QUESTIONNAIRE
Dear Colleague,

You will be pleased to know that I undertaken a research work in compiling information on the State, since your library came into being and has been doing good service to the general public. We wish to have more information on the in order to suggest measures to the government about services.

I am , herewith endorsing a questionnaire for your kind perusal. Kindly fill the same within fifteen days and return the same to me. I am greatly indebted to you for your co-operation.

With kind regards,

Yours Faithfully

(RK Sharma)

To,

Shri.................................

Librarian

.................................
A CRITICAL STUDY OF PUBLIC LIBRARY SERVICES
IN MADHYA PRADESH
A MODEL PLAN FOR RESOURCE SHARING AND NETWORKING

QUESTIONNAIRE

General:

1. Name of the Library :

2. Name & type of the Library :
   (a) Regional
   (b) District

3. Postal address :
   Telegraphic Address :
   Telex :
   Telephone Number :

4. Year of Establishment :

5. Brief History of the Library :
   (a) Was the library initially a subscription Library. Yes/No
   (b) If yes, when the government took over.
   (c) Original name of the Library.
   (d) Has the name changed after government possession. Yes/No
   (e) If yes, What is the present name of the Library.
6. Name of the Librarian and qualifications.
   (a) Academic
   (b) Professional

7. Is, the post of librarian vacant at present (Give Details).

Building

8. Does the Library have its own building. Yes/No
9. If no, in which building it is located: Govt/rental.
10. Is the Library house in a separate building? Yes/No
11. If no, is library a part of some Govt/Private Building. Yes/No

12. Capacity of library building | Number of Rooms
   a. Separate stake room | Yes/No
   b. Separate reading room | Yes/No
   c. Separate Periodical room | Yes/No
   d. Separate circulation room | Yes/No
   e. Separate librarian's room | Yes/No
   f. Separate technical & office room | Yes/No
   g. Separate reference room | Yes/No

13. Please give the total area of the rooms .................. sq. ft.

Library Hours:

14. What are the library working hours?
   Morning :
   Evening :
15. Which day of the week is observed as weekly holiday?
   Sunday
   Other

16. Does the library remain closed on government holidays? Yes/No

17. If yes, how many days in a year .................

Aquisition of reading Material

18. Is the book selection and purchase done by a book selection and purchase committee. Yes/No

19. If yes, give the number of members of the committee ..................

20. Please give details of the members of the committee ..................

21. Total collection of reading material ..................

22. Do you have audio-visual material aid? Yes/No

23. If yes, which type of :
   a. Radio Yes/No
   b. Television Yes/No
   c. Tape Recorder Yes/No
   d. Gramophone Recorder Yes/No
   e. Amplifier Yes/No

Technical Work

24. Do you classify reading material? Yes/No

25. If yes, which classification scheme do you follow ..................

26. Do you catalogue your reading material? Yes/No

27. If yes, which catalogue code do you follow .................
28. What is the physical form of your catalogue?
   a. Card Form
   b. Register Form
   c. Sheaf form

Stock Verification
29. Do you take stock verification?
   Yes/No
30. If Yes, at what intervals.
   a. Yearly
   b. Two yearly
   c. Three yearly
   d. Any Other

Circulation System
32. Which system do you follow for charging or discharging the reading material.
   a. Browne System
   b. Newark System
   c. Any other system

33. How many books do you issue to a member at a time?
34. What is the period of loan?
35. Do you collect overdue charges form the members?
   Yes/No
36. If Yes, How much overdue is charged?
37. Do you write off the overdue charges in some special circumstances?
   Yes/No
Membership

38. Do you charge for the membership enrollment? Yes/No
39. If Yes, what is the fees............................
40. Do you charge fee for security? Yes/No
41. If yes, What is the security deposit amount............... 
42. Do you renew the membership every year? Yes/No
43. If yes, do you have charge the membership fee at every renew. Yes/No
44. What is the strength of your library 
Number of members................................. 

Services

45. Do you provide reference service to the readers? Yes/No
46. Do you have separate reference section? 
47. Do you provide services like? 
   a. Documentation Yes/No 
   b. Translation Yes/No 
   c. Abstracting Service Yes/No 
   d. Reprographic Service Yes/No 
   e. Bibliographic Service Yes/No 
48. Do you provide library service to the children? Yes/No 
49. If yes, do you have separate section for the children. Yes/No 
50. Do you provide library service to the deaf,dum and blind readers? Yes/No
51. Do you provide library service to the unemployed readers?
   Yes/No

52. If yes, do you purchase reading material separately for them?
   Yes/No

53. Please give the details of the reading material

54. Do you provide library service to the rural area?
   Yes/No

55. If yes, what is the number of rural book centers?

56. Do you exchange the reading material at the rural book centre?
   Yes/No

57. What frequency do you use to exchange the reading material?

58. What kind of vehicle do you use to deliver the reading material to the respective rural book centers?
   a. Bus
   Yes/No
   b. any other vehicle

Library Publicity

59. Do you give publicity to the library?
   Yes/No

60. If yes, what method do you adopt (Please mention)

Library Staff

61. State the designation and minimum qualifications for library Staff:
   Designation _______ Qualifications
   a.
   b.
62. Give the pay scale of the Library staff

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63. Give the detail of strength your library staff in regional and district libraries

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**Job Satisfaction**

64. Do you have opportunity for promotion? Yes/No

65. If yes, after what time period and how many times in the whole service? ..................................................

66. Do you participate in conference/seminars/symposium related to your field? Yes/No

67. If yes, do you get duty leave and allowances by the government for the same. Yes/No

68. Do you get study leave during the service period? Yes/No
69. If yes, what is the duration of study leave and how many times it can be availed during the service period.

70. Are you provided encouragement by the local citizens? Yes/No
71. Do you get cooperation from Director of Public Instruction? Yes/No
72. Are you satisfied with your present pay scale? Yes/No
73. Are you satisfied with your profession? Yes/No

Computer & Networking

74. Do you have computer facility in your library? Yes/No
75. If yes, do you utilise the facility of computers to provide library services? Yes/No
76. If yes, which type of services do you provide:
   a.
   b.
   c.
   d.
77. If not, is your library having any plan to use computer facility in future? Yes/No
78. Is your library connected with any network? Yes/No
79. If yes, which network? 
80. Do you have any future planning to get connected your library with any network? Yes/No
81. Please give your suggestion: