Annexure – 2

QUESTIONNAIRE

Topic: Preservation and Organization of Manuscripts in the Libraries of Andhra Pradesh: A Study

PART–A: General Information

1. Name of the Library/ Institution:
2. Postal Address:

3. Year of Establishment:
4. Name and Designation of the Respondent:
5. Status of Library/Institution:
   Central Government / State Government / University / Autonomous Institution / Religious/ Community / Private
6. Working hours of the Library / Institution:
7. Total number of Staff in the Library:
   (a) Professional { } Semi – Professional { } Non Professional { }
   (b) Trained { } Untrained { }

PART – B: Collection and Organisation of Manuscripts in the Library

8. Total collections in the Library
   • Number of Books: { }
   • Number of Journals: { }
   • Number of Manuscripts: { }
   • Others (if any): { }
9. Number of Manuscripts in different Physical Forms

- Stone
- Parchment
- Birch Bark
- Leather
- Metal
- Palm Leaf
- Cloths
- Paper
- Any other

10. Manuscripts in different Languages and Scripts

**Language / Script**

- Telugu / Telugu
- Urdu / Urdu
- Sanskrit / Telugu
- Sanskrit / Devanagari
- Sanskrit / Tamil
- Sanskrit / Kannada
- Any other

11. Different Subjects of Manuscripts

- Astrology
- Ganitha
- Language
- Literature
- Manthra
- Medicine
- Musicology
- Philosophy
- Purana
- Religion
- Silpa Sastra
- Tantra
- Veda
- Vyakarana
- Yoga
- Any other
12. Technical Data about Manuscripts:-
   • Surface written 
   • Surface painted 
   • Surface Inked 
   • Illustrated / Non-Illustrated 
   • Incised 
   • Printed 

13. Types of ink used for writing manuscripts:-
   • Carbon ink 
   • Iron-gall ink 

14. No of manuscripts of different periods:-
   (The period when they were scribed)
   • Earliest (Before 1300 A.D) 
   • 1301 A.D-1600 A.D 
   • 1601 A.D-1900 A.D 
   • 1901 A.D-Present 
   • Number of manuscripts of which the dates are not known 

15. Completeness of the manuscripts:-
   • No of complete Manuscripts 
   • No of incomplete Manuscripts 

16. Procuring / Acquisition of Manuscripts
   • By cost 
   • By transfer 
   • From Donors 

17. What is the nature of access to the Manuscript Collection?
   • Open access 
   • Closed access 

18. Scheme of classification of the Manuscripts:-
   • DDC 
   • CC 
   • UDC
19. Arrangement of Manuscripts
- Scheme wise { }
- Acc. No wise { }
- Subject wise { }
- Language wise { }
- Period wise { }
- Any other { }

20. Preparation of catalogues for manuscripts
- AACR.1 { }
- AACR.2 { }
- CCC { }
- Any Other Code { }

21. Form of catalogue
- Ledger Catalogue { }
- Card Catalogue { }
- Computer Catalogue { }

22. Sources of Finance:
- Government Funds { }
- N.G.O'S { }
- Other sources { }

23. Budget Allocation
- For preservation { }
- For Organization { }
- For Digitisation { }
- For Microfilming { }

24. Various sections in the Library (Provide List)
1.
2.
3.
4.
25. Records & Registers in each section (Provide List)

1. Acquisition Section

2. Technical Section

3. Periodical Section

4. Circulation Section

5. Reference Section

26. Physical facilities (Answer Yes or No)
   - Adequate reading space { }
   - A/c { }
   - Non A/c { }
   - Ventilation { }
   - Furniture { }
   - Other if any

27. Lending (Answer Yes or No)
   - For Staff { }
   - For users { }

28. Extension activities (Answer Yes or No)
   - Conducting seminars { }
   - Awareness Creation Camps { }
   - Consultations { }
   - Exhibitions { }
   - Others if any
PART – C: Preservation and Conservation Practices adopted in the Library

29. Process of Intacting System
- Wooden boards
- Bamboo Boards
- Card Boards
- Others (if any)

30. Cleaning Techniques adopted
- Dry brushing
- Using small hand held vacuum cleaner
- Using soft cotton cloth
- Flat soft brush
- Others (if any)

31. Protection Methods adopted to face Climatic Conditions
- Air conditioning round the clock / during office hours
- Use of humidifiers / dehumidifiers
- Use of silica gel crystals / Nikka pellets
- Any other method

32. Protection of manuscripts from the effect of light and heat
- Using ultra violet absorbing filters at the glass panes
- Covering the collection when not used
- Reducing the intensity of light using window/door curtains
- Any other method
33. Protection of manuscripts from Dust / Dirt / Insects / Micro-organisms and others (if any)

- Regular cleaning and inspection
- Careful handling
- Regular dusting
- Use of insecticidal paper
- Use of insecticides
- Use of insect repellants like Neem leaves, cloves, camphor, Naphthalene balls, cedar or citronella oil
- Wrapping the manuscripts in red/yellow cloths
- Keeping the manuscripts in Solander boxes
- Use of fumigation
- Any other method

34. What are the probable reasons for the deterioration of manuscripts in your Library

- Insect Infestations
- Growth of Fungus
- Presence of Dust and Dirt
- Broken edges or liable to break when handled
- Flaking/fading of ink and paint
- Foxing spots on MSS

35. Physical and Conservation facilities in the Library

- Cleaning and stain removal
- De-acidification
- Repair and restoration
- Any other (if any)
36. Disaster planning for security against the following:
   • Theft, mutilation, defacing of the Manuscripts { } { }
   • Fire, Flood, or any other hazard { } { }

37. Digitization/Microfilming
   • Micro form { }
   • Digitization { }
   • Photostat { }
   • Others (if any) ___________________________

38. If you create digital images with preservation as a goal, do you discard or retain the original manuscript?
   • Discard { } { }
   • Retain { } { }
   • Other (please specify) ___________________________

39. Regarding microfilming of the items being digitized, do you
   • Microfilm in parallel { } { }
   • Scan from microfilm { } { }
   • Output digital image to an Electron beam film recorder { } { }
   • Other (please specify) ___________________________

40. Did you come across damaging of Manuscripts during the capture process? Yes / No
    If yes, Please give details.

41. Do you have any publication programme for the manuscripts? Yes / No
    If yes, mention the No. of published manuscripts.
42. How do you organize / Conserve Manuscripts in Microform?

43. How do you organize / conserve the Digitised/ Microfilmed Discs?

44. Please enumerate the Problems in the organization and management of Manuscripts

45. Please offer your Suggestions for improvement of Library/Institution

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