APPENDIX-I

Department of Library and Information Science Manipur University,
Canchipur, Imphal- 795003, Manipur

Problems and Prospects of Library Automation in Manipur

QUESTIONNAIRE FOR LIBRARIES

To,
The Librarian

Sir/Madam,

_________________________
_________________________

The undersigned is carrying out a research programme entitled “Problems
and Prospects of Library Automation in Manipur.” leading to Ph.D. degree in the
Department of Library and Information Science, Manipur University, Canchipur,
Imphal under the supervision of Dr. Ch. Ibohal Singh, Assistant Professor (S-2)
of the Department. In this connection, you are requested to kindly spare a few
minutes to fill in the questionnaire. Please feel free while responding to the
questions. Your valuable cooperation towards this end is highly necessary to
complete the work. All the information furnished by you shall be used for the
said academic purpose only and be kept quite confidential. The duly fill in
questionnaire may kindly be returned to the undersigned.

Countersigned by the supervisor

(Dr.CH. IBOHAL SINGH)  (LAMKHOGEN VAIPHEI)
Lecturer Research Scholar
Department of Library and Department of Library and
Information Science Information Science
Manipur University, Canchipur-003 Manipur University, Canchipur-003
QUESTIONNAIRE

Problems and Prospects of Library Automation in Manipur

Note:  Please (I) put a (√) mark against the appropriate choice(s) (II) specify wherever applicable (III) Use separate sheet if necessary (IV) strike out if not applicable

A. About the Library

1. Name of the Institution: .................................................................

2. Year of Establishment of the Institution: .................................

3. Address: ...........................................................................................................................

4. Type of organization: Educational/Special/Cultural/Trade and


6. Name of the Library: .................................................................

7. Year of establishment of the Library: ........................................

8. Type of the library: Public/Academic/Special

9. Total collection as on 1st April 2010

9.1 Book: .............................................................................................

9.2 Bound volume: ....................................................................................

9.3 E-resources: ..........................................................................................

   (a) Floppy: ..........................................................................................

   (b) CD-rom: ..........................................................................................

   (c) DVDs: ............................................................................................

   (d) Others: ............................................................................................

9.4 Number of Newspapers subscribed .............................................
9.5 Any other Sources:
   (a) Manuscripts: ..............................................................
   (b) Maps: ...........................................................................
   (c) Archival Materials: .......................................................
   (d) Theses/Dissertations: ............................................... 
   (e) Any Others: .................................................................

10. Number of Library staff: ....................................................
    10.1 Professionals ................................................................
    10.2 Non-Professionals: ..................................................
    10.3 Others: .................................................................

11. Library hours
    (a) Winter: ......................................................................
    (b) Summer: ....................................................................

12. Area of Library Building (in feet): ...........................................

13. Type of users:
    (a) Student
    (b) Teachers
    (c) Researchers
    (d) Children
    (e) Specialists
    (f) Others

14. Number of Users as on 1st April 2010: ....................................

15. Classification scheme(s) adopted: ...........................................

16. Cataloguing code(s) used: ....................................................

17. Subject Headings followed: ................................................

18. Different sections of the Library: General Administration/Acquisition/ 
    Technical / Circulation / Property counter / Maintenance / Reference / 
    Periodical/ Reprographic/Binding/Newspapers/Computer Laboratory/Digital Laboratory/Others
B. **Infrastructural Development**

Please tick Yes (Y) or No (N) for the following aspects of your Library that, it has

1. Sufficient standard furniture items:
   (a) Yes or (b) No

2. Sufficient and appropriate tools and equipments:
   (a) Yes or (b) No

3. Enough building space:
   (a) Yes or (b) No

4. Different sections as it desires:
   (a) Yes or (b) No

5. Enough collections as per user’s requirements:
   (a) Yes or (b) No

6. Financial resources’ to run smoothly:
   (a) Yes or (b) No

7. Sufficient trained Manpower:
   (a) Yes or (b) No

8. Facilities for proper toilet/canteen/electrification/Ventilation/Power Supply/ Mechanism to keep clean/other amenities:
   (a) Yes or (b) No

9. Sufficient numbers of computers:
   (a) Yes or (b) No

10. Suitable software to work in automated environment:
    (a) Yes or (b) No

11. Internet connectivity:
    (a) Yes or (b) No
C. Automation Status

1. Is your Library automated:
   (a) Yes or (b) No

1.1 If Yes, what is the present status of automation?
   (a) Fully automated
   (b) Partially automated
   (c) Initial stage

1.1.1 No of Hardware developed/Procured:
   (a) Computers: ..................................................
   (b) Printers: ..................................................
   (c) UPS: ..................................................
   (d) Scanners: ..................................................
   (e) Digital Camera: ..................................
   (f) Any Others: ..................................................

1.1.2 Softwares available/used: CDS/ ISIS/ WINISIS/ SOUL/ E-Granthalaya/ Libsys/ any others.

1.1.2.1 Open Source Software used: Greenstone/ Koha/ DSpace/ Fedora/ any other

1.1.3 Number of trained persons involved to carry out automation:

1.1.4 Areas of automation:
   (a) General administration
   (b) Classification
   (c) Cataloguing
   (d) OPAC/web OPAC
   (f) Circulation
   (g) Acquisition
   (h) Serial control
   (i) Other areas
1.1.5 Services rendered:
   (a) Reference
   (b) CAS
   (c) SDI
   (d) Preservation of books
   (e) Digitization
   (f) Internet access
   (g) Others

1.1.6 Future automation plans, please specify
   (a) .................................................................
   (b) .................................................................
   (c) .................................................................

1.2 If No to 1, what are the reasons behind the non-automation of your library?
   (a) Lack of manpower/fund/infrastructure/ others
   (b) Want of initiative from the side of Library staff
   (c) Lack of awareness of the authority
   (d) Any other reasons

1.2.1 Any plan for automating the Library?
   (a) Proposal has submitted to the authority
   (b) Infrastructure development work as started
   (c) Proposal is being made
   (d) Going to start very soon
   (e) No plan at all

D. Problems in Automation
D1. For those automated libraries
1. What are the problems faced by your library in its automation:
   (a) Lack of number of computers and other requisite hardware
   (b) Software used is not user-friendly
   (c) Software is not compatible
   (d) More trained manpower is required for the automation work
2. Procured collections are not conversant with the standard of the software package
   (a) Lack of financial resources
   (b) Work culture of the LIS professionals need to be develop and
   (c) Any other problems

D2. For those non-automated Libraries
   1. Please mention the problems associated with the non-automation of your library.
      (a) Library was established newly.
      (b) No leadership activities towards automation.
      (c) Under staff leads to non-automation of the library.
      (d) Difficulty in preparing proposal for the automation.
      (e) Lack of knowledge of the technological requirements of the work.
      (f) Physical infrastructures need to be developed in phased manner.
      (g) Authorities are not interested in library automation.
      (h) Any other problem (please specify).

E. Prospects of Library Automation
   1. What are the prospects of automation of your library?
      (a) Automation work will be taken up in a phased and planned manner.
      (b) Different housekeeping operations and services of the library will be automated.
      (c) Users community will be trained to use the library resources and services optimally.
      (d) E-resources would be developed to meet user’s need.
      (e) Automation will facilitate-
          - modernization of the library
          - networking amongst libraries
          - provision of effective services
          - digitization of library resources
          - meeting user’s need efficiently
- introduction of innovative practices
- any other (please specify)

(f) Increase in budget will enable to contribute toward automation of the library.

(g) There has been a long demand from the user’s community to provide services in an automated environment.

(h) LIS professionals feel the need for automating libraries.

(i) There is no dearth of trained professionals in the state who can work in automated environment.

(j) E- Readiness in majority of the organization of the state has been increased day by day.

(k) Any other expected prospects (please specify)

F. Comments and Suggestions

1. Please mention your own comments on automation of libraries in Manipur:
   (a) …………………………………………………………………………………
   (b) …………………………………………………………………………………
   (c) …………………………………………………………………………………

2. What are the significances of library automation?
   (a) …………………………………………………………………………………
   (b) …………………………………………………………………………………
   (c) …………………………………………………………………………………

3. Please suggest at-least three points towards fully automating the library system of Manipur.
   (a) …………………………………………………………………………………
   (b) …………………………………………………………………………………
   (c) …………………………………………………………………………………

Date:

Signature of the Librarian

with seal