Parveen Kumar  
Research Scholar  
Dept. of Library & Information Science  
Panjab University,  
Chandigarh-160014.

The Librarian,  
________________________________________________________

________________________________________________________

________________________________________________________

Respected Madam/Sir,

I wish to inform you that I am pursuing Ph.D. (Library & Information Science) on the topic “Management and Utilization of Newspaper Libraries in Chandigarh, Delhi and Punjab” from Panjab University, Chandigarh. In this regard may I request you to kindly fill-in the enclosed questionnaire and help me in completing my research work. I assure you that information provided by you will be kept confidential and used only for the purpose of the research work.

I shall also appreciate if you could give your kind guidance, support and suggestions as well.

Thanking you

Yours Sincerely,

(PARVEEN KUMAR)
APPENDIX I

Questionnaire for Librarians

1) General Information
   a) Name of the Newspaper organization______________________________
   b) Year of establishment of Newspaper________________________________
   c) Name of the Library______________________________________________
   d) Year of establishment of the library________________________________
   e) Office Address____________________________________________________
   f) Website address___________________________________________________
   g) E-mail address_____________________________________________________
   h) Year of establishment of On-line newspaper__________________________

2) Name of the Librarian/Chief Librarian/Library (Incharge)/Information
   Officer :
   a) Mr./Ms./Mrs./Dr._________________________________________________
   b) Qualification_____________________________________________________
   c) Telephone Number________________________________________________
   Working Days of Library (Monday to _______) _______ to _______
   Sunday & Holidays _______ to _______
   Restricted Holidays _______ to _______

3) Do you have library committee? Yes____ No________
   If yes, please mention the composition, and function of this committee
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   (if required please attach separate sheet)

4) Internal organizational structure of the library (Top to bottom)
   (Please attach separate sheet)
5) **Library Finances Year Wise Breakup (2007-10)**

<table>
<thead>
<tr>
<th>Library Finances</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Total Library Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Budget for purchase of books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Budget for purchase of journals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Budget for purchase of non-book material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Library budget for salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) **Total Library Staff in the Library**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Professionals</td>
<td></td>
</tr>
<tr>
<td>B Semi-professionals</td>
<td></td>
</tr>
<tr>
<td>C Technical staff/ IT skilled staff</td>
<td></td>
</tr>
<tr>
<td>D Other supportive staff</td>
<td></td>
</tr>
<tr>
<td>E Any other (please mention)</td>
<td></td>
</tr>
</tbody>
</table>

7) **Library Resources**

<table>
<thead>
<tr>
<th>Categories</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Reference books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Newspaper clippings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Subject wise)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Photographs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Non-book material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G Any other (Please mention)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7.1 Periodicals

<table>
<thead>
<tr>
<th>Categories</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Current periodicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Back Volume of periodicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Electronic (E-journals)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8) Membership of the Library

<table>
<thead>
<tr>
<th>Categories of members</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Editors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Journalists/Reporters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Administrative Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Press Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Any Other (Please mention)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9) Space Provision in the Library:

1) Is the library housed in a separate building? Yes____ No____

2) Does the library have a separate reading room? Yes____ No____

10) Electronics Infrastructure Available in the Library

<table>
<thead>
<tr>
<th>Electronic Gadgets</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Code Generator</td>
<td></td>
</tr>
<tr>
<td>Bar Code Scanner</td>
<td></td>
</tr>
<tr>
<td>CD Net Device</td>
<td></td>
</tr>
<tr>
<td>CD Player</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Film Projector</td>
<td></td>
</tr>
<tr>
<td>Internet Connectivity</td>
<td></td>
</tr>
<tr>
<td>Microfilm Reader</td>
<td></td>
</tr>
<tr>
<td>Microfilm Scanner</td>
<td></td>
</tr>
<tr>
<td>Multimedia System</td>
<td></td>
</tr>
</tbody>
</table>
Projector
Reprographic Machine
Scanner
Teleconferencing Device
Telephone
TV
VCR
Any other (please mention)

10.1 Total Number of Computer Systems available in the library

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Computers</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Server</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Personal Computer</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>OPAC Terminals for Users</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>UPS</td>
<td></td>
</tr>
</tbody>
</table>

10.2 Total number of Printers Available in the Library

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Printers</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dot Matrix</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Drum Printer</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Ink jet Printer</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Laser Printer</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Three in one printer</td>
<td></td>
</tr>
</tbody>
</table>

11) Automation/Computerization of the Library

Is the library automated? Yes____ No____

If yes, Please mention the name of software used by the library for automation.

Software used: __________________________________________
Please state whether the library is
Fully automated______ Partly automated ______ under Process____
Please mention the areas (modules) which are automated.

11.1 Which Operating System do you used in the library? (Please tick)

MS DOS
UNIX
Windows
LINUX
Any other (Please mention)

11.2) Which application software do you used in the library for automate the following library collection?

For Books and Periodicals
For Photographs
For Newspaper Clippings
Any other (Please mention)

11.3) What are the means and methods of acquiring IT skill? (Please tick)

(i) Formal education
(ii) Informal education
(iii) Through colleagues
(iv) Self study
(v) Training at work place
(vi) Training by suppliers
(vii) Attending IT programmes
(viii) Attending workshops/seminars
12) Books Issued/ Returned

<table>
<thead>
<tr>
<th></th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books returned</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13) Do you have access to reading material through loan privileges?

Yes ___ No ___

13.1) Inter Library Loan Facility

<table>
<thead>
<tr>
<th>Inter Library Loan Facility</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14) Newspaper Clippings

14.1) Do you file clippings? Yes____ No____

If yes, Please specify

(i) Alphabetical order

(ii) Numerical order

(iii) Classified order

(iii) Any other order (please state)

14.2) Do you file any clippings except biographical ones? Yes____ No____

If yes, please state

14.3) Do you have separate files for biographical and geographical clippings, or do you fill all biographical and geographical material alphabetically? Please specify)

14.4) Is all material in your newspaper classified and filed? Yes ____ No ____

14.5) Do you have clipping from other newspapers? Yes ____ No ____

If yes, please mention the names of the newspapers
14.6) Do you file each clipping in a file or separate envelope?

________________________________________________________________________

What size of file or envelope do you use for filing clippings? (Please mention)

________________________________________________________________________

15) Photographs

15.1) Do you file photographs? How? (Please tick)
   Alphabetical order _________ Classified order _____________________________
   Numerical _______________ or in Computer Database
   ___________________________ Or any other order (Please specify)
   ___________________________

15.2) How do you fill your oversize photographs? ______________________________

________________________________________________________________________

16) Cuts and Mats

16.1) Do you file cuts and mats? Yes_____ No____

16.2) What size of envelopes do you use? _________________________________

16.3) Which system do you use for filling? (Please tick)
   Alphabetical_____ Numberical_____ Classified___
   Any other(please mention)

________________________________________________________________________

17) Do you have microfilm or microfiche collection of newspaper or any other?

   Yes____ No____

If yes please state _______________________________________________________

________________________________________________________________________

18) Negatives

Do you file negatives? Yes ____ No _____

How? (Please mention)

________________________________________________________________________
19) Bound Files

19.1) Do you bind your own newspaper? Yes ___ No ___

19.2) Do you bind any newspaper besides your own? Yes ___ No ___

19.3) Which papers do you keep on bindings? (Please mention)

__________________________________________________________

20) Index

Do you index your paper? On cards or long sheet of paper or any other? (Please mention)

__________________________________________________________

21) Withdrawal

21.1) How do you indicate that material has been withdrawn from your files? (Please mention)

__________________________________________________________

21.2) Have you a time limit for material withdrawn from files? Yes ___ No ___

If yes, please state______________________________________________

__________________________________________________________

22) Records

22.1) Do you keep a record of service rendered by the library, i.e., daily/weekly/monthly or yearly? Please state, Yes ___ No ___

__________________________________________________________

22.2) Do you keep any weekly or monthly records to show the comparative growth of your department and services given by your department over a number of years? Yes ___ No ___

22.3) State average number of services, calls rendered by your department daily?

__________________________________________________________

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23) Technical Processing of Documents
   (i) Scheme used for classification (please mention)
   (ii) Rules follow for cataloguing (please mention)

24) Does your library provide following services? (Please tick)
   i) Reference service such as locating information ready reference service? Yes/No
   ii) Respond to requests on phone/through post/e-mail? Yes/No
   iii) Current Awareness Service Yes/No
   iv) Selective Dissemination of Information Yes/No
   v) Photographic Service Yes/No
   vi) Translation Service Yes/No
   vii) Inter Library Loan Yes/No
   viii) Internet facility Yes/No
   ix) Referral Service Yes/No

   Any other service, please mention

23) Do you use any online database? Yes_____ No_____

   If yes, please mention the names of the databases

24) Do you have any provision of resource sharing via consortia or networking?
   Yes______ No________
If yes, please mention

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Thank you very much for your kind cooperation

Signature of the Librarian
Date: ________________