DESIGN AND DEVELOPMENT OF INFORMATION LITERACY PROGRAMMES AND PRACTICES IN THE ELECTRONIC ENVIRONMENT WITH SPECIAL REFERENCE TO ENGINEERING COLLEGE LIBRARIES IN MUMBAI

QUESTIONNAIRE FOR LIBRARIAN

I. GENERAL INFORMATION:

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

2. Educational Qualification & Designation: .....................................................................................

3. Sex :  a) Male [ ]  b) Female [ ]

4. Age : a) Below 30 yrs [ ]  b) 31 - 40 yrs [ ]  c) 41- 50 yrs [ ]  d) 51 yrs and above [ ]

5. Name of the College/ Institute: ........................................................................................................

6. Year of Establishment: .................................................................

7. Type of Institute:  a) Govt. [ ]  b) Semi Govt. [ ]  c) Autonomous [ ]  d) Private [ ]

8. Accreditation/Certification : Course(s) accredited by NBA [ ]  ISO Certified [ ]

9. Mailing address of library: ................................................................................................................

E-mail: ................................................................................................................Website: .................................................

Tel. No. : ................................................................................................Fax No. : ......................................................

10. Please provide total strength of the Library Staff:

a) Librarian  ............  c) Library Assistant(s)  ............

b) Asst. Librarian(s)  ............  Any other (Pl. specify)  ............

11. Please provide the total number of users of your library: ................................................

a) Faculty members  ............  d) Research Scholars  ............

b) Students  ............  e) Alumni  ............

c) Staff members  ............  Any other (Pl. specify)  ............

12. Which of the following courses offered at your Institute and whether they are accredited by NBA?

<table>
<thead>
<tr>
<th>Course Name</th>
<th>UG</th>
<th>PG</th>
<th>Accrdn.</th>
<th>UG</th>
<th>PG</th>
<th>Accrdn</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Automobile Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Bio Medical Engineering</td>
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<tr>
<td>c) Biotechnology</td>
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<tr>
<td>d) Chemical Engineering</td>
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<tr>
<td>e) Civil Engineering</td>
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<tr>
<td>f) Computer Engineering</td>
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</tbody>
</table>

Any other (Pl. specify) ..................................................................................................................
II. LIBRARY LEARNING RESOURCES:

13. Please provide details about learning resources available in the Library (Please ✓ mark)

<table>
<thead>
<tr>
<th>A</th>
<th>Print Resources</th>
<th>a.</th>
<th>b.</th>
<th>c.</th>
<th>d.</th>
<th>f</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books</td>
<td>Below 10,000 [ ]</td>
<td>10,001-20,000 [ ]</td>
<td>20,001-30,000[ ]</td>
<td>30,001-40,000 [ ]</td>
<td>40,001 &amp; Above[ ]</td>
</tr>
<tr>
<td>2</td>
<td>Journals</td>
<td>Below 20 [ ]</td>
<td>21-40 [ ]</td>
<td>41-60 [ ]</td>
<td>61-80 [ ]</td>
<td>80 &amp; Above [ ]</td>
</tr>
<tr>
<td>4</td>
<td>Dissertations</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
<tr>
<td>5</td>
<td>Project Reports</td>
<td>Below 500 [ ]</td>
<td>501-1000 [ ]</td>
<td>1001-1500 [ ]</td>
<td>1501-2000 [ ]</td>
<td>2001 &amp; Above [ ]</td>
</tr>
<tr>
<td>6</td>
<td>Technical Reports</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
<tr>
<td>7</td>
<td>Standards &amp; Specifications</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
</tbody>
</table>

Any other (Pl. specify):

<table>
<thead>
<tr>
<th>B</th>
<th>Electronic Resources</th>
<th>a.</th>
<th>b.</th>
<th>c.</th>
<th>d.</th>
<th>f</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e - Books</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
<tr>
<td>2</td>
<td>e - Journals</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
<tr>
<td>3</td>
<td>On-line Database(s)</td>
<td>Below 02 [ ]</td>
<td>03 - 04 [ ]</td>
<td>05-06 [ ]</td>
<td>07-08 [ ]</td>
<td>09 &amp; Above [ ]</td>
</tr>
<tr>
<td>4</td>
<td>CD-Rom Database(s)</td>
<td>Below 02 [ ]</td>
<td>03 - 04 [ ]</td>
<td>05-06 [ ]</td>
<td>07-08 [ ]</td>
<td>09 &amp; Above [ ]</td>
</tr>
<tr>
<td>6</td>
<td>Institutional Repository / Digital Library –Total Items</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
<tr>
<td>7</td>
<td>NPTEL - online Web and Video courses</td>
<td>Below 100 [ ]</td>
<td>101-200 [ ]</td>
<td>201-300 [ ]</td>
<td>301-400 [ ]</td>
<td>401 &amp; Above [ ]</td>
</tr>
</tbody>
</table>

Any other (Pl. specify):

14. Does your Library Subscribe to INDEST-AICTE Consortium? a) Yes [ ] b) No [ ]

15. Which of the following e- resources do you subscribe? (Please ✓ mark)

- a) ACM Digital Library
- b) ASCE Journals
- c) ASME Journals
- d) Elsevier's Science Direct
- e) IET Library Online (IEEE)
- f) IET Library
- g) J-Gate
- h) SciFinder Scholar
- i) SCOPUS Database
- j) Springer Link
- k) Web of Science
- l) Elsevier's Science Direct

Any other (Pl. specify) ……………………………………………………………………………

16. Is your library a member of DELNET? a) Yes [ ] b) No [ ]

17. Is your library a member of any other library/institute? …………………………………………………………………………………

III. ICT INFRASTRUCTURE FACILITIES IN THE LIBRARY:

18. Please specify the availability of ICT infrastructure( in numbers) facilities to support library services:

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Nos.</th>
<th>Hardware</th>
<th>Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Computers</td>
<td>------</td>
<td>e) Dedicated Server(s)</td>
<td>------</td>
</tr>
<tr>
<td>b) Printer(s)</td>
<td>------</td>
<td>f) Photocopy Machine</td>
<td>------</td>
</tr>
<tr>
<td>c) Scanner(s)</td>
<td>------</td>
<td>g) LCD Projector</td>
<td>------</td>
</tr>
<tr>
<td>d) Barcode reader(s)</td>
<td>------</td>
<td>h) Laptop(s)</td>
<td>------</td>
</tr>
</tbody>
</table>

Any other (Pl. specify): ……………………………………………………………………………

19. Mention the operating system(s) used in the library (Please ✓ mark)

- a) Windows [ ]
- b) Linux [ ]
- c) Mac OS [ ]
- d) Any other (Pl. Specify) ……………………………
20. What are the application software used in the library?
   a) MS Office [ ] b) Open Office [ ] c) Page maker [ ] Any other (Pl. Specify)……………………

21. Does your library have established LAN?  a) Yes [ ] b) No [ ]

22. If yes, whether LAN could be accessed; a) only in the Library [ ] b) Entire Institute [ ]

23. Does your library have established Wi-Fi facility?  a) Yes [ ] b) No [ ]

24. If yes, whether Wi-Fi could be accessed; a) only in the Library [ ] b) Entire Institute [ ]

25. Does your library provide Internet service?  a) Yes [ ] b) No [ ]

26. If Yes, then mention the service provider and speed …………………………………………………….

27. How many terminals are available for accessing Internet? : ………………………

28. How many users make use of Internet Services daily?  …………………

29. Please indicate the status of Library automation (Please ✔ mark)
   a) Fully Automated [ ] b) Partially Automated [ ] c) Not Automated [ ]

30. If library is automated, please indicate the software used (Please ✔ mark)
   a) In-House [ ] b) LIBSYS [ ] c) SOUL [ ] d) e-Granthalaya [ ] e) Koha [ ]
   f) VTLs [ ] g) NewGenLib [ ] Any other (Pl. Specify) ………………………………………..

31. Is your library using RFID technology?  a) Yes [ ] b) No [ ]

32. Have you set up a Digital Library? (Please ✔ mark) a) Yes [ ] b) No [ ]

33. If yes, please indicate the software(s) used (Please ✔ mark)
   a) Greenstone [ ] b) DSpace [ ] c) Eprints [ ] Any other (Pl. Specify) …………..

34. Are you using Cloud Computing technology to provide better digital information services in the library?
   a) Yes [ ] b) No [ ]

35. Whether your library using any of the Discovery tools?  a) Yes [ ] b) No [ ]

### IV. LIBRARY SERVICES & FACILITIES:

36. Please ✔ mark the following services/facilities offered at your library?

<table>
<thead>
<tr>
<th>Services</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Book lending Service</td>
<td></td>
<td></td>
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<tr>
<td>b) Reference Service</td>
<td></td>
<td></td>
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<tr>
<td>c) Current Awareness Service</td>
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<tr>
<td>d) Selective Dissemination of Info.</td>
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<tr>
<td>e) Indexing / Abstracting Service</td>
<td></td>
<td></td>
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<tr>
<td>f) OPAC/ Web OPAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) e-Resources Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Internet Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Multimedia Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) Inter Library Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k) Book Bank Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>l) News Paper Clipping Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m) Information Literacy / Library Orientation</td>
<td></td>
<td></td>
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<tr>
<td>n) Web based services ( Web</td>
<td></td>
<td></td>
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<tr>
<td>o) Photocopying facility</td>
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<tr>
<td>Any other (Pl. Specify)</td>
<td></td>
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</tbody>
</table>

37. In your view, what would be the impact of ICT on the library Users and Services? (Please ✔ mark)

<table>
<thead>
<tr>
<th>Impact of ICT on</th>
<th>Very High</th>
<th>High</th>
<th>Average</th>
<th>Low</th>
<th>Very Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.1 Library Users</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>37.2 Library Services</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
V. USE OF E-RESOURCES:

38. How frequently users access e-resources in the library? (Please ✓ mark)
   a) Daily [ ]  b) Alternative days [ ]  c) Twice in a week [ ]  d) Weekly [ ]  e) Fortnightly [ ]

39. What kind of electronic resources the users access regularly? (Please ✓ mark)
   a) e-Books [ ]
   b) e-Journals-Full texts [ ]
   c) e-Journals-Abstracting / Indexing [ ]
   d) Online reports [ ]
   e) CD-ROMs databases [ ]

Any other (Pl. Specify) ………………………………………………………………………………………………………

40. Give your opinion about information seeking & information literacy skills of users? (Please ✓ mark)
   1 = Strongly agree  2 = Agree  3 = Uncertain  4 = Disagree  5 = Strongly Disagree

<table>
<thead>
<tr>
<th>Statements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users use a wide range of search methods (such as multi search engines &amp; different quires) to find information on the internet</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Users verify the information they find on the internet to determine its accuracy</td>
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<td></td>
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</tr>
<tr>
<td>Users prefer to use electronic sources rather than print sources to gather needed information</td>
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</tr>
</tbody>
</table>

41. How would you rate the knowledge and skill level of users in accessing e-resources? (Please ✓ mark)
   a) Excellent [ ]  b) Very Good [ ]  c) Good [ ]  d) Average [ ]  e) Poor [ ]

42. Do you feel that users need more training and guidance on how to access & use relevant e-resources?
   a) Yes [ ]  b) No [ ]

43. Do you feel that increase in both print and electronic information resources has created a necessity to design, develop and integrate IL programmes in curriculum? (Please ✓ mark)
   a) Strongly Agree [ ]  b) Agree [ ]  c) Uncertain [ ]  d) Disagree [ ]  e) Strongly Disagree [ ]

VI. INFORMATION LITERACY PROGRAMME(S) AND PRACTICES:

44. Do you conduct Information Literacy programmes for your library users?  a) Yes [ ]  b) No [ ]

45. If yes, what is the frequency of these programmes? (Please ✓ mark)
   a) Every year, at the beginning [ ]  b) Twice in a year (Every Semester) [ ]
   c) Many times, as & when needed [ ]  Any other (Pl. specify) ……………………………………………

46. What is the duration of the Information Literacy Programme? (Please ✓ mark)
   a) Half an Hour [ ]  b) One Hour [ ]  c) Two Hours [ ]  d) More than two Hours [ ]

47. Do you feel that providing better Information Literacy programmes to users will increase the proper utilization of library resources and services? Give your opinion, (Please ✓ mark)
   a) Strongly agree [ ]  b) Agree [ ]  c) Uncertain [ ]  d) Disagree [ ]  e) Strongly Disagree [ ]

48. Do you conduct pre-test survey to know knowledge and skill level of users in using library?
   a) Yes [ ]  b) No [ ]
49. Are you aware of existing Information literacy standards, guidelines and policies at International levels?
   a) Yes [ ]  b) No [ ]

50. If yes, has your library used any of the following Information Literacy standards? (Please ✔ mark)
   a) American Library Association (ALA) [ ]
   b) Association of College & Res. Libraries (ACRL) [ ]
   c) Society of College, National, and University Libraries (SCONUL) [ ]
   d) Australian and New Zealand Institute for Information Literacy (ANZIL) [ ]
   e) The International Federation of Lib. Associations (IFLA) [ ]
   f) Aware of them, but not using [ ]

51. Is there any formal document that mandates the teaching of IL programme at your Library?
   a) Yes [ ]  b) No [ ]

52. Who is responsible for conducting Information Literacy Programme at your Library? (Please ✔ mark)
   a) Librarian [ ]  b) Faculty [ ]  c) Other Library staff [ ]
   d) Both Librarian & Faculty [ ]  e) Any other (Pl. specify)………………………………………………………………………………

53. Who are involved in Design and Development of Information Literacy Programmes for your library?
   a) In-house by Librarian with team of library professionals – as part of a range of duties [ ]
   b) Mixed team of Library professionals, faculty and IT staff of the Institution [ ]
   c) External provider briefed by IL programme development team [ ]

**VII. METHODS AND CONTENTS OF THE INFORMATION LITERACY PROGRAMME(S):**

54. What are the methods followed to provide Information Literacy programme(s)? (Please ✔ mark)
   **Delivery Methods**
   a) Introductory briefing in the IL programme [ ]  h) Library tour and orientation [ ]
   b) Individualized Instructions (Face to face) [ ]  i) Search Exercise [ ]
   c) Small Group interactions [ ]  j) Hands on instruction in lab. [ ]
   d) Lectures / Demonstration [ ]  k) Special Promotional activities viz., Book Exhibitions [ ]
   e) Audio/Video Lectures [ ]  l) Printed Training Manuals [ ]
   f) Online tutorials [ ]  m) Scheduled workshops & expert lectures [ ]
   g) Web based instructions [ ]
   Any other (Pl. Specify)…………………………………………………………………………………………………………………………

55. Does your Information Literacy Programme(s) cover the following Points? (Please ✔ mark)
   **Contents**
   a) General Introduction about Library facilities & services [ ]  i) Methods & tools for print & online info. search & retrieval [ ]
   b) Reference sources and their access [ ]  j) Formulation of information search queries & techniques [ ]
   c) Bibliographic Instructions [ ]  k) Library Website [ ]
   d) Understanding Citations [ ]  l) Use of information ethically & legally [ ]
   e) Evaluation of information resources [ ]  m) Documenting research work [ ]
   f) Use of OPAC/Web OPAC [ ]  n) Institutional Repositories / Digital Library [ ]
   g) Use e-Journals and online Database [ ]  o) Open archives [ ]
   h) Use of CD-ROM Database [ ]
   Any other (Pl. Specify): …………………………………………………………………………………………………………………
56. What degree you believe that technological change (ICT) has affected both the Method and the Content of Information Literacy Programme (ILP)? (Please mark)

**Impact of ICT on**

<table>
<thead>
<tr>
<th>Method of ILP</th>
<th>a) No Influence</th>
<th>b) Slightly</th>
<th>c) Quite a bit</th>
<th>d) A great deal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content of ILP</th>
<th>a) No Influence</th>
<th>b) Slightly</th>
<th>c) Quite a bit</th>
<th>d) A great deal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]</td>
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</tr>
</tbody>
</table>

57. In your opinion, do you think the providing IL programmes adequately equip users with skills to independently identify, locate, and retrieve needed information? (Please mark)

a) Strongly Agree [ ]  b) Agree [ ]  c) Uncertain [ ]  d) Disagree [ ]  e) Strongly Disagree [ ]

**VIII. PROBLEMS IN EFFECTIVE DELIVERY OF INFORMATION LITERACY PROGRAMMES:**

58. Do you face any problems in effective delivery of IL P in your Library?  
   a) Yes [ ]  b) No [ ]

59. If yes, please mark problem(s) from the list given below,

**Problems**

- Inadequate Library staff [ ]
- Lack of skillful /trained manpower [ ]
- Lacking consensus among the Library [ ]
- Limited funds & facilities [ ]
- Low learning motivation of students [ ]
- Lack of faculty support in encouraging students [ ]
- Lack of an understanding of the importance of IL for student learning outcome [ ]
- Lack of prescribed curriculum for IL programme [ ]
- Lack of support from the Institutional authority [ ]

Any other (Pl. Specify) ........................................................................................................................................................................

**IX. LIBRARY STAFF COMPETENCY AND TRAINING IN ICT:**

60. Do you feel that the library staff should possess the following skills and competencies in the electronic environment? (Please mark)

<table>
<thead>
<tr>
<th>Skills/ Competency</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Computer and Networking literacy</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2 Online information searching tools &amp; techniques</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>3 System analysis, Evaluation, Support</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>4 Knowledge Management</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>5 Latest ICT tools (Web 2.0 tools)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6 Critical &amp; Creative thinking &amp; Problem solving</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>7 Course design for information Literacy</td>
<td>[ ]</td>
<td>[ ]</td>
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<td>[ ]</td>
</tr>
</tbody>
</table>

Any other (Pl. Specify)

61. Whether Library staff has received adequate training in handling following e- resources / Information Communication Technology (ICT) tools?

**e-Resources / ICT tools**

- CD-ROM Databases [ ]
- Online Databases [ ]
- e-Journals [ ]
- e-Books [ ]
- Internet [ ]
- Online Patent and standards [ ]
- Web OPAC [ ]
- Institutional Repositories / Digital Libraries [ ]
- Open archives [ ]
- Latest ICT tools (Web 2.0 tools) [ ]

Any other (Pl. Specify) ........................................................................................................................................................................
62. State the competency level of Library staff in handling following e-resources & ICT tools? (Please mark)
   a) Excellent [ ]  b) Very Good [ ]  c) Good [ ]  d) Average [ ]  e) Poor [ ]

63. To improve the standards of Information Literacy Program, will you participate in the following training programme(s) in the field of educational technology? (Please mark)
   Training programme
   a) Communication Skills [ ]
   b) Teaching techniques [ ]
   c) Curriculum design & development for IL programme [ ]
   d) Use of audio –visual aids in teaching [ ]
   e) Latest ICT tools & techniques for effective delivery of IL programme [ ]
   f) Presentation & Promotion skills [ ]

64. In your view, training programme/ Seminars / Workshops will help in improving the efficiency of Library Staff? (Please mark)
   a) Strongly Agree [ ]  b) Agree [ ]  c) Uncertain [ ]  d) Disagree [ ]  e) Strongly Disagree [ ]

X. ASSESSMENT OF INFORMATION LITERACY PROGRAMME(S):

65. Give your opinion about assessment of Information Literacy programme(s) (Please mark)
   1 = Strongly Agree  2 = Agree  3 = Uncertain  4 = Disagree  5 = Strongly Disagree
   | Statements                                                                 | 1 | 2 | 3 | 4 | 5 |
   | 1. To measure the effectiveness of the IL programmes, relevant research, service reviews of assessments should be carried out. |
   | 2. IL programmes helps master complex resources & search skills within the areas of research interest. |
   | 3. IL programmes should be evaluated from time to time in view of their relevance in the fast technological and subject developments |
   | 4. IL programmes are more helpful today, as much of the information is available in electronic format |
   | 5. IL programmes help in understanding the economic, legal and social issues surrounding the use of information. |

66. Do you assess the Information Literacy programme (s) provided by your library? a) Yes [ ]  b) No [ ]
   66.1 If yes, which of the following types of assessment methods do you use?
   a) Survey [ ]  b) Objective tests [ ]  c) Search Exercise [ ]  Any other ……………………..

67. Any other information /experiences/suggestions/comments you would like to share on the increasing need of Information Literacy programmes /information skills in the electronic environment.
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Date: Name & Signature