APPENDICES
A. PROFILE AND RESOURCES

1. Name of the Institution/Organization/Department:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Year of Establishment : __________________________________________________

3. Management (State Government/Central Government/Semi-Government/private)
   : __________________________________________________

4. Name of the Library : __________________________________________________
   Complete Address : __________________________________________________
   ________________________________
   Pin: __________________________
   Phone No (s) : __________________
   Telegraphic Address: __________
   Telex No: _____________________
   Fax No. : ____________________

5. Year of establishment : _________________________________________________

6. Broad (basic) objectives of the Institute/Organization/Department:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
7. Major regular academic programmes: Post Graduate/M. Phil/Ph.D., Other/s, Please specify:

8. Current area/s of active research

9. Personnel strength
   Faculty   Students
   Research  Support Staff
   Others, please specify

| Librarian's Name:                          |
| Qualification:                            |
| Salary Scale:                             |
| Status-Academic (Faculty)                 |
|   -Non Academic:                         |
| Serving the organization since:          |
| Experience (Professional as well as Research) |
11. Library housed in attached/separate/rented/own building:

12. Please mention total strength of Library members: Professional
Semi-Professional Others

13. Average number of users reading in the library per day: _________ users (Please rank the category of users on a scale of 1-8, 8 being the largest.

14. Category of Users:
- Researchers
- University Faculty
- Government Officials
- Diplomatic Community
- General Public
- N.G.O.s
- Students

15. Indicate your library timings. Comment upon the use of library on holidays and during extended hours vis-à-vis normal working hours:
17. What is the administration and governance of your library? Please tick.

a. Centralised
b. Decentralised
c. Coordinated decentralised
d. Any other, please mention

16. Overall-in-charge of the library:

19. Annual budget of your Institute/Organisation/Department vis-à-vis annual budget of your library. (Please give figures for the last three financial years):

<table>
<thead>
<tr>
<th></th>
<th>1998-1999 (Rs.)</th>
<th>1999-2000 (Rs.)</th>
<th>2000-2001 (Rs.)</th>
<th>Additional Budget (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute's/Organization's/Department's budget</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Library's budget</td>
<td></td>
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</tbody>
</table>
19. Total strength of your library’s collection: _______________ documents

Break-up (If Possible)

(a) Books: _______ vols. (b) Bound periodicals: _______ vols.
(c) Reports: _______ vols. (d) Reference collection: _______ vols.
(e) Microforms: _______ (Please give format-wise break-up)

(f) Case materials: _______ (g) A.V. Collection: _______

(g) Others, please specify:

(Please give data for the last ten financial year as per the following table)

<table>
<thead>
<tr>
<th>Year</th>
<th>Volumes</th>
<th>Amount</th>
<th>Year</th>
<th>Volumes</th>
<th>Amount</th>
</tr>
</thead>
</table>
(Please give data for the last ten financial year as per the following table)

<table>
<thead>
<tr>
<th>Year</th>
<th>Volumes</th>
<th>Amount</th>
<th>Year</th>
<th>Volumes</th>
<th>Amount</th>
</tr>
</thead>
</table>

22. Average annual expenditure on other categories of documents: Rs.________
(Please indicate approximate amount along with the respective category)

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>(a) Microforms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Dissertation/Thesis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) A.V. Materials</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(d) Case Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Others, please specify</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
B. FACILITIES AND SERVICES

1. Please list the important machines and equipments available in your library:

<table>
<thead>
<tr>
<th></th>
<th>PURPOSE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Typewriter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.V. Instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microform Readers/Printers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xerox Machines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Duplicators</td>
<td></td>
<td></td>
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<tr>
<td>All others, please specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. What is the classification scheme used and comment upon its usefulness in meeting the desired objectives?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3. Services rendered by your library:

(a) Circulation System used: ____________________________

Average daily issues/returns ___________________________ vols.

Your comments, if any:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Is the system manual or computerised, if computerised, briefly mention the technical details of the system:
____________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

(b) Whether your library provides CAS in any form? Yes/No

If yes, please mention the "Current Awareness Services" rendered by your library.

1. __________________________
2. __________________________
3. __________________________
4. __________________________

(c) Indicate the name, scope, frequency and feedback of each such product/service, e.g.,

(i) Current additions of books/reports:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
(II) Contents pages of periodicals:


(III) Newspaper clipping services


(iv) Current Awareness Bulletin/Documentation Bulletin

(v) Any other, please mention with details:


(d) Do you provide bibliographical services? (Please tick) Yes/No

If yes, is it in anticipation or on demand? _______________________

Please name all important bibliographic compilations of your library during the last three years (use separate sheet, if necessary?)

(I) __________________________________________________________

(II) __________________________________________________________

(III) __________________________________________________________

(iv) __________________________________________________________

(v) __________________________________________________________

If no, is it because there is no such need or there are some other reasons? Please mention:

________________________________________________________________
(e) Does your library provide reference service? Yes/No

If yes, please indicate the nature with some important examples of reference services rendered during the last three months:

___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________

(f) Does your library provide indexing or abstracting services Yes/No

If yes, is it in anticipation or one demand? ____________________________
Kindly indicate the scope, coverage and feedback of such services:

___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________

(g) Please mention all other documentation services (SDI in particular) rendered by your library, if any, giving the scope, purpose, methodology and feedback of all such services, in detail.

___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________

C. COMPUTERISED RESOURCES AND SERVICES

1. State of Automation in the Library

- fully automated
- partially automated
- Not automated
- Likely to be automated in near future.

If not automated, give reasons:
2. If automated mention the software packages used

3. What kind of databases you have in use in your library

4. Mention the details of CD-ROM databases in use, if any

5. Do you have any in-house databases created for your library? Yes/No
   If yes mention details:

6. Do you have internet facilities for your users: Yes/No

7. Mention the type of reference sources on internet usually explored by your users:

8. Other services and operations using computer:
   a) Is your circulation service BARCODE based: Yes/No
   b) Do you use computers for stock verification: Yes/No
   c) Do you use Barcode scanner for stock verification Yes/No
   d) Do you have Periodical Management through Computer Yes/No
   e) Is your Acquisition System automated Yes/No
   f) Do you have Multimedia Services Yes/No
   g) Do you conduct user-education programmes in the use of computerised services Yes/No
   h) Do you have User Guides on your services Yes/No

   If yes, please specify whether online (LAN)/Print/or, both
9. Availability of Hardware (Please give details):
   a) Number of servers and model/make/brand
   b) Number of computers and its models/make/brand
      (Pentium/PII/PIII/PIV Others, please specify)
   c) Number of printers (mention make/brand, etc.)
   d) Details of CD-Net server/CD Tower, (If any)
   e) Number of scanners (flat-bed, hand-held, etc.)
   f) Any other Hardware (please specify)

10. Does your Institute have a Local Area Network? Yes/No

11. Digital collection/Resources (Please specify the collection as on 01-01-2002)
   a) CDs
   b) DVDs
   c) VCDs
   d) Floppy diskettes
   e) HDD based
   f) Others (Please specify)

12. Do you have any electronic subscriptions (fee based access – IP/Institutional)
   (I) Books and other documents
   (II) Periodicals (Journals)
   (III) Bibliographic Databases (Please give names)
   (IV) Full-Text-Databases (Please give names)
   (V) Other sources (Please specify)

13. Connectivity to Computerised Library Networks
    (Please tick mark the appropriate box(es):
   (a) INFLIBNET
   (b) DELNET
   (c) OCLC
   (d) CALIBNET
   (e) HALIBNET
   (f) ADINET
   (g) BONET
   (h) OTHERS (specify)
14. Does your Library/Information Centre have a Website?  
Yes/No

If yes, (I) Please give the Site Address:  

(ii) Whether developed in-house/outsourced  

(iii) If developed in-house, please mention the person/team  

(iv) If outsourced, please mention the name of the company  

(v) Please give details of the information and services provided by the site:  

15. Do you find any value addition and quality improvement by having IT based services in your library?  
Yes/No

If yes, please indicate the degree of appreciation:  

(a) Excellent  
(b) Very good  
(c) Good  

(d) Poor  

16. Kindly indicate the degree of impact and efficiency in providing user services due to IT applications in your library:  

(a) Excellent  
(b) Very good  
(c) Good  

(d) Poor  

17. How do you rate the library collection and IT products and services, if any?  

Very good  
Good  
Satisfactory  
Poor  

18. Are the readers in your opinion satisfied with modern library facilities to meet their academic requirements.  

____________________________________________________________________________________  

____________________________________________________________________________________  

____________________________________________________________________________________
19. What in your opinion has hindered the growth of your library (by way of not automating it?)


20. Mention the type/name of IT products and services most popularly used in your Library/Information Centre.


20. Future Plans to automate the library (if not already done)


**QUESTIONNAIRE**

[Note: The information furnished by you would not be disclosed]

**User Survey**

**Purpose:** To study the user satisfaction towards Library resources facilities and services at the:

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**ABOUT YOURSELF AND THE LIBRARY**

1. Area of Study

2. Teaching/Research experience

3. Period for which you are using this Library

4. Are you satisfied with the overall Library resources, services and facilities of this Library? [Please tick (•)]
   - Yes [ ]
   - No [ ]

5. How do you rate the book collection of your Library?
   - Excellent [ ]
   - Very good [ ]
   - Good [ ]
   - Average [ ]
   - Poor [ ]

6. How do you rate the Journal collection of your Library?
   - Excellent [ ]
   - Very good [ ]
   - Good [ ]
   - Average [ ]
   - Poor [ ]

7. Which facility or service do you miss in this Library, if not available (Tick [•] on a 1-10 Point Scale)?

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Library Facilities and Services</th>
<th>Not available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Current awareness services</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Indexing/Abstracting services</td>
<td></td>
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<tr>
<td>3.</td>
<td>SDI services</td>
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<tr>
<td>4.</td>
<td>Photocopy facilities</td>
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<tr>
<td>5.</td>
<td>Microform documents</td>
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<tr>
<td>6.</td>
<td>In-house databases services</td>
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<tr>
<td>7.</td>
<td>Electronic subscriptions</td>
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<tr>
<td>8.</td>
<td>CD-ROM databases</td>
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<tr>
<td>9.</td>
<td>Internet</td>
<td></td>
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<tr>
<td>10.</td>
<td>Library Automation</td>
<td></td>
</tr>
</tbody>
</table>

8. Is staff of the Library sufficient to cater to reader’s need? [Please tick (•)]
   - Yes [ ]
   - No [ ]

9. Do you think this Library should be automated? [Please tick (•)]
   - Yes [ ]
   - No [ ]

10. Do you think the use of IT products like CD-ROM, databases, Multimedia facilities, Network facilities, Cull-text/Bibliographic databases, etc. is essential in this Library? [Please tick (•)]
    - Yes [ ]
    - No [ ]