ANNEXURE I

QUESTIONNAIRE (for Librarians)


(Please tick appropriate places (), or write your answer in the spaces provided. You can tick more than one place in any section if it is required)

PART-I: INSTITUTION PROFILE

1. Name of the institution:  

2. Courses Offered:  UG Level □ □ □ PG Level □ □ □ UG, PG & PHD □ □ □ □ □

3. Any Certification:  ISO □ □ □ NBA □ NAAC □ □ □ □ □ □

4. Year of Establishment:  

5. Name of the Library:  

6. Name of the Librarian:  

7. What is the total size of the Collections?  
   A) Books  
   B) Current Periodicals  
   C) Bound Periodicals:  
   D) E-Resources  

8. What are the services provided by your library? (Tick below)  
   YES □ □ NO □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ ^{173}

173

P.T.O
9. Please answer the following regarding Users:
   A) Faculty □    D) Staff □
   B) Students □    E) Others □
   C) Research Scholars □

PART-II: LIBRARY MANPOWER

1. What is the total staff in your library? ____________________________
   A) Professionals: ____________________________
   B) Non Professionals: ____________________________

2. Professional Qualifications among the library manpower:
   A) BLISc: ____________________________
   B) MLISc: ____________________________
   C) MPhils: ____________________________
   D) PHDs ____________________________

3. Other qualifications:
   A) B.A. /B.Sc: ____________________________
   B) M.A. /M.Sc: ____________________________
   C) PGDCA: ____________________________
   D) Others: ____________________________

4. No. of Undergraduate staff ____________________________

PART-III: ON LIBRARY AUTOMATION

1. Have you started Automation in the Library? [YES] [NO]
2. If yes, when and what is present status ____________________________
3. If yes, what are the following, please answer wherever required in brief:
   A) Areas of Automation:
   B) Number of PCs:
   C) Servers:
   D) Printers:
   E) Scanners:
   F) Barcode Printers
   E) Others

4. Is there any network interconnecting the computers?  
   YES  NO

5. Is there any Internet connection in the library?  
   YES  NO

6. What is the name of the Library Software?  
   A) Is it In House developed?  
      YES  NO
   B) Is it purchased?  
      YES  NO

PART-IV: ON HUMAN RESOURCE DEVELOPMENT

1. Do you have a formal (structured) HRD program/ a separate HRD department in the Institute/Library or any person in charge of HRD in the Institute / Library?  
   Yes  No

2. Is there provision of keeping the library manpower up-to-date?  
   Very Good  Rare  No Provision at all

3. What method do you prefer to keep library manpower is kept up-to-date?  
   A) Internal training  B) External training  C) Both  D) No Comments
   D) Others (Please specify)

4. Is the Institution authority supportive of keeping library manpower up-to-date? (Weightage for each option given under brackets)
   Very Often (4)  Sometimes (3)  Rarely (2)  Not at All (1)

175  P.T.O.
5. If training is given to library manpower, what kind of sponsorship is present for such activities?

Institute sponsorship (Only) ☐ Self sponsorship (Only) ☐ No Comments ☐ Both ☐

6. In what type of continuing education/training programs/activities have you participated so far? (Check all that apply for you)

A) Workshops ☐

B) Conferences/Seminars ☐

C) Class ☐

D) Video presentations ☐

E) Independent Reading ☐

F) Teleconference ☐

G) Online programs (Webinars, WebCON etc.) ☐

H) Nothing ☐

7. What effect did these training activities or programs have/would have on your present job performance?

A) Improved performance greatly ☐

B) Improved performance to some extent ☐

C) Little effect on performance ☐

D) No effect on performance at all ☐

8. Please rank the following reasons for pursuing continuing education opportunities in their order of importance to you. (4 being most important and 1 being least important)

<table>
<thead>
<tr>
<th>Most Important</th>
<th>More Important</th>
<th>Low Important</th>
<th>Least Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4)</td>
<td>(3)</td>
<td>(2)</td>
<td>(1)</td>
</tr>
</tbody>
</table>

A) To work towards job Enrichment/efficiency ☐ ☐ ☐ ☐

B) For career advancement ☐ ☐ ☐ ☐

C) For consideration on annual Evaluation ☐ ☐ ☐ ☐

D) For personal growth/greater job Satisfaction ☐ ☐ ☐ ☐

9. Do you have any Interest for further Training in Library Automation?

YES ☐

NO ☐

P.T.O. 176
10. What type of training you would prefer?

<table>
<thead>
<tr>
<th></th>
<th>On - the - Job</th>
<th>Off - the - Job</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Indicate your level of training need in the following on a scale of 1 to 5 with 5 being the strongest need and 1 being no need.

<table>
<thead>
<tr>
<th>Very Strong Need 5</th>
<th>Strong Need 4</th>
<th>Neutral 3</th>
<th>Mild Need 2</th>
<th>No Need 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Basic Computer Orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Your library housekeeping software (e.g. Libsys, SOUL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Web Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Internet Searching</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Intranet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. IT/Equipment maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. OPAC/WebOPAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Microsoft Access (database)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Microsoft Word</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Microsoft Excel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. E-Mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Operating Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. How do you usually get information about continuing education or training opportunities that are available to you? (check as many as apply)

A) From professional publications 
B) From co - workers and friends 
C) From mailings and brochures 
D) From your superior(s) 
E) From Internet 
F) Others (please describe)
13. Rank the training methods you most prefer or which you believe are most effective for you? (1 to 4 scale)

<table>
<thead>
<tr>
<th>Method</th>
<th>Most Preferred</th>
<th>More Preferred</th>
<th>Low Preferred</th>
<th>Least Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Workshops</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Classroom instruction</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Conference sessions</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Guidance from colleagues</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Audio or videotape Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Online tutorials</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Printed guidebooks And manuals</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(i) Others (Please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. If you have not attended continuing education/training programs (on one or more occasion or always), what are the following reasons that would apply. (1 to 5 scale)

<table>
<thead>
<tr>
<th>Reason</th>
<th>Always</th>
<th>Usually</th>
<th>Sometimes</th>
<th>No response</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Lack of time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Cost of training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Lack of events at a convenient location</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Lack of events in the topics I want</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Lack of events at a convenient time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Training will not result in promotion or re-grading</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) Family problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Lack of support/permission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. Is the practice of Job rotation present in your library?
   Yes   | No

178 P.T.O.
16. If yes, what is the frequency of job rotation?
   Quarterly ☐  Half-Yearly ☐  Annually ☐

17. Does your library follow the practice of rewarding the staff?
   Yes ☐  No ☐

18. Is there any system of evaluating staff performance?
   Yes ☐  No ☐

19. Do you have any comments to add?

END. THANK YOU FOR GIVING YOUR PRECIOUS TIME AND KIND COOPERATION.

Please give your name and contact information in the event that we need to follow up with you concerning your response.

NAME:  DESIGNATION:

ADDRESS:

TELEPHONE:  E-MAIL:

SIGNATURE

N.B.: Your identity and all your responses will be kept confidential and used only for academic purposes.