QUESTIONNAIRE

1. ABOUT THE INSTITUTION

1.1 Name of the Institution : _________________________________
Address : ______________________________________

Phone: ________________ Fax: _____________________
E-mail: ________________ URL: _______________________

1.2 Year of Establishment: _____________________

1.3 Does your institution belong to?

☐ 1. Government
☐ 2. Government Aided
☐ 3. Self Financing
☐ 4. Others, if any (please specify): _______________________

1.4 Whether your institution is certified by (Please √)

1. ISO: ☐ Yes ☐ No

2. Others, if any (please specify): ______________________________

1.5 Courses offered (please √):

☐ 1. UG Level
☐ 2. UG and PG level
☐ 3. UG, PG and Ph.D

1.6 Number of users

1.6.1 UG student : _____________
1.6.2 PG student : _____________
1.6.3 Research scholars : _____________
1.6.4 Teaching Faculties : _____________
1.6.5 Non-Teaching Faculties : _____________
2. ABOUT THE INSTITUTIONAL LIBRARY

2.1 Library working hours

2.1.1 on week days: ________ 2.1.2 on Fridays: ________
2.1.3 on Saturdays: ________ 2.1.4 on Holidays: ________

3. Library Collection Development

3.1 Give the details about your library collection as on date

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Library Collections</th>
<th>Quantity (Total) as on today</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1</td>
<td>No. of Books (Printed copy)</td>
<td></td>
</tr>
<tr>
<td>3.1.2</td>
<td>No. of Books (e-books)</td>
<td></td>
</tr>
<tr>
<td>3.1.3</td>
<td>No. of Journals subscribed – Printed copy</td>
<td></td>
</tr>
<tr>
<td>3.1.4</td>
<td>No. of Journals subscribed – On-line</td>
<td></td>
</tr>
<tr>
<td>3.1.5</td>
<td>No. of Bibliographic online databases</td>
<td></td>
</tr>
<tr>
<td>3.1.6</td>
<td>No. of Educational CDs</td>
<td></td>
</tr>
<tr>
<td>3.1.7</td>
<td>No. of Back Volumes of periodicals</td>
<td></td>
</tr>
<tr>
<td>3.1.8</td>
<td>No. of Students’ project reports / Dissertations / Theses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Printed form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Digital form</td>
<td></td>
</tr>
<tr>
<td>3.1.9</td>
<td>Others, if any (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

3.2 GIVE THE DETAILS ABOUT DATABASE COLLECTIONS

3.2.1 List of Bibliographic databases subscribed

3.2.1.1 __________________________ 3.2.1.2 __________________________
3.2.1.3 __________________________ 3.2.1.4 __________________________
3.2.1.5 __________________________ 3.2.1.6 __________________________
3.2.1.7 __________________________ 3.2.1.8 __________________________

3.2.2 List of full text databases subscribed

3.2.2.1 __________________________ 3.2.2.2 __________________________
3.2.2.3 __________________________ 3.2.2.4 __________________________
3.2.2.5 __________________________ 3.2.2.6 __________________________
3.2.2.7 __________________________ 3.2.2.8 __________________________
4. LIBRARY AUTOMATION/COMPUTERIZATION (PLEASE √)

4.1. Is your library automated?

☐ 4.1.1 Fully automated
☐ 4.1.2 Partially automated
☐ 4.1.3 Not yet

4.2. If automated, state the category of the library automation software used;

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Category</th>
<th>Yes</th>
<th>No</th>
<th>(4.2.1) Name of the software</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In-House developed software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Commercial software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Open source software</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3. Please state Areas of Automation in your library?

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Area of Automation</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.1</td>
<td>Circulation section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.2</td>
<td>Acquisition section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.3</td>
<td>Serial control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.4</td>
<td>Catalogue (OPAC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.5</td>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3.6</td>
<td>Others, if any</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4. Is your library using Barcode? Yes ☐ No ☐

5. SERVICES OFFERED BY YOUR LIBRARY (Please √)

5.1. Traditional services

(5.1.1) Circulation ☐ (5.1.2) Reservation ☐ (5.1.3) Inter library Loan ☐

(5.1.4) Supply of Documents / articles ☐ (5.1.5) Reference service ☐

(5.1.6) others, if any (please specify): ________________________________
5.2. Documentation Services

(5.2.1) Abstracting ☐ (5.2.2) Indexing ☐ (5.2.3) Bibliography ☐
(5.2.4) CAS ☐ (5.2.5) SDI ☐ (5.2.6) Reprography ☐
(5.2.7) others, if any (please specify): __________________________

5.3. Computerized services

(5.3.1) CD-ROM searches ☐ (5.3.2) Internet ☐
(5.3.3) e-journals ☐ (5.3.4) Intranet ☐
(5.3.5) On-Line Database ☐
(5.3.6) others, if any (please specify): __________________________

6. PERSONAL DETAILS OF LIBRARIAN / LIBRARY STAFF (Please ✓)

6.1. Name of Librarian: ________________________________

6.2. Designation: ______________________________________

6.3. Gender: Male ☐ Female ☐

6.4. Age Group: Below 30 ☐ 31 – 40 ☐ 41-50 ☐ 51 & above ☐

6.5. Educational Qualifications:
   Academic: UG ☐ PG ☐ M.Phil ☐ Ph.D ☐
   Professional: UG ☐ PG ☐ M.Phil ☐ Ph.D ☐
   Any other PG Diploma: ________________________________

6.6. Years of experience:
   Below 10 ☐ 10 – 15 ☐ 16 – 20 ☐ 21 – 25 ☐ 26 & above ☐
6.7 Library staff details:

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Persons</th>
<th>Qualifications</th>
<th>Knowledge of IT skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Librarian</td>
<td>Male (6.7.1.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.1.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. Librarian</td>
<td>Male (6.7.2.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.2.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Asst.</td>
<td>Male (6.7.3.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.3.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>Male (6.7.4.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.4.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attender</td>
<td>Male (6.7.5.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.5.2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others, if any</td>
<td>Male (6.7.6.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female (6.7.6.2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. TECHNOLOGY AND FACILITY (Please √)

7.1. How many computers / terminals are there in the library? __________

7.2. What is the other IT related infrastructure library possessed?

- ☐ 7.2.1 Wi-Fi
- ☐ 7.2.2 Server
- ☐ 7.2.3 Scanner
- ☐ 7.2.4 Barcode reader and printer
- ☐ 7.2.5 Photocopy / Printer
- ☐ 7.2.6 Microfilm reader/ Pinter
- ☐ 7.2.7 Slide projector
- ☐ 7.2.8 CD / DVD reader and writer
- ☐ 7.2.9 Any other: _________________________________

7.3 Are your library staffs able to provide IT related services? YES ☐ NO ☐

7.4 What types of e-resources the library provides?

- ☐ 7.4.1 E-Books
- ☐ 7.4.2 E-Journals
- ☐ 7.4.3 On-line bibliographic databases
- ☐ 7.4.4 CD-ROM / DVD
- ☐ 7.4.5 Any other: __________

7.5 Which e-resources mostly demanded by the users?

- ☐ EBooks
- ☐ e-journals
- ☐ CD/DVD
- ☐ Other __________
7.6 Do you ever feel the library users have faced difficulties in using e-resources and digital information services? If yes, how do you make them information and computer literate? By providing-

☐ 7.6.1 Induction/ Orientation course  ☐ 7.6.2 Practical demonstration
☐ 7.6.3 Personal instruction and training   ☐ 7.6.4 providing Literature
☐ 7.6.5 Help line facility       ☐ 7.6.6 Guided by subject experts
☐ 7.6.7 Any other: __________________________

7.7 Kindly mention by % of users preferred to use e-resource rather than printed resources in your library? __________________________

7.8 Are you providing separate log-in user id and password for each student to access your subscribed library database?

☐ YES       ☐ NO

7.9 Does your library has sufficient budget every year for purchase e-resources:

☐ YES       ☐ NO

8 IT INFRASTRUCTURE (Please √)

8.1 How does your library operating the services?

☐ Manual   ☐ Computerized

8.2 Is your library networked?

☐ YES       ☐ NO

8.3 If yes, what is the type of network your library use?

☐ LAN   ☐ WAN    ☐ Wi-Fi

8.4 Do you have telecom facility for users such as?

☐ Telephone   ☐ Fax     ☐ Any other: __________________________
8.5 Weather your library is part of Institutional network?

☐ YES  ☐ NO

8.6 Is your library participating in any library consortium?

☐ YES  ☐ NO

8.7 Do you have internet connection in the library?

☐ YES  ☐ NO

8.7.1 If the answer yes, name the internet server provider.

☐ Etisalat  ☐ DU  ☐ any other_________________

8.8 Type of internet connection?

☐ Leased Line
☐ Ordinary dial up
☐ ISDN Dial up
☐ Broad band
☐ Any other __________________

8.9 What internet browser do you use in the library?

☐ 8.9.1 Internet Explorer  ☐ 8.9.2 Netscape  ☐ 8.9.3 Mozilla Firefox
☐ 8.9.4 Neo Planet  ☐ 8.9.5 Any other: __________________

9. DIGITAL COLLECTION (Please √)

9.1. Does your library have digital resources in its collection?

☐ YES  ☐ NO

IF YES, answer the following; IF NO go to question No. 9.1.4
9.1.1 What are the main reasons for acquiring digital materials

☐ (9.1.1.1) Digital materials occupy less space
☐ (9.1.1.2) Users are more interested in Digital form of documents
☐ (9.1.1.3) Easy to access latest version of documents (ebooks & ejournals)
☐ (9.1.1.4) Easy to put Intranet server
☐ (9.1.1.5) Any time any place made accessible
☐ (9.1.1.6) Others, if any (please specify): ____________________

9.1.2. State the type of digital materials in your library

☐ (9.1.2.1) Born Digital (only exists in digital form)
☐ (9.1.2.2) Digitally created (Duplicate of another format)
☐ (9.1.2.3) I don’t know

9.1.3. How do you acquire digital material?

☐ (9.1.3.1) Donation
☐ (9.1.3.2) outright purchase
☐ (9.1.3.3) Licensed from a vendor
☐ (9.1.3.4) Created in-house
☐ (9.1.3.5) Harvested from Web (Downloaded)
☐ (9.1.3.6) others, if any (please specify): ____________________

9.1.4 IF NO, do you propose to acquire digital materials in forthcoming years?

☐ Yes ☐ No ☐ I don’t know

9.2. Digital library units / initiatives

9.2.1 Do you have digital library section? ☐ Yes ☐ No
9.2.2 Do you use digital library software? ☐ Yes ☐ No
9.2.3 If yes, state the category of digital library software (please specify)

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Category</th>
<th>Yes</th>
<th>No</th>
<th>(9.2.3.1) Name of the software</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commercial software</td>
<td></td>
<td></td>
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<td>2</td>
<td>In-House developed software</td>
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</tr>
<tr>
<td>3</td>
<td>Open source software</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.3 What kind of methodology you are using for digitization of print and other medias:

- [ ] 9.3.1 Converting in-house publications
- [ ] 9.3.2 Converting all documents to digital form
- [ ] 9.3.3 Converting rare and frequently used documents
- [ ] 9.3.4 Converting selected documents as per the expert opinion
- [ ] 9.3.5 Others, if any (please specify)

10. MEANS / METHODS OF ACQUIRING IT SKILLS (Please √)

Channels of acquiring skills (please put tick mark in the appropriate box)

- [ ] 10.1 Formal Education
- [ ] 10.2 Self study
- [ ] 10.3 Through colleagues
- [ ] 10.4 Training at work place
- [ ] 10.5 Training by suppliers
- [ ] 10.6 Attending workshops, seminars & Conferences
- [ ] 10.7 Others, if any (please specify): ______________________

11. Does your Library have security system installed? (Please √)

11.1 [ ] CC TV 11.2 [ ] RFID 11.3 [ ] Magnetic
12. As a Librarian how do you recommend the below (Please √ appropriate)

<table>
<thead>
<tr>
<th>SI #</th>
<th>Attitudes of the Librarian</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>IT Applications improve the quality of library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.2</td>
<td>IT Products enhance the information services of the library</td>
<td></td>
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</tr>
<tr>
<td>12.3</td>
<td>IT Applications improve the efficiency of the library</td>
<td></td>
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<tr>
<td>12.4</td>
<td>IT Applications in library will save the time of the users in searching their information needs</td>
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<tr>
<td>12.5</td>
<td>IT Applications reduce the workload of the LIS Professionals</td>
<td></td>
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<tr>
<td>12.6</td>
<td>IT Applications brought tremendous changes from traditional way of handling of information in the library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.7</td>
<td>IT Applications help to obtain right information at the right time to the right people</td>
<td></td>
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<tr>
<td>12.8</td>
<td>IT Applications in the library create integration within the organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.9</td>
<td>IT Applications provide easy and quick access to information for the users</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. What are the common reasons for lack of IT applications (Please √ appropriate)

<table>
<thead>
<tr>
<th>SI #</th>
<th>Attitudes of the Librarian</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. 1</td>
<td>Lack of financial support to the library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. 2</td>
<td>Lack of top management support</td>
<td></td>
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<tr>
<td>13. 3</td>
<td>Lack of trained LIS professionals related to IT Applications in the library</td>
<td></td>
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</tr>
<tr>
<td>13. 4</td>
<td>Library professionals are not interested in updating their IT knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. 5</td>
<td>Lack of Coordination and Cooperation among the LIS professionals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. 6</td>
<td>Fear of modern techniques among library staff will reduce the IT Applications in library</td>
<td></td>
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</tr>
<tr>
<td>13. 7</td>
<td>Lack of technical support in troubleshooting of IT problems in the library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. 8</td>
<td>Library professionals do not have current touch with modern IT techniques in the library</td>
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<td></td>
</tr>
<tr>
<td>13. 9</td>
<td>Lack of building infrastructure of the library</td>
<td></td>
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</tr>
<tr>
<td>13.10</td>
<td>Lack of awareness among LIS professionals about the benefits of IT Applications</td>
<td></td>
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</tr>
<tr>
<td>13.11</td>
<td>Users of the library may not be familiar with IT Applications in the library</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. Do you face any problem while blending information technology with context to use of e-resources and providing digital information services? Please specify in details.


15. What is your suggestion and comments to provide user’s friendly services in your library in the age of electronic era?


Thank You