LIBRARY CATALOGUING IN THE UNIVERSITY LIBRARIES OF ASSAM

QUESTIONNAIRE

(To be filled up by the University Librarian giving a tick mark wherever applicable)

(This is designed to have information for a study for implementation of automated catalogue)

A: GENERAL

1. Name of the University

2. Year of Establishment

3. Name of the Library

4. Name of the Librarian

5. Library Users

   Faculty Members

   Research Scholars

   PG Students

   Others

6. Library Collection (in thousand)

   Books

   Periodicals (Bound)

   Manuscripts

   Reports

   Special collections

   Theses and dissertations

   Others

6.1 Current Periodicals

   Indian

   Foreign
7 Library Budget

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<tr>
<td>Books (in %)</td>
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<td>Current periodicals (in %)</td>
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<td>Staff salary (in %)</td>
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<tr>
<td>Others (in %)</td>
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8 Readers Services

(a) Circulation Service (b) Reference Service
(c) Bibliographic Service (d) CAS and SDI Service
(e) Inter Library Loan Service (f) Reprographic Service
(g) Any other Service(s):

9 Average Daily Attendance

During Academic working days : 
During Academic holidays : 

10 Whether the library adopts open or closed access?

Open/ Closed/ Partially open and partially closed

11 Do you undertake stock verification in your library?

Yes/ No

If yes,

11.1 Kindly mention the interval:

(a) 1 to 2 years (b) 3 to 4 years
(c) 5 to 6 years (d) Irregular
11.2 What process you adopt in stock verification?
   (a) Whole collection at one time
   (b) Section wise
   (c) Subject wise
   (d) Sampling method

12. Do the library has a separate collection of books which are not at all used by the users?
    Yes/ No

13. Do you have kept separately the mutilated books of the library?
    Yes/ No

14. Do you weed out some of the collections?
    Yes/ No
    If yes.
    When and how you have weeded out the collection?

B: LIBRARY CATALOGUING

15. Catalogue code presently used in your library:
    ALA/ AACR 1/ AACR 2/ CCC/ Any other (kindly specify)

15.1 Do you adopt the code fully or partly?
     Fully/ Partly

15.2 What is(are) the catalogue entry(ies) prepared for each document?
    Author/Title/ Collaborator(s)(Jauthor(s), Editor(s), etc)/
    Class No/ Alphabetico subject/Any other (kindly specify)

15.3 Do all catalogue entries are made available for use by library users? Yes/ No
    If no, entry(ies) made available for users?
    (a)
    (b)
15.4 Does the library follow any standard Subject Headings List for subject catalogues?

Yes/No

If yes, kindly mention the SHL with edition:

16. What is(are) the catalogue code(s) you had used prior to the present code (from the beginning)?

(a)

(b)

(c)

17. Do you replace the entries in catalogue cards when you have changed over to the present code?

Yes/No

18. Percentage (approximate) of library visitors using catalogues?

(a) 0 to 20%

(b) 21 to 40%

(c) 41 to 60%

(d) 61 to 80%

(e) Above 80%

(Please mention by what method you are rating the use)

18.1 Do you discard the catalogue cards of those documents missing from the stock?

Yes/No
19. Do you check the catalogue cabinet in your library at certain intervals and replace those mutilated cards?  

Yes  No

If yes, kindly mention the interval:

(a) Regularly  (b) Irregular
(c) Rarely  (d) Not at all

C: LIBRARY COMPUTERIZATION

20. Whether you have used computer in your library?  

Yes  No

If yes,

20.1 Kindly mention the Hardware specifications installed in the library

20.2 What software package you have used in the library?

Kindly mention the reason(s) for selecting this package

20.3 What is(are) the section(s) computerized?

(a) Acquisition  (b) Cataloguing
(c) Circulation control  (d) Serial control
(e) Office works
(f) Bibliographical Information retrieval
(g) Any other section(s) (kindly specify)

20.4 Do your library is a member of INFLIBNET?  

Yes  No

20.5 The structural design of your library database, if any, is prepared by

(a) Own library staff  (b) INFLIBNET  (c) Others (Please mention)
If no,

20.6 what is(are) the constraint(s) you consider important?
(Please give preferential numbers like 1, 2, etc)

...... No initiatives from the library staff
...... No demand from the users
...... Non availability of expertise and model
...... Financial constraints
...... Indifferent attitude of the authority
...... Any other (Kindly specify)

Please give your suggestions for overcoming such constraint(s)

21. Is(Are) there in your locality any farm(s) engaged in supply and maintenance of computer hardware and software?

Yes No

If yes, kindly mention the name(s) of the farm(s):

(a)
(b)

D: LIBRARY STAFF:

22. Present library staff (Professionals only)

<table>
<thead>
<tr>
<th>Designation</th>
<th>No</th>
<th>Nature of duty</th>
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<tbody>
<tr>
<td>Librarian</td>
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<tr>
<td>Dy Librarian</td>
<td>1</td>
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<tr>
<td>Asst Librarian</td>
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<tr>
<td>Library Prof Asst</td>
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22.1 Professionals engaged in cataloguing section:

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<th>No.</th>
<th>Nature of duty</th>
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23. Do your library have professional(s) capable of handling computers?

Yes/No

If yes, kindly mention the following:

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<th>Designation</th>
<th>Name of the Training Course attended</th>
<th>Organized by</th>
<th>Dates</th>
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24. Whether your University has the provision of in-service training for working professionals?

Yes/No

If yes, kindly mention the details of training on Computer Application in Lib & Inf Services received by the library staff:

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<th>Name of the staff with designation</th>
<th>Date(s) of training</th>
<th>Name of the course</th>
<th>Organized by</th>
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25. Any other comments/information you may wish to communicate

Place and date

Signature

Please use separate sheet(s) if necessary. Information provided will be kept confidential.