Appendix- I
Questionnaire- I

Note: Please answer briefly and tick mark the relevant

1. Name of the University: _________________________________
   Name of the Library: ________________________________

2. Year of Establishment: _________________________________

3. Name of the Librarian: _________________________________

4. Library Timings: _________________________________

5. Library Staff:
   (a) Professional Staff:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Post</th>
<th>Nature of Duties</th>
</tr>
</thead>
</table>

   (b) Total Strength (Tick the Appropriate):
   Adequate [ ]   Inadequate [ ]

6. Users:
   (a) Teaching Staff: _________________________________
   (b) Research Scholars _______________________________
   (c) Post-Graduates _________________________________
   (d) Under-Graduates _________________________________
   (e) Special Members _________________________________

7. Total Number of Information Sources ________________________

7.1 Do you think these are adequate at the present moment? Yes/No

7.2 Growth of Information sources in the university library:

<table>
<thead>
<tr>
<th>Year</th>
<th>Books</th>
<th>Bound</th>
<th>Current</th>
<th>Reports</th>
<th>Patents</th>
<th>Microforms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Periodicals</td>
<td>Periodicals</td>
<td>Standards</td>
<td></td>
</tr>
</tbody>
</table>

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8. Annual budget of the Library: ______________________________

8.1 University budget and Library budget:

<table>
<thead>
<tr>
<th>Year</th>
<th>Books</th>
<th>Periodicals</th>
<th>Staff</th>
<th>Others</th>
<th>Total</th>
<th>University Budget</th>
<th>% of University Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

9. Organization of Information resources:

(a) Please tick the classification scheme used in the library
    (Specify the edition)
    UDC [ ] DDC [ ]
    CC [ ] Any other (Please specify) ___________

(b) Please tick the catalogue used in your library:
    Dictionary catalogue [ ] Classified catalogue [ ]
    Any other (Please specify) ___________________

(c) Access to information resources:
    Open access [ ] Closed access [ ] Mixed [ ]

10. Availability of equipments for library automation and networking:

    Photocopier Yes/No
    Microfilm/fiche Yes/No
    Audio Visual Yes/No
    Computer Yes/No
    Telephone, Intercom (Please specify) ___________________

Information Services

11. Information Section:

    (a) Separate/Part of some other section (Please specify) __________

    (b) Incharge of the section ________________________________

    (c) No. of staff working in the section _______________________

    (d) Staff adequate/ inadequate _____________________________

    (e) No. of personnel required to provide satisfactory information services Technical _________ Non-technical __________

    (f) Nature of duties performed by the information staff _________
(g) Working hours of the section ___________________________

11.1 Do you bring out any list of new additions?
(a) Title of the service _________________________________
(b) Periodicity ______________________________________
(c) Scope and emphasis (Books/Periodicals, Bulletins/ etc.)
(d) Mention if copies are distributed to outside institutions: __________

12. Do you provide current contents service? Yes/No
(a) Title of the service _________________________________
(b) Periodicity ______________________________________
(c) No. of copies distributed ____________________________

13 Do you offer press clipping service? Yes/No
(a) Since when started _________________________________
(b) Subject field _________________________________
(c) Criteria of selection of information ______________________
(d) Source consulted ________________________________
(e) Method of annual communication, filing arrangement and storage __________________________________________

14 Do you issue any information bulletin to the readers? Yes/No
14.1 If yes, kindly state:
(a) Name of the bulletin ________________________________
(b) Periodicity ________________________________

15 Do you provide SDI service? Yes/No
(a) Subject field ________________________________
(b) Scope of emphasis ________________________________
(c) Method of operation ________________________________
    (Manual, semi-mechanical, mechanical)

16 Do you publish catalogue of the following?
(a) Periodical holdings ________________________________
(b) Latest books/reference books ________________________________
(c) Theses ________________________________
(d) Any other ________________________________

17 Do you bring out any bibliographies, indexes and abstracts? Yes/No
17.1 If yes, kindly state the name of the service ___________________
18 Do you attend to the queries put forth by the readers?  Yes/No
18.1 If yes, please specify the questions usually answered
   (a) Ready reference questions [  ]
   (b) Long-range reference questions [  ]
   (c) Readers’ advisory questions [  ]
   (d) Referral questions [  ]

19 Do you conduct user education or library orientation programme to instruct the users in the use of the library?  Yes/No
19.1 If yes, name the course, its duration and level of teaching

____________________________________________________

20 Do you organize exhibitions, conduct seminars, symposiums and conferences for the users?  Yes/No

21 Do you provide reprographic facilities?  Yes/No
21.1 If yes, what reprographic facilities are available?
   Photocopying/Xeroxing  Yes/No
   Electro fax  Yes/No
   Microfiche Reader/Printed  Yes/No
   Any other (Please specify) __________________________

21.2 Do you provide reprographic service to the institutions or individuals outside the university/institution?  Yes/No

22 Do you provide audio-visual facilities in the library?  Yes/No
22.1 If yes, kindly name the aids
   (a) ______________________
   (b) ______________________
   (c) ______________________

23 Do you provide translation service to the readers?  Yes/No
23.1 If yes, how many articles have been translated (kindly state year wise)

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of articles translated</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

23.2 Do you charge for this service?  Yes/No
23.3 If yes, how much (Please specify)

24 Do you provide inter-library loan/document delivery service to the readers? Yes/No

25 Do you have computer facilities in your library? Yes/No

25.1 If yes, kindly state:
   (a) Type of the computers ________________________
   (b) Year of installation of computers ________________
   (c) Name of databases used _________________________
   (d) Name of in-house database/s _____________________
   (e) Services provided with the help of computers ______________

25.2 Do you provide Online Public Access Cataloguing service to the readers? Yes/No

25.3 Do you have Internet connection in your library? Yes/No

25.4 If yes, do you provide internet services to the readers? Yes/No

26 Is there any co-ordination between the extension staff and the librarian? Yes/No

27 Have you carried out survey of the needs of your clientele? Yes/No

28 Are you planning to introduce any new service in the near future? (Please specify your future programme) ________________

29. Any publication giving details about your library ______________

30. Any other detail regarding role of university library in support of research you would like to mention ________________

31. Problems faced if any ________________

Personal comments of the Librarian

1 Do you think your library provide adequate information services to meet the requirements of
   (a) Teachers Yes/No
   (b) Research scholars Yes/No
   (c) Students Yes/No

2 Do you think the library is providing effective information services to the readers? Yes/No

2.1 If no, what improvements would you like to suggest to make the information services more effective ________________

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3 Do you think that the library is functioning according to the expectations of the readers? Yes/No

3.1 If no, what steps do you suggest should be taken to increase the effectiveness of the library? ____________________________

4. Do you think the adequate use is being made of the information services by the readers? Yes/No

4.1 If no, what steps would you like to take to make the use of information services more effective? ______________________

5 Was any effort made in the past to accelerate the use of information services? Yes/No

5.1 If yes, please specify __________________________

5.2 If no, do you have any plan in the near future to make such an effort? __________________________

6 Do you think that readers have full knowledge of the information service provided by the library? Yes/No

7 Please give suggestions for the improvement of the information services and their use __________________________

Signature

Thanks for your cooperation