Appendix - 2

Questionnaire-I

(For Librarians Only)

(Please oblige by supplying correct replies. Information supplied by you will be kept confidential and shall be used for research purpose only.)

**General Information:** -

a) Name------------------------------------------
b) Designation-----------------------------------
c) Name of the College------------------------
d) Category of the college:
   a) Govt. (   )               b) Govt. Aided (   )            c) University college (   )
   (Tick one)
e) Total experience--------------------------
f) Year of the establishment of:     a) College--------------- b) Library-----------
g) Courses being run by the college and student’s intake:
   a) B.Ed./-------- b) M.Ed./--------
h) No. of teaching staff members:
   a) Permanent-------- b) Part time/ Contract based--------
i) State timings of library --------------------------

**Library Personnel Strength:** -

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Posts</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sanctioned</td>
<td>Filled</td>
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<tr>
<td>Librarian</td>
<td></td>
<td></td>
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<tr>
<td>Assistant Librarian</td>
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<tr>
<td>Library Assistant</td>
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<tr>
<td>Library Restorer</td>
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<tr>
<td>Library Attendant</td>
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</tbody>
</table>

Give details of refresher courses, workshops attended so far.

<table>
<thead>
<tr>
<th>No. of Refresher Courses</th>
<th>Year</th>
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<tbody>
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</table>

**Library Committee:** -

a) Is there a Library Committee?       Yes/ No.
b) If ‘yes’ give the structure of Library Committee
c) What nature of work does the library committee perform?
   a) Advisory ( )    b) Executive ( )

**Collection Development:**
1. Book Selection and Acquisition:
   a) Do you have any collection development policy in college library? Yes/ No.
   b) If ‘yes’ do you have any written document on that Yes/ No.  
      (Please attach a copy of it with questionnaire)
   c) Who makes the selection of books on respective subjects for library?  
      (Give ranking in order of preference)
      Library Committee
      Principal
      Librarian
      Teachers
      Any Other (please specify)

   d) Who makes selection of general books and reference books for library?  
      (Give ranking in order of preference)
      Library Committee
      Principal
      Librarian
      Teachers
      Any Other (please specify)

   e) Which of the following sources are used for selection of documents for library  
      (Give ranking in order of preference)?
      a) Teacher’s suggestions
      b) Student’s suggestions
      c) Book seller’s list
      d) Subject bibliographies
      e) Books received on approval
      f) Book reviews
      g) Book exhibitions
      h) Publisher’s catalogue
      i) Any other
      (please specify) ----------------------
2 Document Collection:

1. Which access system do you have? (Open/ Partially open/ Closed)

2. Give total collection and it’s break up:
   a) Total Books------------ i) Reference Books------------
      ii) Text Books------------
   b) Theses/ Dissertations------------ c) CD’s------------
   d) Project Reports------------ e) Microfilms------------
   f) Slides g) Pamphlets h) Any other------------
   i) Mention the number of journals on subscription ------------
      (Please attach list also)
   j) Do you have back volumes of journals? Yes/ No.
   k) If ‘yes’ specify their number ------------
   l) Are the back volumes of journals bound? Yes/ No.
   m) How many magazines are being subscribed? ------------
   n) How many newspapers are being subscribed? ------------
   o) Does your library have book bank? Yes/ No.
   p) If ‘yes’ give number of books in it ------------

2. Mention number of documents added to library in the following years:

<table>
<thead>
<tr>
<th>Documents</th>
<th>2002/03</th>
<th>2003/04</th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gifted Books</td>
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<td></td>
<td></td>
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<tr>
<td>Non Book Material</td>
<td></td>
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</table>

Library Building:

a) Where library is housed? (Tick one)
   a) In Independent building ( ).
   b) Attached with college building ( ).

b) How many rooms does the library has? ------------

c) Is there a separate reading room in the library? Yes/ No.

d) Is there a separate librarian office? Yes/ No.

e) How many users on an average visit the library daily?
   i) Students -------    ii) Teachers -------

f) What is total seating capacity of library? ------------
g) Is there separate seating arrangement for:
   a) M.Ed. students         Yes/ No.
   b) Teachers?             Yes/ No.

h) If ‘yes’ give details---------------------------------------------------------------

j) Does your library have drinking water facility?                                     Yes/ No.

k) Is there in house toilet facility in your library?                                  Yes/ No.

**Financial Information: -**
What was the annual budget of the college and library for the following years?

<table>
<thead>
<tr>
<th>Particulars</th>
<th>2002/03</th>
<th>2003/04</th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget of the College</td>
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<tr>
<td>Annual Budget of the Library</td>
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</tbody>
</table>

What amount of funds was collected from following sources for the given years?

<table>
<thead>
<tr>
<th>Particulars</th>
<th>2002/03</th>
<th>2003/04</th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGC Recurring Grants</td>
<td></td>
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<tr>
<td>State Govt. Grants</td>
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<tr>
<td>Library Development Fund</td>
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<tr>
<td>Library Fee</td>
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<tr>
<td>Fines</td>
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<tr>
<td>Donation</td>
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<tr>
<td>Any Other</td>
<td></td>
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</table>

**Technical Processing: -**

1 Classification:
   a) Is the library collection classified? (Fully/ Partially/ Not at all)
   b) Which classification scheme do you follow? (Give edition also)
      (CC/ DDC/ UDC/ Any other)
   c) State difficulties if any faced in classifying documents---------------------

2 Cataloguing:
   a) Are the books in library catalogued? (Fully/ Partially/ Not at all)
   b) Which catalogue code do you follow for cataloguing?
      (AACR-I/ AACR-II/ CCC/ Any other)
   c) Which physical form of the catalogue is being used?
      (Book form/ Card form/ any other)
   d) Give number and types of entries prepared for each document? ------------------
   e) How much time on an average does it take for a document to reach shelf from the date of its procurement? (Less than one week/ 1-2 weeks/ more than 2 weeks)
f) State difficulties if any faced in cataloguing documents--------------------------------
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Stock Verification: -

a) Do you undertake stock verification?     Yes/ No.
b) How frequently do you undertake it?  
(Once in a year/ once in two years/ any other)
c) When do you undertake stock verification?  
(During vacations/ during exams/ any other.)
d) What is the average loss of books per year? ---------
e) Who is held responsible for this loss? ----------
f) Which method of verification do you use?  
(Stock verification register/ Accession register/ Any other.)
g) Do you have a policy for writing off books?     Yes/ No.
h) If ‘Yes’ give details -------------------------------------------

Circulation: -

a) Mention the number of books that the following categories of users are entitled to borrow with loan period:

<table>
<thead>
<tr>
<th>User Category</th>
<th>No. of books entitled to borrow</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Ed. Students</td>
<td></td>
<td></td>
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<tr>
<td>M.Ed Students</td>
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<td></td>
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<tr>
<td>Teachers</td>
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</tbody>
</table>

b) Which system of circulation do you follow?  
(Browne system/ Newark system/ Ledger system/ computer/ any other)
c) Have you fixed any specific day or time for charging books?     Yes/ No.
d) If ‘Yes’ please mention-----------------------------------------------
e) Give average number of the books issued daily to:
   a) B.Ed. students-------  b) M.Ed. students-------  c) Teachers-------
f) Do you issue the dissertations/ CD’s/ other non-book material to users?     Yes/ No.
g) Do most of the students return books within due date?     Yes/ No.
h) Do most of the teachers return books within due date?     Yes/ No.
i) Do you impose any overdue fine for delayed return of books by the due date?     Yes/ No.
j) If ‘Yes’ mention the rate of overdue fine you impose on:
   a) Students---------  b) Teachers---------
k) Do you have reservation policy in your library? Yes/ No.
l) Which collection is most used?
   a) Text books (  )   b) Reference books (  )   c) General books (  )
m) Do the users expect Internet connectivity in library? Yes/ No.
n) If ‘yes’ for what kind of information do they expect it? -------------------------------

Other User Services: -
a) Do you provide reference service to users? Yes/ No.
b) State the form of reference service you provide-----------------------------
c) Do you provide Current Awareness Service to users? Yes/ No.
d) If ‘yes’ in what form it is provided?
   (Display list of recent acquisitions/ Routing of periodicals/ Display of recent acquisitions/ Library bulletin/ Any other)
e) Do you provide Selective Dissemination of Information (SDI) service? Yes/ No.
f) If ‘yes’ how do you provide it? ---------------------------------------------
g) Do you organize book exhibitions? Yes/ No.
h) If ‘yes’ on which occasions do you arrange these? ---------------------------
i) Do you provide bibliographical service? Yes/ No.
j) Does your library have facility of Photocopy Service? Yes/ No.
k) If ‘Yes’ how many copies of document a user is entitled to get copied? -------
l) What are the per copy charges? a) For Teachers---------- b) For Students--------
m) Do you participate in resource sharing programme with any other library? Yes/ No.
n) If ‘Yes’ which resources do you share and with which libraries? -------------

Information Technology: -
a) Have you used computer in your library? Yes/ No.
b) Which functions do you perform with computers?
   a) House keeping operations (  )
   b) Reader’s services (  )

c) Which house keeping operations do you perform by computer in library?
   -------------------------------------------------------------------------------------------------------------------------------------

d) Which reader services are provided through computer in library?
   -------------------------------------------------------------------------------------------------------------------------------------

e) Which software is being used in your library-----------------------------

f) Is Internet facility available in your library?  Yes/ No.


g) Which databases you have created in your library on computer---------------------
   -------------------------------------------------------------------------------------------------------------------------------------

Others
a) Do you make attempts to promote use of libraries?  Yes/ No.

   i) If ‘Yes’ do you ascertain information needs of users?  Yes/ No.

   ii) If ‘Yes’ which of the following methods are used for that purpose:

         a) Maintain suggestion box (  )
         b) Conduct user survey (  )
         c) Discuss with users (  )
         d) Record queries of users (  )
         e) Any other-------

b) Mention other methods you use to promote use of libraries--------------------
   -------------------------------------------------------------------------------------------------------------------------------------

c) What problems do you face in promoting use of libraries -------------------
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d) Do you face any difficulties in managing library and proving services to users?
   (Mention those)------------------------------------------------------------------------------------------------------------------------

e) What do you suggest to make your library more effective? ----------------------
   -------------------------------------------------------------------------------------------------------------------------------------

f) What are your future plans for the library? -------------------------------
   -------------------------------------------------------------------------------------------------------------------------------------

Date---------------------  Signature of the Librarian---------------------

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