APPENDIX

QUESTIONNAIRE
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
DR. H.S. GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

"A Study of Organisation, Administration and Services of Supreme Court library and M.P. High Court libraries to propose a model judicial library system"

Questionnaire  
(For Librarian)

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<tr>
<th>Supervisor :-</th>
<th>Research Scholar :-</th>
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<tr>
<td>Prof H.S. Sengar</td>
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<td>(Retd. Librarian)</td>
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<td>Dr. H.S. Gour V.V. Sagar</td>
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1. General

11. Name of the library  
12. Year of the establishment of the library  
13. Name of the librarian  
14. Incharge of library with designation  
15. Sex  
16. Qualification  
17. Library hours a.m. to p.m.

2. Access to reading material

21. Is there direct access for the readers? Yes/No  
22. If not, why could it not be followed?  

(Please give order of preference)
i) Shortage of Staff
ii) Shortage of Space
iii) Shortage of furniture
iv) Others/policy matter of the library

3. Building

31. Do you have Separate library building?  Yes/No
32. If not, where the library is located?

4. Staff

41. Total no. of Staff
42. Mention the no. of staff against the following categories:
   a) Professional
   b) Semi professional
   c) Non professional

5. Furniture and Equipment

51. Is the furniture & equipment sufficient according to your requirement?  Yes/No

6. Membership

61. Total no. of registered members/users of the library.
62. Please mention the categories of member.
a) Judges including the Chief Justice
b) Advocates
c) Any others

7. Acquisition

71. Do you have any library committee? Yes/No
72. If yes, please mention the composition of committee.
   a) Chief Justice
   b) Judges
   c) Representative of Advocate
   d) Librarian
   e) Any others
73. If not, how the books are selected
   a) By chief Justice
   b) By Judges
   c) By representatives of Advocates
   d) By Librarian
   e) Others

74. Please indicate the functions of the library committee.
   a) Appointment of staff
   b) Financial Matters
   c) Book Selection
   d) Library development policy matters
   e) Any other
75. Do you have a written guidelines for selection for documents
     Yes/No

8. Collection

81. What is the total numbers of document collection

82. Indicate types of collection of your library
   a) General books
   b) Reference books
   c) Periodicals
   d) Legal reports-private/official
   e) Any other

83. Mention the nature of special/core collection of the library. (if any)
   a)
   b)
   c)
   d)

84. Number of Periodicals being subscribed by your library
   a) Indian
   b) Foreign

9. Technical work

91. Are the books classified Yes/No
92. If yes, state the scheme of classification followed
   1) DDC
   2) CC
   3) UDC
   4) Any other

93. Are the books catalogued Yes/No

94. What catalogue code has been adopted
   1) AACR1
   2) AACR2
   3) CCC
   4) Any other

95. Indicate the tools used for subjected Headings
   a) LC
   b) Sears list
   c) Chain procedure
   d) Any other

96. Indicate the method of serial control
   1) Computerised
   2) Kardex
   3) Ledger
   4) Three card system
   5) Any other

10. Circulation

101. Does your library have any separate counter for changing and discharging of books Yes/No
102. Do you lend the books to the users for home reading. Yes/No
103. What method for charging/discharging has been followed by your library.
    1) Newark
    2) Browne
    3) Register
    4) Computerised
    5) Any other
104. Do you charge for late return of documents. Yes/No
105. If yes, mention the rate of fine?
106. Do you provide facility for reservation of documents. Yes/No
107. What is the average issue per week?
108. Does this average issue increased during last hearings. Yes/No

11. Reference service

111. Do you have separate reference section? Yes/No
112. Do the readers utilise the reference books.
    1) Always
    2) Sometimes
    3) Never
113. Are the resume books sufficient to meet the requirement of the readers Yes/No
114. Do you maintain any record of the reference services rendered Yes/No
115. Mention the reference service being provided to the users.
   a) Ready reference service
   b) case searching
   c) User orientation
   d) Inter library loan
   e) Photocopy service
   f) Any other

12. Finance & Building

121. Mention the source of finance of the library
   a) Central Govt.
   b) State Govt.
   c) Donation
   d) Marketing of library services & Publication
   e) Any other

122. Indicate the average yearly grant for library?
   a) Central Govt.
   b) State Govt.
   c) Donation
   d) Any other

123. Do you utilise library grant fully?
   a) Always
   b) Some time
   c) Never

124. Indicate the proportion of budget distribution
13. Stock verification

131. Are the stock of the library verified physically every year. Yes/No

132. If yes, state the method of stock verification.
   1) Accession Register
   2) Shelf list
   3) Other

14. Documentation

141. Do you provide documentation services. Yes/No

142. Indicate the types of documentation & Information services being provided by the library.
   a) CAS
   b) SDI
   c) Index and Indexing
   d) Abstract and Abstracting
   e) Translation service
   f) On line searching/CD-ROM information work.
143. Indicate the documentation tools being used information work.
   a) Subject thesaurus
   b) Depth schedule on law
   c) Bibliographical standards
   d) Others
144. Do you Maintain in House Bibliographical Database Yes/No
145. If, yes indicate the software and format being used.
   a) Libsys/CDS/ISIS/Sanjay/ILMS/Others
146. Mention the publication of your library documentation centre.

15. Computerisation

151. Have you computerised your library operations Yes/No
152. If yes, indicate the areas of computerisation
   a) Automation (circulation, system, etc.)
   b) Catalogue
   c) Serial control
   d) Any other
153. Have you joined any information network Yes/No
154. If yes please give name with remarks.
16. Library Co-operation

161. Does the library help the readers in getting reading material from the other libraries Yes/No

162. If yes, how many time normally does it take to get the desired materials on loan from other libraries.
   1) A week
   2) A fortnight
   3) A month
   4) More than a month

17. Others

171. Do you provide newspaper clipping service Yes/No

18. Suggestions

Please give your suggestion for the improvement of library service to the readers.

(Signature)