“Information Seeking Behaviour of the Faculty and Researcher in the Agricultural Universities of Gujarat”

QUESTIONNAIRE FOR LIBRARY

I. GENERAL INFORMATION OF THE UNIVERSITY:
1. Name of the University: ________________________________________
2. Year of Establishment: _________________________________________
3. Address ________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Phone_________________Fax______________________
   E-mail__________________________________________
   Website_________________________________________

II. LIBRARY PROFILE:
1. Name of Library:______________________________________________
2. Year of establishment:__________________________________________
3. Total Section of library:_________________________________________
4. Total area of library:____________________________________________
5. Address ________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Phone_________________Fax______________________
   E-mail__________________________________________
   Website_________________________________________

III. LIBRARY STAFF STRENGTH:
1. Name of Librarian:______________________________________________
2. Qualification and scale of librarian _____________________________
   1. B.L.I.Sc. [ ]
   2. P.G. [ ]
   3. M.Lib.Sc. [ ]
   4. M. Phil [ ]
   5. Ph.D. (LIS) [ ]
   6. Ph. D. other Subject [ ]
   7. NET / SLET [ ]
2. Pl. mention the strength of staff of your library (Tick √ mark)

1. Professionals [ ]
2. Semi-professionals [ ]
3. Non-professionals [ ]

1. PROFESSIONAL

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>No. of Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deputy Librarian</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Librarian Sr. Scale</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Assistant Librarian Sel. Grade</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Assistant Librarian</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Document Officer/Inf. Officer</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Sr. Prof. Assistant</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Cataloguer</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Reference Assistant</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Professional Assistant Gr. I</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Professional Assistant Gr. II</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Technical Assistant</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Library Assistant</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Language Officer</td>
<td></td>
</tr>
</tbody>
</table>

2. Non-Professional:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>No. of Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library Assistant</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Senior Clerk</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Junior Clerk</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Library Attendant</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Peons</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sleeper</td>
<td></td>
</tr>
</tbody>
</table>

3. Does the library have a promotion policy for Staff? (Please √ Tick)

Yes [ ] No [ ] If yea, please indicate the criteria of promotion.
1. Seniority [ ]
2. Merit [ ]
3. Assessment [ ]
4. Seniority and Assessment [ ]
5. Time bound [ ]
6. Any other Pl. specify______________________________

4. Pl maintains Management Skills in library staff members? (Plea√ Tick)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Management Skills</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Planning and Forecasting Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Independent Decision Making Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Leadership Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Self – Confidence and Supervision Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Time Management Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Authority and Responsibility Skills</td>
<td></td>
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<tr>
<td>7</td>
<td>Direction (Directing) Skills</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Interpersonal and Human Relation Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Conflict Resolution Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Problem Solving Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Co-ordinating Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Developing Team Spirit</td>
<td></td>
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</tr>
</tbody>
</table>
IV RULES AND REGULATIONS
1. Does the library have a written policy about library rule? (Please √ Tick)

Yes [ ]  No [ ] If yes, please supply the copy of the same.

2. What are the working hours of the library?

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Library Hours</th>
<th>From</th>
<th>A.M. to P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Working Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sundays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Holidays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vacations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V MEMBERSHIP:
1. Does the library member of any consortium? (Please √ Tick)

Yes [ ]  No [ ]

2. Total No. of library membership

1. UG Students:  
2. PG Students:  
3. M. Phil. Research Scholars:  
4. Ph. D. Research Scholars:  
5. Faculty (Teachers):  

IV
6. Research/Project staff: ______________________
7. Administrative staff: ______________________
8. Technical Staff: ______________________
9. Any Others Pl. specify: ______________________

VI PHYSICAL FACILITIES:

1. Do you have adequate reading room facilities in your library? (Please √ Tick)
   Yes [ ] No [ ]

2. Please mention the use of reading material, giving the order of preference by users.
   (Tick √ mark)
   1. Books [ ]
   2. Periodicals [ ]
   3. Manuscripts [ ]
   4. Bibliographies [ ]
   5. Statistical tables [ ]
   6. Reference source [ ]
   7. Newspaper [ ]
   8. Dissertation [ ]
   9. Thesis [ ]
   10. Official Publications [ ]

3. Do you have separate reading facilities for: (Please √ Tick)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Text books</td>
<td>[ ]</td>
</tr>
<tr>
<td>2. Reference books</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. General books</td>
<td>[ ]</td>
</tr>
<tr>
<td>4. Periodicals</td>
<td>[ ]</td>
</tr>
<tr>
<td>5. Microforms</td>
<td>[ ]</td>
</tr>
<tr>
<td>6. Internet access</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

4. Are there separate cubical for faculty and researchers members in the library?
   (Please √ Tick)
   Yes [ ] No [ ]

√
VII SOURCE OF FINANCE:

1. Source of finance for the library? (Please tick)

- 1. UGC
- 2. Central Government
- 3. State Government
- 4. ICAR Grant
- 5. Endowment
- 6. Special Grant
- 7. Library Fee
- 8. Penalty
- 9. Any other Please specify________________________

2. Total annual budget of the library________________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Head of the Budget</th>
<th>Budget Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2010-2011</td>
</tr>
<tr>
<td>1</td>
<td>Staff Salary</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>For books</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>For journals</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Online Subscription (Journals, Databases etc.)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>For equipments/Computer Hardware and Software</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Any other</td>
<td></td>
</tr>
</tbody>
</table>
3. Are you satisfied with this grant? (Tick √ mark)
   Yes [ ] No [ ]

4. Is library building is sufficient as per the requirements? (Tick √ mark)
   Yes [ ] No [ ]

5. Is library furniture is sufficient as per the requirements? (Tick √ mark)
   Yes [ ] No [ ]

**VIII GOVERNANCE:**

1. Do you have library committee? (Tick √ mark)
   Yes [ ] No [ ]

2. What is the nature of the library committee? (Tick √ mark)
   1. Advisory [ ]
   2. Executive [ ]

   If your library has an organizational chart, please attach the same.

**IX COLLECTION DEVELOPMENT:**

**Selection**

1. How do you acquire books for your library? (Tick √ mark)
   1. Direct from publisher/through [ ]
   2. Agents/books sellers. [ ]

2. How do you acquire journals for your library? (Tick √ mark)
   1. Direct from publisher/through [ ]
   2. Agents/books sellers. [ ]

3. Does the library have any book and journals selection policy? (Tick √ mark)
   Yes [ ] No [ ]

   If yes, please specify of the book and journals selection policy document is mention

4. Do you have a book and journal selection committee? (Tick √ mark)
   Yes [ ] No [ ]

   If yes, please indicate the members of the committee:
   1. Faculty (Teachers) [ ]
   2. Students [ ]
   3. Librarian [ ]
   4. Library Committee [ ]
   5. Any other Pl. specify ____________________________________________________________________
Acquisition

1. What is the system of acquiring the documents? (Tick √ mark)
   1. Standing order [ ]
   2. Approval [ ]
   3. Based on books reviews [ ]
   4. Any other Pl. specify __________________________________________

2. Pl. indicates the present collection of the library?
   1. Books _______________________________
   2. Journals (Current) _______________________________
   3. Journal (Bound Vol.) _______________________________
   4. Ph. D. Theses _______________________________
   5. Dissertation _______________________________
   6. Manuscripts _______________________________
   7. Reference Books _______________________________
   8. Audio- visual material _______________________________
   9. Microfilms/Microfiches/slides _______________________________
   10. Magnetic Tape/Films _______________________________
   11. Other documents _______________________________
   12. Total Collection _______________________________

3. Does the library have any policy for subscription to periodicals?
   (Tick √ mark) Yes [ ] No [ ]
   If yes, please attach the copy (if available) or mention the salient features
   ____________________________________________________________

4. Please mention the no. of periodicals currently being subscribed to:
   1. Print form ___________________
   2. CD-ROM ___________________
   3. Online ___________________
   4. Any other form Pl. specify ___________________

X TECHNICAL PROCESSING OF DOCUMENTS:

1. Which scheme of library classification is used by library? (Tick √ mark)
   1. DDC [ ]
   2. UDC [ ]
   3. CC [ ]
   4. Any other [ ]
2. Which library catalogue code do you follow for cataloging? (Tick √ mark)
   1. AACR [    ]
   2. AACR 2 [    ]
   3. CCC [    ]
   4. Any other [    ]

**XI LIBRARY AUTOMATION:**

1. Do you have computer lab? (Tick √ mark)
   Yes [    ] No [    ]
   If yes, how many computers are available for user ________________

2. Are you using any library automation packages? (Tick √ mark)
   Yes [    ] No [    ]
   If yes, please mention:
   1. Name of automation package_____________________________________
   2. Data of implementation of automation package_____________________

3. Do you have any server to run the library automation package? (Tick √ mark)
   Yes [    ] No [    ]
   If yes, please given the details of
   Server_________________________________________________________

4. Are you using by your library automation software? (Tick √ mark)
   Yes [    ] No [    ]
   If yes, please mention the library software name_____________________

5. If computer is bring used for readers services, indicate as to what kinds
   of computerized services are being provided? (Tick √ mark)
   1. CAS [    ]
   2. SDI [    ]
   3. Database searches [    ]
   4. Bibliographical services [    ]
   5. Union Catalogue access [    ]
   6. Article delivery services [    ]
   7. Any other Please specify_____________________________________

6. Do you have LAN Facilities in library? (Pleas √ Tick)
   Yes [    ] No [    ]

7. Do you have Internet facilities provided in library? (Pleas √ Tick)
   Yes [    ] No [    ]
If yes, please tick the Mode of Connectivity:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dial-up</td>
<td>[   ]</td>
<td>[   ]</td>
</tr>
<tr>
<td>2. Leased Line</td>
<td>[   ]</td>
<td>[   ]</td>
</tr>
<tr>
<td>3. BVSAT</td>
<td>[   ]</td>
<td>[   ]</td>
</tr>
<tr>
<td>4. V-SAT</td>
<td>[   ]</td>
<td>[   ]</td>
</tr>
</tbody>
</table>

If yes, please give the details of V-SAT:

<table>
<thead>
<tr>
<th>V-SAT</th>
<th>Capacity</th>
<th>MB</th>
<th>Bandwidth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

8. How many E-Database you are subscriber? (Please Tick)
   Yes [   ] No [   ]

9. Do you have Digital library? (Please Tick)
   Yes [   ] No [   ]

If yes, please specify the collection of digital library.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Digital collection</th>
<th>Total number of Digital collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E- Books</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>E- Journals</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>E- Reports</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>E- Database</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>E- Theses</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>E- Content pages</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>E- Clippings</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CD-ROM Titles</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

**XII LIBRARY AND INFORMATION SERVI**

1. Do you have open access system? (Tick √ mark)
   Yes [   ] No [   ]

If not, what are the reasons? ________________________________
2. Pl. ticks the services which are being provided to the users by your library?
   (Tick √ mark)
   1. Circulation services [ ]
   2. Reference services [ ]
   3. Indexing services [ ]
   4. Abstracting services [ ]
   5. Photocopying service [ ]
   6. Current awareness service [ ]
   7. Translation services [ ]
   8. Networking services [ ]
   9. Inter library loan services [ ]
   10. Any other (pl. specify) _________________________________

3. Which are the computerized services provided by your library? (Tick √ mark)
   1. Circulation service [ ]
   2. Literature search within the libraries [ ]
   3. Literature search through national networks [ ]
   4. Literature search through international networks [ ]

4. Pl. indicates the method of issuing the books etc.? (Tick √ mark)
   1. Browne’s [ ]
   2. Mewark [ ]
   3. Ledger [ ]
   4. Other [ ]

5. Does the library provide on-line search facility? (Tick √ mark)
   Yes [ ] No [ ]
   If yes, pl. give the name of data base vendors accessible for on line service
   1._______________________________________________________
   2._______________________________________________________
   3._______________________________________________________
   4._______________________________________________________

6. Is your library participating in any network? (Tick √ mark)
   Yes [ ] No [ ]

7. Which of the following search service is in greater use? (Tick √ mark)
   1. CD Rom search service [ ]
   2. On-line search [ ]
3. If any other, Pl. specify______________________________

8. Does the library provide inter-library loan facility of journals to the user?
   (Tick √ mark) Yes [ ] No [ ]

9. Does the library organize regular display of current journals?
   (Tick √ mark)
   Yes [ ] No [ ]

10. How frequently journals are resolved? (Tick √ mark)
    1. Once a day [ ]
    2. Twice a day [ ]
    3. When ever need arises [ ]
    4. Any other (pl. specify) ________________________________

11. Where do you display your current journals? (Tick √ mark)
    1. In the reading room [ ]
    2. In the separate periodicals room [ ]
    3. Any other place_______________________________________

12. Is your library involved in creation of data banks? (Tick √ mark)
    Yes [ ] No [ ]

13. Are users allowed to carry out CD-ROM searches themselves? (Tick √ mark)
    Yes [ ] No [ ]

14. Please mention the changes for CD-ROM search per connect hour, if any to be paid by different categories of users? (Tick √ mark)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Categories of users</th>
<th>Changes to be accessed directly by users</th>
<th>Paid when Through Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UG / PG students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Research Scholars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Faculty Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outsiders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Does the library possess the following for information dissemination?
   (Tick √ mark)
   1. TELEX                        YES__________  NO __________
   2. TELEPHONE                    YES__________  NO __________
   3. FAX                          YES__________  NO __________
   4. E-MAIL                       YES__________  NO __________
   5. INTERNET/ HOME PAGE          YES__________  NO __________
   6. Web OPAC                     YES__________  NO __________

16. How many person in your staff are trained in computer application?
   (Tick √ mark)              YES  [   ]    NO  [   ]

17. Does the library provide Electronic Mail Service to its users? (Tick √ mark)
   YES  [   ]    NO  [   ]

18. Does the library subscribe the journals in any other form then printed form?
   (Tick √ mark)              YES  [   ]    NO  [   ]
   If yes, please mention the no. of journals bring subscribed form wais
   1. Microfilm       [   ]
   2. Micro fiche     [   ]
   3. Computerized    [   ]
   4. Any other       [   ]

19. Does your library provide reprographic service? (Tick √ mark)
   YES  [   ]    NO  [   ]
   If yes, please (Tick √ mark)
   1. Micrographic (Microfilm, Microfiche etc.)  [   ]
   2. Audio-visual (Sound film, Video film etc.)  [   ]
   3. Photographic (Photographs, Color slides etc.)  [   ]
   4. Photocopying (Document delivery)  [   ]

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</thead>
<tbody>
<tr>
<td>4</td>
<td>Any other Pl. specify</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20. Does your library provide facilities of user agricultural education programme on which areas of information technology? (Tick √ mark)
   1. Use of computer [   ]
   2. Fax [   ]
   3. Mobile [   ]
   4. E-mail [   ]
   5. Internet [   ]
   6. On-line searching [   ]
   7. CD-ROM searching [   ]
   8. Others [   ]

21. When users are seeking information which sources of information do you generally provided in library? (Tick √ mark)
   1. Review of articles [   ]
   2. Abstracting journals [   ]
   3. Indexing journals [   ]
   4. Library catalogue [   ]
   5. Other sources Pl. specify__________________________________

22. How do you rate the utility of the service by the users? (Tick √ mark)
   1. Excellent [   ]
   2. Good [   ]
   3. Fair [   ]
   4. Satisfactory [   ]
   5. Not satisfactory [   ]

23. For which of the following purpose users primarily use the library? (Tick √ mark)
   1. Teaching [   ]
   2. Research [   ]
   3. Scholarly writings [   ]
   4. Self knowledge [   ]
   5. Prescribed course [   ]
   6. Recreation [   ]
24. Would you like to give some suggestions for improvement, which might make library and information service more adequate

_____________________________________________________________________

_____________________________________________________________________

Data:                                                                 (Signature of Librarian)