The whole questionnaire is divided into five groups. You are requested to answer all questions to get an idea about the status of Library and Information Services in Engineering Institutions of Chhattisgarh in Information Technology context.

(Please use additional sheet where required)

A. General Information:

1. Name of the Institution: …………………………………………………………….
2. Address of the Institution: …………………………………………………………….
   Phone No.: Email: Fax No.: Website:
3. Type of the Institution (Please put tick mark): Central Government/ State Government/Semi Government/ Private University/Private Institute
4. Year of Establishment of the Institute: ………
5. No. of departments/ centers/units: ………

B. Information about Library:

1. Does your institute follow the AICTE guidelines prescribed for the library?  Yes/No
2. Name of library (If any): …………………………………………………………….
3. Year of Establishment: …………………………………………………………….
4. Does your library have a separate building: Yes/No
   If yes, give the number: -------
5. Does the Institute have departmental library: Yes/No
6. Carpet area of the library (in sq. meters): ………
7. Reading room space (in sq meters): ……………
8. Seating capacity of the library: ……………
9. Working hours of library: ………
10. Name of the Librarian/ In charge: Dr./Prof./ Mr./ Ms/Mrs ………………………
    Qualifications- (1) Academic-……………………………………
    (2) Professional-……………………………………
11. No. of Staff in the library: ………

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<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Total No.</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>1.</td>
<td>Professional</td>
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<td>2.</td>
<td>Semi- Professional</td>
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<td>3.</td>
<td>Non Professional</td>
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<td>4.</td>
<td>Professional with IT Competencies</td>
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<tr>
<td>5.</td>
<td>Non professional with IT Competencies</td>
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12. Budget (Annual):
   Is your library having a separate budget? Yes/No

If yes, please give the details:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Library Budget</th>
<th>Breakup of Library Budget under various heads</th>
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<tr>
<td></td>
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<td>Books</td>
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<tr>
<td>2010-11</td>
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<td>2009-10</td>
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<td>2006-07</td>
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If No, how do you manage library without separate budget:

………………………………………………………………………………………………………………………………………………………………
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13. Do you feel for smooth functioning of library required a separate budget Yes/No
   If yes, how?

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14. Number of library users:
   a) UG students: .....  b) PG students: ......
   c) Research scholars: .......  d) Faculty: .......
   e) Administrative staffs: ......  f) Supporting staff: .......
   g) Others staff: .......  h) Outsiders (having no connection with the institute): ....

C. Status of Library collection and services:

1. Book form (please give the number only):

   Books-
   a) General books: .....  b) Text books: ......
   c) Reference books: ......  d) Book bank: .......


   Thesis/ Dissertations: .....  Government publications: .......
   Conference/Seminar proceedings: .......  Standards: ....
   Patents: .........  Manuscripts: .......

2. Non book materials:
3. E-materials:
   a) Audio/Video cassettes/CDs
   b) Microfilm/Fiche
   a) E-books
   b) E-journals: i) Indian
   ii) Foreign
   c) Databases (kindly attach a list)

Library Services:

1. Methods of access the library: Open/ closed

2. Does your Library stock is arranged according to class number? Yes/No
   If yes, which classification scheme is followed: DDC/UDC/ CC

3. User consults your Library for (please put tick mark):
   a) Transaction of books Yes/No
   b) Reading newspapers Yes/No
   c) Periodicals/journals Yes/No
   d) Preparing the notes Yes/No
   e) General reading Yes/No
   f) Photocopy services Yes/No
   g) Reference services Yes/No
   h) Internet use Yes/No
   i) Searching on-line databases Yes/No

4. How users search the books in your library? (please put tick mark):
   Through Catalogue card [  ]
   Through OPAC [  ]
   Direct search on Shelves [  ]
   Search with the help of Library staff [  ]

5. Library circulation system (please put tick mark):
   a) Computerized [  ]
   b) Manual [  ]
   c) Both method [  ]
   If manual, which method is followed?
   a. New York method [  ]
   b. Brown method [  ]
   c. Ranganathan method [  ]
   d. Register method [  ]
   f. Any other (if) [  ]

6. Services offered by your library (please put tick mark):
   a) Inter library loan Yes/No
   b) CAS Yes/No
   c) SDI Yes/No
   d) Bibliographic services Yes/No
   e) Lending of periodicals Yes/No
   f) Photocopy services Yes/No
   g) Reference services Yes/No
   h) Literature search Yes/No
7. Is there any book bank facility for students? Yes/No
   If yes, for whom:
   (a) For All Students [ ]
   (b) Only for some sections of students (ST, SC, OBC, etc) [ ]
8. Do you charge any fee for book bank services? Yes/No
   If Yes, how much: Rs ........
9. Is your library using FRID technology? Yes/No
10. If no, is there any plan to adopt FRID technology in future? Yes/No

D. Human Resource Development and Library Management:

1. Do you arrange any awareness programme for users about library? Yes/No
2. Do you feel that the library staffs are skilled enough to meet the user’s needs in present IT Environment? Yes/No
   If no, why? a) 
   b) 
   c) 
3. Do you have any programme to train the library staff about the latest development in IT? Yes/No
   If yes, how?
   a) By sending them outside [ ]
   b) Organizing a workshop/training inside the Institute [ ]
4. Is there annual stock verification in your library? Yes/No
5. Library planning and policies are decided by:
   a) Librarian [ ]
   b) Library committee [ ]
   c) Institute Administrator [ ]
   d) Institute Management [ ]
6. In the selection of books and other reading materials, you prefer the view of: (please put tick mark)
   a) Teachers [ ]
   b) Students [ ]
   c) Yourself [ ]
   d) Course curriculum [ ]

E. Library Automation and Resource Sharing:
1. Is your Library being computerized? Yes/No
2. If yes, which software do you use? .............

3. Level of Computerization (please put tick mark)
   a) Fully computerized [ ]
   b) Partially computerized [ ]
   c) In the process of computerization [ ]

4. If your answer is b), then which section is computerized? (Please put tick mark)
   a) Acquisition [ ]
   b) Cataloguing [ ]
   c) OPAC [ ]
   d) Serials [ ]
   e) Circulation [ ]
   f) others (if any) [ ]

5. Whether your library has introduced barcode technology? Yes/No
   If yes, please mention the functions activated using barcode technology (please put tick mark)
   a) Annual stock verification [ ]
   b) Circulation [ ]
   c) Any other [ ]

6. For Library Automation which of the following funding agency provide financial support:
   a) AICTE [ ]
   b) MHRD [ ]
   c) DST [ ]
   d) Parent organization [ ]

7. Does your library have internet connection? Yes/No
   If yes, Internet connection is used for:
   a) Office work [ ]
   b) Searching information by students [ ]
   c) Searching online databases [ ]
   d) Resource sharing [ ]

8. No. of PC’s having internet connection in the library: …

9. Type of internet connection:
   a) Dial-Up [ ]
   b) Leased line [ ]
   c) V-set [ ]
   d) Cable network [ ]
   e) wireless network [ ]

10. Internet connection speed: ........

11. Do you charge any amount from users for internet services? Yes/No
    If yes, how much from:
    a) Students........
    b) Research scholars............
    c) Faculty............

12A. Does your Institute have campus LAN? Yes/No
    If yes, LAN facility is extended to:
    a) Only computer centre [ ]
    b) Computer centre + Library [ ]
c) Restricted no. of connections in departments/centers/Labs [ ]
d) Whole campus [ ]

12B. Mention the name of databases available on LAN (if any):……
a) b) c)
d) e) f)
g) h) i)

13. Do you feel that your library services have been improved due to IT applications? Yes/No

14. Is your Library a member of any of the following library networks? Yes/No
   If yes, (please put tick mark)
a) DELNET [ ]  b) INFLIBNET [ ]  c) MALIBNET [ ]  d) Other [ ]

15. Does your library participate in INDEST library consortia for resource sharing? Yes/No
   If yes, from when………

16. Do you feel an INDEST consortium is very much useful for engineering institutions? Yes/No
   If yes, how? a) b) c)

17. Do you feel that resource sharing is essential to minimize the cost of library material? Yes/No

18. Do you feel that in the present time we can not meet the users’ needs and requirement without resource sharing? Yes/No

19. Do you have a programme to form a state level e-resource network for engineering Institutions of chhattisgarh? Yes/No

20. What problems do you face in providing the information services to the users?
   a) b) c)

Thanks for your cooperation

   Signature with date
   Name:
   Designation:

Note: Please use separate sheet if you want to give any more relevant information about your library