Section A: General Data

1. Name of the library: ________________________________
2. Telephone Number: ________________________________
3. Who are committee/council members? (Profession of members)
   1--------------------------------------   2 ------- -----------------------------3--------------------- -----
   4----------------------------------------5 -------- ----------------------------6---------------------- -----
   7----------------------------------------8--------- ----------------------------9---------------------- -----
4. How interested are they?
   Very----------some --------------little ----------- ------very little --------------- not at all------- --
5. Are the different sections of the library clearly demarcated?
   1 Circulation --------------- 2 Reading room------- -------3 Periodicals ---------------------
   4 Reference & information 5 Children’s ------------ ------6 women’s -----------------------
   7 Technical & other library work------------------- ------8 Any other (please specify) ---------

Section B: Resources & users

1. No of books and periodicals in the library in the main minority languages e.g. Swahili Arabic etc

   Main minority languages | Books | periodicals
   ------------------------ | ----- | ---------------
   1---------------------- | -------- | -----------------
   2----------------------- | -------- | -----------------
   3----------------------- | -------- | -----------------
   4----------------------- | -------- | -----------------

2. Does KNLS practice resource sharing or inter library loaning? Yes / No
3. If yes, In what way has it affected collection development and library services?
   i) Increase users ii) decreased users iii) no change iv) any other (please specify)
4. a)To what percentage increase or decrease of users has been experienced in the last five years?
   i) increase ----------% ii) decrease -----------%

   -------   -------   -------   -------   -------   -------

b) please state the numbers of users during: ------ -   --------   -------   -------   --------
5. How many estimated users do you serve per day country wide?

Section C: Resource development & organization

1. How are the books arranged?
   i) Accession to Accession No……… ii) Language wise ……iii) Alphabetical title wise ………
   iv) Alphabetical author wise ……….. v) Subject wise ........
2. If subject wise: i) Alphabetical subject wise ……ii) Classified sequence
3. If classified sequence; which scheme of classification and edition? ……
4. When books are received in the library, after how many days the books go through technical process till they are made available to the public from the date of purchase?
   I. One week…..
   II. Two weeks ……
   III. Three weeks ……..
   IV. One month……
   V. Two –three months ……
   VI. More than three months ……..

Section D: Services
1. a) Are you offering special services, which are worth mentioning? Yes / No
   b) If yes, which are they?

2. What is the number of readers in these special services?

3. In what ways has the introduction of IT affected library services?
   i) Increased users  ii) decreased users  iii) no change iv) any other (please specify)

Section E: Building, furniture & Equipment
1. Who owns this library building? Own / Rented
2. No. of equipment (other than furniture) if any

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the equipment</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. a) No. of tables in the reading room for readers  ---------b) Size of the tables  ---------
4. No. of chairs in the reading room------------------------
5. a) No. of benches in the reading room--------- b) Size of the benches-----------------------
6. Any other comments-----------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------

Section F: Others
1. a) Is there any program to promote the reading habits of the literate / Neo literate population?
   Yes / No
   b) If yes, please name the programs
   1. --------------2. --------------3. --------------4. --------------5. --------------

2. a) Is the list of new additions displayed? Yes / No
   b) If yes, what is its frequency?
   Monthly -------- Bimonthly -------- Quarterly -------- Any other (please specify) --------
3. a) Is the publicity or marketing of the library done? Yes / No
   b) If yes, by which method?
   Posters -------------Sending books lists-------------Radio-------------TV -------- Newspapers-------------
   Preparing readers guides-------- Annual reports --------Any other (please specify )----------

4. Location of the library .
   In the heart of the city --------Away from the city----------Near church/ mosque --------Near
   office area----------Near schools/colleges------Any other please specify -------

5. Is authority/government becoming more or less supportive of library activities?

6. Given a free choice, which library activity would you ask a donor to support?
   In a list of priority.

7. Name knowledge or skills which are lacking in the library? a)-------------b)-----------c-----------
    ( in order of priority)

General Opinion about the library

<table>
<thead>
<tr>
<th></th>
<th>Very good</th>
<th>Good</th>
<th>fair</th>
<th>poor</th>
<th>very poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General impression comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Strength of the readers present</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Signs inside the library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   a) Directional           |           |      |      |      |           |
   b) Shelf identification  |           |      |      |      |           |
| 4. a) House keeping      |           |      |      |      |           |
   b) Windows clean         |           |      |      |      |           |
   c) Book dusting          |           |      |      |      |           |
   d) Floors                |           |      |      |      |           |
   e) Painting              |           |      |      |      |           |
   f) State of Building     |           |      |      |      |           |
| 5. Lighting               |           |      |      |      |           |
| 6. Seating                |           |      |      |      |           |
   No. of seats occupied    |           |      |      |      |           |
| 7. Display                |           |      |      |      |           |
   a) Periodicals           |           |      |      |      |           |
   b) Books                 |           |      |      |      |           |
| 8. a) Shelves             |           |      |      |      |           |
   b) Over flowing, full, some |         |      |      |      |           |
   Space, much space        |           |      |      |      |           |
   c) Books in order        |           |      |      |      |           |
| 9. Staff                  |           |      |      |      |           |
| 10. Work space            |           |      |      |      |           |
| 11. Drinking water facility|         |      |      |      |           |
| 12. Parking facility      |           |      |      |      |           |