s)</th>
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<tbody>
<tr>
<td>B.Ed.</td>
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<td>M.Ed.</td>
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<td>M.Phil</td>
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</table>

(46) Do the students sit in the Library and consult books?
   Ans: Yes / No

(47) Do the students prepare notes in the Library?
   Ans: Yes / No

(48) Do the students consult Newspapers and Magazines in the Library?
   Ans: Yes / No

(49) (a) Do you issue books to the Teachers?
   Ans: Yes / No

   (b) If 'Yes', how many books and for how many days?
   Ans: Books: ; Days:

(50) Do you issue the Teachers more books than the fixed number?
   Ans: Yes / No
(51) What type of books do the Teachers borrow from the Library? Write (1) against the most preferred books, write (2) against the next preferred books and so on.

Ans: Biography
      Autobiography
      Story
      Novel
      Travels
      Adventures
      Drama
      Epics
      Text Books
      Religious books
      Dictionaries
      Anyother:

(52) (a) Do the teachers return the books in time?
      Ans: Yes / No

(b) If 'No', what steps do you take against them?
      Ans: 1. Fine is imposed
            2. Letter of caution is issued
            3. No books are issued further
            4. No step is taken
            5. Request is made verbally
            6. Any other:

(53) (a) Do you issue books to the class III employees of your college?
      Ans: Yes / No

(b) If 'Yes', how many books and for how many days
      Ans: Books: Days:
(c) What type of books do they generally take from the Library?
Ans:

(54) (a) Do you issue books to the Class IV employees of your college?
Ans: Yes / No

(b) If 'Yes', how many books and for how many days?
Ans: Books: Days:

(c) What type of books do they generally take from the Library?
Ans:

(55) Do you entertain outsiders to the Library?
Ans: Yes / No

(56) (a) Do you issue books to the Outsiders?
Ans: Yes / No

(b) If 'Yes', on what basis?
Ans: 1. As identified by the Principal
    2. As identified by the Staff member
    3. As renowned Personalities
    4. Any other:

(57) How many books were issued to different categories of persons from your library during 1996-97?
(Please supply the information in the following table)

<table>
<thead>
<tr>
<th>Category of Persons</th>
<th>Number of Books Issued</th>
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<tbody>
<tr>
<td>Class-I</td>
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<td>Class-II</td>
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<td>Class-III</td>
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<td>Class-IV</td>
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<tr>
<td>Outsiders</td>
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<tr>
<td>B.Ed. students</td>
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<td>M.Ed. students</td>
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