Appendixes
## QUESTIONNAIRE

### Part-A

#### A. GENERAL:

1. Name of the library ........................................
2. Year of establishment .....................................
3. Name of Librarian/Director ..............................
4. E-Mail address ..............................................
5. Website address of library ..............................

#### B. TIMING

Working hours of the library

<table>
<thead>
<tr>
<th>DAYS</th>
<th>Opening time</th>
<th>Closing time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holidays/Sundays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### C. STAFF:

Total number of professional staff at present .............................................

(Please indicate the no. category wise below)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Staff</th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
<th>2008-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Librarian/Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deputy Librarian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Librarian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Professional Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Semi Professional Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Library Assistant / Information Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Information Scientists / Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Others (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### D. COLLECTION

Total collection of library at present .............................................

Please indicate in the following table.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Types of materials</th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
<th>2008-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Text books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bound Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Current Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>International</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>National</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indexing &amp; Abstracting Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Private & Institutional paper
6. Newspapers file
7. Dissertations/ Thesis
8. Book bank
9. Ref. books
10. Manuscripts
11. Photographs
12. Oral history Transcripts
13. Others (specify)

**ELECTRONIC FORM**

14. E-Journals
15. CD ROM Database
16. CDs/DVD ROM Disk
17. Floppy Disk
18. Microform
19. Microfiche
20. Others (Specify).................................................................

**E. LIBRARY USERS:**
Total number of Library users at present............................
(Please indicate the no. category wise below)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Non Teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Research Scholar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>P.G. Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>U.G. Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Individual</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Industrial</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Govt. employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Members of Parliament</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Others (specify)</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
F. TOTAL LIBRARY BUDGET AT PRESENT: .................

<table>
<thead>
<tr>
<th>S. No</th>
<th>Budget Allocation (Rs.)</th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
<th>2008-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Text books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Bound Periodicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Current Periodicals :</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>International</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>National</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>E-Journals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>CD ROM Database</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Retroconversion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Others (specify )</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Total(Rs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. LIBRARY SERVICES.
G (i) Do you provide following library services (Please tick appropriate place).

- Reservation of documents [ ]
- Reprographic services [ ]
- CAS [ ]
- SDI [ ]
- OPAC [ ]
- Internet services [ ]
- Microform services [ ]
- Bibliographies [ ]
- Abstracting Services [ ]
- Indexing services [ ]
- Reference service [ ]
- Translation services [ ]
- Referral services [ ]
- Search Literature (computerized) [ ]
- E - Journal [ ]
- Inter Library Loan [ ]
- Automated Circulation [ ]
- Any others (specify) ____________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
**Part-B**

**RETROCONVERSION**

1. When did your library started retroconversion process?  
   Since........................................ Till........................................

2(a) Is your library doing retroconversion?  
   Yes/No
   If yes, then tick the appropriate option.
   i. In house retroconversion [ ]
   ii. By outsourced agency [ ]
   iii. Both (i) & (ii) [ ]

(b) If In-house conversion
   i. By existing staff [ ]
   ii. By contractual labour [ ]
   iii. Both (i) & (ii) [ ]

(c) Total number of staff involved (Specify)........................................

(d) If outsourced agency
   i. Name of the outsourced agency........................................
   ii. Total number of staff involved ........................................

(e) If both type
   i. Total number of your staff involved ........................................
   ii. Total number of outsourced agency staff involved ..................
   iii. Name of the agency.............................................................

3. If retroconversion is done by any outsourced agency, then do you appoint any supervisory staff?  
   Yes / No

4. Your staff is trained for retroconversion.  
   Yes / No

5(a) Which software you are using for retroconversion?  
   i. Libsys [ ]
   ii. Alice for Windows [ ]
   iii. Virtua [ ]
   iv. SOUL [ ]
   v. Other (specify).................................................................

(c) Which Operating system you are using?  
   ............................................................................................

6(a) Total budget allocated for retroconversion.............

(b) Cost of retroconversion per title (per unit cost) ..........

(c) Source/s of budget..............................................................

7. Is there any minimum cutoff period for the retroconversion of library collection?  
   ...........................................

8(a). Which Exchange format you are using for converting record?  
   i. MARC [ ]
   ii. UNIMARC [ ]
   iii. USMARC [ ]
   iv. Any others (specify)..............................................................

(b) Version of the exchange format (specify)....................

9(a) Which classification scheme you are using for retroconversion?  
   i. DDC [ ]
   ii. CC [ ]
iii. UDC
iv. Others (specify) 

(b) Which Edition you are using for classification?

10(a) Which cataloguing format you are using for retroconversion?
i. AACR-2 
ii. CCC 
iii. Others (specify) 

(b) Which Edition you are using for cataloguing?

11. Has your library done reclassification and recataloguing of the documents for the retroconversion? Yes/No

12. Which subject heading standard you are using for subject heading?
i. LCSH 
ii. Sears’s List of subject heading 
iii. Other 

13. Which Exchange version you are using for retroconversion?
i. ISO-2709 
ii. Z 39.50 
iii. Others 

14. What is the process of converting record?
i. Through shelf list card 
ii. Through manual catalogue card 
iii. Direct through books 
iv. By preparing data sheet 
v. Others (specify) 

15. How many records were converted per day? (specify) 

16 (a) Does your library have OPAC for users? Yes/No 
(b) How many terminals you are providing for OPAC? 

17. Does your library provide WEB OPAC? Yes/No 

SIGNATURE
Thanks for your valuable time sparing
Appendix-II

QUESTIONNAIRE

PART- C

1. Name: ..............................................................

2. Gender: Male/Female..............................................

3. Membership Status: Faculty/Non teaching/Research Scholar/Student/ Individual/
   Industrial/Members of Parliament/Govt. Employee/others (specify)......................

4. Name of Library ........................................................................................................

5. Are you aware of library computerization in your library? Yes / No

6. Do you visit library?
   (a) Daily [ ]
   (b) 2-3 time in a week [ ]
   (c) Once in a week [ ]
   (d) Occasionally [ ]

7. How often do you use manual catalogue?
   (a) Frequently [ ]
   (b) Moderately [ ]
   (c) Rarely [ ]
   (d) Never [ ]

8. Are you aware of Online Public Access Catalogue (OPAC)? Yes/ No

9. Do you use OPAC?
   (a) Frequently [ ]
   (b) Moderately [ ]
   (c) Rarely [ ]
   (d) Never [ ]

10. According to you, which is the most appropriate searching tool for library material?
    (a) Consult the library catalogue card [ ]
    (b) Search the shelves on their own [ ]
    (c) Ask the library staff [ ]
    (d) Through OPAC [ ]

11. Have you received any training to use OPAC system effectively? Yes/No

12. Do you think that some orientation/workshop is essential to use OPAC?
    (a) Very essential [ ]
    (b) Essential [ ]
13. Do you face any problem in accessing OPAC? Yes/No
   If yes, which type of problem do you face?
   (a) Technical
   (b) Guidance
   (c) Limited access terminals
   (d) Lack of training
   (e) Others (specify) .................................................................

14. What is your strategy for searching the documents through OPAC?
   (a) By subject
   (b) By title
   (c) By author
   (d) By Call No
   (e) Others (specify) ......................................................................

15. What is your response to new system adopted by the library in accessing relevant
    document/information?
   (a) It has facilitated the search
   (b) It is very complex to use
   (c) No response
   (d) Others (specify) ......................................................................

16. Do you think that the library staff is trained to work on the new system and help
    users to find relevant information? Yes/No

17. In comparison with card catalogue the computerized catalogue is
   (a) Easy to operate
   (b) Less time consuming
   (c) More systematic
   (d) Provide better subject approach
   (e) More user friendly

18. Are you satisfied with the relevant material, which you get at the time of searching
    through OPAC?
   (a) Fully satisfied
   (b) Moderately satisfied
   (c) Rarely satisfied
   (d) Not satisfied

19. Are you aware of complex search in OPAC?
   (a) Frequently
   (b) Moderately
   (c) Rarely
   (d) Not at all

20. How do you rate the behaviour of library staff?
   (a) Excellent
(b) Very good [ ]
(c) Good [ ]
(d) Average [ ]
(e) No answer [ ]

21. Are you satisfied with OPAC available in your Library? Yes/No

22. How do you rate the OPAC for searching the relevant documents information?
(a) Most helpful [ ]
(b) Helpful [ ]
(c) Moderately helpful [ ]
(d) Not helpful at all [ ]

23. Does your library provide following services?
(Please Tick mark (✓) your answers)
(a) Automated Indexing [ ]
(b) Automated Abstracting [ ]
(a) Electronic Current Awareness Service (E-CAS) [ ]
(b) Selective Dissemination of Information (SDI) [ ]
(c) Electronic Table of Content Service [ ]
(d) Bulletin Board of Service [ ]
(e) Document Delivery Service [ ]
(g) CD-ROM Service [ ]
(h) Electronic Thesis & Dissertation Content Service [ ]
(i) E-Reference Service [ ]
(j) Automated Circulation [ ]
(k) Online Journal Service [ ]
(l) Others (specify)

........................................................................................................................................


SIGNATURE
Thanks for your valuable time sparing