Appendix - 3

Questionnaire-II
(For Students Only)

1. General Information: -

1. Name -----------------------------------

2. Class: - a) B.Ed.( )    b) M.Ed.( )

3. Qualification------------------------

4. Sex: - a) Male ( )    b) Female ( )

5. Name of College----------------------

2. Use of Library: -

1. How frequently do you visit your college library? (Please tick one)

   1. Daily
   2. 2-3 Times a week
   3. Once in a week
   4. 1-2 Times in a month
   5. Rarely
   6. Never

2. For what purpose do you visit college library? (You may tick more than one)

   1. To complete assignments
   2. To prepare for examination
   3. For circulation
   4. To borrow books for friends
   5. For updating yourself
   6. For recreation
   7. For preparing notes
   8. To read personal books
   9. For reference
   10. For browsing
   11. For Research
       (In case of M.Ed. students)

3. Have you used any other library before joining the B.Ed. course?   Yes. No

4. If ‘Yes’ give details-----------------------------------------------------------
5. How do you come to know about the latest collection in library? (Please tick)
   1. Through teachers
   2. Form any information given by the library about new arrivals
   3. From display of list of new arrivals in library
   4. From display of book jackets in library
   5. Though classmates and senior students
   6. Any other (Please specify) --------------------------------------------

6. Which of the following documents do you use in Library? (Please tick)
   1. Text books (Prescribed in Syllabus)
   2. General books on respective subjects
   3. Reference books (Dictionaries, Encylopaedia, etc.)
   4. Journals in respective subjects
   5. General Periodicals/ Magazines etc.
   6. Newspapers
   7. Back volumes of journals
   8. Question papers of previous years
   9. Dissertations (For M.Ed. students)
   10. Audio-Visual material
   11. Any other material (Please specify) -------------------------------------

7. When do you use the library? (Please tick one)
   (In beginning of session / During mid session/ At the end of session/ Throughout the full session.)

8. Do you always read the material you borrow from library? Yes/ No.

9. How much time on an average do you spend in library per week? (Please tick one)
   1. Up to one hour
   2. 1-2 hours
   3. 2-4 hours
   4. 4-6 hours
   5. 6-8 hours
   6. 8-10 hours
   7. More than 10 hours
8. More than 20 hours

10. Does your library have catalogue? (Please tick) Yes/ No/ Do Not Know

11. If ‘Yes’ how frequently do you use it to locate documents from library? (Please tick one)
   1. Always
   2. Sometimes
   3. Not at all

12. Do you find the catalogue user friendly? (Please tick) Yes/ No

13. Do you face any difficulty in using catalogue? (Please tick) Yes/ No

14. If ‘Yes’ please explain---------------------------------------------------------------

15. What suggestions would you like to give for making catalogue user friendly?---
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16. In addition to using catalogue, which of the following do you consult to obtain needed books? (Please tick)
   1. Browse from shelves
   2. Ask library staff
   3. Take help of friend
   4. Any Other (Please specify)

17. Do you find the needed documents from library? (Please tick one)
   1. Always
   2. Most of the times
   3. Sometimes
   4. Never

18. If you do not find give reasons (Please tick)
   1. Not available in library
   2. Issued to teachers
   3. Misplaced on the shelves
   4. Issued to other students
   4. Any other (Please specify)---------------------------------------------------------------

19. If you do not get the needed documents in your library then what do you do? (Please tick)
   1. Go to other library
   2. Purchase needed material from market
   3. Borrow from friends
4. Take help of Teachers

5. Use the Internet

6. Any other (Please specify)  

20. Are the documents in library arranged according to some scheme of classification?

(Please tick)  

21. Do you understand the scheme of classification in your college library?

Yes / No

22. Are you satisfied with the documents you used in your library to meet your information needs? (Please tick in the appropriate column)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Satisfied</th>
<th>Partially Satisfied</th>
<th>Not Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Text books</td>
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<tr>
<td>2</td>
<td>Reference books</td>
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<td>3</td>
<td>General books on respective subjects</td>
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<tr>
<td>4</td>
<td>Journals in respective subjects</td>
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<td>5</td>
<td>General periodicals/ Magazines etc.</td>
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<td>6</td>
<td>Audio-visual material</td>
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<tr>
<td>7</td>
<td>Newspapers</td>
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<tr>
<td>8</td>
<td>Dissertations</td>
<td></td>
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<tr>
<td>9</td>
<td>Fiction and General Books</td>
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<td>10</td>
<td>Any other material (Please specify)</td>
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</tbody>
</table>

23. You use which medium of books? (Please tick one)

1. English

2. Hindi

3. Punjabi

24. Are you satisfied with the resources of library to meet your research needs? (For M.Ed. students only)

1. Satisfied

2. Partially Satisfied

3. Not Satisfied

3. Library Staff: -

1. Do you seek assistance from library staff in using library?  Yes / No

2. If ‘Yes’, for what purpose do you seek assistance from library staff?(Please tick)

1. To use catalogue

2. To locate Text Books

3. For using reference books

4. To locate current periodicals

5. To seek specific information
6. Any other (Please specify)

3. Are you satisfied with the attitude of library staff for providing library services?  
(Please tick one)
1. Satisfied
2. Partially Satisfied
3. Not Satisfied

4. Services

1. Have you been given introduction to libraries/orientation for using of library?  
(Please tick) Yes/ No

2. When was the orientation given? (Please tick)  
(In beginning of academic session/ Amidst it/ When asked)

3. Who gave orientation? (Please tick) (Librarian/ Teachers/ Principal)

4. In which form it was provided? (Please tick)  
(Written document/ Lecture/ Tour to library/ Any other)

5. Do you find it helpful in using the library? Yes/ No

6. Are you familiar with the following library services (Please tick and put cross for services, with which you are not familiar to)  
1. Circulation
2. Reference
3. Referral
4. Inter-library loan
5. CAS/ SDI
6. Newspaper clipping
7. Reservation of books service
8. Any other (Please specify)

7. Which of the following services of library do you use in your library? (Please tick)

1. Circulation
2. Reference
3. Referral
4. Inter-library loan
5. CAS/ SDI
6. Newspaper clipping
7. Reservation of books service
8. Any other (Please specify)
8. Circulation:
   a). How many books on an average do you borrow from library during a month?----

9. Are you satisfied with the following lending conditions of library?
   a) No. of books being issued  Yes/ No
   b) Loan period  Yes/ No

10. If ‘No’ give suggestions regarding these -----------------------------------------------

11. What do you think about the arrangement of books on shelves? (Please tick one)
   1. Very helpful
   2. Helpful
   3. Not helpful

12. Are you satisfied with the services you use from your library?
   (Please tick in the appropriate column)

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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Circulation service</td>
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<tr>
<td>2</td>
<td>Reference service</td>
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<tr>
<td>3</td>
<td>Referral service</td>
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<td>4</td>
<td>Inter library loan</td>
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<td>5</td>
<td>CAS/ SDI</td>
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<td>7</td>
<td>Reservation of books service</td>
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<td>8</td>
<td>Any other (Please specify)</td>
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13. Does your library provide photocopy service?  Yes/ No

14. If ‘Yes’ do you use it?  Yes/ No

15. If ‘Yes’ are you satisfied with the photocopy service of your library?
   1. Satisfied
   2. Partially Satisfied
   3. Not Satisfied

16. Are the library hours convenient to you? (Please tick one)
   1. Very convenient
   2. Convenient
   3. Not convenient

17. If ‘No’ what should be timings of library? -----------------------------------------------

18. Do you use the college library during vacations?  Yes /No
19. Are you satisfied with the opening hours of library during vacations?  Yes /No
20. If not, give suggestions -------------------------------------------------------------

21. Is your library computerized? (Please tick)  Yes/ No/ Do Not Know
22. If ‘Yes’ for what purpose the computers are being used in your library? ---------------

23. Are you using any computerized service provided by your library? -------------------

24. Does your library provide the Internet service?  Yes/ No/ Don’t know
25. If ‘Yes’ do you use it?  Yes/ No

26. For what purpose do you use Internet in library?
   1. For academic work
   2. For personal work
   3. For entertainment

27. Do you prefer to search the required information? (Please tick)
   1. From the library
   2. From the Internet

5. Other Facilities
   1. Please indicate your satisfaction with the following facilities of your library.

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<tbody>
<tr>
<td>1</td>
<td>Lighting</td>
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<tr>
<td>2</td>
<td>Cooling</td>
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<tr>
<td>3</td>
<td>Seating arrangement</td>
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<tr>
<td>4</td>
<td>Comfort of study area</td>
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<tr>
<td>5</td>
<td>Noise level</td>
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<tr>
<td>6</td>
<td>Drinking water</td>
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<td>7</td>
<td>Toilet etc.</td>
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2. Are you satisfied with the resources and services of your library? (Please tick one)
   1. Satisfied
   2. Partially Satisfied
   3. Not Satisfied

Please list the problems you face in using your college library ------------------------
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Please feel free to give your suggestions for improving your college library ------------
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Thanks for your cooperation

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