APPENDIX - C

QUESTIONNAIRE FOR THE STAFF MEMBERS

(A) IDENTIFICATION DATA
Name :
Designation:
Name of the College:
Sex :

(B) ORGANISATION AND UTILISATION OF LIBRARY

(1) Are you satisfied with the cataloguing of books of your library ?
Ans: Yes / No

(2) Are you satisfied with the storing of books in your library ?
Ans: Yes / No

(3) (a) Do you borrow books from your library ?
Ans: Yes / No

(b) If 'Yes', what type of books do you borrow ?

(4) How many books can you borrow from your library ?
Ans:

(5) (a) Do you think that this number is adequate for you ?
Ans: Yes / No
(b) If 'No', how many books should be issued to you?
Ans:

(6) (a) Is there any time period for the staff members to return the books?
Ans: Yes / No

(b) If 'Yes', please mention the time period.
Ans:

(c) Is this time period appropriate?
Ans: Yes / No

(d) If 'No', how many days should be allowed to you to keep the books?
Ans:

(7) (a) Do you return the books in time?
Ans: Yes / No

(b) If 'No', what steps are being taken against you?
Ans: 1. Fine has been imposed
2. The librarian requests personally to return the books
3. The librarian brings the matter to the notice of the principal
4. No action is taken
5. Any other:
( 8 )
(a) Is there any sitting arrangement for the staff members in the library?
Ans: Yes / No

(b) If 'No', where do you sit?
Ans: 1. In the sitting arrangement meant for the students.
2. In the chair kept in front of the librarian
3. I do not sit
4. Any other:

( 9 )
Do you feel that separate sitting arrangement should be made for the staff members in the library?
Ans: Yes / No

( 10 )
Do you take down notes in the library?
Ans: Yes / No

( 11 )
Do you consult magazines in the library?
Ans: Yes / No

( 12 )
Do you consult newspapers in the library?
Ans: Yes / No

( 13 )
How much time do you spend in your library per week?
Ans:
(14) Your suggestions for better organisation and utilisation of your library

For better organisation:
1.
2.
3.
4.
5.

For better Utilisation:
1.
2.
3.
4.
5.