

Dear Sir/Madam,

I am doing a research on "A study of work culture in the special libraries with reference to Delhi-NCR". This study will try to understand the work behavior in a number of special libraries including yours. The work behaviors of each special library may be unique. I am interested to know what you think about them. Please note, there is no right or wrong answer. I want that you try to give the answer without any fear or prejudice. Your answer and your identity will be kept confidential and will not be revealed to anybody in any circumstances. Please do not write your name, designation or department anywhere in the questionnaire.

Thanks for your valuable time and cooperation.

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Section-A
Personal Data Schedule

1. Name of the Library
2. Designation
3. (A) Academic qualification Graduate Post Graduate
M.Phil / Ph D Other (Specify)
- (B) Professional qualification B.L.I.Sc. M.L.I.Sc.
M.Phil / Ph D Other (Specify)
4. Sex M F
5. Age (Years)
6. No. of Dependents
7. Present Basic pay
8. Experience in this profession
9. No. of years with this organization

Section-B
Time Management

(1) How do you manage your time?

There are only 24 hours in a day and everybody of us spends these 24 hours in different important activities. We divide our time on the following activities:

1. **Job:** Time spent per day on job for which you got paid.
2. **Commuting:** Time spent on commuting to office and back home.
3. **Professional Development:** Time spent on attending courses, seminars or training programs, learning new things/skills about your job.
4. **Family:** Time spent with spouse, kids and other dependents, shopping, taking care of home and other household activities.
5. **Social:** Time spent on social activities like visiting friends and relatives and on other social obligations.
6. **Leisure:** Time spent on watching TV, Cinema, listening to music, reading, relaxing, playing, doing exercise, meditation or on social networking sites like WhatsApp, Facebook etc.
7. **Other:** Time spent on sleeping, resting etc.

We would like you to answer how much time you spend daily, on an average basis, on these activities. We have made two columns for this purpose. First column is for the **actual** time spent on each activity. Second column is for the **desired** time, which ideally should be spent on each activity. Please note, the total time spent on both the categories should be 24 hours.

SN	Activity	Actual time spend by you (in hours)	Ideally should be spend (in hours)
1	On Job		
2	Commuting		
3	Professional Development		
4	Family		
5	Social Activities (Visiting friends etc.)		
6	Leisure (TV, playing, Social Media etc.)		
7	Other (Sleeping, resting etc.)		
	Total	24 Hours	24 Hours

(2) During the working hours, how much time on an average, do you give to the following activities?
(No of hours/minutes)

- | | |
|-------------------------------------|---|
| 1. Discussion with Superiors | 2. Discussion with Subordinates |
| 3. Studying and planning | 4. Supervising work |
| 5. Attending meetings | 6. Making/attending telephone calls |
| 7. Gossiping with colleagues | 8. Doing official work |
| 9. Attending Library visitors | 10. Other (please specify) |

(3) During the working hours, how often do you go out for some personal work?

- | | |
|--|--|
| 1. Rarely <input type="checkbox"/> | 2. Sometimes <input type="checkbox"/> |
| 3. Frequently <input type="checkbox"/> | 4. Quite Frequently <input type="checkbox"/> |

(4) Do you have to take your office work to your home as well? If yes, how frequently?

- | | |
|--|--|
| 1. Rarely <input type="checkbox"/> | 2. Sometimes <input type="checkbox"/> |
| 3. Frequently <input type="checkbox"/> | 4. Quite Frequently <input type="checkbox"/> |

(5) Do you have to come to office during holidays/off hours? If yes, how frequently?

- | | |
|--|--|
| 1. Rarely <input type="checkbox"/> | 2. Sometimes <input type="checkbox"/> |
| 3. Frequently <input type="checkbox"/> | 4. Quite Frequently <input type="checkbox"/> |

(6) How late can you come to office without feeling uncomfortable?

- | | |
|---|--|
| 1. I cannot come late. <input type="checkbox"/> | 2. 15 minutes <input type="checkbox"/> |
| 3. 30 minutes <input type="checkbox"/> | 4. 45 minutes <input type="checkbox"/> |
| 5. One hour <input type="checkbox"/> | 6. More than one hour <input type="checkbox"/> |

(7) How early can you leave the office without feeling uncomfortable?

- | | |
|--|--|
| 1. I never leave early. <input type="checkbox"/> | 2. 15 minutes <input type="checkbox"/> |
| 3. 30 minutes <input type="checkbox"/> | 4. 45 minutes <input type="checkbox"/> |
| 5. One hour <input type="checkbox"/> | 6. More than one hour <input type="checkbox"/> |

(8) In your own view, how hard do you work? (Please tick in appropriate box)

- | | |
|--|---|
| 1. I work very leisurely <input type="checkbox"/> | 2. I work lightly, not taking much pain <input type="checkbox"/> |
| 3. I work hard, but not very hard <input type="checkbox"/> | 4. I work very hard, putting in all my efforts <input type="checkbox"/> |

Section-C
Job Involvement

We want to know how you feel about your present job. The scale used here consists a number of statements that employees sometimes feel or say with respect to their job and activities. You are required to use the following "Five Point Scale" to indicate the extent to which you agree with each statement with reference to your own job. Please rate the following statements by selecting one of the following numbers:

- Strongly Agree 1
- Agree 2
- Neither agree nor disagree 3
- Disagree 4
- Strongly disagree 5

Please choose the appropriate number for each statement and tick (√) in the box in front of the statement.

1	I am not willing to devote my free time to my job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2	I feel relieved when it is time to go home	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3	I wait impatiently for holidays	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4	Lack of work load irritates me	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5	I get depressed when I am not working	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6	I love everything about my job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7	I give my "100 percent" to the job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8	For me, the best form of relaxation is doing my job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9	If a job connected problem is not solved by the time I go home, I keep on thinking about it.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	I come early or stay late when I have more work to do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
11	At times the job task stimulates my mind so much that I just can't sleep properly at night	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
12	I complete the work I am doing even if I have to stay after the working hours	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
13	I willingly accept all the assignments given to me	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
14	I do not mind over exerting myself on the job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

15	Quite often I cut short my lunch hour to complete the job	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
16	Before leaving the office, I plan for next day's work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
17	I like to prepare at home so that I may perform my job well	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
18	It annoys me to have to leave my work unfinished	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
19	While at work, I seldom think of anything other than my job	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
20	While away on leave, I keep on worrying that work is suffering	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
21	On holidays, I feel job sick	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
22	I am so much engrossed in my work that I have no time for my favorite pastime	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
23	I am so much interested in my job that I have little time for my friends	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
24	While on the job, I check and recheck my watch wondering when the day will end	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section-D
Job Clarity

How clear are you about the rights and duties invested in your present job? Please judge by selecting one of the following numbers for each of the items written below:

- Strongly Agree 1
- Agree 2
- Neither agree nor disagree 3
- Disagree 4
- Strongly disagree 5

Please choose the appropriate number for each statement and tick (✓) in the box in front of the statement.

1	I have clear understanding of the goals and objectives of my organization	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2	I have no doubt that what I do on my job is really important	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3	The amount of work I am expected to do is reasonable	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4	My job is very challenging and exciting	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

5	I have complete understanding of my authority and responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6	I am able to judge the quality of my own performance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7	It is made clear to all in my organization, what is expected of them	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8	It is made clear to all the superiors that subordinate's performance is their responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9	In my organization, everyone is aware of the technical skills demanded in their position	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	We all know, how much time is allotted for various job related activities	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Section-E
Job Satisfaction

INSTRUCTIONS:

Read each statement carefully and decide how satisfied you feel about the aspect of your job described by the statement. Keeping the statement in mind, please give score 1-5 as per following:

- Strongly Agree 1
- Agree 2
- Neither agree nor disagree 3
- Disagree 4
- Strongly disagree 5

Please choose the appropriate number for each statement and tick (✓) in the box in front of the statement.

1	I have full freedom to try out some of my own ideas	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2	There is a lot of variety in my work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3	This library has very good policies and practices for its employees	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4	My seniors and I understand each other very well	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5	My job is totally secure	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6	I get enough salary for the amount of work I do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7	The working conditions of my office are very good (heating, lighting, ventilation, toilets etc.)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8	Everyone has ample opportunities for promotion in my organisation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

9	The spirit of cooperation among my co-staff is very high	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	The nature of service provided by our library staff is very good	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
11	I get enough chances to do different things from time to time	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
12	My job is well suited to my abilities	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
13	My seniors handles his/her staff very well	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
14	I am earning as good as my friends working somewhere else, other than the libraries	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
15	The overall atmosphere of my library is very good	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
16	I can take the decision on my own	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
17	I get full credit for the work I do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
18	If I perform well, I am duly appreciated by my seniors	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
19	I often get chance to try something different	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
20	All the decisions are properly communicated to each employee	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
21	My seniors always protect his/her subordinates in front of higher officers	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
22	My pay is equal or better than the similar jobs in other libraries of Delhi NCR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
23	We get good chances for our career development	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
24	My seniors equally distributes the work among all staff	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
25	Sometimes I am held responsible for the work of others	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
26	Mu suggestions for new and better ways to do the job are respected	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

27	My subordinates listen to me what I ask them to do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
28	I am satisfied the way our library policies are put into practice	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
29	If a complaint is brought against library staff, seniors always protect the person, they like and punish others	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
30	We get handsome incentives along with regular pay for the extra work we are asked to do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
31	My seniors always help when the problem is too hard to handle	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
32	I feel free to ask the advice/ support from my seniors	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
33	I am forced to do other work beside the routine library work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
34	My seniors gives me regular feedback about my job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
35	I have made very good personal relationships with my colleagues	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
36	Harassment, suspension and punishment transfers are common practice in my library	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
37	There is a two way communication in our library. Our suggestions and complaints are heard by the seniors	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
38	The duty hours of this library are very hard towards library staff	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
39	My library communicates effectively and in a timely manner to all the staff members	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
40	I get feeling of complete attainment from this job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Section-F
Organizational Climate

Organizational Climate of a library is unique in the sense that it is not like any other organization. Libraries have different work culture and different roles. Therefore their challenges and problems are also somewhat different. In this section we are asking you some questions about different aspects of the library. You are requested to use one of the following numbers to indicate the extent you are agree or disagree with each statement with respect to you library.

- Strongly Agree 1
- Agree 2
- Neither agree nor disagree 3
- Disagree 4

Please choose the appropriate number for each statement and tick (✓) in the box in front of the statement.

1	My library provides all necessary facilities for work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2	In my library, it is not very easy to take work from the subordinates	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3	In this library, I can work very leisurely without feeling any pressure	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4	My library has all the latest tools and techniques related to work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5	There is so much work pressure, that we hardly have time to think of anything else	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
6	Work is not considered to be important here	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
7	This library has all the latest tools and technologies	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
8	Here politics is more important not the hard work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
9	The machines like photocopiers, printers are old and require replacement	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
10	Abilities and expertise are duly recognized in my library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
11	The working environment here is polluted and very bad	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
12	Hard work is always regarded in this library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
13	Seniors are always pushing their subordinates to finish job in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
14	The maintenance of the machines and other equipment is very poor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
15	Nobody cares for the safety and health issues of the library staff	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
16	Subordinates always comply with the directions of the seniors	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
17	Here, personal connections are more rewarding than work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
18	Everybody works very hard in my library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

19	The machines and other equipment are serviced regularly and are in excellent condition	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
20	The seniors do not bother if their subordinates do not work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
21	Work is not equally distributed in my library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
22	Nobody cares for work here	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
23	Workload is very heavy in my library	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
24	Hard work is duly recognized and rewarded	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section-G
What you think is valuable in life & work

Every one of us has certain expectations from his/her life and work. Question here is not only of monetary gain but of some life values also. We would like to know, how important are the values listed below to you as a person? Please read each statement, then use the scale given below to show the extent you are agree or disagree with respect to the importance of that value to you.

- Strongly Agree 1
- Agree 2
- Neither agree nor disagree 3
- Disagree 4
- Strongly disagree 5

Please choose the appropriate number for each statement and tick (✓) in the box in front of the statement.

1	I consider it very important to use all my skills and knowledge, while at work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2	I feel I must produce results to show that I have done well	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3	I always want to remain ahead of others	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4	I always wants to make life more beautiful	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5	I always try to help others with their problems	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
6	I clearly tell my subordinates what work I want from them	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
7	I prefer to work at my own will	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

8	I try to discover, develop or design new things or ways of working	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
9	I want to live a high standard life with all the facilities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
10	I want to live my life according to my own ideas	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
11	It is important for me to take care of my personal development	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
12	I engage myself in lot of exercises to keep me physically fit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
13	I wanted to be admired for my knowledge and skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
14	I never hesitate in taking risk on my job	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
15	I always try to do things with other people	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
16	I love my friend circle and want to be with them whenever possible	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
17	I love to have every day a bit different from the previous day	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
18	It is important for me to have very good working conditions at my office	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
19	It is important for me to live at a place where people of my religion and cast are accepted	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
20	I believe in working very hard physically	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
21	I like to work for such organization where employment is regular and secure	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section-H
Are those values satisfied?

We have already asked you questions about the things that are important to you and what you want from life and work. Please let us know, if those values are satisfied through your job or not.

There are some statements listed below. Please read them carefully and use the following scale to show, how much you agree or disagree with each statement in terms of **chances you see to satisfy each value, through your job.**

- Strongly Agree 1
- Agree 2

- Neither agree nor disagree 3
- Disagree 4
- Strongly disagree 5

Please choose the appropriate number for each statement and tick (✓) in the box in front of the statement.

1	There are plenty of chances to use all my skills and knowledge at work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2	I think I can reach at very high standards in my own work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3	There are good chances for me to get promotion	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4	I find pleasure in the beauty of my work	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5	It is possible for me to help others with their personal problems at work place	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6	I have been given authority to tell my subordinates, what they should do	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7	I have complete liberty to act on my own	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8	I have full chances to discover, develop or design new things or ways of working	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9	I earn enough to support a high standard of living	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	At my work place, I have freedom to work in my own style	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
11	My job provides me enough chances to develop my personality	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
12	My work itself requires a lot of physical activities that keeps me fit	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
13	My work is of such a nature that gives name and prestige in the society	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
14	I am able to take risky decisions in my job	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
15	It is possible for me to interact over phone with friends and relatives during working hours	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
16	My friends and relatives can visit frequently at my work place	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
17	It is possible for me to do a number of different things during any	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

	typical work day	
18	My working conditions and facilities provided at my office are very good	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
19	I don't see any threat to my cultural identity, neither I face any discrimination over my cast or religion	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
20	At the end of the day, I leave office with the satisfaction that I worked really hard and honestly	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
21	My job gives me guarantee that I am financially secure	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5