APPENDICES
APPENDIX - 2A

LIST OF COLLEGES AND UNIVERSITIES COVERED IN THIS INVESTIGATION

A. Colleges

BALASORE

1. Bhadrak College, Bhadrak
2. Bhadrak Evening College, Bhadrak
3. Bhadrak Women's College, Bhadrak
4. B.N.M.A. College, Paliabindha
5. Chandabali College, Chandabali
6. D.K. College, Jaleswar
7. F.M. College, Balasore
8. F.M. Evening College, Balasore
9. K.K.S. Women's College, Balasore
10. Law College, Balasore
11. Naami College, Naami
12. Nilagiri College, Nilagiri
13. Nilamoni Mahavidyalaya, Rupsa
14. R.I.H.S., Bhogarai
15. Sidheswar College, Amarda Road
16. Swarnachuda College, Mitrapur
17. U.N. College, Soro
18. Vyaskabi Institute of Post Graduate Studies, Balasore

BOLANGIR

19. B.B. Sanskrit College, Bolangir
20. Bolangir College of Education, Titilagarh
21. Bolangir Evening College, Bolangir
22. Dunguripali College, Dunguripali
23. Govt. Ayurvedic College, Bolangir
24. Govt. Training College, Bolangir
25. Jawaharlal College, Patnagarh
26. Rajendra College, Bolangir
27. Sonepur College, Sonepur
28. Women's College, Bolangir

CUTTACK

29. Adikabi Saraladas College, Tirtol
30. Alaka Mahavidyalaya, Anikhia
31. Banki College, Banki
32. B.B. Mahavidyalaya, Chandikhol
33. Christ College, Cuttack
34. College of Accountancy and Management, Cuttack
35. Dharmasala Mahavidyalaya, Jaraka
36. Emarti Devi Women's College, Cuttack
37. Gopabandhu Science College, Athagarh
38. Hindi Teacher's Training College, Cuttack
39. Indira Gandhi Women's College, Cuttack
40. Junabhadra College, Bituna, Pritipur
41. J.K.B.K. College, Cuttack
42. Kanpur Anchalik Mahavidyalaya, Kanpur
43. Kendrapara College, Kendrapara
44. Kujanga College, Kujang
45. Law College, Cuttack
46. Marshaghai College, Marshaghai
47. M.H. College, Chhatia
48. M.S. College, Baramba
49. N.C. College, Jajpur
50. Narasinghpur College, Narasinghpur
51. Paradeep College, Paradeep
52. P.P. College, Nischintakoil
53. Pattamundai College, Pattamundai
54. Ravenshaw College, Cuttack
55. Ravenshaw Evening College, Cuttack
56. Salipur College, Salipur
57. Sarala Mahavidyalaya, Rahama
58. S.C.B. Medical College, Cuttack
59. S.B. Women's College, Cuttack
60. S.N. College, Rajkanika
61. S.V.M. College, Jagatsinghpur
62. Stewart Science College, Cuttack
63. Vyasnagar College, Jajpur Road

DHENKANAL

64. Athamalik College, Athamalik
65. Baji Rout Memorial College, Bhuban
66. Bapujee College, Chhendipada
67. Govt. College, Dhenkanal
68. Govt. College, Angul
69. Govt. Training College, Angul
70. Indira Gandhi Engineering College, Sarang
71. Janata College, Hindol
72. Kamakshyanagar College, Kamakshyanagar
73. Mahila Mahavidyalaya, Angul
74. Talcher College, Talcher
75. Women's College, Dhenkanal

GANJAM

76. Aska Science College, Aska
77. Bhanjanagar College, Bhanjanagar
78. Binayak Acharya College, Berhampur
79. Ganjam College, Ganjam
80. Gopalpur College, Gopalpur
81. Govt. Training College, Berhampur
82. Khallikote College, Berhampur
83. Khallikote Evening College, Berhampur
84. M.K.C.G. Medical College, Berhampur
85. People's College, Buguda
86. R.C.M. Science College, Khallikote
87. Science College, Chhatrapur
88. S.K.C.G. College, Paralakhemundi
89. Women's College, Berhampur
90. Women's College, Bhanjanagar.

KALAHANDI

91. Govt. College, Bhawanipatna
92. Kesinga College, Kesinga
93. Khariar College, Khariar
94. Madanpur-Rampur College, Madanpur-Rampur
95. Mahila Mahavidyalaya, Bhawanipatna
96. Panchayat College, Dharamgarh

**KEONJHAR**

97. Anandapur College, Anandapur
98. Anandapur Anchalik Training College, Fakirpur
99. Barbil College Barbil
100. Champua College, Champua
101. Dharanidhar College, Keonjhar
102. Kanak Manjari Women's College, Anandapur
103. Remuli College, Remuli
104. Tarini College, Ghatagaon
105. Women's College, Keonjhar

**KORAPUT**

106. Aeronautics College, Sunabeda
107. Balimela College, Balimela
108. D.A.V. College, Koraput
109. Gunupur College, Gunupur
110. Nawarangapur College, Nawarangapur
111. Rayagada College, Rayagada
112. Vikramdeb College, Jeypore
113. Women's College, Jeypur

**MAYURBHANJA**

114. Baripada College, Baripada
115. Betanati College, Betanati
116. Chitrada College, Chitrada
117. Jashipur College, Jashipur
118. Karanjia College, Karanjia
119. Law College, Baripada
120. M.P.C. College, Baripada
121. M.P.C. Evening College, Baripada
122. Rairangapur College, Rairangapur
123. Udala College, Udala
124. U.G. Training College, Baripada
125. U.N. College, Nalagaja
126. Women's College, Baripada

PHULBANI

127. Adivasi College, Baliguda
128. Boudh Panchayat College, Boudharaj
129. Govt. College, Phulbani
130. Kalinga Mahavidyalaya, Udayagiri
131. Women's College, Phulbani

PURI

132. Abhin Chandra Rao Homeopathic College, Bhubaneswar
133. Bhagabati Mahavidyalaya, Konark
134. Biju Pattanaik College, Bhubaneswar
135. B.J.B. College, Bhubaneswar
136. B.J.B. Evening College, Bhubaneswar
137. Ekamra College, Bhubaneswar
138. Godabarish Mahavidyalaya, Banpur
139. Gopabandhu Ayurvedic College, Puri
140. Jayadeb College, Naharakaanta
141. Kamala Nehru Women's College, Bhubaneswar
142. Maharshi College of Natural Law, Bhubaneswar
143. Nachuni College, Nachuni
144. Nayagarh College, Nayagarh
145. Nimapara College, Nimapara
146. NISWASS, Bhubaneswar
147. Pandit Nilakantha College of Library and Information Science, Bhubaneswar
148. P. N. College, Khurda
149. Pathani Samanta College, Khandapada
150. Paramananda College, Bolagarh
151. Prajamandal Women's College, Nayagarh
152. Rajdhani College, Bhubaneswar
153. Ramadevi Women's College, Bhubaneswar
154. Ranpur College, Ranpur
155. Regional College of Education (NCERT), Bhubaneswar
156. S.C.S. College, Puri
157. S.C.S. Evening College, Puri
158. Sadasiva Sanskrit College, Puri
159. Satyasai Women's College, Bhubaneswar
160. Utkal Sangeet Mahavidyalaya, Bhubaneswar
161. Women's College, Puri
162. Xavier Institute of Management, Bhubaneswar

SAMBALPUR

163. Anchal College, Padmapur
164. Atabira College, Atabira
165. Barapali College, Barapali
166. Brajarajnagar College, Brajarajnagar
167. Deogarh College, Deogarh
168. G. M. College, Sambalpur
169. G. M. Evening College, Sambalpur
170. Govt. Training College, Sambalpur
171. Kuchinda College, Kuchinda
172. L.N. College, Jharasuguda
173. Panchayat College, Baragarh
174. U.C. Engineering College, Burla
175. V.S.S. Medical College, Burla
176. Women's College, Sambalpur
177. Women's College, Baragarh.

SUNDARGARH

178. AWADI, Bastia Memorial College, Rourkela
179. Bonaigarh College, Bonaigarh
180. Dalmia College, Rajgangpur
181. Gandhi Mahavidyalaya, Rourkela
182. Govt. College, Rourkela
183. Govt. College, Sundargarh
184. Govt. Evening College, Rourkela
185. Ispat College, Rourkela
186. Municipal College, Rourkela
187. Regional Engineering College, Rourkela
188. Rourkela Women's College, Rourkela
189. S.K.D.A.V. Women's College, Rourkela

190. Sundargarh Training College, Sundargarh

191. Vedavyas College, Rourkela.

B. Universities

1. Berhampur University, Bhanja Bihar, Berhampur
2. Jagannath Sanskrit Viswavidyalaya, Puri
3. Orissa University of Agriculture and Technology, Bhubaneswar
4. Sambalpur University, Jyoti Bihar, Burla
5. Utkal University, Vani Vihar, Bhubaneswar.

(Constituent colleges of these universities are also covered)
APPENDIX - 2.B.

Status and job satisfaction of librarians in colleges and Universities of Orissa.

Sl.No. Code Place

SECTION - A

In this section we would like you to give us as clear an account as possible of the work which you actually do.

Aims and objectives of your job

Your job can be described:

(i) briefly in terms of its general aim or purpose based on the aim or purpose of your organisation.

(ii) in more detail, in terms of what you actually do to achieve this aim or purpose.

Please now describe your job in this way:

A.1. Briefly the aim or purpose of my job is to .......

A.2. My main activities (i.e. the things which I actually do) are as follows: (Briefly mention each specific types of jobs you generally perform in the library)

(i)

(ii)

(iii)

(iv)

(v)

(vi)
Critical activities

A.3. Which part of your job takes up most of your time?

A.4. Which part of your job you most enjoy doing?

A.5. Which part of your job you most dislike?

A.6. On the whole, does your present work give you a chance to do the kind of things you are best capable of?
   (Please tick appropriate point)

   2  1  1  2

   NO x  x  x  x YES

A.7. Is there any other work in this organization which you are capable of doing and which would give you greater satisfaction?

   i) No  ii) Yes, Please specify ........

Knowledge and skill called for by your work

   Suppose that you were about to leave your present post and had been asked to select your replacement. What sort of person would you be looking for?

A.8. i) A man  (ii) A woman  (iii) Either

A.9. What level of educational attainment including professional qualifications he/she should possess?
A.10. Is there any length of past experience necessary?

(i) No  (ii) Yes

(a) How much experience in length -

A.11. Any other special characteristics (i.e. knowledge on secretarial practice, management, typing, shorthand, computer knowledge etc. or any special skills or character) you would like to mention ............

SECTION - B

In this section we want you to describe the general pattern of and the responsibility in your work.

B.1. The job a person has to do in the library vary in both number and kind.

On the whole how do you feel your work to be?

(i) Variety:

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little or no variety</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x Highly varied</td>
</tr>
</tbody>
</table>

(ii) Regularity: (means doing more or less the same things at more or less the same times)

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irregular and unpredictable</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x Regular and predictable</td>
</tr>
</tbody>
</table>

(iii) Tempo or pace: (refers to how busy you are in relation to time available)

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x Fast</td>
</tr>
</tbody>
</table>

(iv) Interruptions in the work during the course of a day

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardly ever interrupted</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x Very often interrupted</td>
</tr>
</tbody>
</table>
(v) Activities involved other than your professional work

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not involved</td>
<td></td>
<td></td>
<td></td>
<td>Involved to a great extent</td>
</tr>
<tr>
<td>or hardly</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>totally involved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(vi) Freedom of choice (in deciding the works you do in contrast to the work to be done according to already laid down set of duties, rules and procedures)

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little or no freedom of choice (one has to work within the laid down set of rules)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Wide freedom of choice (can decide the works to be done as and when necessary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(vii) Types of supervision received on the job

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close supervision or control received</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Little supervision or control received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B.2. If your work involves responsibility for other people in the organization, please state approximate number.

i) No. of people for whom you have responsibility of any kind (i.e. general responsibility) ...........

How much co-operation do you get from these people?

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>No co-operation co-operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ii) No. of people to whom you supervise directly (i.e. immediate responsibility) ...........

How much co-operation do you get from these people?

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>No co-operation co-operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION - C

In this section we want you to describe the physical demand of your work and working environment.

C.1. Describe the physical demand of the work itself by putting a tick mark to any one or more of the following:

i) your work particularly needs good eyesight

ii) your work particularly needs good hearing

iii) To perform your work satisfactorily you need to be calm, quiet and serious

iv) To perform your work, most often you have to do by standing

v) To perform your work, most often you have to carry or lift heavy things

vi) To perform your work, most often you have to climb up or down stains

vii) You do not require any special physical demands to perform your work

viii) Any other special characteristics you would like to mention to carry out your work satisfactorily.......

C.2. Please tick any of the following alternative features of your working environment as well as by putting a tick mark in the appropriate column on right hand side to show that the feature is unsatisfactory.

Example: If you feel that your work is too noisy and is unsatisfactory, you need to tick as follows:

<table>
<thead>
<tr>
<th>NOISE</th>
<th>Unsatisfactory</th>
<th>Very unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Too noisy</td>
<td>v</td>
<td></td>
</tr>
<tr>
<td>Too quiet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you will not put a tick in the right hand side column it will be considered that you are satisfied about the job environment.

<table>
<thead>
<tr>
<th>i) NOISE</th>
<th>Unsatisfactory</th>
<th>Very unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Too noisy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too quiet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C.2. Contd.....

ii) VENTILATION
- Too much
- Too less
- Normal

iii) WORKSPACE
- Too cramped/confined
- Too open/too much space
- Too isolated
- Suitable

iv) FURNITURES
   a) Too less
      - Too many
      - Sufficient
   b) Old
      - New
   c) Suitable
      - Unsuitable

v) GENERAL ENVIRONMENT
- Dirty
- Unhygenic
- Good

C.3. Please think of a time, event or incident on your job when you felt particularly good after doing it. Describe briefly the circumstances and explain why you felt particularly good.
C.4. Please think of a time, event or incident on your job when you felt particularly bad after doing it. Describe briefly the circumstances and explain why you felt particularly bad.

SECTION - D

In this section we want you to answer a few questions regarding to what extent you feel that your job has provided for the basic needs of human life.

D.1. Do you think that your job has been able to satisfy your basic needs i.e. food, cloth and shelter.
   i) Yes    (ii) To some extent    (iii) To greater extent
             (iv) No

D.2. Is your job secure enough to continue for a long time? How much safety do you feel in your job?
   i) Enough security and safety    (ii) To some extent
      iii) To greater extent    (iv) No security and safety.

D.3. How much involved you are in your job? Do you receive enough love and affection from your organization?
   i) Full involvement    (ii) To some extent
      iii) To greater extent    (iv) No involvement

D.4. Do you feel that your job has the potentiality of sufficient success which one may achieve if he/she tries for it?
   i) Yes    (ii) To some extent    (iii) To greater extent
      iv) No.
D.5. Do you feel that your job has provided you the social prestige which you think it should to be a respectable citizen in the society?

   i) Yes (ii) To some extent (iii) To greater extent iv) No

D.6. Do you think that your job as a whole has been able to satisfy your needs to an extent that your potentialities have been fully realized (that means, you have already achieved in your job to what you only expected or may be deserved)?

   i) Yes (ii) To some extent (iii) To greater extent iv) No

If your answer is not 'Yes' then kindly state briefly what more you might expect to achieve from your job ....

SECTION - E

Below are given few statements describing the nature of your job and your feeling towards it along with a 5 point rating scale. Kindly put a tick on a point which is very close to your feeling.

<table>
<thead>
<tr>
<th>Attitude</th>
<th>Strongly agree</th>
<th>Agree to some extent</th>
<th>No. particular opinion</th>
<th>Disagree to some extent</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I am able to keep busy on my job all the time</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. I have ample opportunity to work independently in the organization</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. People around me pay enough attention towards me which makes me feel important</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Section - E Contd......</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
<td><strong>Rating</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strongly agree</td>
<td>Agree to some extent</td>
<td>No. particular opinion</td>
<td>Disagree to some extent</td>
<td>Strongly disagree</td>
</tr>
<tr>
<td></td>
<td>(2)</td>
<td>(1)</td>
<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>4. I have good relation with my co-workers</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. My super ordinate and subordinate staff are co-operative with me</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6. I feel free to follow the dictates of my conscience in whatever I do</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. The overall working conditions I have been provided for are good</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8. My salary is almost in proportion to work load involved in my job</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9. The administrative practices or policies of my organization are good enough to deal with</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10. The users of my library show me enough respect and are well behaved</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11. (a) The Principal/Head of our institution (the Chief Librarian in case of Univ. Libraries) consult me often in the functioning of the library</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>(b) Often I take my own decisions on the job which I can carry out without his/her interference</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Section-E Contd....

<table>
<thead>
<tr>
<th>Attitude</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Agree</td>
<td>Agree to some extent</td>
</tr>
<tr>
<td>(2)</td>
<td>(1)</td>
</tr>
</tbody>
</table>

12. The academic staff, i.e., teachers of our institutions often interfere in my functioning i.e., issue-return policies, reservation policies, book selection policies etc.

2 1 0 1 2

SECTION - F

The most important factor that leads to job satisfaction of a librarian is his/her status. Status can be of two types.

1) Faculty status - involves the rules, regulations, procedures and benefits of the teaching faculty in a strict sense.

2) Academic status - Classifies librarians as academic staff rather than faculty, administrative personnel, clerical service or some other category. In this way they establish their own ranking system including the privileges, salary etc. and design separate criteria for evaluating their own work for promotion.

In this section we want you to note down your sincere feelings towards the status of your job by answering the following questions. If you do not answer any of the following questions it will be considered that you have no opinion on that and you are satisfied with what you have at the present moment.

F.1. Show your preference to type of status (put a tick mark)

(i) Academic status  (ii) Faculty status
F.2. What type of criteria do you prefer for evaluating your performance in case of promotion?

i) Simply on the basis of seniority and time scale

ii) Individual achievements (i.e. academic and professional) without an expert selection committee

iii) Through an expert selection committee as is done for teachers.

F.3. Do you think that your ranking as far as salary is concerned should be equal to that of teachers?

No: Suggest any other ranking idea you have

Yes: In that case do you agree to be judged with the academic distinctions (i.e. a career marking minimum qualifications, publications, Ph.D. etc.) as is done in case of teachers

i) Yes

ii) No: Then suggest how your potentiality should be evaluated?

SECTION - G

Kindly answer the following questions briefly. If you do not answer from questions G.4. to G.8. it will be considered that you are fully satisfied with your job in comparison to other jobs you could have done.

G.1. Can a faculty member of your library order for a book direct with the agent without obtaining your prior permission?

G.2. Can a faculty member take decisions himself regarding some library procedures and policies at the moments of urgency?
G.3. Kindly recollect one or two incidents when you actually got conflict with one or two faculty members regarding the functioning of your library (i.e. due to their interference in policies, procedures etc. you had to conflict with them). Briefly state them.

   i) I have not come under any conflict with faculty members so far
   ii) I can not recollect
   iii) Yes : Specify

   Case-I  Case-II

G.4. Do you think that you could have done a better job than what you are doing now.

   If Yes : Specify the job, designation, type, salary range etc.

G.5. How satisfied you are with your present job when you compare it with similar positions (as per your qualifications) in other departments or other libraries.

G.6. Are you satisfied with your progress so far towards the future goals that you have set for yourself and your career.

G.7. Are you satisfied with your present job when you consider the expectations you had while taking this appointment.

G.8. Do you intend to continue in the present job for a long time or do you intend a change. If so, kindly specify your intention
SECTION - H

In this section we would be glad if you would provide some background details about yourself. We do not require your name, we shall treat the data as a type of library personnel in our sample.

H.1. i) Sex - (ii) Marital status -
     iii) Age - Yrs. (iv) Place of birth or Native place -

H.2. Present salary -
     Total emoluments -

H.3. Educational qualifications from H.S.C. onwards:

     Degree Year of passing
     i)
     ii)
     iii)
     iv)
     v)
     vi)
     vii)
     Other qualifications, if any -

H.4. Complete schedule of jobs you have done in chronological order from the beginning of your career until the present job:

     Institution with Designation. Duration
     from...to....
     i)
     ii)
     iii)
     iv)
     v)
     vi)
H.5. How did you first decide to take librarianship as a career?
   i) I did not choose, it could have been anything
   ii) I had chosen it positively because ...........
   iii) Since it was my first job opportunity ........
   iv) I thought it has a good future
   v) Any other ...........

H.6. How many members you have in your family?

H.7. Are you the principal earning member of your family?
   (i) Yes, (ii) No : Who else:

H.8. Are you the head of your family?
   (i) Yes, (ii) No : Who else:

H.9. Are you physically handicapped? (i) Yes (ii) No

H.10. Where are you staying?
   (i) Own house (ii) Rented house (iii) Quarter
   (iv) Other

H.11. How far do you have to travel every day to attend to your duty?

H.12. How do you come to your library from your place of residence (i.e. type of conveyance).

H.13. Are you a member of any library association? Mention name of the association, type of membership:
   i)
   ii)
   iii)
   iv)
H.14. Are you a member of any Club, Society, Association in the fields other than librarianship? Mention their names and type of membership:

i) 

ii) 

iii) 

iv) 

H.15. Have you attended any library Seminars/Conferences within the last three years. Please mention.

i) 

ii) 

iii) 

iv) 

H.16. Final Comment – In this questionnaire we have tried to cover as many aspects as possible of your job and the demands which it makes. If there is any other way in which you think we have failed to do this, please use this space for a final comment on your nature of job, your expectations, feelings, achievements and recognition.

THANK YOU VERY MUCH FOR YOUR COOPERATION AND HELP
### Appendix - 4.A

Specific jobs taking most of the time of the ULS category.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of ULS</th>
<th>Percentage of the total frequency of the job performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Cataloguing</td>
<td>1</td>
<td>3.57</td>
<td>10.00</td>
</tr>
<tr>
<td>7.</td>
<td>Indexing</td>
<td>1</td>
<td>3.57</td>
<td>20.00</td>
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<tr>
<td>8.</td>
<td>Serial control</td>
<td>1</td>
<td>3.57</td>
<td>10.00</td>
</tr>
<tr>
<td>9.</td>
<td>Issue of library cards and clearances</td>
<td>1</td>
<td>3.57</td>
<td>7.69</td>
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<tr>
<td>10.</td>
<td>Registration of borrowers</td>
<td>1</td>
<td>3.57</td>
<td>14.28</td>
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</table>

### Appendix - 4.B

Specific jobs taking most of the time of the CLS category.

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<thead>
<tr>
<th>Sl. No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of CLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Book selection and ordering work</td>
<td>4</td>
<td>3.80</td>
</tr>
<tr>
<td>7.</td>
<td>Accessioning work</td>
<td>4</td>
<td>3.80</td>
</tr>
<tr>
<td>8.</td>
<td>Verification and processing of bills</td>
<td>3</td>
<td>2.85</td>
</tr>
<tr>
<td>9.</td>
<td>Serial control</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>10.</td>
<td>Assistance in the reading room</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>11.</td>
<td>Interlibrary loan</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>12.</td>
<td>Budgeting and financial management</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>13.</td>
<td>Planning and programming library activities</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>14.</td>
<td>Newspaper clipping service</td>
<td>1</td>
<td>0.95</td>
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### Appendix - 4.C

Specific jobs taking most of the time of the CLN category.

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<th>Sl. No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of CLN</th>
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<tbody>
<tr>
<td>4.</td>
<td>Reference service</td>
<td>2</td>
<td>3.38</td>
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<td>5.</td>
<td>Serial control</td>
<td>2</td>
<td>3.38</td>
</tr>
<tr>
<td>6.</td>
<td>Accessioning work</td>
<td>1</td>
<td>1.69</td>
</tr>
<tr>
<td>7.</td>
<td>Staff control/Supervision</td>
<td>1</td>
<td>1.69</td>
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<td>8.</td>
<td>Stock verification</td>
<td>1</td>
<td>1.69</td>
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</table>

### Appendix - 4.D

Specific jobs most enjoyed by the ULS category.

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<tr>
<th>Sl. No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of ULS</th>
<th>Percentage of the total frequency of the job performed</th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>Staff control/supervision/Administration</td>
<td>1</td>
<td>3.57</td>
<td>5.26</td>
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<tr>
<td>6.</td>
<td>Assistance in the reading room</td>
<td>1</td>
<td>3.57</td>
<td>20.00</td>
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<td>7.</td>
<td>Inter-library loan</td>
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<td>16.66</td>
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<td>8.</td>
<td>User education service</td>
<td>1</td>
<td>3.57</td>
<td>20.00</td>
</tr>
<tr>
<td>9.</td>
<td>Cataloguing</td>
<td>1</td>
<td>3.57</td>
<td>10.00</td>
</tr>
<tr>
<td>10.</td>
<td>Registration of borrowers</td>
<td>1</td>
<td>3.57</td>
<td>14.28</td>
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<tr>
<td>11.</td>
<td>Issue of library cards/clearances</td>
<td>1</td>
<td>3.57</td>
<td>7.69</td>
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<tr>
<td>12.</td>
<td>Stacking and shelf arrangement</td>
<td>1</td>
<td>3.57</td>
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<td>13.</td>
<td>Abstracting, indexing, preparing bibliography</td>
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<td>3.57</td>
<td>20.00</td>
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<td>14.</td>
<td>Library Committee work</td>
<td>1</td>
<td>3.57</td>
<td>33.33</td>
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### Appendix - 4.E

Specific jobs most enjoyed by the CLS category.

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<th>Frequency</th>
<th>Percentage of CLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Book selection ordering work</td>
<td>4</td>
<td>3.80</td>
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<tr>
<td>6.</td>
<td>Assistance in the reading room</td>
<td>2</td>
<td>1.90</td>
</tr>
<tr>
<td>7.</td>
<td>Staff control/Supervision/Administration</td>
<td>2</td>
<td>1.90</td>
</tr>
<tr>
<td>8.</td>
<td>Stock Verification</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>9.</td>
<td>Abstracting, indexing and preparing bibliography</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>10.</td>
<td>Stacking and shelf arrangement</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>11.</td>
<td>Newspaper clipping</td>
<td>1</td>
<td>0.95</td>
</tr>
</tbody>
</table>

### Appendix - 4.F

Specific jobs most enjoyed by ULN category.

<table>
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<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of ULN</th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>Book selection and ordering</td>
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<td>7.14</td>
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<td>6.</td>
<td>Collection of overdue charges and fines</td>
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<td>7.14</td>
</tr>
<tr>
<td>7.</td>
<td>Classification</td>
<td>1</td>
<td>7.14</td>
</tr>
<tr>
<td>8.</td>
<td>Reprographic service</td>
<td>1</td>
<td>7.14</td>
</tr>
<tr>
<td>9.</td>
<td>Serial control</td>
<td>1</td>
<td>7.14</td>
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### Appendix - 4.G

Specific jobs most enjoyed by the CLN category.

<table>
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<th>Frequency</th>
<th>Percentage of CLN</th>
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<tbody>
<tr>
<td>6.</td>
<td>Stock verification</td>
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<td>3.38</td>
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<td>7.</td>
<td>Verification and passing of bills</td>
<td>1</td>
<td>1.69</td>
</tr>
<tr>
<td>8.</td>
<td>Filing of catalogue cards</td>
<td>1</td>
<td>1.69</td>
</tr>
<tr>
<td>9.</td>
<td>Abstracting, indexing and preparing bibliography</td>
<td>1</td>
<td>1.69</td>
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### Appendix - 4.H

Specific jobs most disliked by the ULS category.

<table>
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<tr>
<th>Sl.No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of ULS</th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>Assistance in reading room</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>6.</td>
<td>Reprographic service</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>7.</td>
<td>Classification</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>8.</td>
<td>Checking of duplicate books</td>
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<tr>
<td>9.</td>
<td>Stacking and shelf arrangement</td>
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<td>3.57</td>
</tr>
<tr>
<td>10.</td>
<td>Registration of borrowers</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>11.</td>
<td>Issue of library cards and clearances</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>12.</td>
<td>Issue and return of books</td>
<td>1</td>
<td>3.57</td>
</tr>
<tr>
<td>13.</td>
<td>Preparing annual reports and Statistics</td>
<td>1</td>
<td>3.57</td>
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<td>14.</td>
<td>Overall charge of a Section of the library</td>
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<tr>
<td>15.</td>
<td>Library Committee</td>
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<td>3.57</td>
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<tr>
<td>16.</td>
<td>Verification and processing of bills</td>
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</table>
### Appendix - 4.1

**Specific jobs most disliked by the CLS category.**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of CLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Staff Control/Supervision</td>
<td>4</td>
<td>3.80</td>
</tr>
<tr>
<td>6.</td>
<td>Classification</td>
<td>3</td>
<td>2.85</td>
</tr>
<tr>
<td>7.</td>
<td>Cataloguing</td>
<td>3</td>
<td>2.85</td>
</tr>
<tr>
<td>8.</td>
<td>Book selection and ordering work</td>
<td>2</td>
<td>1.90</td>
</tr>
<tr>
<td>9.</td>
<td>Verification and processing of bills</td>
<td>2</td>
<td>1.90</td>
</tr>
<tr>
<td>10.</td>
<td>Library Committee work</td>
<td>2</td>
<td>1.90</td>
</tr>
<tr>
<td>11.</td>
<td>Preparing bibliography</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>12.</td>
<td>Preparing list of outstanding books and sending reminders to borrowers</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>13.</td>
<td>Assistance in the reading room</td>
<td>1</td>
<td>0.95</td>
</tr>
<tr>
<td>14.</td>
<td>Budgeting and financial Management</td>
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<td>0.95</td>
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<tr>
<td>15.</td>
<td>Works related to binding of books and periodicals</td>
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<tr>
<td>16.</td>
<td>Preparing annual reports and Statistics</td>
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<td>0.95</td>
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<tr>
<td>17.</td>
<td>Book bank/lending work</td>
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<td>0.95</td>
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<td>18.</td>
<td>News Paper clipping</td>
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<td>19.</td>
<td>Withdrawal of books</td>
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### Appendix - 4.J

Specific jobs most disliked by the ULN category.

<table>
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<th>Specific job description</th>
<th>Frequency</th>
<th>Percentage of ULN</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Abstracting, indexing and preparing bibliographies</td>
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</tr>
<tr>
<td>7.</td>
<td>Stock verification</td>
<td>1</td>
<td>7.14</td>
</tr>
<tr>
<td>8.</td>
<td>Filing of borrower's cards and tickets</td>
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<tr>
<td>9.</td>
<td>Stacking and shelf arrangement</td>
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### Appendix - 4.K

Specific jobs most disliked by the CLN Category.

<table>
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<th>Frequency</th>
<th>Percentage of CLN</th>
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<td>6.</td>
<td>Cataloguing</td>
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<td>Filing of catalogue cards</td>
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<td>8.</td>
<td>Accessioning work</td>
<td>1</td>
<td>1.69</td>
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<td>9.</td>
<td>Preparing list of defaulters and sending reminders to borrowers</td>
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<td>1.69</td>
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<tr>
<td>10.</td>
<td>Serial control</td>
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<tr>
<td>11.</td>
<td>Staff Control/Supervision/Administration</td>
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<td>1.69</td>
</tr>
<tr>
<td>12.</td>
<td>Book bank/lending work</td>
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<td>1.69</td>
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<tr>
<td>13.</td>
<td>Stacking and shelf arrangement</td>
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