ANNEXURE- I

QUESTIONNAIRE (FOR LIBRARIANS)

(Please put a '✓' (tick mark) in the boxes wherever applicable)

Thanking you in anticipation for your kind response and cooperation in this study.

A. General Information
1. Name & Address of the Institution:
2. Please indicate the type of management/organization of your institution:
   - State Government
   - Central Government
   - University
   - Affiliated to University
   - Private
   - Autonomous
   - Semi Autonomous
   - Others (Please specify)
3. The Institute is approved by:
   - MHRD, Govt. of India
   - AICTE
   - Govt. of Assam
   - UGC
4. Name of the Library
5. Name of the Librarian/ Person- in- charge of the Library:
6. No. of Library Staff (i) Professional
   (ii) Non professional
   (iii) Others

B. Total Membership of the Library/ Information Centre:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category</th>
<th>Total No</th>
<th>Average daily users</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Members</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Students</td>
<td></td>
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<tr>
<td>3</td>
<td>Research Scholars</td>
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<td>4</td>
<td>Non Teaching Staff</td>
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<tr>
<td>5</td>
<td>Post Doctoral Fellow(Fellow)</td>
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<tr>
<td>6</td>
<td>Research/Project Staff</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Trainee</td>
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</table>

Grand Total
Any other (Please specify)

C. Services: Please indicate the services provided by your library:

a) Lending (Borrowing)
   - i) E-books
b) Reference service
   - j) E-journals
c) Photocopying
   - k) OPAC/Web OPAC
d) CD-ROM database service
   - l) Reservation
e) Selective Dissemination of Information □ m) Web resource service □
f) Document Delivery Service □ n) Current Awareness Service(CAS) □
g) Abstracting & Indexing service □ o) Bibliographic service □
h) Others (Please specify)………………..

D. Finance & Budget
1. What are the sources of finance of the library?
   (a) UGC Grant □ (b) MHRD/AICTE Grant □ (c) Govt. of Assam □ (d) Special Grant □
   (e) Library fee □ (f) Library fines □ (g) Endowment □ (h) Institute Grant □
   (i) Any other (Please specify)………
2. Do you have regular annual budget for your library? (i) Yes □ (ii) No □
   If yes, then what is the total annual budget allotted for your library during last 4 years?
   (Please give the break-up)

<table>
<thead>
<tr>
<th>Session</th>
<th>Total budget of your library</th>
<th>Total budget of your institute</th>
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</thead>
<tbody>
<tr>
<td>2008-2009</td>
<td></td>
<td></td>
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<tr>
<td>2009-2010</td>
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<tr>
<td>2010-2011</td>
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<tr>
<td>2011-2012</td>
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</table>

E. Acquisition
1. What is the procedure of book selection? (Please brief)
   ……………………………………………………………………………………………………………………………
2. Who participate in book selection?
   (i) Teachers □ (ii) Student □ (iii) Librarian □ (iv) Library Committee □
   (v) Library Staff □ (vi) Any other (Please specify)……………………
3. Do use any of the following tool for selecting books in your library?
   (Please tick all that you use)
<table>
<thead>
<tr>
<th>Sl No</th>
<th>Tools</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Publishers/Book sellers/Other book traders catalogue</td>
<td>□</td>
</tr>
<tr>
<td>ii</td>
<td>Through Internet</td>
<td>□</td>
</tr>
<tr>
<td>iii</td>
<td>Books received from local vendors/Booksellers on approval basis</td>
<td>□</td>
</tr>
<tr>
<td>iv</td>
<td>Reviews published in newspapers and periodicals</td>
<td>□</td>
</tr>
<tr>
<td>v</td>
<td>Bibliographies</td>
<td>□</td>
</tr>
</tbody>
</table>

4. What is the system of purchasing the documents for your library?

(i) Approval □ (ii) Standing order □ (iii) Based on book review □
(iv) HOD’s recommendation □ (v) Any other □

**F. Category-wise collection development:**

(a) Text books : 
(b) Reference collection (If any) :
(c) Printed current journal :
(d) Bound back volume of journals :
(e) Thesis, dissertation, project reports, etc. :
(f) Non book materials :
(g) On line resource collection (i) E-Journals :
   (ii) E-Books :
(h) Institution repositories (IR) collection(If any) :

1. Whether the present collection is sufficient or not to meet/ fulfill the demand of users:
   (Please tick)→Yes □ / No □ / To some extent □ / Can’t say □

2. Have you change the procurement policy in view of tremendous growth of e-documents? (i) Yes □ (ii) No □

3. Have you advise director/principal about the merits of subscribing e-resources?
   (i) Yes □ (ii) No □

If yes, what are their views? (Please brief) ..............................................................
4(a) Is your institution a member of INDEST/AICTE consortium? (i) Yes □ (ii) No □

4(b) Is there online resources facility in your library: (i) Yes □ (ii) No □

If yes, through which consortia the online resource databases are being subscribed?
(a) INDEST □ (b) UGC-INFONET □ (c) INDEST-AICTE □ (d) Any other……..

5. Do you use Information Communication Technology (ICT) to acquire any documents for your library? (i) Yes □ (ii) No □

6. Does your library have written collection development policy? (i) Yes □ (ii) No □

**G. Frequency of collection maintenance:**

(i) **Binding**: Annually □ / Bi-annually □ / On going Process □

(ii) **Stock verification**: Half Yearly □ Annually □ Occasionally □ Never □

(iii) **Shelf arrangement**: Daily □ Weekly □ Fortnightly □ Monthly □ Annually □

(iv) **Weeding Out**: Annually □ Bi-Annually □ On going process □ Never □

1. Does your library have preservation and conservation system for keeping safe some important and rare documents?-(i) Yes □ (ii) No □ (iii) If yes, Please brief …………………

**H. Computer and ICT Applications:**

1. Is your library computerized? (i) Yes □ (ii) No □

   If yes, (a) Fully automated □ (b) Partially automated □ (c) On process □

2. If your library is not computerized, do you intend to computerize in near future? (i) Yes □ (ii) No □

3. Are you using any library software? (i) Yes □ (ii) No □ (iii) On process □

   If yes, you please put the name of the software………………………………………………

4. Do you have Internet connectivity in the library or information centre? (i) Yes □ (ii) No □ (iii) On process □

5. Can users access the library through campus network even from outside library? (i) Yes □ (ii) No □

6. Are you using any open source software such as D-space, Greenstone, etc.? (i) Yes □ (ii) No □ (iii) If yes, please specify………………………………………………
I. Please indicate the barriers for collection development through applying ICT in Library.

<table>
<thead>
<tr>
<th>Sl</th>
<th>Barriers of ICT application</th>
<th>(Please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial problem</td>
<td></td>
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<tr>
<td>2</td>
<td>Manpower shortage</td>
<td></td>
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<tr>
<td>3</td>
<td>Apathy of administration</td>
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<tr>
<td>4</td>
<td>Lack of support to librarian</td>
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<tr>
<td>5</td>
<td>Lack of demand from users</td>
<td></td>
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<tr>
<td>6</td>
<td>Others (Please specify)</td>
<td></td>
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</tbody>
</table>

J. Attitude towards the application of ICT

Please indicate your attitude towards the application of ICT in your library or information centre-

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Attitude</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ICT application are to improve the quality of library services</td>
<td></td>
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<tr>
<td>2</td>
<td>ICT application improves the status of the library</td>
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<tr>
<td>3</td>
<td>ICT reduces the workload of the library</td>
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<td>4</td>
<td>ICT application will allow more time for planning library services</td>
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<tr>
<td>5</td>
<td>ICT takes major share from the library budget</td>
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</tbody>
</table>

Do you have any comments or suggestions you wish to make about the collection development in your library or information centre?

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

Date: 

Place: 

Signature & seal

I would like to request you kindly return to the dully filled in questionnaire in the enclosed self addressed envelope affixed with postal stamps. All the information provided by you will be kept confidential and to be utilized in academic purpose only.

(N.B. Please use extra paper if required for putting your additional remarks)