APPENDIX

QUESTIONNAIRE

CONSERVATION AND DIGITIZATION PRESERVATION OF MANUSCRIPTS IN UNIVERSITY LIBRARIES IN INDIA

1. General Information
   a) Name of the University:
   b) Name of the Library:
   c) Year of the establishment of the University:
   d) Year of the establishment of the Library:
   e) Website address:
   f) Name of Librarian:

2. Type of University
   a) Central University
   b) State University
   c) Deemed University
   d) Autonomous body

3. Library Finances (Year 2007-2011)

<table>
<thead>
<tr>
<th>Library Finances</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Total Library Budget</td>
<td></td>
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</tr>
<tr>
<td>b) Budget for Books</td>
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<tr>
<td>c) Budget for Current Periodicals</td>
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<tr>
<td>d) Budget for Manuscripts</td>
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</tbody>
</table>

4. Information Regarding Collection

<table>
<thead>
<tr>
<th>Categories</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Current Periodicals</td>
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<tr>
<td>c) Palm leaf manuscripts, Paper manuscripts etc.</td>
<td></td>
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</tbody>
</table>
5. **Staff**

Kindly indicate the staff strength and their division in different sections of the library.

<table>
<thead>
<tr>
<th>Section</th>
<th>Professional</th>
<th>Semi-Professional</th>
<th>Non-Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Section</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Technical Section</td>
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<tr>
<td>Periodical Section</td>
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<tr>
<td>Reference Section</td>
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<td></td>
</tr>
<tr>
<td>Circulation Section</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manuscript/Rare Collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Section</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Section</td>
<td></td>
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</tbody>
</table>

6. **Manuscripts Collection Development**

A) Please specify the methods adopted for the acquisition of manuscripts in university libraries.

a) Purchase: Yes/No
b) Accept as a gift: Yes/No
c) Both: Yes/No

B) Please give detail of the number of manuscripts acquired every year along with the expenditure incurred on the acquisition since the inception of university.
<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Manuscripts Acquired</th>
<th>Expenditure Incurred (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchased</td>
<td>Gift</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

C) Please mention the languages of the manuscripts along with the number of manuscripts available in the particular language.

<table>
<thead>
<tr>
<th>Language of manuscripts</th>
<th>No. of manuscripts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

7. Does the library have professional staff for conservation and preservation of library materials?  (Yes/No)

If yes, please comment if they have attained special training in India/ Abroad.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Particular</th>
<th>Total no. of Professionals</th>
<th>Training in India/ Abroad.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservator</td>
<td>Master degree or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivist</td>
<td>Bachelor degree or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Officer</td>
<td>Tertiary diploma or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other</td>
<td>Others, Specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Does the library have separate reading room facilities for the users of manuscripts collection? (Yes/No)

If yes, please mention the number of seats available.

<table>
<thead>
<tr>
<th>Category of Readers</th>
<th>Cubicles</th>
<th>Reading Room /No. of seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Research Scholars</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>(Yes/No)</td>
<td></td>
</tr>
</tbody>
</table>

9. Preservation Procedure and Policies

Please indicate whether your library carries out the following procedure for manuscripts. If yes, please comment on the type and amount of material treated.

a) Binding of manuscripts
b) Repair of manuscripts
c) Simple repair to damaged pages
d) Others, specify

10. Preservation and Conservation Treatments

Please indicate if your library carries out the following treatments. If yes, please comment on the amount of material treated and equipment used.

a) Oiling
b) Aqueous de-acidification
c) Non-aqueous de-acidification
d) Vapour phase de-acidification
e) Mass deacidification
f) Fumigation
g) Flattening
h) Resizing Yes/ No
i) Minor repairs Yes/ No
j) Filling holes Yes/ No
k) Relining Yes/ No
l) Encapsulation Yes/ No
m) Lamination Yes/ No
n) Others- If any specify

11. Preservation and Conservation Facilities and Equipment

Please tick mark whether the library has provided to the following facilities or equipment.

a) Conservation laboratory Yes/ No
b) Paper lamination equipment Yes/ No
c) Bindery Yes/ No
d) Fumigation chamber Yes/ No
e) Microfilming facility Yes/ No
f) Others- If any specify

12. Reformatting Procedure

Please indicate whether your library carries out the following reformatting procedure for manuscripts. If yes, please comment of the type and amount of material treated, also whether appropriate standards followed.

a) Microfilming of manuscripts Yes/No
b) Electronic digitizing of manuscripts Yes/No
c) Others- If any specify
13. Preventive Preservation Procedures

A) Please indicate if your library carries out following preventive preservation procedures.
   a) Floor cleaning Yes/ No
   b) Shelf cleaning Yes/ No
   c) Collection condition survey Yes/ No
   d) Pest Control Management Yes/ No
   e) Fire extinguisher Yes/ No
   f) Manuscripts covered with cloth Yes/ No
   g) Air condition storage Yes/ No
   h) In storage containers Yes/ No
   i) In a closed/ secure storage area Yes/ No
   J) Others- If any specify

B) Please specify the cleaning methods adopted in the university libraries to clean the manuscript section:
   a) Sweeping Yes/ No
   b) Mopping Yes/ No
   c) Dusting Yes/ No
   d) Washing Yes/ No
   e) Any other

C) Please specify the equipments used for cleaning the area where the manuscripts are placed:
   a) Brooms Yes/ No
   b) Brushes Yes/ No
   c) Vacuum cleaner Yes/ No
   d) Automatic floor washing machine Yes/ No
   e) Feather duster Yes/ No
   f) Any other
D) Please specify the pesticides, insect repellents used in the library to control pest attack:

a) Naphthalene  Yes/ No  
b) Paradichlorobenzene  Yes/ No  
c) Neem leaves  Yes/ No  
d) Thymol crystals  Yes/ No  
e) Habitat Modification  Yes/ No  
f) Insect Growth Regulators  Yes/ No  
g) Freezing  Yes/ No  
h) Any other

14. Physical Storage Condition

Please mark one box to the right of each condition indicating the % of the manuscripts stored in that condition.

<table>
<thead>
<tr>
<th>All</th>
<th>Most</th>
<th>Half</th>
<th>Some</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

In a clear storage area
In a closed/ secure storage area
In a storage area with air condition during working hours
In a building with effective fire detection & suppression system
In storage containers
Others- Please specify
1. **Accessibility of Manuscripts Collection**

**A)** Whether the manuscript collection is accessible to the users?

Yes/No

If yes, which category of clientele makes use of the collection?

a) Under graduate students Yes/No
b) Post graduate students Yes/No
c) Faculty members Yes/No
d) Research scholars Yes/No
e) Special members Yes/No
f) Any Other (Specify with detail)

**B)** What is the frequency of the visit to manuscript section of the clientele?

a) Daily Yes/No
b) Once a week Yes/No
c) Once a month Yes/No
d) Once a year Yes/No
e) Rarely Yes/No

**C)** Average number of manuscripts users per year

<table>
<thead>
<tr>
<th>Year</th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of users per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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D) What is the user's approach to have an access to the manuscript collection?

a) Author Yes/No
b) Title Yes/No
c) Subject Yes/No
d) Keyword Yes/No
e) Any other Yes/No

E) Are the manuscripts used sufficiently and regularly?

Yes/No

If No, what are the reasons for the less use or insufficient use of the manuscripts collection?

a) Not easy to use
b) Unorganized collection
c) Lack of infrastructure
d) Users unaware of the collection
e) Lack of knowledge of language of manuscripts
f) Inability to understand script
g) Poor physical condition of manuscripts
h) Inadequate knowledge of staff regarding collection

F) Please mention the means adopted by your library to make the users aware of manuscript collection:

a) Library orientation Yes/ No
b) Library bulletins Yes/ No
c) Special lecture Yes/ No
d) Library information brouchers Yes/ No
e) Active outreach programme Yes/ No
f) Information on website Yes/ No
g) Organizing exhibitions Yes/ No
h) Others—Please specify
G) Please mention the services provided to the users of manuscript collection:

I) Manual Services

a) Reference service Yes/ No
b) Lending service Yes/ No
c) Indexing service Yes/ No
d) Abstracting service Yes/ No
e) Bibliographic service Yes/ No
f) Inter-library loan service Yes/ No
g) Transcripts Yes/ No
h) Translation service Yes/ No
i) Consultancy service Yes/ No
j) Orientation of users Yes/ No
k) Open access under direct supervision Yes/ No
l) Closed access and retrieval by staff Yes/ No

II) Mechanised

a) Audio-Video service Yes/ No
b) Microfilming Yes/ No
c) Microfilm reader Yes/ No
d) Photocopying service Yes/ No

III) Computerised

a) Automated translating Yes/ No
b) CD-ROM searching Yes/ No
c) E-Mail Yes/ No
d) Multi-Media service Yes/ No
e) Online full text searching Yes/ No
H) Please mention if university library has any future plans to improve and to provide better services for the use of manuscript collection:

Ex-Existing, SA-Strongly Agree, A-Agree, N-Neutral, D-Disagree, SD-Strongly disagree

<table>
<thead>
<tr>
<th>Service</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitization of manuscript</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Electronic document delivery/full text services</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Access to electronic resources through internet</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Become a part of national database</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Become a part of national and international library network</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Placing OPAC on the web</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Transcripts of manuscript in a favoured script</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
<tr>
<td>Translation of manuscripts</td>
<td>Ex /SA/ A/ N/ D/ SD</td>
</tr>
</tbody>
</table>

I) Please offer your comment & suggestion for the easy accessibility of the manuscripts collection in the library.

_________________________________________

16. Technical Treatment of Collection:

(Please tick (✓) mark)

A) Please indicate the Classification Scheme followed in your library for manuscripts collection (DDC/ UDC/ CC)

Specify, if any other

_________________________________________

B) Please indicate the Cataloguing Code followed in your library for manuscripts collection (ALA/ AACR/ CCC)

Specify, if any other

_________________________________________
17. Hardware and Software Used for Database Creation and Library Services

I) Hardware

a) Computer with CD-Rom drive  Yes/ No
b) Flatbed scanner  Yes/ No
c) Drum scanner  Yes/ No
d) Face up scanner  Yes/ No
e) Digital camera  Yes/ No
f) Color printer  Yes/ No
g) Laser printer  Yes/ No

II) SOFTWARE USED FOR DATABASE CREATION

a) In-house database software  Yes/ No
b) Software for digitization  Yes/ No

18. Digitization

a) Has your library embarked on digital initiative?  Yes/No
   If yes, mention the year of embarking on digital initiative
b) Has your library received funds for digital initiative?  Yes/No
   If yes, please name the funding agency
   Univ./UGC/Any other agency
c) Is the grant received for digitization sufficient?  Yes/No
d) If the funds received are insufficient, have you asked for more funds to complete the project  Yes/No
e) Have you completed the digitization of the collection you have embarked on?  Yes/No
19. Digitization of Manuscripts

a) What internal resources have you digitized?
   - Theses: Yes/No
   - Manuscripts: Yes/No
   - Rare Books: Yes/No
   - Periodicals (bound): Yes/No
   - Any other (please specify): Nil

b) If you have digitized the manuscripts, have you covered?
   - Content page only: Yes/No
   - Full Text: Yes/No
   - Both: Yes/No

c) If you have digitized manuscripts, mention:
   - Cut off year
   - No. of manuscripts

d) Name the method used for digitization
   - Keying/Scanning

e) Was the data keyed-in/scanned by library staff Yes/No

f) If yes, is your library staff sufficiently trained for digitization? Yes/No

g) If no, some agency was hired for complete digitization. Yes/No

20. Access to Digital Library

a) Is your digital collection linked to your Library & Information Management System? Yes/No

b) Can the users access the digital library in the library? Yes/No

c) Can the users access the digital library on campus network? Yes/No

d) Can your digital library be accessed by outsiders through Internet? Yes/No
Comments or suggestions if any:

Thank you very much for your kind participation and co-operation in conducting this survey.

(Aarti Sharma)
Department of Library and Information Science
Panjab University
Chandigarh