APPENDICES
APPENDIX-I
INTERVIEW SCHEDULE
FOR UNIVERSITY LIBRARIANS

I. General Information
1. Name of the University library ____________________________
2. Year of establishment : ____________________________
5. Library working hours : Week days: ____________________________
                     : Holidays: ____________________________

II. Collection Development and Preservation
1. What is your collection development policy?

2. How do you select materials for acquisition?

3. In what ways has the introduction of ICT affected collection development?

4. What are the strategies you adopted for maintaining a balanced collection?

5. What are the obstacles in maintaining a balanced collection?

6. What are the major changes happened in collection development process over the last five years?

7. How do you preserve the print and non-print materials?

8. How do you manage weed out and write off process?

III. Library Resources
1. Total collection of books : ____________________________
2. No. journals subscribed : ____________________________
3. Details of CD databases : ____________________________
4. No. of E-journals subscribed : ____________________________
5. Details of Online journals available through library consortia

6. Details of Full text and bibliographic databases:

7. Total No. of Audio/Video Cassettes

8. Details of Multimedia reference collection

9. Details of special collections

**IV. Library Funding**

1. What are major sources of funds

2. Has there been any change in university funding to the library over the past five years? (e.g. in methods of allocation, in methods of expenditure control, in amounts allocated)

3. Does the library generate income? Are any services maintained on a cost recovery basis? Do you generate income from selling services?

4. If yes, how is this income utilized for the development of library?

**V. Human Resources**

1. Total number of professional staff

2. Details of staff structure (hierarchical)

3. Whether the top position is vacant? Yes/No

4. Whether staffs are able to work with IT Enabled environment?

5. Whether there is any provision for financial assistance for attending carrier advancement programs? Yes/No

6. No. of in house training programmes conducted:

7. No. of recent events conducted by the library:

8. What necessities are lacking in the library:

**VI Library Automation**

1. Year of commencement of the automation

2. Status of automation
3. Name of the automation package using : 
4. Package developed by : 
5. List of house keeping activities automated : (Acquisition, Catalogue, Circulation, Maintenance, Serials control)
6. Whether there is any provision for customization? : Yes/ No 
7. Name of the operating system : 
8. Your level of satisfaction : (Satisfactory/ Not satisfactory)
9. Data base creation completed or not : Yes/No
10. Whether any initiatives in Union Catalogue? : Yes/No
11. Details of digital library projects : Yes/ No

VII. ICT Infrastructures
1. Whether any special facilities provided to research scholars : Yes/ No
2. Whether the Internet facility is free or fee based : Free/Fee based
3. Name of your internet service provider :
   b. Type of connectivity :
   c. Bandwidth :
4. No. of user terminals in the library for Internet, OPAC and CD ROM search :
   Internet: 
   CD search: 
   OPAC: 
5. Is there a Campus LAN in your university? : Yes/ No
6. No. of Printers :
7. No. of Scanners :
8. No of Barcode scanners :
9. Number of CD Servers :
11. Is there any CD-ROM Networking facility: Yes/No

**VIII. User Population**

1. No. of registered users in the University library:
   a. Teachers:
   b. Students:
   c. Research scholars:
   d. Non teaching:
   e. Others (P! specify):

**IX. Information Services**

1. Name the services offered by the university library:

2. Details of lending facility:
   a. Loan period:
   b. Renewal details:
   c. Overdue charges:

3. No. of borrowers tickets issued to:
   a. Students:
   b. Research scholars:
   c. Non-teaching:
   d. Teachers:
   e. Other members (specify):
   f. Other members (specify):

4. What are the methods used for user education?:

X. Technical Process
1. Library classification scheme: DDC/ UDC/ CC/ other
2. Library catalogue code: AACRII/ CCC/ other
3. Availability of OPAC: Yes/ No
4. Availability of Web OPAC: Yes/ No

XI. Networking & Consortia
1. Is there any involvements in library networking/membership in any consortium etc. (Pl. specify): 

XII. Library Building and Environment
1. Is there any changes made structurally in the library building at time to time?
2. Is there special reading spaces provided to research scholars?
3. What is your view on existing library building?
QUESTIONNAIRE

Sir/Madam,

You are kindly requested to assist me in collecting the following information for my study on "The Role of University Libraries in Research in Kerala: a case study", under the guidance of Dr. Jalaja.V., Reader, Department of Library and Information science, University of Calicut. I appreciate your cooperation and I assure you that the information provided shall be kept confidential.

Thanking You

Sheeja N. K.
Research Scholar,
Department of Library and Information Science
University of Calicut.

Name of the University library______________________________

I BIODATA

1. Name : ___________________

2. Age (Please (✓) mark)  
   - 20-25 Years
   - 25-30 Years
   - 30-35 Years
   - Above 35

3. Gender
   - Male
   - Female

4. Department : ___________________
5. Experience as a user of this library:

- Below 1 Year
- 1-2 Years
- 2-3 Years
- More than 4 Years

6. What is the reason behind your choosing this particular center for conducting research (Please (✓) mark):

- Eminent Faculty
- Good Library
- Eminent Faculty and library
- Other Reasons

II. LIBRARY USE

1. How many hours do you spend a day in your library: .................

2. How many days you visit the library in a week: ..................

3. Main purpose of your visit to the library:

   Reading journals
   Borrowing books
   Accessing E-journals
   Accessing Internet
   E-mail checking
   Other purposes

(Please put 1, for main reason)

4. Do you depend other libraries for your study?:

- Yes
- No

5. If so, please list name of the libraries you have used for research purpose:

   A.
   B.
   C.
   D.

6. How often do you visit the university library Website for accessing information:

- Frequently
- Occasionally
- In frequently
III. LIBRARY RESOURCES

1. Please (✓) mark your opinion on the following sources of information that support your research.

<table>
<thead>
<tr>
<th>Resources</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Bad</th>
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<td>Journals</td>
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<td>Theses</td>
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<td>Research reports</td>
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<td>E-Journals</td>
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<td>Bibliographic databases</td>
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<td>CD-ROMs</td>
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2. What is your opinion on the uptodateness of library collection:  
   - Excellent
   - Good
   - Average
   - Poor
   - Very Poor

IV LIBRARY SERVICES

Please (✓) mark your opinion on the following information services provided by your library. In addition, if a particular service is not available, mention it in the appropriate box.

(Note: In the case of Internet search, E-journal search, Bibliographic database Search and CD-ROM search services speed, staff assistance, searching facilities and retrieval aspects are taken to account.)
### V. LIBRARY TOOLS AND TECHNIQUES

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<tr>
<th>Services</th>
<th>NA</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very poor</th>
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<td>E-journal search</td>
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<td>Bibliographic database Search</td>
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<td>CD-ROM search</td>
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<td>New addition alert service</td>
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<td>Document delivery services</td>
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<td>Inter library loan</td>
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<td>Reprographic services</td>
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<td>Compilation of Bibliographies</td>
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<td>Lending service</td>
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<td>Reservation facility</td>
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1. Do you find the arrangement of books on shelves easy to locate

- Extremely Easy
- Easy
- Average
- Difficult
- Very difficult
2. How do you feel about the cataloguing system: of your library

- Extremely Easy
- Easy
- Somewhat easy
- Difficult
- Very Difficult

3. How do you feel about the OPAC:

- Extremely Useful
- Useful
- Somewhat useful
- Not useful
- Not at all useful

4. Do you get sufficient number of library tickets: to borrow books

- Yes
- No

5. Do you have any voice in the document selection procedure

- Yes
- No

6. Do you get any user education programme to you?

- Yes
- No

7. If no, do you need that service?

- Yes
- No

VI. FACILITIES
Please (✓) mark your opinions towards facilities available in your university library and assess the staff support.
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very poor</th>
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<td>IT based infrastructures (Computers, printers and scanners)</td>
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<td>Reading area</td>
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<td>Reading atmosphere</td>
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<td>Library architecture</td>
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<td>Library timings</td>
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<td>Lighting and Ventilation</td>
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<td>Competence of library staff</td>
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**VII. SUGGESTIONS**

1. Please, write your suggestions for the improvement of the library services.

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