Questionnaire-III
(For Teachers Only)

1. General Information
   1. Name -------------------------------------------------------------
   2. Sex: - a) Male ( )       b) Female ( )
   3. Qualification-----------------------------------------------------
   4. Total experience --------------------------------------------------
   5. Name of College-----------------------------------------------------

2. Use of Library
   1. How frequently do you visit the college library? (Please tick one)
      1. Daily
      2. 2-3 Times a week
      3. Once a week
      4. 1-2 Times in a month
      5. Rarely
      6. Never
   2. For what purpose do you use college library? (You may tick more than one)
      1. To prepare lectures
      2. For own research
      3. For updating yourself
      4. For recreation
      5. For reference
      6. To read personal books
      7. For circulation
      8. For browsing
      9. For getting photocopies
     10. To borrow books for others
     11. Any other (Please specify) ----------------------------------------

3. How do you come to know about the latest collection in library? (Please tick)
   1. Through colleagues
   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. Any other (Please specify) ----------------------------------------

4. 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, Encyclopedia etc.)
   4. Journals in respective subjects
   5. General periodicals/ Magazines etc.
   6. Back volumes of journals
   7. Newspapers
   8. Question papers of previous years
   9. Audio-visual material (CD’s etc.)
   10. Dissertations
   11. Any other material (Please specify)-------------------------------

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

6. Do you always read the material you borrow from library? (Please tick)
   Yes/ No

7. 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

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

9. If ‘Yes’ how frequently do you use it to locate documents from library?
   (Please tick one)
   1. Always
   2. Sometimes
   3. Not at all
10. Do you find the catalogue user friendly? (Please tick)  
   Yes / No

11. Do you face any difficulty while using the catalogue? (Please tick)  
   Yes / No

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

13. What suggestions would you like to give for making catalogue user friendly?----------------------------------------------------------

14. 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 colleagues  
   4. Any Other (Please specify)  

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

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

17. If you do not get the needed material in your library then what do you do? (Please tick)  
   1. Go to other libraries  
   2. Purchase needed material from market  
   3. Borrow from colleagues  
   4. Search from the Internet  
   5. Any other (Please specify) ...........................................

18. Are the documents in your library arranged according to some scheme of classification? (Please tick)  
   Yes / No / Do not Know

19. Do you understand the scheme of classification in your college library?  
   Yes / No
20. Are you satisfied with the documents you use from library to meet your teaching 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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<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</td>
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<tr>
<td>6</td>
<td>Newspapers</td>
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<td>7</td>
<td>Audio-visual material (CD’s etc.)</td>
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<tr>
<td>8</td>
<td>Dissertations</td>
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<td>9</td>
<td>Any other material (Please specify)</td>
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</table>

21. You use which medium books? (Please tick)

1. English
2. Hindi
3. Punjabi

22. Are you doing research work in addition to teaching? (Please tick) Yes/ No

23. Do you participate/present papers in conferences and seminars? Yes/ No

24. How many papers have you published during the last 5 years?---------------------

25. Have you undertaken any research project? (Please tick) Yes/ No

26. Express your satisfaction with library to meet your information needs for the following purposes (Please tick in the appropriate column)

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</thead>
<tbody>
<tr>
<td>1</td>
<td>For Research</td>
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<tr>
<td>2</td>
<td>For writing papers</td>
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<tr>
<td>3</td>
<td>For projects undertaken</td>
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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 the library? (Please tick) Yes/ No
2. When was the orientation given? (Please tick one)
   (At the time of joining college/In beginning of each academic session/ when asked/ any other)
3. Who gave orientation? (Librarian/ 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 use of 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 services
   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 services
   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? (Please tick)
   a) No. of books being issued Yes/ No
b) Loan Period

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 of library use used?
   (Please tick in the appropriate column)

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<th>Not Satisfied</th>
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<tbody>
<tr>
<td>1</td>
<td>Circulation</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>7</td>
<td>Reservation of books</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/ Don’t 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? ---------

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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 the Internet in library? (Please tick)
   1. For academic work
   2. For personal work
   3. For entertainment

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

5. Other Facilities
   1. Please indicate your satisfaction with the following facilities of your library?  
      (Please tick in the appropriate column)

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<th>Partially Satisfied</th>
<th>Not Satisfied</th>
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<tbody>
<tr>
<td>1</td>
<td>Lighting</td>
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<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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<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