APPENDIX - I
RESOURCE SHARING AMONG MANAGEMENT INSTITUTE LIBRARIES IN TAMIL NADU: A STUDY

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NOTE:
Universities, Engineering Colleges & Arts and Science Colleges offering management programme, please fill the details of management Institute library resources only. Those who are not having separate library for management programme, please fill the details of Management resources available in your Central/Main Library.

Questionnaire

1. INSTITUTION:

1.1. Name of the Institution:

1.2. Address (with District):

1.3. Year of establishment of Management Programme:

1.4. Affiliated University:

1.5. Management (Please Tick)
   - Government
   - Aided
   - Self Financing

1.6. Please state whether management institute attached with (Please Tick)
   - Engineering College
   - Arts & Science College
   - University
   - Stand Alone Institute

1.7. Personnel Strength of Management Department:
   (In No’s)
   - Faculty :
   - Staff :
   - Students :
II. LIBRARY MANAGEMENT SYSTEMS:

2.1. Is your institution have separate library for management programme:

Yes ☐  No ☐

If YES, Please give the details of Management Institute library.
If NO, Please give the details of Management resources available in your Central Library.

2.2. What is the administration and governance of your library? (Please tick)

Centralized ☐  Decentralized ☐
Coordinated decentralized ☐

2.3. MBA Library working hours : ______________

2.4. Name the Classification scheme used : ______________

2.5. Name the Catalogue system used : ______________

2.6. Number of users using the Library per day : ______________

2.7. Access System(s) followed (please tick):

Open ☐  Semi-open ☐  Closed ☐

III. RESOURCES:

3.1. Total strength of your library collection:

- No. of Books:  Text:____________ Reference: ______________

- Periodicals
  Journals: National: __________ International: __________
  Magazines: National: __________ International: __________
  Dailies: National: __________ International: __________

- Project Reports :
- Thesis :
- Periodicals Back Volumes :
- Case materials :
- Non Book Materials :
  VC
  AC
  CDROM
  Floppy

- Online Journals : Yes/No
- Databases : Yes/No
3.2 Specialization-wise, strength of library book collection (Please Rank)

1. Quantitative Methods/Operations Research/Statistics
2. Systems
3. Psychology
4. Economics
5. Finance/Accounts/Tax/Auditing
6. Law/Insurance
7. Business
8. Management
9. HRM/OB
10. Communication
11. POM/TQM/Material/Project Management
12. Marketing/CB/SCM/Retail/Brand/Advertising

3.3. Specialization-wise strength of currently subscribed periodicals (Please Rank)

1. Quantitative Methods/Operations Research/Statistics
2. Systems
3. Psychology
4. Economics
5. Finance/Accounts/Tax/Auditing
6. Law/Insurance
7. Business
8. Management
9. HRM/OB
10. Communication
11. POM/TQM/Material/Project Management
12. Marketing/CB/SCM/Retail/Brand/Advertising

IV. ICT FACILITIES/SERVICES:

4.1. Is your management Institute library automated?

- Fully ☐ - Semi ☐ - Not-Automated ☐

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

a. In-house developed b. Commercial c. Open source d. Not automated

4.3. Whether your management Institute Library circulation system is manual or computerized? (Please Tick)

- Manual ☐ - Computerized ☐

4.4. Do you have the following telecommunication facilities? (Please Tick)

- Telephone/Fax ☐ - Telephone ☐
4.5. What is the topology of the network you have?

Ring / Bus / Star

4.6. What Type of network you have?

LAN / WAN / CAN / MAN

4.7. Do you have internet connectivity in the management Institute Library?

Yes ☐ No ☐

4.8. Type of Internet Connection?

Dial-Up / Direct or Dedicated Access

4.9. Is your library have Reprographic services:

Yes ☐ No ☐

V. RESOURCE SHARING/NETWORKING:

5.1. What do you do when your library does not have the Books/ Report or any other similar document, when your user requests? (Please Tick)

1. Ask other library to lend the source document
2. Acquire (Purchase) the document

5.2. What do you do when your library does not have the research article/ paper or any other similar document, your user requests? (Please Rank)

1. Ask the author for a reprint:
2. Ask other library for a photocopy:
3. Ask other library to lend the source document on ILL
4. Acquire (Purchase) the document:

5.3. Which category of user often requests for ILL services? (Please Rank)

1. Faculty
2. Staff
3. Students
4. Research Scholars
5.4. What type of library material, your library usually arranges from other libraries, to meet the needs of your users? (Please Rank)

1. Books
2. Periodicals
3. Articles in periodicals
4. Chapter in Books
6. Non Book Materials

5.5. Objectives in joining the resource sharing programme: (Please Rank)

1. Facilities for on-line search
2. User request
3. Availability of more information
4. Access of costly information
5. Effective dissemination of information
6. Financial Constraints
7. Minimization of duplication
8. Development with other fronts

5.6. Areas to be covered under resource sharing/Network Programme (Please Rank)

1. Co-Operative acquisition
2. Shared Cataloguing
3. Co-Operative automation
4. On-line Search Facility
5. Training of Personnel
6. Interlibrary Loan
7. Photocopying services
8. Bulletin Boards
9. Fax Transmissions
10. Telex Transmissions
11. Teleconferencing
12. Video Conferencing
13. Joint research projects

5.7. Average of number of ILL requests received in a year Books, Periodicals, Thesis, NBM and Photocopying Service

<table>
<thead>
<tr>
<th>ILL Requests</th>
<th>Average No. of ILL requests received in a year</th>
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<tbody>
<tr>
<td>Books</td>
<td></td>
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<tr>
<td>Periodicals</td>
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<tr>
<td>Thesis</td>
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<tr>
<td>Non Book Materials</td>
<td></td>
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<tr>
<td>Photocopying of materials</td>
<td></td>
</tr>
</tbody>
</table>
5.8. Factors that have largely contributed for fulfillment of inter-library requests. (Please Rank)

1. Effective Resource Sharing
2. Co-Operation from other Libraries
3. Informal exchange of relationship

5.9. Reasons for not participating in any resource sharing programme. (Please Rank)

1. Non existing of any resource sharing programme
2. Financial Constraints
3. Lack of adequate trained staff
4. Lack of automation facilities

5.10 Reasons for unsuccessful ILL requests: (Please Rank)

1. Lack of exchange relationship
2. Unwilling to lend documents
3. Difficulty in locating the documents
4. Restrictions on issue of books on ILL
5. Fear of loss of documents

5.11. Constraints for not attending the ILL requests: (Please Rank)

1. Absence of reciprocity
2. Lack of formal exchange of relationship
3. Lack of knowledge on availability of document
4. Shortage of staff
5. Financial Constraints

5.12. Is your library is a member of any of the following Networks? (Please Tick).

DELNET □ INFLIBNET □ MANLIBNET □ ERNET □

5.13. Is your library has a membership with any of the following consortia? (Please tick)

UGC-INFONET □ AICTE-INDEST CONSORTIUM □

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THANK YOU FOR YOUR KIND COOPERATION