APPENDICES

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APPENDIX I

QUESTIONNAIRE FOR THE LIBRARY AUTHORITIES

PROFILE OF THE LIBRARY

1. Name of the Library
   & Address : 
   District : 

2. Locality : 2.1 Corp. ☐
   2.2 Munci. ☐
   2.3 Panchayath ☐

3. Management : 3.1 KGS ☐
   3.2 Vol. Organisation ☐
   3.3 Individual ☐
   3.4 Any other ☐

4. Year of Establishment : 4.1 Before 1947 ☐
   4.2 Between 1948 and 1977 ☐
   4.3 After 1977 ☐

5. What is the grade of the library? : 5.1 A ☐
   5.2 B ☐
   5.3 C ☐
   5.4 D ☐
   5.5 E ☐
   5.5.6 F ☐

6. Whether the library has own building or in rented building?

7. What is the qualification of the librarian?

8. Had he under gone any training on library management?

9. What are your main financial source?

10. Do you get separate fund for extension activities from KGS?

11. Total number of books in the Library : ......................... volumes
12. No. of dailies & periodicals subscribed
   12.1 Daily News Papers.............. Nos. □
   12.2 Periodicals...................... Nos. □
   12.3 Government Publication........ Nos. □

13. Name of the dailies subscribed : ..............................

14. Average yearly addition of books
    for the previous three years
   14.1 2000 □
   14.2 2001 □
   14.3 2002 □

15. Average number of readers per day : ...........................

16. Library timings : From............... To..................

17. Is there computer in your library?

18. Is there separate section for the neo literate literature in the library?
   18.1 Yes □  18.2 No □

19. Whether the neo literates make use of the Neo Literate books & periodicals?
    19.1 Yes □  19.2 No □  19.3 If no, Why?

20. Is the library has any of the following? :
    (Please write the activities of each of the above centers)
    20.1 Center of Adult Education of SLMA (Vidyakendram)
    20.2 Arts and sports club
    20.3 Childre's club (Balavedi)
    20.4 Women's club (Vanitha vedl)
    20.5 Academic Study center
20.6 Career guidance center
20.7 Any other special features

21. Do you conduct literary classes?

22. Do you conduct any other literacy activities?
   22.1. Conducting Literacy Survey
   22.2. Identifying Instructors
   22.3. Mobilising learners to the programme
   22.4. Collecting and distributing learning materials
   22.5. Any Other (Please specify) ...........................................

23. Which of the following activities are conducted by your library for helping instructors?
   23.1. Conducting Training programmes
   23.2. Give guidelines to the instructors
   23.3. Clarification of doubts
   23.4. Provide financial support
   23.5. Any Other (please specify) ...........................................

24. From where do you get teaching Resource supply for NFE programmes?
   24.1. SRC
   24.2. KGSS - Kerala Grandha Sala Sangham
   24.3. KSSP - Kerala Sasthra Sahithya Parishat
   24.4. KANFED - Kerala Association of NFE
   24.5. University
   24.6. Others

25. Which of the following activities conducted in your library in the NFE?
   25.1 Training classes
   25.2 Seminars
   25.3 Workshop
   25.4 Debates
   25.5 Competitions
   25.6 Any Other (specify) ..............................................
26. What are the NFE programmes conducted by the library in 2001-2002?

......................................................................................................................................................

......................................................................................................................................................

......................................................................................................................................................

27. Did you conduct any activities on Health Awareness?   27.1. Yes ☐  27.2. No ☐

28. If yes, what are they?
   28.1. Awareness ☐  28.2. Immunisation ☐
   28.3. Health Survey ☐  28.4. Film show ☐
   28.5. Study class ☐  28.6 Health camp ☐
   28.7. Any Other (Please specify) ......................

29. Do you conduct any vocational education programme?  29.1. Yes ☐  29.2. No ☐
   Please specify

30. Did your library act as an Information Centre?  30.1. Yes ☐  30.2. No ☐

31. If yes, please specify
   31.1. Job opportunity ☐  31.2. University Notification ☐
   31.3. Govt. Notification ☐  31.4. Bank loans ☐
   31.5. Any Other (Please specify) ......................

32. Please specify the programmes conducted by the following target groups

<table>
<thead>
<tr>
<th>Target group</th>
<th>Programme</th>
<th>No. of Agency</th>
<th>Duration parti.</th>
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<tr>
<td>Children</td>
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<td>Farmers</td>
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<td></td>
<td></td>
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<tr>
<td>Any other</td>
<td></td>
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</table>

33. Do you have any publications of the library?
34. Do you celebrate Anual day of the library?  34.34.1. Yes [ ]  34.2. No [ ]

35. How?

36. Do you observe the important National/local/religious festivals?
   36.1. Yes [ ]  36.2. No [ ]

37. If yes,
   **Important Days**
   Independence day
   Gandhijayanthi
   Republic day
   Any other

   **Festivals**
   Onam
   Xmas
   Bakrid
   Local festivals
   Any other

38. Do you have a Library Committee to control the functioning of the Library?
   38.1. Yes [ ]  38.2 No [ ]

39. If yes
   39.2 Frequency of the meeting [ ]
   39.1 Give structure of the committee [ ]

40. Is the Library committee elected according to the Library Act?
   40.1. Yes [ ]  40.2 No [ ]

41. Is there any meeting for the library users?
   41.1. Yes [ ]  41.2 No [ ]

42. If yes, frequency of the meeting
43. Are you satisfied with the ongoing NFE programmes of Library?
   43.1. Yes ☐  43.2 No ☐

44. Please list down the problems in the smooth running of the ongoing programmes.

45. Please write suggestion for the total development of the library and improvement of the NFE activities.
QUESTIONNAIRE FOR INSTRUCTORS

Name of the Library with full address : 

Name of the village, taluk and district : 

General profile
1. Name of the respondent : 

2. Sex
   2.1. Male ☐ 2.2. Female ☐

3. Age
   3.1. Between 18-25 ☐ 3.2. Between 26-35 ☐
   3.3. Between 36-45 ☐ 3.4. Between 46-55 ☐
   3.4. Above 55 ☐

4. Educational Qualifications
   4.1. SSLC ☐ 4.2. Higher Secondary ☐
   4.3. Degree ☐ 4.4. Technical ☐
   4.5. Professional ☐

5. Employment status
   5.1. Student ☐ 5.2. Government Employee ☐
   5.3. Self Employment ☐ 5.4. Private Employ ☐
   5.5. Unemployed ☐ 5.6. Any other ☐

6. How did you come to know about the Adult Education programme of KGS?
   6.1. As a member of the Voluntary Agency ☐
   6.2. Through the persons who are engaged in the Adult Education programmes ☐
   6.3. Through the members of Village Adult Education Committee ☐
   6.4. Through the Mass Media (Radio, TV or Newspaper or any other) ☐
   6.5. Any other (Please specify) ☐
7. Mode of Selection
   7.1 Applied for the post of Instructor  
   7.2. Agency approached you?  
   7.3. Any other (please specify)

8. Did you undergo training before starting your service at the Centre?
   9.1. Yes  
   9.2. No  

9. If yes, please give the following details:
   9.1. Name of the Programme Centre  
   9.2. Place of Training  
   9.3. Agency  
   9.4. Duration

10. In which section do you get training  

11. What is your opinion about the Training programme?
   11.1 Good  
   11.2 Satisfactory  
   11.3 Poor

12. Have you received the teaching / learning materials?
   12.1. Yes  
   12.2. No  

13. Do you get sufficient number of them?
   13.1. Yes  
   12.2. No  

14. What is your opinion about the physical quality of the teaching materials?
   14.1. Good  
   14.2. Satisfactory  
   14.3 Poor

15. Have you prepared any teaching aid?
   15.1. Yes  
   15.2. No
16. Please rate the extent of support obtained from the library authorities.
   Good □  Average □  Less Average □  Very Poor □

   Job satisfaction:
17. Were / are you satisfied with your job?
   17.1. Yes □  17.2. No □
18. If No, why?

19. Have you received the honorarium regularly?
   19.1. Yes □  19.2. No □
20. If No, what are the reasons?

21. Are you satisfied with the honorarium?
   21.1. Yes □  21.2. No □
22. Are you satisfied with the cooperation and support of the library authorities?
   22.1. Yes □  22.2. No □
23. Are you satisfied with the cooperation and support of the sponsoring learners?
   23.1. Yes □  23.2. No □

   Expectations from the neo-literates:
24. What type of change did / will you except from the neo-literates after completing the course by them?
   24.1. Ability to read, write and simple calculations □
   24.2. Social & political awareness □
   24.3. Healthy family life and social life □
   24.4. Skill Development □
   24.5. Personality Development □
   24.5. Any other □

   Follow-up programmes:
25. What are the follow-up programmes taken up by the Library?
   25.1. Collecting and distributing dailies, periodicals and publications for Neo literate □
   25.2. Giving knowledge in the areas of New Development □
   25.3. Any other □
   25.4. Nil □

26. How far the Mass Media helps in giving publicity for the activities of the library?
   26.1. Government publications □
   26.2. Dailies / Periodicals □
   26.3. Dailies □
   26.4. Television □
   26.5. Radio □
   26.6. Others □

27. Do you have any problem in conducting the classes? Please list down.
   ........................................................................................................................................

Suggestions

28. Would you like to offer any suggestions for the improvement of NFE programmes of the library?
   28.1. Financial ......................................................
   28.2. Infrastructure facility ......................................................
   28.3. Government support ......................................................
   28.4. Public support ......................................................
   28.5. Others ......................................................
INTERVIEW SCHEDULE FOR LEARNERS

Name of the Library (Centre) with address

District

Name of the Learner:

1. Sex
   1.1. Male
   1.2. Female

2. Age
   2.1. Below 16
   2.2. between 16-25
   2.3. between 26-35
   2.4. between 36-45
   2.5. above 45

3. Educational Background (when he/she joined the center)
   3.1. Illiterate
   3.2. Minor
   3.3. Drop out
   3.4. Primary
   3.5. Upper Primary
   3.6. High School
   3.7. Other

4. Are you a member of the library?
   4.1. Yes □  4.2. No □

5. What kind of education/training is imparted to you in the center?
   5.1. Literacy and continuing education □
   5.2. Vocational education
        (Please specify) .................................................................
   5.3. Career guidance □
   5.4. Others (Please specify) ......................................................

6. What is the duration of your course/training?
   ..................................................................................................
7. Do you get any other assistance from the library?
   7.1 Providing neo-literate literature/providing necessary books required for your learning. □
   7.2 Providing other learning materials □
   7.3 Providing job opportunity or placement □
   7.4 Finding market for your products □
   7.5 Any other (Please specify) .................................................................

8. Do you get any learning materials? What are they? Specify. .................................................................

9. What is your opinion about the learning materials?
   9.1 Adequate supply □
   9.2 Relevant □
   9.3 User friendly □

10. Infrastructure needed for your learning
    10.1 Space □
    10.2 Building □
    10.3 Electricity □
    10.4 Furniture □
    10.5 Please specify any other facility you consider necessary ..............................................

11. What quality do you find prominent in your instructor?
    (mark 1, 2, 3...6 according to your remark)
    11.1 Sincerity □
    11.2 Communication ability □
    11.3 Regularity □
    11.4 Knowledge about the subject □
    11.5 Patience □
    11.6 Any other (specify) .................................................................

12. What do you realise the benefits of this education?
    12.1 Financial .................................................................
    12.2 Family life improvement .................................................................
    12.3 Career advancement .................................................................
    12.4 Personality improvement .................................................................
12.5 Development of personal talents ..............................................
12.6 Any other (Please specify) .........................................................

13. What are the activities of the library in the followup programmes?
   13.1 Arrangements for reading newspapers and periodicals
   13.2 Supplying sport materials
   13.3 Organising meetings to improve the acquired skill and knowledge
   13.4 Organising clubs women/youth/children etc.
   13.5 Any other (please specify) ....................................................

14. Do you feel any problem in attending the classes? (Please specify “how”)
   14.1 Timing
   14.2 Facilities
   14.3 Instruction
   14.4 Instructors
   14.5 Any other (Please specify) ....................................................

15. Is there any evaluation or monitoring for the learning in the library?
   15.1. Yes □ 15.2. No □

16. Is there any competition among the learners organised by the library?
   16.1. Yes □ 16.2. No □

17. Please give your suggestions for improving the conduct of NFE programmes of the library.
   17.1 Standard (communication, relevance, evaluation)
   17.2 Facilities
   17.3 Interpersonal relationship
   17.4 Diversity of subject
   17.5 Other suggestions
DISTRICTS SELECTED FOR THE SAMPLE SURVEY

1. Trivandrum
2. Kollam
3. Pathanamthitta
4. Alappuzha
5. Kottayam
6. Idukki
7. Ernakulam
8. Thrissur
9. Palakkad
10. Malappuram
11. Calicut
12. Wayanad
13. Kannur
14. Kasargod
LIST OF EXPERTS / OFFICIALS CONSULTED DURING THE STUDY

1. Kadamanitta Ramakrishnan
   President, Kerala State Library Council
   Thiruvananthapuram

2. I.V. Das
   Secretary, Kerala State Library Council
   Thiruvananthapuram

3. K.S. Somasekhara Kurup
   Development Officer
   Kerala State Library Council
   Thiruvananthapuram

4. Devarajan
   Head of the Library Science Department
   University of Kerala
   Thiruvananthapuram

5. Dr. Sivadasan Pillai, K
   Retd. Director
   CACCE
   University of Kerala
UNESCO Public Library Manifesto

November 1994

Freedom, prosperity and the development of society and of individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO’s belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The public Library

The public library is the local centre of information, making an kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as memory of human endeavour and imagination.
Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.

**Missions of the Public Library**
The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

1. creating and strengthening reading habits in children from an early age;
2. supporting both individual and self conducted education as well as formal education at all levels;
3. providing opportunities for personal creative development
4. stimulating the imagination and creativity of children and young people.
5. promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. providing access to cultural expressions of all performing arts;
7. fostering inter-cultural dialogue and favouring cultural diversity;
8. supporting the oral tradition;
9. ensuring access for citizens to all sorts of community information;
10. providing adequate information services to local enterprises, associations and interest groups;
11. facilitating the development of information and computer literacy skills;
12. supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

**Funding, legislation and networks**

- The public library shall in principle be free of charge.

  The public library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

- To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

- The public library network must be designed in relation to national, regional, research and special libraries as well as libraries in schools, colleges and universities.
**Operation and management**

- A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organised effectively and professional standards of operation must be maintained.
- Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level-has to be ensured.
- Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.
- The library services must be adapted to the different needs of communities in rural and urban areas.
- The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.
- Outreach and user education programmes have to be provided to help users benefit from all the resources.

**Implementing the manifesto**

Decision makers at national and local levels and the library community at large, around the world, are hereby urged to implement the principles expressed in this Manifesto.

*The Manifesto is prepared in cooperation with the International Federation of Library Associations and Institutions (IFLA)*
### Survey on Reading Habit - Results (Urban)

Preference of Books-Language-Category-Time spent for Reading-Viewing T.V., etc.

<table>
<thead>
<tr>
<th>District</th>
<th>Language preference of Books %</th>
<th>Category-wise preference of Books %</th>
<th>Availability of books in library %</th>
<th>Income and average amount spent on entertainment (Rs)</th>
<th>Average time spent for</th>
<th>Percentage of people</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Mal</td>
<td>Eng</td>
<td>Others</td>
<td>Novel</td>
<td>Short story</td>
<td>Play</td>
</tr>
<tr>
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## Appendix VIII

### Survey on Reading Habit - Results (Rural)

**Preference of Books-Language-Category-Time spent for Reading-Viewing T.V. etc.**

<table>
<thead>
<tr>
<th>District</th>
<th>Language Preference of Books %</th>
<th>Category-wise Preference of Books %</th>
<th>Availability of books in library</th>
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<td>Others</td>
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<td>Short story</td>
<td>Play</td>
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EMBLEM OF KERALA GRANDHASALA SANGHAM