APPENDIX-III

Librarian’s Questionnaire

DOCUMENT DESCRIPTION AND THEIR PRACTICES IN UNIVERSITY LIBRARIES IN NORTH EAST INDIA: A STUDY
(To be filled up by the University Librarian by giving a tick mark (✓) wherever applicable)

A. GENERAL INFORMATION

1. Name of the University :

2. Address : City : ....................... Dist. : ....................... State : ....................... Pin : ....................... Phone No. : ....................... Fax. : ....................... Web site : ....................... E-mail : .......................

3. Name of the Library with year of Establishment :-

4. Whether the library possesses : Librarian / Librarian In-Charge

5. Library Hours :

   5.1. Class Days : ....................... 5.2. : Class holidays : ....................... 5.3. Holidays : ....................... 5.4. : Sundays : ....................... 5.5 Total days in a year : .......................

6. Library Users :


<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Faculty Members</td>
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</tr>
<tr>
<td>Research Scholars</td>
<td></td>
<td></td>
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<tr>
<td>M.Phil Students</td>
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<tr>
<td>P.G.Students</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Administrators &amp; other staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (Pl specify)</td>
<td></td>
<td></td>
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<tr>
<td>TOTAL :</td>
<td></td>
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</tbody>
</table>

7. Library Collections :

   PRINT MEDIA : 2002-03 2003-04

   7.1. Books :
   7.2. Bound Periodicals :
   7.3. Reports :
   7.4. Patents :
   7.5. Standards :
   7.6. Manuscripts :
   7.7. Grey Literature :
7.8 Maps/Globes/Charts:
7.9. Special Collections(if any):
7.10. Any other (Pl. Specify):
7.11. Current Periodicals
   i) Indian
   ii) Foreign

NON-PRINT MEDIA
7.11. CD-ROMs: ____________ 7.12. DVD-ROMs: ____________
7.15. Microfiches: ____________ 7.16. Audio Cassettes: ____________
7.19. Any Other (Pl. Specify) ____________

8. Library Budget:

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>2001-2002</th>
<th>2002-2003</th>
<th>2003-2004</th>
<th>% of the total budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1. Books</td>
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</tr>
<tr>
<td>a) Print</td>
<td></td>
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<td></td>
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<tr>
<td>b) Non-Print</td>
<td></td>
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<tr>
<td>8.2. Journals</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a) Print</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b) Non-Print</td>
<td></td>
<td></td>
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<tr>
<td>8.3. Staff Salary</td>
<td></td>
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</tbody>
</table>

9. Services offered by your library (Please tick mark)

<table>
<thead>
<tr>
<th>Services</th>
<th>(Pl. tick ✓)</th>
<th>Services availed (Approximate %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 Reference Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2. Circulation Service</td>
<td></td>
<td></td>
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<td>9.3. CAS</td>
<td></td>
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<td>9.4. SDI</td>
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<tr>
<td>9.5. Inter Library Loan (ILL)</td>
<td></td>
<td></td>
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<tr>
<td>9.6. Reprographic Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.7. Internet Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.8. On line access to E-journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.9. Online Public Access Catalogue</td>
<td></td>
<td></td>
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<tr>
<td>9.10. Printed Catalogues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.11. Abstracting &amp; Indexing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.12. Any Other (Pl. Specify)</td>
<td></td>
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</tr>
</tbody>
</table>

10. Average Library Users:
10.1. During Academic Working Days: ____________
10.2. During Academic Holidays: ____________
10.3. During Holidays: ____________

11. Whether the library practiced (✓): Open Access/ Closed Access/ Partially Open Access/ Partially Closed Access

12. Do your library undertake Stock Verification? : a)Yes __ b) No __
   If Yes
12.1. Kindly mention the interval (✓)
   a) Every 5 years: __ b) Every 5 to 10 Years: __
   c) Every 10 to 15 Years: __ d) Irregular: __

13. Do you weed out some of the collections which are not used by the users? 
   a)Yes __ b) No __

14. Do you keep the dead collection of the library separately which are not at all used by the users? 
   a)Yes __ b) No __

14.1. Do you keep the mutilated books separately? 
   a)Yes __ b) No __

B. LIBRARY CATALOGUING

15. Which of the method your library is practicing for cataloguing library documents? 
   b) Computerised Catalogue: __
   c) Both Manual & Computerised Catalogue: __

15.1 What catalogue code you are using now? 
   a) AACR-2 __ b) AACR-1 __ c) CCC __ d) Any other __

15.2. Do you adopt the catalogue code Fully or Partially? 
   a) Fully __ b) Partially __

15.3. Catalogue entries prepared for each documents (Please tick (✓))
   a) Author __ b) Title __ c) Subject __ d) Collaborators __
   e) Class No __ f) Alphabetico Class __ g) Any other (Pl. specify) __

15.4. Do all the catalogue entries prepared are made available for users? 
   a)Yes __ b) No __
   If No, Entries made available for users(Pl. tick mark) 
   a) Author __ b) Title __ c) Alphabetico Subject __ d) Class No __
16. Classification Scheme used: ____________ Edition: ____________

17. Does the library follow any standard subject heading list for subject catalogues?
   a) Yes [ ]  b) No [ ]
   If Yes, which subject heading list you are using (Pl. tick)
   a) LCSH, Edition ____________
   b) Sears List of Subject Heading, Edition ____________
   c) Any other (Pl. specify): _______________

18. What is(are) the catalogue code(s) you had been used prior to the present code you are practicing (from the beginning)? (Pl. tick)
   a) ALA Code [ ]  b) CCC [ ]  c) AACR-1 [ ]  d) Any other: ____________

19. Do you replace the prior catalogue card you made when you change over to the present code?
   a) Yes [ ]  b) No [ ]

20. Average percentage (approximate) of library users using the card catalogues during the academic working days of last three sessions

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>Approximate Percentage % (Please ✓)</th>
<th>Any other (Pl specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) 2002-2003</td>
<td>i) 0 to 20% [ ] ii) 20% to 40% [ ]</td>
<td>iii) 40% to 60% [ ] iv) Above 60% [ ]</td>
</tr>
<tr>
<td>b) 2003-2004</td>
<td>i) 0 to 20% [ ] ii) 20% to 40% [ ]</td>
<td>iii) 40% to 60% [ ] iv) Above 60% [ ]</td>
</tr>
<tr>
<td>c) 2004-2005</td>
<td>i) 0 to 20% [ ] ii) 20% to 40% [ ]</td>
<td>iii) 40% to 60% [ ] iv) Above 60% [ ]</td>
</tr>
</tbody>
</table>

21. Do you check the catalogue cabinet at a certain intervals to replace the mutilated cards and the cards of missing documents?
   a) Yes [ ]  b) No [ ]
   If Yes, kindly mention the intervals
   a) Monthly [ ]  b) Quarterly [ ]  c) Half yearly [ ]  d) Yearly [ ]

22. Total documents (approximate) catalogued during the last academic session (2003-2004): ____________

23. Total floor area of the library (In Square Meter): ________________
   23.1 Total floor area occupied by the catalogue cabinet: ________________
PART – C : LIBRARY AUTOMATION

26. Whether your library is Fully or Partly Computerised?
   a) Fully □   b) Partly □

27. Please mention the year of introducing computer: ______________

28. Number of PCs with Hardware Specification

29. Operating System Using: __________________

30. Library activities covered under automation
   a) Acquisition □   b) Cataloguing □
   c) Circulation □   d) Serial Control □
   e) OPAC □   f) Information Retrieval □
   g) Budget □   h) Office Management □
   i) Any Other (Pl. specify): __________________________

31. Name of the Software used for Library Automation with Version
   a) CDS/ISIS □ Version: __________
   b) SOUL □ Version: __________
   c) LIBSYS □ Version: __________
   d) Any Other (Pl. Specify): __________________________

32. Is your library set up Local Area Network (LAN)?
   a) Yes □  b) No □

   If yes, what are the services provided to the users over LAN
      a) OPAC □   b) Circulation □
      c) Information Retrieval □   d) Internet □
      e) On line E-Journals □   d) Any Other (Pl.Specify): ______

33. Do you use a different library software prior to the present software you are using?
   a) Yes □  b) No □

   If Yes
      33.1. Do the present software support the retrospective conversion of old data
      created in the earlier software?
         a) Yes □  b) No □

         If yes,
         33.2. Whether the data conversion take place smoothly without any hindrance?
            a) Yes □  b) No □
33.3. What is the approximate rate of success of retrospective conversion?
   a) 0 - 20% □
   b) 20 - 40% □
   c) 40 - 60% □
   d) 60 - 80% □
   e) Above 80% □

34. Which documents are covered by your library database?
   a) Books □
   b) Thesis □
   c) Serial Holdings □
   d) Current Serials □
   e) Reports □
   f) Any other ______________

35. Total Number of records in the database: ________________

36. Total documents held by the library: ____________________

37. Do your library is a member of INFLIBNET?
   a) Yes □
   b) No □

   If Yes,

   37.1. Do you follow the bibliographic standards provided by the INFLIBNET centre in designing your library database?
   a) Yes □
   b) No □

   37.2. Do you send your library’s cataloguing data to the INFLIBNET centre for inclusion in the Union database of Books, Thesis, Serials etc.?
   a) Yes □
   b) No □

   If Yes,

   37.3. How many bibliographical data were sent to the INFLIBNET Centre for inclusion in the Union Database up to December, 2004?
   a) Books: ________________
   b) Thesis: _______________
   c) Serial Holdings: ___________
   d) Current Serials: __________
   e) Any Other (Pl. specify): __________

38. Do your University appoints “Information Scientist” under INFLIBNET Programme?
   a) Yes □
   b) No □

39. Do Your library come under the UGC-INFONET Network of INFLIBNET to access full text E-Journals through Internet?
   a) Yes □
   b) No □

   If Yes,

   39.1. How many journals your library accessing: ________________
39.2. Whether these journals are accessible from different Departments of the University through LAN? a) Yes □  b) No □

PART D : BIBLIOGRAPHIC STANDARD

40. What are the bibliographic standard you have followed while creating the bibliographic database?

  a) Classification Scheme Used: i) DDC □ Edition: __________
     ii) CC □ Edition: __________
     iii) UDC □ Edition: __________
     iv) Any other: ______________

  b) Subject Heading List Used: i) LCSH □ Edition: __________
     ii) SLSH □ Edition: __________
     iii) Any Other: ______________

  c) Catalogue Code Followed: i) AACR-II □
     ii) AACR-II Revised 2004 □
     iii) CCC □
     iv) Any Other: ______________

  d) Exchange format used: i) CCF CHI □
     ii) UKMARC □
     iii) MARC 21 □
     iv) Any Other: ______________

41. If you have designed your database yourself with the help of experts please mention the bibliographic standards you followed while creating & designing the database, if different from the above, i.e. mentioned in point 40.

  a) __________

  b) __________

  c) __________

PART E : LIBRARY STAFF

43. Number of Professional Staff

  a) Librarian: ________  b) Deputy Librarian: __________
  c) Assistant Librarian: ________  d) System Analyst: __________
  e) Information Scientist: ________  f) Documentation Officer: __________
  g) Professional Assistant: ________  h) Technical/Library Asstt.: __________
  i) Other Professional Staff: ________  TOTAL: __________
44. Number of Non-professional staff:
   a) Clerk:________   b) Accountant: _____________
   c) Bearer: ___________   d) Cleaner: ____________
   e) Others (Pl. Specify): ___________   TOTAL: __________

45. Professional staff engaged in library cataloguing
   a) Number of staff engaged: ___________
   b) Designation(s): ___________
   c) Nature of duty: __________________________________
   d) Average document catalogued daily: ___________

46. Do you ever send your working professionals for in-service training to acquire
   latest knowledge & skills in the field of Information Communication Technology?
   a) Yes  [ ]   b) No  [ ]

   If Yes,

   46.1 Kindly mention the details of in-service training

<table>
<thead>
<tr>
<th>Name of the staff with designation</th>
<th>Duration</th>
<th>Name of the Course</th>
<th>Organiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
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<td>c)</td>
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<tr>
<td>d)</td>
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</table>

47. Any other Comment / Information you wish to communicate.
   ........................................................................................................
   ........................................................................................................
   ........................................................................................................

   Place: ___________________________   Signature of the Librarian
   Date: ____________________________

Note: Please use separate sheet if necessary
       Information provided will be kept confidential
Features Provided in OPACs of University Libraries

Checklist
(To be filled by the Librarian)

1) What type of reading materials cover in the OPAC (Please tick)

<table>
<thead>
<tr>
<th>Type of collection</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Periodicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Non Book Materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) Access points provided by the OPAC of your library (Please tick)

   i) Author (Personal name/Corporate name): ■
   ii) Title: ■
   iii) Keyword: ■
   iv) Subject Heading: ■
   v) Note: ■
   vi) Year of publication: ■
   vii) Accession No.: ■
   viii) Class No.: ■
   ix) ISBN: ■
   x) ISSN: ■
   xi) Series: ■
   xii) Barcode No.: ■
   xiii) Place: ■
   xiv) Publisher: ■

3) Searching methods available in the OPAC (Please tick)

   i) Provision of simple search: ■
   ii) Provision of advanced searches such as
      a) Author and title: ■
      b) Author and subject: ■
      c) Author and keyword: ■

4) Types of searching available in the OPAC (Please tick)

   i) Provision for Boolean search: ■
ii) Provision for truncation: □

iii) Provision for word proximity □

iv) Provision for phrase searching □

v) Provision for exact searching □

vi) Provision for browsing □

5) Provision of search limit features available in the OPAC (Please tick)
   Search limit by
   a) Year: □
   b) Language: □
   c) Type of Publication □
   d) Location □

6) Types of display or records (Please tick)
   i) Display of circulation records: □
   ii) Display as per MARC record: □
   iii) Display as per CCF format: □
   iv) Catalogue card (AACR-2) form display: □
   v) Customisable display: □

7) Conversion features available (Please tick)
   i) Support to MARC format: □
   ii) Support to CCF format: □
   iii) Support to Z39.50 Protocol: □
   iv) Provision for sorting retrieved record: □
   v) Transmission of retrieved records through e-mail: □

8) Provision for user assistance through help messages (Please tick)
   i) Provision for help messages: □
   ii) Required little intervention: □

9) Provide subject access through
   i) Subject heading list: □
   ii) Keywords: □
   iii) Derived from Class No.: □