Appendices
Appendix-I

Questionnaire for Librarian/Head of the Library

Growth Development & Services of National Agricultural Library, New Delhi, National Medical Library, New Delhi, National Science Library, New Delhi: A Comparative Study

Dear Sir/Madam,

Your co-operation in filling in this questionnaire is solicited. All information provided in this questionnaire will be treated as strictly confidential and used only for research work.

To,

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

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

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

_____________________________________________________________________

Section-A Library-organizational set up

Name of the library......................................................

Address...........................................................................

.................................................................Tel. No. ..............

Name of the Librarian.......................................................

Year of establishment of the library.................................

Parent Organization......................................................

A. 1 Has the library undergone major expansion during the past ten years?
Yes [ ] No [ ]

If yes, please state the year and give details..........................

.................................................................
A. 2 Has the library amalgamated or bifurcated in past ten years?

Yes [ ]  No [ ]

Please give brief history (Attach a separate sheet if required) ......

A.3 Does the library have a 'Library Committee'?

Yes [ ]  No [ ]

If Yes, please give details:

a) Advisory Yes [ ]  No [ ]

b) Executive Yes [ ]  No [ ]

c) Constitution of Library Committee members

A. 4 Have the functions objectives of the Library been specifically laid down?

Yes [ ]  No [ ]

If yes, please give details.

A. 5 Have these objectives ever revised? Yes [ ]  No [ ]

If yes, please state... (a) Formally [ ] (b) Informally, [ ] (c) Through library committee [ ]

Section-B  Library Staff

B. 1 Please state the details of staff working in the library.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation/Category</th>
<th>Qualification</th>
<th>Pay-scales of the posts</th>
<th>Number of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chief librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Chief documentation officer
3. Professional staff
4. Semi-Professional staff
5. Technical
6. Clerical
7. Supporting (unskilled total number of staff)

(*if the designation differ, please mention the designation against substitute provision and give further details.)

Note: In case there has been any major change (increase/decrease) in staff provision in last ten years, please give details........................................................................................................

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

B.2 Is there any promotional policy for the library staff?

Yes [ ] No [ ]

If yes, please give details, whether it is based on

a) Seniority, and/or [ ]
b) Qualification, and/or [ ]
c) Performance, and/or [ ]
d) Combination of all above [ ]

B.3 Has the staff really felt motivated after getting the promotion?

Yes [ ] No [ ]
B.4 Please give last ten years account in the manner library staff got benefitted out of this provision:

   a) Number of persons sent for training

   b) Duration of training

B.5 Please indicate the number of percentage of staff engaged in various library operations:

   a) Acquisition

   b) Circulation

   c) Technical processing

   d) Bibliography, documentation reference, Reprography, Translation, Abstracting

   e) General administration

Total

Section-C Size and Growth of Library Collection

C.1 What is the approximate size of your library's collection? (Write NA for the category of documents not available in the library)

Print Documents

   a) Books/Monographs

   b) Current journals (titles)

   c) Bound volumes of journals

   d) Research/Technical reports

   e) Reference documents

   f) Theses/ Dissertations

   g) Manuscripts
h) Seminar/Conference papers
i) Maps/charts/diagrams
j) Patents/standards/specifications
k) Other (please specify)

Electronic Documents
a) CD-ROMs/DVDs
b) Online/Internet Databases
c) Online Journals
d) Video/Audio cassettes
e) Microforms
f) Other (please specify)

C.2 Total break up of current primary and secondary journals:

(i) Indian

Primary: Print............ Online/Electronic.............
Secondary: Print............ Online/ Electronic.............

(ii) Foreign:

Primary: Print............ Online/Electronic.............
Secondary: Print ............ Online/Electronic.............

Section-D Type of Library Collections

D.1 Please indicate the year wise growth of collections of various documents in the library:

Print Documents
Books/Monographs   —— —— —— ——
### Section-E Library Budget

**E.1 Please give the details of the total annual budget for these years:**

<table>
<thead>
<tr>
<th>Years</th>
<th>Library Budget (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-01</td>
<td></td>
</tr>
<tr>
<td>2001-02</td>
<td></td>
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<tr>
<td>2002-03</td>
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<td>2003-04</td>
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<td>2004-05</td>
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<td>2005-06</td>
<td></td>
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<tr>
<td>2006-07</td>
<td></td>
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</tbody>
</table>
E.2 Please state whether library budge is:

a) Adequate [ ]  b) Fairly adequate [ ]  c) Inadequate [ ]

Section-F Acquisition

F.1 Does the library have written acquisition policy? Yes [ ]  No [ ]
If yes, please give details.................................................................

F.2 Whether the librarian is kept informed about the current policy, programmes of the parent organization? Yes [ ]  No [ ]

F.3 What are the modes of Acquisition (Please give broad percentage of acquisition?)

a) Gift [ %]  
   b) Exchange [ %]  
   c) Purchase [ %]  

F.4 Please give detail of number of document received as:

a) Gift _______  
   b) Exchange _______  
   c) Purchase _______  

F.5 Does the library face problem in acquisition of the following?

a) Foreign material Yes[ ]  No[ ]  
   b) Indian material Yes[ ]  No[ ]  
   c) Government publications Yes[ ]  No[ ]  

If yes, please specify.................................................................
F.6 Please give details of library budget in year-wise break up.

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<tbody>
<tr>
<td>1</td>
<td>Books</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Current periodicals</td>
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<tr>
<td>3</td>
<td>Back issue of journal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Electronic resources</td>
<td></td>
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<tr>
<td>5</td>
<td>Other</td>
<td></td>
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</tbody>
</table>

Section-G  Technical Services

G.1 Please tick mark the classification scheme used in the library

  a) Colon Classification [ ]
  b) Universal Decimal Classification [ ]
  c) Dewey Decimal Classification [ ]
  d) Any other (Please specify) ........................................

G.2 Please indicate the cataloguing code used in your library (please tick mark)

  a) Classified Catalogue Code (CCC) [ ]
  b) Anglo-American Catalogue Rules (AACR) [ ]
  c) Any other .................................................................

G.3 In existing classification scheme found helpful? Yes [ ] No [ ]
G.4 Does the library maintain any special catalogue?  Yes [ ]  No [ ]

Section-H  Weeding out of Books

H.1 Is there any laid down criteria for weeding out the reading-material of the library?  Yes [ ]  No [ ]

If yes, please give details

a) Obsolete Material .................................

b) As per Local Rules...............................

c) Any other Rules.................................

H.2 Please indicate the frequency of weeding out of materials.

a) Annually  [ ]

b) After five years  [ ]

c) After ten years  [ ]

d) One Adhoc basis.  [ ]

Section-I  Library Building

I.1 Please indicate the space provided is-

a) Adequate [ ]  b) Fairly Adequate [ ]  c) Inadequate [ ]

I.2 Reading and stacks are combined?  Yes [ ]  No [ ]

I.3 Exclusive space provided for the Reading-Room?  Yes [ ]  No [ ]

I.4 Was there any expansion in accommodation in past ten years?

Yes [ ]  No [ ]

If yes, please give details.............................................

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Section-J  Library Services

J.1 Do you offer following services?

a) Reprography  Yes [ ]  No [ ]

b) Microfilm service  Yes [ ]  No [ ]

c) Information service  Yes [ ]  No [ ]

d) Inter-library loan facility  Yes [ ]  No [ ]

e) Translation service  Yes [ ]  No [ ]

f) CAS  Yes [ ]  No [ ]

g) SDI  Yes [ ]  No [ ]

h) Bibliographic service  Yes [ ]  No [ ]

i) CD/DVD ROM  Yes [ ]  No [ ]

j) Online service  Yes [ ]  No [ ]

k) Online journals/databases  Yes [ ]  No [ ]

Section-K  Journals

K.1 Do you have a separate Periodical section?  Yes [ ]  No [ ]

K.2 Do you circulate loose issues of Periodicals?  Yes [ ]  No [ ]

Section-L  Access to Online Journals/ Databases and Documents

L.1 Do you provide online access to your collections?

Yes [ ]  No [ ]

L.1 (a) If Yes, please indicate the means of accessing

a) On library Intranet, for users within the library  [ ]

b) On campus Intranet, for Institute/ campus only  [ ]

c) On Internet for library users only  [ ]

d) On Internet for global access  [ ]
L.1 (b) If No, please indicate the reason(s):

a) Lack of Online Journals/ Databases [ ]

b) Lack of infrastructure to support access [ ]

c) Copyright problems [ ]

d) Other (please specify) .................................................................

Section-M Computer Application

M.1 Please indicate the services undertaken by using computer. (Please tick all that apply)

a) Accession list Yes [ ] No [ ]

b) Book order list Yes [ ] No [ ]

c) Current awareness services Yes [ ] No [ ]

d) Circulation Yes [ ] No [ ]

e) Cataloguing Yes [ ] No [ ]

f) Document delivery Yes [ ] No [ ]

g) Respective literature search Yes [ ] No [ ]

h) Serial control Yes [ ] No [ ]

i) S.D.I Service Yes [ ] No [ ]

j) Other (specify) .................................................................

M.2 Whether computerization had impact on:

a) Better utilization of the library Yes [ ] No [ ]

b) Reducing the pressure Yes [ ] No [ ]

c) Nothing definite Yes [ ] No [ ]

M.3 Does the library participate in any National information network such as: NIC, NISSAT? Yes [ ] No [ ]

If yes, please specify .................................................................
M.4 Does the library participate in any international information network/agency? Yes [ ] No [ ]

If yes, specify.................................................................

Section-N Administrative factors and problems

N.1 In your opinion which one of the following types of problems affecting the development of the library. (Please tick all that apply)

   a) Inadequate budget [ ]
   b) Lack of planning [ ]
   c) Lack of interest in library problem at the organization level [ ]
   d) Shortage of staff [ ]
   e) Lack of adequate physical facilities [ ]
   f) Inadequately trained staff [ ]
   g) Improper salary structure of library staff [ ]
   h) Lack of subject specialist in library staff [ ]
   i) Lack of centralized library operations [ ]
   j) Other (specify)..........................................................

N.2 What operations you would like to improve? (Please tick all that apply)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Operations</th>
<th>Very much</th>
<th>Much</th>
<th>Ordinary</th>
<th>less</th>
<th>Very less</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cataloguing</td>
<td></td>
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<tr>
<td>2.</td>
<td>Classification</td>
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<tr>
<td>3.</td>
<td>Reference collection</td>
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<tr>
<td>4.</td>
<td>Abstracting &amp; indexing</td>
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<tr>
<td>5.</td>
<td>Selection of material</td>
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<tr>
<td></td>
<td>Serial control</td>
<td>Control of audio-visual material</td>
<td>Circulation control</td>
<td>Budgeting</td>
<td>Planning and administration</td>
<td>Automation planning</td>
<td>Staff recruiting</td>
</tr>
</tbody>
</table>

Please enlist suggestions for improving the existing facilities and services

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

Please attach a copy of:

Annual report (electronic/printed) of the library

List of periodicals being subscribed by the library.

Thank you for sparing time in filling up of this questionnaire. Please write your suggestions or comments about how to improve the library services.

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

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

(Signature)
Appendix-II

Questionnaire for Users

Growth Development & Services of National Agricultural Library, New Delhi, National Medical Library, New Delhi, National Science Library, New Delhi: A Comparative Study

Demographic Information

Name: ...........................................................................................................

Your status: Student [ ] Research Scholar [ ] Faculty Member [ ]

Gender: Male [ ] Female [ ]

Area of specialization (If any) .................................................................

E-mail Id..........

Webpage..........

(Please reply the following by marking in the relevant column)

<table>
<thead>
<tr>
<th>1. How often do you use the Library?</th>
<th>Daily</th>
<th>Twice a week</th>
<th>Once in a week</th>
<th>Monthly</th>
<th>Occasionally</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Your Institution’s library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(b) Any other Library</td>
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</tbody>
</table>

2. Pls. indicate the purpose of visiting the library? (tick all that apply)

a) For general awareness [ ]
b) Updating knowledge [ ]
c) Study and research work [ ]
d) Teaching [ ]
e) Others [ ]
3. Please give your opinion about the availability of reading seats
   a) Adequate [ ]
   b) Not adequate [ ]
   c) No response [ ]

4. Which of the following library resources do you use? (Tick all that apply)
   a) Books [ ]
   b) Periodicals/Journals [ ]
   c) Reference Books [ ]
   d) Theses/Dissertations [ ]
   e) Indexing/Abstracting Journals [ ]
   f) Technical Reports/Standards/Monographs/Patents [ ]

5. Do you use the following electronic information sources? (Tick all that apply)
   a) Online database Yes [ ] No [ ]
   b) E-Journals Yes [ ] No [ ]
   c) CD-Rom Database Yes [ ] No [ ]

6. Please indicate the frequency of use of e-resources (Tick only one)
   a) Daily [ ]
   b) Twice in a week [ ]
   c) Weekly [ ]
   d) Monthly [ ]
   e) Occasionally [ ]

7. What are your favorite activities while using Internet? (Tick all that apply)
   a) E-mail [ ]
   b) Discussion Forums [ ]
   c) Blogging [ ]
   d) Online learning/E-Learning [ ]
   e) Preparing presentations, documents [ ]
   f) Other (please specify)..........................

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8. What problem(s) do you face while using e-Resources? (Tick all that apply)
   a) Not familiar with modem technique [ ]
   b) Lack of trained Staff [ ]
   c) Financial [ ]
   d) Inadequate infrastructure [ ]
   e) Lack of printing facility [ ]
   f) Other (please specify).................................

9. Do you use the following information services provided by the library? (Tick all that apply)
   a) Circulation Service Yes [ ] No [ ]
   b) Current Awareness Service (CAS)/Selective Dissemination of Information (SDI) Yes [ ] No [ ]
   c) Indexing/Abstracting Service Yes [ ] No [ ]
   d) Reprography Service Yes [ ] No [ ]
   e) Translation Service Yes [ ] No [ ]
   f) Document Delivery Service (DDS) Yes [ ] No [ ]
   g) Inter-library loan Service (ILL) Yes [ ] No [ ]
   h) Other (please specify).................................

10. Are you satisfied with the following services offered by the library?
    a) Circulation Services Yes [ ] No [ ]
    b) Reference Services Yes [ ] No [ ]
    c) Current Awareness Service (CAS)/Selective Dissemination of Information Services (SDI) Yes [ ] No [ ]
    d) Indexing/Abstracting services Yes [ ] No [ ]
    e) Reprographic services Yes [ ] No [ ]
f) Inter-Library Loan Services  Yes [ ]  No [ ]

g) CD-Rom database  Yes [ ]  No [ ]

h) Online database  Yes [ ]  No [ ]

i) E-journals service  Yes [ ]  No [ ]

j) Internet Services  Yes [ ]  No [ ]

k) Seating Arrangement  Yes [ ]  No [ ]

11. What is your opinion regarding the efficiency of library staff? (Please tick one)

   a) Excellent [ ]

   b) Very good [ ]

   c) Good [ ]

   d) Average [ ]

   e) Below average [ ]

Thank you for sparing time to answer the above questions. Please write your suggestions or comments about how to improve the library services.

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

Signature