Questionnaire

PART A: Respondent Information
1. Name of the Resource Center :
2. Name of the Parent Institution :
3. Name and address of the Head Librarian :
4. Email :
   Phone No. :
   Fax No. :

PART B: Information about the Parent Institution
1. Name of the Institution :
2. Address :
3. Name of the Director :

PART C: Information about Resource Center
1. Number of Users
   Students :
   Faculty :
   Industry Members :
   Individual Members :
   Designer Members :
   Institutional Members :
   Forecast Members :

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Out Station Members : 
Others (Please Specify) : 

2. Total Staff working in the Resource Center

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Librarian</td>
<td>:</td>
</tr>
<tr>
<td>Assistant Librarian</td>
<td>:</td>
</tr>
<tr>
<td>Professional Assistants</td>
<td>:</td>
</tr>
<tr>
<td>Supporting Staff</td>
<td>:</td>
</tr>
</tbody>
</table>

3. No of staff to look after the computing Services in the Resource Center

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

4. No of Staff to look after the Computing Services in the Institute.

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>

5. Collection: Printed form

<table>
<thead>
<tr>
<th>Collection Type</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>:</td>
</tr>
<tr>
<td>Journals Subscribed</td>
<td>:</td>
</tr>
<tr>
<td>Bound Volumes</td>
<td>:</td>
</tr>
<tr>
<td>Craft Documents</td>
<td>:</td>
</tr>
<tr>
<td>Project Reports</td>
<td>:</td>
</tr>
<tr>
<td>Reference Sources</td>
<td>:</td>
</tr>
<tr>
<td>Consultancy Reports</td>
<td>:</td>
</tr>
<tr>
<td>Photographs</td>
<td>:</td>
</tr>
<tr>
<td>Designs and Plan documents</td>
<td>:</td>
</tr>
<tr>
<td>Others</td>
<td>:</td>
</tr>
</tbody>
</table>
6. Electronic Sources:
   - Online Journals
   - CD-ROMs
   - Databases

7. Multimedia/Audio/Video Materials
   - Video Cassettes
   - Audio Cassettes
   - CD-ROMs
   - Others

8. Do you have any usage statistics system of electronic resources?
   - Yes □
   - No □

9. Any common interface to search all the electronic resources
   - Yes □
   - No □

10. Would you be interested in such common search software
    - Yes □
    - No □

11. Please mention the policy procedures adopted for collection development of your Resource Center
    - Follow Head Office Guidelines □
    - Local Procedures □

12. Kindly mention the method of information resources selection for your Resource Center
    - Through the Library Committee □
    - Through Faculty Suggestions □
    - Direct Acquisitions □
13. Please mention the techniques and tools used for identifications and selection of information resource for your Resource Center

- Book Reviews □
- Internet □
- Bibliographies □
- All □

14. Are the available techniques and tools sufficient to identify information sources for your Resource Center

Yes □
No □

PART E: Technical Information

1. Is your Resource Center operation automated?

Yes □
No □

2. Do you have database of your Resource Center collection?

Yes □
No □

3. Do you have dedicated web server?

Yes □
No □

Infrastructure in the Resource Center:

5. Configuration of web server

- Operating System used
6. Is there any web enabled Interface?
Yes □ No □

7. Do you have dedicated server for Library Management Software
Yes □ No □

8. Do you use Resource Center Management Software
Yes □ No □
If yes, please mention the
Name
Version
Operation System
Web enabled Online Public Catalog
Client Access

9. Is there any backup server?
Yes □ No □

10. Is the Resource Center Connected to LAN?
Yes □ No □

Infrastructure in the Institution:
Please give number of
- No. of Servers
- Operation System
- No. of PCs

11. Is your Resource Center has Internet Connection
Yes □ No □
If yes, give following details
  - Leased Line
  - VSAT
  - Radio link
  - Any other Mode

12. Digitization activities:

Do you have digitization activities in the Resource Center?

Yes □ No □

If Yes, Please give the following details;

<table>
<thead>
<tr>
<th>Scanners</th>
<th>Digital Software</th>
<th>Name of the Software</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. What are Materials you would consider for digitization? (Please check)

- Highly used books; □
- Copy right expired materials □
- Back volumes of Journals □
- Material resources □
- In house Publications □

14. Would you consider open source for digitization?

Yes □ No □

Materials Section

15. Please give details

<table>
<thead>
<tr>
<th>Collections</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designer Costumes</td>
<td></td>
</tr>
<tr>
<td>Traditional Textiles</td>
<td></td>
</tr>
<tr>
<td>Leather Accessories</td>
<td></td>
</tr>
<tr>
<td>Yarns</td>
<td></td>
</tr>
</tbody>
</table>

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PART F: Technical Services

1. Classification Scheme used
   - DDC □
   - CC □
   - UDC □
   - LC □
   - Any Other □

2. Cataloguing Code Used
   - AACR2 □
   - CCC □
   - MARC □
   - Any Other □

3. What are the services offered by your Resource Center?
   - Reference □
   - CAS □
   - SDI □
   - Indexing □
   - Abstracting □
   - Reprography □
   - Internet Browsing □
   - Scanning □
   - Fashion Forecasting □
4. What are the financial sources of your Resource Center? (Please check)
   - Government Grants □
   - Philanthropy □
   - Student Fees □
   - Industry Membership Fees □
   - International Aid □
   - Any Other Sources (Please Specify)

Resource Sharing

5. Is your Resource Center a member of any consortium?
   Yes □ No □

   If yes, kindly name the consortium

6. Is there Union Catalogue of periodicals available in NIFT Resource Center?
   Yes □ No □

7. What kind of resource sharing activities you have?
   - ILL
   - DDS
   - Shared Access to resources
Please highlight the important features of your Resource Center

Kindly give an outline briefly of your Resource Center future Plans:

Name & signature:

Place:

Date: