CHAPTER-3

METHODOLOGY
This chapter deals with methodology used in the study and has been discussed under the following headings:

- Selection of the problem
- Objectives of the study
- Hypotheses
- Tools used for study
- Sample Population
- Variable taken
- Pilot survey
- Data collection procedure
- Data analysis method

**Selection of the problem:**

The problem for the present study is entitled “Application of IT in different section of Maulana Azad Library, A.M.U, Aligarh: a survey”.
Objectives of the study:

1. To find out the awareness of staff regarding the various information services.
2. To reveal the computer literacy among the staff in the different sections of Maulana Azad Library.
3. To identify the problems faced by the staff when they download the documents or files through the software they are using.
4. To know how many documents does the library acquire every week.
5. To trace out the total allocation of budget for various subject in the library.
6. To ascertain the total collection of Maulana Azad Library.
7. To find out the most popular CD-ROM database among the staff of Maulana Azad Library.
8. To highlight the staff opinion regarding various types of services provided by Maulana Azad Library.
9. To evaluate how many e-journals are accessible in Maulana Azad Library.
10. To observe whether tracing programs are necessary for the effective utilization of OPAC.
11. To enumerate the infrastructure facilities available in the library.
12. To collect suggestions from the staff for further development of library resources, facilities and services.

Hypotheses:

1. Majority of the library professionals are aware of various IT applications available in the Maulana Azad Library.
2. E-journals are subscribed by the library.
3. A large number of library professionals are having the knowledge of computers.
4. Training programmes are necessary for the effective utilization of OPAC.

Methodology:

There are several techniques available for collecting data such as (i) Questionnaire method (ii) Interview method (iii) Observation (iv) Schedules.

Questionnaire Method:

Questionnaire is a tool to collect the data from the diverse, large and widely scattered group. It is called the heart of survey operation. The important step
in this method is to take care in the design of questions. Questionnaires are given to the person concerned and ask for the opinion or factual information. The questions are formed in such a way that the relation of one question to another can be readily apparent to the respondent. Questions sequence must be clear and the respondents have to answer the question on their own level.

**Sample Population:**

The present study is conducted on a sample of 40-library professional of Maulana Azad Library. A.M.U, Aligarh. The total number of 40 questionnaire were distributed among the library professionals in the different sections (Acquisition, Cataloguing, Circulation, Serial Control, and OPAC) of Maulana Azad Library. The total number of 30 filled questionnaire were returned back from the library professionals of Maulana Azad Library professionals of Maulana Azad Library. The investigator selected 30 questionnaires for the analysis of data.

**Variable taken:**

In order to achieve the objective of study mainly library professionals from the different section of library were taken as variables for detailed analysis.
Pilot survey:

The pilot study ensures that present questionnaire are relevant and meaningful to the average respondent and to decide which questions were relevant for the purpose of study. The investigator distributed 10 questionnaire among 10 library professionals in different library section for the pilot study, which were very helpful in modifying the questionnaire suitability.

Data collection procedure:

The investigator visited the Maulana Azad Library, A.M.U, Aligarh and approach librarians, seeking permission to distribute the questionnaire among the library professionals. The investigator took the interview with the librarian as well as library professionals. Beside this the observation method also used to observe the overall functioning and services of library.

Data Analysis method:

The data collected through questionnaire are organized and tabulated by using statistical method and percentage.