MEASURING THE EFFECTIVENESS OF ENGINEERING COLLEGES
LIBRARIES UNDER WESTERN MAHARASHTRA STATE

Questionnaire for Librarian

I) GENERAL INFORMATION:
Name of the College:

Address:

Status: Government/Aided/Unaided

Other Pls Specify

Source of Finance:

Central Govt Grants

State Govt Grants

Grants from AICTE

Donations

Any Other

Total Intake of the College

UG ------- PG -------

II) PERSONAL INFORMATION:
Name of the Librarian

Gender M ------- F -------

Qualification

E-mail

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III) LIBRARY INFORMATION:

a. Please mention the number of subordinate staff with qualification

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Designation</th>
<th>Educational Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Assistant Librarian</td>
<td></td>
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<tr>
<td>02</td>
<td>Library Assistant</td>
<td></td>
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<tr>
<td>03</td>
<td>Library Assistant</td>
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</tr>
<tr>
<td>04</td>
<td>Library Assistant</td>
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<tr>
<td>05</td>
<td>Library Clerk</td>
<td></td>
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<tr>
<td>06</td>
<td>Library Clerk</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Library Attendant</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Peon</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Peon</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sweeper</td>
<td></td>
</tr>
</tbody>
</table>

b. Is there any daily wages staff in the library:
   Yes  ----------  No  --------
   If yes, Please mention the number : --------

c. Is the subordinate staff of library having the knowledge of computer?
   (Please tick in Appropriate box)
i) Ordinary computer Literacy skills 
ii) Satisfactory knowledge of computer 
iii) Not Having proper Knowledge 
v) Any other plz specify

IV) HUMAN RESOURCE DEVELOPMENT:

a. Does the library staff try to improve their knowledge?
   Yes ------   No -------

   If yes, which way (pls tick in app box)
   i) Attending Conferences/Seminars/Workshop
   ii) Short term Training Programme
   iii) Any other please specify

   Please mention the no.of training programmes attended by the subordinate staff

b. No.of Conferences/Workshops/Seminars/Short term Training Programme attended by the Librarian
   a) National Level
   b) International Level
   c) State Level
   d) Any other

V) LIBRARY BUILDING:

1) Is there a separate building for library
   Yes ------   No -------
If yes, specify the total area of building in sq.ft

2) Earthquake proof building available
   Yes ----------- No -----------
   Any other please specify -----------

3) Is drinking water facility provided in the library
   Yes ----------- No -----------
   (If yes please tick in app box)
   i) Aqua-Guard --------- ii) Cooler ----------
   iii) Mud Pot --------- iv) Any other please specify ----------

4) Library Furniture
   i) Adequate --------- ii) Partially Adequate ---------
   iii) Any other please specify ---------

Please mention Furniture Details :

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Item</th>
<th>Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Library Display Board</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Notice Board</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Counter</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Table for Students</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Table for Staff</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Paper Shelf</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Bag Shelf</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Books Racks</td>
<td></td>
</tr>
</tbody>
</table>
VI) LIBRARY COLLECTION

1) Please mention the current status of books:
   a) Total No.of Volumes: ----------
   b) Total No.of Titles: ----------
   c) Total No.of Reference Books: ----------

2) Is there any book selection committee?
   Yes: ---------- No: ----------

3) What is the type of selection of books purchased by library?
   i) By recommendation by staff: ----------
   ii) By recommendation by librarian: ----------
   iii) Any other pls specify: ----------

4) Total no.of Periodicals in library: ----------
   i) International: ----------
   ii) National: ----------
   iii) Magazines: ----------
   iv) E-Journals: ----------
   v) Newspaper: Regional: ---------- State Level: ----------

5) CD Collection
   i) Total no.of CD’s: ----------
   ii) Total no.of DVD’s: ----------
   iii) Microfilm: ----------
   iv) Any Other pls specify: ----------

6) Is their any collaboration with foreign universities?
   Yes: ---------- No: ----------
   If yes please specify: ----------

7) Any other collection:
i) Maps --------- ii) Atlases : ---------

8) Is their Membership with the library of IIT Pavai

Yes --------- No ---------

9) Process of library collection :
   a. Time to be taken for processing books (please tick app box)
      i) One week --------- ii) Two weeks ------- iii) Three weeks ---------
      Any other pls specify -------------------------------
   b. Classification method adopted in your library
      i) DDC --------- II) Colon Classification ---------
      iii) Any other --------------------------------------
   c. Form of catalogue used in your library
      i) Card Catalogue --------- ii) OPAC ---------
      iii) Any other pls specify ----------------------------------

10) Facility of National and International no. of Journals
    a) National Journals --------- b) International Journals ---------

VII) LIBRARY BOOKS MAINTENANCE:

1) Binding of Books & Periodicals ?
   Yes --------- No ---------

2) Which steps have been taken for care of books?
   i) D.D.T --------- ii) Carbon Tatra Chloride --------- iii) Carbon Die
      Sulphet --------- iv) Any other please specify ------------------------
3) What care is taken to repair the books?
   i) Bleaching Process -------
   ii) Lamination -------
   iii) De-acidification process ------
   iv) Any other please specify -------

4) Physical Stock Verification Process:
   i) Annually -------
   ii) Bi-Annually -------
   iii) Any other please specify -------

5) Type of stock Verification
   i) Manually -------
   ii) Use of Barcode Technology -------
   iii) Any other please specify ----------------

6) Did you weed out the damaged /out of syllabus books?
   Yes -------
   No -------
   If yes pls specify the method
   a. Library committee’s recommendations -------
   b. Faculty’s suggestion -------------
   c. Librarians own judgement -------------
   d. Any other pls specify -------------

VI) BUDGET :

1) Please state the sources of budget (Pls tick in app box)
   i) State Government -------
   ii) Parent Institute -------
   iii) AICTE -------------
   iv) Any other pls specify :----------

2) How many library fees is charged to the users ?
   i) Library fees: --------
   ii) Library Deposit : -------------

3) Please specify the budget of library during last five year :
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<tr>
<td>Budget</td>
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</table>

IX) TECHNOLOGY IN LIBRARY:

Hardware in library:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Item</th>
<th>Availability</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>01</td>
<td>Server</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Laser Printer</td>
<td></td>
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<td>03</td>
<td>UPS</td>
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<td></td>
</tr>
<tr>
<td>04</td>
<td>Barcode Printer</td>
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<td>05</td>
<td>Scanner</td>
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<td>06</td>
<td>Any other (specify)</td>
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X) LIBRARY AUTOMATION:

1) Which library management software is in use in the library

   i) SOUL     -------
   ii) Koha     -------
   iii) SLIM    -------
   iv) Any other pls specify -------------------------------
2) Is your library management software have a We OPAC facility?

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<tr>
<th>Yes</th>
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3) Do you take the regular back up of library data?

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<tr>
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4) Do you take the regular back up of library data?

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5) Where do you store the data of library?

- a) CD-ROM
- b) Pendrive
- c) Local harddrive
- d) Any other ple specify:

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<tr>
<th>a)</th>
<th>b)</th>
<th>c)</th>
<th>d)</th>
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XI) INTERNET FACILTY:

1) Is your having a internet facility in your library?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Is yes, please state the name of the internet service provider:

- i) BSNL
- ii) Reliance

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<th>i)</th>
<th>ii)</th>
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2) Do you have a separate computer center for library

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

3) Internet browsers available in library?

- i) Internet explorer
- ii) Opera
- iii) Mozilla
- iv) Any other pls specify

<table>
<thead>
<tr>
<th>i)</th>
<th>ii)</th>
<th>iii)</th>
<th>iv)</th>
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</tbody>
</table>
4) Do you use internet facility for library services

   Yes --------------  No-------------------

   i) Acquisition-------- ii) Cataloguing --------

   iii) Classification------ iv) Stock Checking -------

   v) Any other pls specify:-------------------------------------

XII) DIGITAL LIBRARY

1) Do you have a Digital Library?

   Yes --------------  No -------------------

   Pls specify the number of users using Digital Library:---------

2) Do you have a proper infrastructure for the Digital Library?

   Yes --------------  No -------------------

3) Do you have a member of e-journals consortia?

   i) INDEST --------------     ii) DELNET -------- --------

   iii) Any other pls specify :---------------------------------

XIII) LIBRARY NETWORKING & TELECOMMUNICATION FACILITIES:

1) Does your library have a facility of?

   i) Telephone --------------    ii) Fax ---------------

2) Library network available in library?

   i) MAN --------------  ii) LAN --------------  iii) Intranet ---------
iv) Any other pls specify : ------------------------------------------

XIV) LIBRARY ELECTRONIC SYSTEM:

1) Whether there are CCTV Camera System for Library Security ?
   Yes ------------ No -------------

   Any other facility pls specify -------------------------------

   Signature of the Librarian with Stamp