APPENDIX I
QUESTIONNAIRE
(To the Secretary/President of the District Library Council)

This questionnaire is intended to collect the general information regarding the public libraries in Malabar/North Kerala and the activities of the Council, in connection with my research project under the guidance of Dr. Rosamma Joseph, Deputy Librarian (Retired), University of Calicut. I request you to spare your precious time to fill up the questionnaire and return it so as to enable me to do my project successfully.

Sudha.A
Kannur University Central Library

1. Total number of public libraries in the district, which are affiliated to the State Library Council:

2. Total number of libraries in each grade from A to F in the district which are properly functioning:

3. Total number of panchayath/municipal libraries in the district:
   The name and address of these libraries may be furnished (please append the list).

4. Total number of former LLA libraries in the district:
   The name and address of these libraries may be furnished (Please append the list)

5. Total number of libraries in the district which provide the following special services:
   The name and address of these libraries may be furnished. (Please append the list)
   5.1 Model village library
   5.2 Reference libraries
   5.3 Rural information centres
   5.4 Children’s services
5.5 Women libraries

5.6 Adult education centres

5.7 Literacy centres

5.8 Academic study centres

5.9 Career guidance centers

5.10 Rural book circulation service

5.11 Book banks

5.12 Services to disabled people

5.13 Services to ethnic groups

5.14 Computerised service

5.15 Any other (Please specify)

6. Grant sanctioned by the State Library Council for the functioning of the libraries in the
district during the following five years:

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7. Does the District Library Council conduct the following programmes for the up-
gradation of knowledge of the library staff?
7.1. Workshop

7.2. Seminar

7.3. Others, if any

(Please specify)

8. Is there any practice of evaluation of resources, services, and programmes of the public libraries in the district by the Council? (Please tick mark the appropriate column)

Yes ☐ No ☐

9. If yes, how does it conduct?

10. Does the Council provide group incentive or individual incentive such as awards or honour for the libraries or librarians in the district?

11. If yes, name the awards with details of the libraries and librarians honoured?

12. Is there any advisory committee for the library development of the district? (Please tick mark the appropriate column)

Yes ☐ No ☐

13. Please express your opinion about the existing public library system in the district.

14. Please specify the problems faced in general in planning, organising, and implementation of the policies in respect of the libraries.

15. Please offer suggestions for the improvement of functioning and services of public libraries in the district.

Place:                                                                                                                Signature
Date:                                                                                                                   Name
APPENDIX II

QUESTIONNAIRE
(To the Librarian)

The questionnaire is intended to collect the data regarding the public libraries in Malabar/North Kerala, their organization, administration, structure, resources, services, and use in connection with my research project under the guidance of Dr. Rosamma Joseph, Deputy Librarian (Retired), University of Calicut. I seek your valuable co-operation and help in obtaining the necessary information. I request you to fill up the questionnaire and return it so as to enable me to do this project successfully.

Sudha. A.
Kannur University Central Library

(Please tick mark the appropriate columns or gives the details wherever necessary)

A. Public Library Profile
1. Name of the library : 
2. Address and phone number : 
3. Year of establishment : 
4. Grade : 
5. Location : Urban / Rural
6. Is the library functioning as part of any other institution or independently?
   As part of institution □       Independently □
7. If it is functioning as part of an institution, please name the institution.................................................................
8. Is it registered as per Societies Registration Act? Yes □ No □
9. Is it affiliated to Kerala State Library Council? Yes □ No □

B. Different Sections in the Library
1. What are the different sections in the library?
   a) General books section □
   b) Periodical section □
   c) Reference section □
   d) Newspaper section □
   e) Others, if any □
(Please specify)

C. Library Collection

1. Books (as on 31st march '04)

1. Total books in the library:

2. No. of reference books:

3. No. of text books:

4. No. of books for children:

5. No. of books in each of the languages:

   English ……………… Malayalam ………… Hindi…………… Sanskrit ……………

   Tamil …………… Kannada …………… Other languages (Please specify)…………….

6. No. of books in each subject:

   Fiction……… Non fiction……………

7. Is there any pamphlet collection in the library?

8. Are there any rare books such as manuscripts and very old books in the library collections?

   Yes ☐ No ☐

9. If yes, how many such books are there in the library?

10. On what subjects are they?

    ...........................................................................................................

11. Additions of books during the last five years:

    | ……………… | ……………… | ……………… | ……………… | ……………… |

2 Periodicals

1. No. of periodicals in the library

   Magazines : …………

   Subject journals : …………

   Magazines for children: …………
2. Please specify the journals subscribed to by the library.
3. Are the periodicals bound and kept in the library?
   Yes ☐  No ☐
4. Are the periodicals lent at home?
   Yes ☐  No ☐
5. If yes, for how many days they are being lent?

3 Newspapers
1. Number of newspapers subscribed to by the library:
   Malayalam ........ English .......... Other languages, if any .......... (Please specify the language)

4 Special Collections
1. What are the special sections in the library?
   1.1 Children’s section ☐
   1.2 Agricultural section ☐
   1.3 Forestry section ☐
   1.5 Women’s section ☐
   1.6 Collection about and by the eminent personalities ☐
   1.7 Local history collections ☐
   1.8 Any other (Please specify)

5 Non-Book Materials
1. Are there any audio-visual materials in the library?
2. If yes, which are they?
   Audio cassettes ☐  Video cassettes ☐  Film stripes ☐  CD, floppies etc. ☐
   Others ☐ (please specify)
3. Do the members use these collections?
   Yes ☐  No ☐
4. If yes, how many members are using these collections in a month?

6. Selection of Books
6.1 Book Selection Committee
1. Is there a book selection committee in the library?
   Yes ☐  No ☐
1.2 If yes, whether subject and language experts are included in the committee?
1.3 Is librarian a member of this committee?
Yes ☐ No ☐

1.4 If there is no library committee, who select the books?
Librarian ☐ Library committee ☐ Library members ☐ Others ☐ (Please specify)

6.2 Book Selection Policies
1. Is there any book selection policy for the library? (Such as distribution of funds between adult and juvenile books, fiction and non fiction, periodicals and newspapers; discarding of old books; and types of materials to be included in the library)
Yes ☐ No ☐

2. Is there any practice of buying duplicate copies of any titles?
Yes ☐ No ☐

3. If yes, which categories of books, the duplicate copies are brought?
   3.1. Best seller ☐
   3.2 Frequently used books ☐
   3.3 Text books ☐
   3.4 Others, if any (please specify) ☐

6.3 Book Selection Tools
1. What are the book selection tools used for selection of titles to purchase?
   Publishers / Book sellers catalogue ☐ Book fairs ☐
   Users’ suggestions ☐ Book reviews ☐ Directly select from the book shops ☐

7. Technical Organisation of Books
1. What is the system being followed to arrange the books in the shelves?
   Serial number ☐ Alphabetical order of author’s names ☐ Alphabetical order of titles ☐
   Class number ☐ Other method ☐ (Please specify).

2. If the books are scientifically classified, what is the scheme used for classifying the books?
   Colon Classification ☐ Dewey Decimal Classification ☐ Other methods ☐
   (Please furnish the details).

3. Is there a catalogue of books prepared?
   Fully prepared ☐ partly prepared ☐ Not prepared ☐

4. If prepared, what is the catalogue code used?
   Classified Catalogue Code ☐ AACR ☐ Other method ☐ (Please specify).

5. What is the physical form of the catalogue of books in the library?
6. What are the different types of catalogue of books in the library?

1) Subject catalogue
2) Author catalogue
3) Title catalogue
4) Classified catalogue (based on class numbers)

8. Preservation of Books

1. What are the different methods adopted to preserve the library books?
   1. Clean the books regularly
   2. Use insecticides
   3. Bind the worn out books
   4. Microfilm the worn out books
   5. Other methods (Please specify)

9. Discard of Books

1. Does the library discard unused books from the collection to make it up to date?
   Yes ☐ No ☐

2. If yes, what types of books are being discarded out?
   2. Unused books or used quite infrequently
   3. Poorly printed books
   4. Worn out books

3. What will you do with the weeded out books?
   1. Bargain sales to the public
   2. Sold to used-book dealer
   3. Given to other institutions
   4. Dump in a separate place

12. Stock Verification

1. Do you conduct stock verification periodically?
   Yes ☐ No ☐

2. If yes, in which frequency stock verification is being conducted?
   Annually ☐ Once in two years ☐ Once in three years ☐
   Above three years ☐ (Please specify)
D. Finance

1. Income

1. Total income of the library from each source during 1999-2000 to 2003-2004

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<tbody>
<tr>
<td>1. Grant from the State Library Council</td>
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<td>2. Membership fee</td>
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<td>3. Subscription fee</td>
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<td>5. Donation from public</td>
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<td>6. Grant from different agencies (please specify)</td>
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<td>7. Others</td>
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<td>8. Total</td>
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</table>

2. If the library obtained grant from the RRRLF, please specify the amount obtained for each item given below:

1. Building : 
2. Furniture : 
3. Books : 
4. Others (Please specify) : 

2. Expenditure


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<td>Books and periodicals</td>
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<td>Staff</td>
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<td>Building</td>
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<td>Furniture</td>
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<td>Miscellaneous</td>
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E. Library Staff

1. Please give the details of staff in the library.

<table>
<thead>
<tr>
<th>Categories of Library Staff</th>
<th>Qualification</th>
<th>Duration of Work</th>
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<tbody>
<tr>
<td></td>
<td>General</td>
<td>Professional</td>
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<td>Professionals</td>
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<td>Non-professionals</td>
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2. Have the library staff participated in the following?

1. Training programmes
2. Certificate course conducted by the State Library Council
3. Conference/Seminars

3. Have the library staff acquired computer knowledge?
   Yes ☐ No ☐

4. Does the librarian obtain any allowance in addition to the allowance from the State Library Council?
   Yes ☐ No ☐

5. If yes, what is the amount you obtain per month?

F. Technological Resources

1. Is the library computerised?
   Yes ☐ No ☐

2. If yes, for which of the following purposes the computers are used?
   1. To facilitate the Internet ☐
   2. To prepare the catalogue of books ☐
   3. To use CDs and floppies ☐
   4. For the administrative works of the library ☐
   5. Other purpose ☐ (Please specify).

3. What is the software used for the above said purpose and in which library operations it was applied?

4. If Internet service is provided, what is the fee collected for this facility from the users?

5. Average number of users who utilise this facility each day:
   Below 5 ☐ 5-10 ☐ 11-15 ☐ 16-20 ☐ above 20 ☐ (Please specify).

G. Physical Facilities

1. Building:
2. Plinth area of the library (in sq.ft.):

3. What are the pieces of furniture available in the library and their total numbers respectively?
   - 1. Alamarah
   - 2. Tables
   - 3. Chairs
   - 4. Book racks
   - 5. Catalogue cabinet
   - 6. Others (specify)

4. Number of seats for the library users:

5. Is drinking water facility available in the library?
   - Yes
   - No

6. Is toilet facility available for the users?
   - Yes
   - No

**H. Modern Equipment**

1. What are the modern equipment available in the library?
   - 1. Photostat machine
   - 2. Radio
   - 3. Television
   - 4. Tape recorder
   - 5. Any other

   (Please specify)

2. For what purpose the T.V. and radio are used by the members?
   - 1. Watching educational programmes
   - 2. Watching other informational programmes
   - 3. For recreational purposes
I. Visitors
1. Average number of users who visit the library per day:
   - Below 10 □
   - 10 – 20 □
   - 21 – 30 □
   - 31 – 40 □
   - 41 – 50 □
   - above 50 □ (Please specify).
2. Total number of users who visit the library during the last five years:
   - 1999 – 2000
   - 2000 – 2001
   - 2001 – 2002
   - 2002 – 2003
   - 2003-04

J. Membership
1. Membership during the last five years

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2. Total number of members as on March 31, 2004:
   - Male ............. Female ............. Children ............. Total .............
3. Number of categories of membership in the library:
4. What are they?
5. Fee for each category of membership:

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<thead>
<tr>
<th>Category of membership</th>
<th>Periodicity</th>
<th>Admission fee</th>
<th>Subscription</th>
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<td>1. Adults</td>
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<td>Children</td>
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<td>3. Adults</td>
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<td>Children</td>
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K. Services

1. Lending Service

1. Number of books issued to a reader at a time:
   One [ ] Two [ ] Three [ ] More than three [ ] (Please specify the number).

2. What is the loan period of books?
   One week [ ] Two weeks [ ] Three weeks [ ] One month [ ]
   More than one month [ ] (Please specify).

3. Number of books issued per day:
   Below 10 [ ] 10-20 [ ] 21-30 [ ] 31-40 [ ] 41-50 [ ]
   Above 50 [ ] (Please specify)

4. Number of books issued during the last five years:
   Fiction
   Non-Fiction
   Children’s Literature
   Total

5. What is the method used for collection of overdue books?
   Send the reminders [ ] Inform the recommended officers [ ]
   Take other actions [ ] (please specify).

6. Is there any penalty for overdue books?
   Yes [ ] No [ ]

7. If yes, what is the fine?
   10 paisa [ ] 15 paisa [ ] 20 paisa [ ] 25 paisa [ ]
   Above 25 paisa [ ] (Please specify).

8. Is there any facility of extension of loan period of books?
   Yes [ ] No [ ]

9. Please state the circulation method followed in your library.
   Ledger system [ ] Borrower’s ticket [ ]
   Any other [ ] (Please specify) …………………………

10. Is there any reservation facility in the library?
    Yes [ ] No [ ]
2. Reference Service

(Reference Service: retrieve the readers’ required information from the reference books, suggest the reference books, to locate the reference books from the shelves and such others)

1. Does the library provide reference service to the members?
   Yes □   No □

2. How often the members are utilizing this service?
   Regularly □   Occasionally □   Rarely □   Not at all □

3. Referral Service

(Referral service: under this service the library members are referred to other libraries, government or private institutions to get their information)

1. Does the library provide referral service to the members?
   Yes □   No □

2. If yes, what are the different services provided?
   1. Associate with other institutions to provide the needed □
      information of the public
   2. Collecting the address of other institutions □
   3. List out the information available from other institutions □
   4. Keeping the news letters, handbooks, and such other □
      materials of other institutions
   5. Others (please specify) □

4. Service to the Life Long Self-Education of the Neo-Literates

1. Is the library functioning as a continuing education centre for the neo-literates?
   Yes □   No □

2. If yes, what are the different services provided by the library?
   1. Books are collected for the neo-literates □
   2. Classes are conducted to the neo-literates regarding □
      the importance of education and the role of libraries in education
   3. Audio-visual medias are used to educate the neo-literates. □
   4. Others activities (Please specify) □
3. What is the total book collection for this service?

4. What are the special materials collected for this service?
   1. Projector
   2. Screen
   3. Black board
   4. Record player
   5. Others (please specify)

5. Who is authorized for this service?

6. Is there any special instructor for this service?
   Yes ☐  No ☐

7. If no, who is managing this service?

8. Do you get any special grant from the government or other source for this service?
   Yes ☐  No ☐

9. If yes, the grant obtained for this service and the source of the grant:

5. **Academic Study Centre**

1. Is your library working as an academic study centre?
   Yes ☐  No ☐

2. If yes, total number of books for this service ............

3. How do you select books for this service?
   1. Consider students’ suggestions ☐
   2. Consider the suggestions of subject experts ☐
   3. Collect the list from the educational institutions ☐
   4. Others (Please specify) ☐

4. Average number of members used this service per year ...............

5. What are the services offered under this service?

6. **Services to Distance Education**

1. Does the library provide special services for distance education?
   Yes ☐  No ☐
2. If yes, what are the different services provided?

1. Informing the readers different distance education programmes ☐
   2. Providing guidelines of the various education programmes ☐
      with the assistance of other agencies
   3. Formed “open university corner” with the collection of reference ☐
      books, text books and related reading materials
   4. Keeps copy of printed course materials of different universities ☐
   5. Act as an intermediary of different distance education centres ☐
   6. Conducting the show of educational audio, video cassettes ☐
   7. Other methods (Please specify) ☐

7. **Rural Information Centre**

1) Is the library functioning as a community information centre?
   Yes ☐ No ☐

2) If yes, what are the different kinds of information provided to the public to meet the people’s day-to-day problems?
   1. Social information ☐
   2. Recreational information ☐
   3. Occupational information ☐
   4. Educational information ☐

8. **Children’s Service**

1. Are the children’s services provided in the library?
   Yes ☐ No ☐

2. Average number of children who utilise this service per day:
   Below 10 ☐ 10-15 ☐ 16-20 ☐ 21-25 ☐ above 25 ☐ (please specify)

3. What are the different subjects related in the children’s collection?
   1. Social sciences ☐
   2. Science ☐
   3. History ☐
   4. Biography ☐
   5. Travelogues ☐
   6. Picture stories, cartoon books etc. ☐
   7. Children’s magazines ☐
   8. Others ☐ (Please specify)
4. Total children’s books in each of the languages:

Malayalam …… English ……..Hindi ……Other languages…….. (Please specify)

5. What are the special collections for the children in the library?

1. Charts about human body and its function □
   and such others
2. Audio-video cassettes □
3. Toys □
4. Atlas, maps □
5. Others (Please specify) □

6. Do you guide the children in selecting their books?

   Yes □    No □

7. What are the different programmes conducted to attract the children?

   1. Story hours □
   2. Film programmes □
   3. Puppetry □
   4. Computer clubs □
   5. Competitions □
   6. Reading clubs □
   7. Exhibitions □
   8. Others (please specify) □

9. Services for Women

1. Is there any special section for women in the library?

   Yes □    No □

2. Total books for this service in the library:

3. What are the different programmes conducted for women?
10. Mobile Library Service

1. Is there a home delivery service or mobile library service provided by the library?
   Yes ☐ No ☐

2. Does the library keep separate membership register of the users under this service?
   Yes ☐ No ☐

3. Has the library any separate collection of books for this service?
   Yes ☐ No ☐

4. If yes, the total number of collection in the library: .................

5. Total issue of books under this service on each category of books:
   1. Fiction
   2. Non fiction
   3. Children’s literature
   4. Total

6. Maximum number of books issued at a time to one member under this service:
   One ☐ two ☐ three ☐ more than three ☐ (Please specify)

7. Total members under this service.
   1. Children : 
   2. Women : 
   3. Men : 
   4. Total :

8. In which frequency this service is provided to the public?
   Once a week ☐ Fortnightly ☐ Once a month ☐ Rarely ☐

11. Literacy Activities

1. Was literacy programme conducted in the library?
   Yes ☐ No ☐

2. Total number of persons who utilised this service:

3. Total number of books stocked for this service:

4. Was there any special instructor for this service?
   Yes ☐ No ☐

5. If no, who were managing this service?

6. Did the library provide honorarium to the person in charge of this service?
   Yes ☐ No ☐
7. If yes, what was the amount given?
8. What were the different activities organised for this service?

**12. Services to Disadvantaged**

1. Does the library provide services to the disadvantaged groups given below?
   - Those confined in orphanage
   - Those confined in hospitals
   - To old people homes
   - Those confined in prisons
   - Physically disabled
   - Other disadvantaged groups
     (Please specify)
   - Offering no services

2. If the library is providing these services, what are the special collections in the library for this purpose?
   - Dolls
   - Picture books
   - Colour blocks
   - Medical bulletin
   - Record player
   - Cassettes
   - Braille
   - Others

**13. Services to Special Groups**

1. Does the library provide services to special groups in the community such as ethnic groups?
   - Yes
   - No

2. If yes, what are the services provided to this group?

**14. Other Community Services**

1. What are the different community services provided by the library?
   - English course
   - Tutorial service
   - Nurseries
   - Computer course
   - Coaching class for competitive exams.
   - Others (please specify)
L. Cultural Programmes

1. Please specify the various cultural programmes conducted by the library.

M. Other Activities

1. User Education

1) Do you instruct the users about the details of different kinds of library collections, various services, technical organization and such others regarding the library?

   Yes ☐ No ☐

2) If yes, how do you provide this service?

   1. Provide information through print-media ☐

   2. Slide instruction ☐

   3. Individual help ☐

   4. Conduct guided tour ☐

   5. Others (Please specify) ☐

2. Personal Assistance Service

1. Does the librarian help the members to meet their library need?

   Yes ☐ No ☐

2. If yes, what are the helps provided to the members?

   1. Helping readers to locate the particular books in the library or to find out them from the shelves ☐

   2. Teaching readers to use the catalogue and reference sources ☐

   3. Looking up information for readers ☐

   4. Preparing lists of selected books from which readers can make their own choices ☐

   5. Preparing reading lists useful for individual interests ☐

3. Co-operation with Other Organisations

3.1 Services to Schools

1. Does the library provide service to schools?

   Yes ☐ No ☐
2. If yes, how many schools are provided this service?

3. What are the services provided?

1. Talks in schools and in parent teacher association meeting
2. Provision of lists of outstanding children’s books
3. The loan of books for school project
4. Provision of special library facilities to teachers
5. Mobile service to students
6. Others (Specify)

4. Resource Sharing

1. Is inter library loan service provided in the library?

   Yes ☐ No ☐

2. If yes, how many libraries utilise this facility?

   Yes ☐ No ☐

3. How many books are given on loan to one library at a time under this service?

5 Borrowing from Other Libraries

1. Do you use to borrow books from other libraries?

   Yes ☐ No ☐

2. If yes, how many books you get at a time?

6. Library Awareness

1. Does the library conduct library awareness programmes for the public and library members?

   Yes ☐ No ☐

2. How are they conducted?

   1. Through public speeches
   2. Through news letters, brouchers etc.
   3. Through public media such as newspaper, radio and Television
   4. Through film shows
   5. Through personal contact
6. Other method (Please specify) ☐

7. Literary Activities

1. Is there any literary works by the library?
   Yes ☐ No ☐

2. If yes, please furnish the details
   Name :
   Frequency :
   Price :
   Contents :

8. Evaluation

1. Do you use to follow any evaluative method to improve the functions of the library?
   Yes ☐ No ☐

2. If yes, which method do you follow?
   1. Through compilation of statistics ☐
   2. Through direct observation ☐
   3. User survey ☐
   4. Any other (Please specify) ☐

N. Access to Services

1. Working hours of the lending section of the library:

2. Working hours of the periodical section:

3. Holidays: Government holidays ☐ Sundays ☐ Other days ☐ (Pleas specify).

4. Are the members allowed access to the library collection?
   Yes ☐ No ☐

O. Management

1. Under which management, the library is functioning?
   State Library council ☐ Municipality ☐ Panchayath ☐ Other governing body ☐
   Others (Please specify) ☐

2. Is there a library committee for controlling the activities of the library?
3. In which category, the members of the committee belong to?

Social workers ☐  Local administrative body members ☐
Political workers ☐  Teachers ☐  Library workers ☐
Other categories ☐ (Please specify)

4. Is the librarian a member of the library committee? Yes ☐  No ☐

5. How often the committee meet?

   Twice a month ☐  Monthly ☐  Bimonthly ☐  Other ☐

6. Are the following registers maintained and checked in the library for its proper management?

   1) Accession register ☐
   2) Membership Register ☐
   3) Periodical register ☐
   4) Issue register ☐
   5) Gate register ☐
   6) Cash book ☐
   7) Register for lost and discarded books ☐
   8) Minutes Book ☐
   9) Register for furniture ☐
   10) Others (Please specify) ☐

P. Problems and Constraints

1. Please specify the problems faced in general in the proper functioning of the library

   1. Lack of adequate library collections ☐
   2. Lack of managerial attentions ☐
   3. Lack of qualified library professionals ☐
4. Budgetary constraints
5. Lack of user interest
6. Inadequate library services
7. Lack of physical facilities
8. Others (Please specify)

Q. Suggestions
Please give suggestions for the proper development of the library.

Place
Date

Signature
Name
APPENDIX III

QUESTIONNAIRE
(To the Adult Members of the Public Libraries)

This questionnaire is intended to collect data regarding the utilisation and evaluation of public libraries in Malabar/North Kerala in connection with my research project under the guidance of Dr. Rosamma Joseph, Deputy Librarian (Retired), University of Calicut. I solicit your help and co-operation in obtaining the necessary information. I request you to kindly fill up this questionnaire with care and accuracy and help me in my research work.

Sudha.A.
Kannur University Library

(Please tick mark the appropriate columns or gives the details wherever necessary)

A. General Information

1. Name and address of the library:

B. Measurement of Individual Characteristics

1. Name :

2. Male / Female :

3. Age: 15-20 □ 21-30 □ 31-40 □ 41-50 □ 51-60 □ Above 60 □

4. Educational background: School □ Graduate □ Post-graduate/Technically qualified □

5. Economic background: Low income group □ Middle income group □ High income group □

6. Occupational status: Student □ Employed □ Unemployed □ Retired □

7. What are the information needs of your interest?

1. National news □

2. Local news □

3. Decision of local government □

4. Health, food and nutrition □
5. Local social service  
6. Agricultural information  
7. Environmental information  
8. Appropriate technology information  
   (such as pumps, corn cutter, solar systems etc.)  
9. Education and training  
10. Business and trade information  
11. Information on people, culture etc.  
12. Other information (Please specify)  

8. What is the purpose of your visit to the library? (Please mark 1-5 according to your preference)  
1. To borrow books  
2. To read newspapers  
3. To read magazines  
4. To attend library programmes  
5. Any other purpose  
   (Please specify)  

9. Indicate your motivation of library use (Please mark 1-6 according to your preference)  
1. Entertainment  
2. Passing examinations  
3. Improvement of job competence  
4. Development of individuality  
5. Cultivation of knowledge  
6. Any other purpose  
   (Please specify)  

10. What is your preference to the type of documents in the library? (Please mark 1-6 according to your preference)  
1. General books  
2. Reference books
3. Text books
4. Subject journals
5. Popular magazines
6. News papers

11. The books in which language do you like to read more?
   Malayalam ☐   English ☐   Hindi ☐   Other languages ☐   (Please specify)

12. Do you visit other libraries?
   Yes ☐   No ☐

13. If yes, please furnish the name and address of the library.

C. Measurement of Library Use

1. What is your frequency of visit to the library?
   Every day ☐   More than once a week ☐   Once a week ☐   Fortnightly ☐
   Once a month ☐   Rarely ☐

2. How much time on an average do you spend in the library each time? (Please tick marks the appropriate)
   Less than 1 hour ☐   1-2 hours ☐   More than two hours ☐   (Please specify)

3. How do you locate the books from the library?
   1. Consulting with the librarian ☐
   2. Consulting the library catalogue ☐
   3. Browsing the collections ☐

D. Measurement of Evaluation of Resources and Services

1. Quality of Collections
   1. Rate the over all quality of collections in the library.
      Very good ☐   Good ☐   Partly good ☐   Poor ☐   Very poor ☐

2. Availability of Reading Materials
   1. Rate the availability of items that you want from library.
      Fully ☐   Partly ☐   Not at all ☐
3. Location and Physical Facilities

Please indicate your degree of agreement/disagreement with each of the following statements with tick mark.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Uncertain</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. is in a convenient location</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. is noisy</td>
<td></td>
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<td></td>
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<tr>
<td>3. is clean and neat</td>
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<td>4. reading space of the library is adequate</td>
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<tr>
<td>5. atmosphere of the library is conducive</td>
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<tr>
<td>7. is too crowded</td>
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<td></td>
<td></td>
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<tr>
<td>8. the ventilation and lighting is poor</td>
<td></td>
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</tr>
</tbody>
</table>

4. Technical Organisation of Books

1. Do you find the classification and cataloguing system of the library helpful for locating documents easily?
   - Yes ☐
   - No ☐

2. How do you find the arrangement of books in the shelves in the library?
   - User friendly ☐
   - Not easy to follow ☐
   - Complicated ☐

5. Library Services and Programmes

1. Do you find the number of books borrowed from the library at a time sufficient for your needs?
   - Yes ☐
   - No ☐

2. Do you find the working hours of the library convenient for you?
   - Yes ☐
   - No ☐

3. Do the library holidays cause inconvenience to you?
   - Yes ☐
   - No ☐

4. Are you aware of the library services and various programmes?
   - Yes ☐
   - No ☐

5. Mark your satisfaction with the various library services?
   - Satisfied ☐
   - Partly satisfied ☐
   - Not satisfied ☐
6. Library Staff

1. Please indicate your degree of agreement/disagreement with each of the following statements with tick mark.

<table>
<thead>
<tr>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are friendly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Try to be helpful</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are too busy to assist me properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Appear to be competent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Very competent</td>
<td></td>
<td></td>
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</tbody>
</table>

E. Suggestions for Improvements

Please make suggestions for the improvement of the library.

Place: 
Signature

Date: 
Name
APPENDIX IV

QUESTIONNAIRE
(To the Children under 15 Years of Age)

This questionnaire is intended to collect the data regarding the various resources, services and programmes and utilisation of the public libraries in Malabar in connection with my research project under the guidance of Dr. Rosamma Joseph, Deputy Librarian (Retired), University of Calicut. I request you to fill up this questionnaire with care and accuracy for obtaining the necessary information.

Sudha.A.

Kannur University Central Library

1. Name :  

2. Male/Female :  

3. Age :  

5. On which subjects, do you prefer more to read?

(Please mark 1-8 according to your preference)

1. Social sciences   

2. Science 

3. History 

4. Biography 

5. Travelogue 

6. Picture stories, cartoon books etc.  

7. Children’s magazines 

8. Others (Please specify)   

6. What is your frequency of visit to the library?

1. Daily   

2. More than once a week   

3. Once a week
4. Fortnightly

5. Monthly

6. Rarely

7. What is your purpose of visit to the library?

(Please mark 1-4 according to your preference)

1. To read books, magazines etc.

2. To spend leisure time

3. To prepare my project work

4. To attend the library programmes

5. Other purposes, if any (please specify)

8. Rate the overall quality of children’s collection in the library.

   Good
   Partially good
   Poor

9. Rate the availability of books you want from the library.

   Fully
   Partly
   Never

10. Are the working hours of the library convenient for you?

    Yes
    No

11. If no, please mention your convenient working hours?

    8 a.m. to 9 a.m.
    1-2 noon
    5 p.m. to 8 p.m.

    Other time (Please specify)

Place:  

Signature:

Date:  

Name:
**APPENDIX V**

**LIBRARIES VISITED BY THE INVESTIGATOR**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Library</th>
<th>District</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libraries under the State Library Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Muhammad Abdu Rahiman Memorial Library, Thankayam</td>
<td>Kasaragod</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Balabodini Library &amp;Reading Room, Kanhangad</td>
<td>Kasaragod</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>AKG Memorial Library, Iyeeakad, Trikaripur.</td>
<td>Kasaragod</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>AKG Memorial Library &amp;Reading Room, Iriyanni</td>
<td>Kasaragod</td>
<td>D</td>
</tr>
<tr>
<td>5</td>
<td>Azhikodan Memorial Library &amp; Reading Room, Munnad</td>
<td>Kasaragod</td>
<td>E</td>
</tr>
<tr>
<td>6</td>
<td>Choorikadan Krishnan Nair Memorial Library, Udinoor.</td>
<td>Kasaragod</td>
<td>F</td>
</tr>
<tr>
<td>7</td>
<td>Sporting Youth Library, Thalassery</td>
<td>Kannur</td>
<td>A</td>
</tr>
<tr>
<td>8</td>
<td>Panunda Mahila Samajam Library, Thalassery</td>
<td>Kannur</td>
<td>B</td>
</tr>
<tr>
<td>9</td>
<td>Sree Vagbadananda Gurudeva Memorial Library, Naravoor</td>
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<td>C</td>
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<tr>
<td>10</td>
<td>Sree Narayana Sevasangam Library, Kannothumchal</td>
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<td>D</td>
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<tr>
<td>11</td>
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<tr>
<td>13</td>
<td>Feroke Young Men’s Library, Nallur</td>
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<tr>
<td>14</td>
<td>SYMA Library &amp; Reading Room, Quilandy</td>
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<tr>
<td>15</td>
<td>Kelappaji Memorial Library, Moodadi</td>
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<td>J.P. Memorial Library, Villyapalli, Vadakara</td>
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<td>21</td>
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</tr>
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<td>National Library, Tirur</td>
<td>Malappuram</td>
<td>D</td>
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<tr>
<td>No.</td>
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<td>National Library, Ozhakodi</td>
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<td>Yuvajana Library &amp; Reading Room, Thonichal</td>
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<td>Prabhatt Library, Kaniyaram</td>
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<td>29</td>
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<td>Sreekrishnapurum Public Library, Ottapalam</td>
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<td>Libraries under Other Governing Bodies</td>
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