APPENDIX-IV

Users' Questionnaire

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

Questionnaire

A. PERSONAL

1. Name of the University : 
2. Name of the Department : 
3. Category of User :
   - P.G.Student 
   - M.Phil Student 
   - PhD Scholar 
   - Faculty Member 
   - Administrators 
   - Others (Please Specify) 

B. UNIVERSITY LIBRARY VISIT

4. Kindly mention the frequency of your visit to the University Library
   a) Almost Regularly 
   b) Very Often 
   c) Sometimes 
   d) Rarely 

5. Please give preferential order (like 1,2,3,......) of the section of university library you visit most

   Circulation Section
   Reference Section
   Current Periodical Section
   Bound Periodical Section
   Reprographic Section
   Internet Section
   Special Collection (If any)
   Any Other (Please specify)

C. MANUAL CATALOGUE:

6. How often you consult the manual card catalogue in your library to locate books.
a) Almost Regularly □
b) Very Often □
c) Sometimes □
d) Rarely □

7. How do you rate the preparation and maintenance of your university library catalogues?

a) Excellent □
b) Very good □
c) Good □
d) Bad □
e) No Comment □

8. Kindly give your preferential order (like 1,2,3……..) for your approach to the catalogue card while seeking books

......... According to Author
......... According to Title
......... According to Author & Title
......... According to Class No
......... According to Alphabetico Subject
......... Any Other (Please Specify)

9. Whether the entries in the catalogue cards according to Author, Title with Class No and Subject available at present at the University Library guide you in locating books and other information?

a) Yes □
b) To Some Extent □
c) No □

10. Whether the library catalogues available in the University library able to retrieve your required book, information etc.

a) Fully □
b) Partially □
c) Rarely □
d) Not at all □

11. Kindly give your suggestions for improving the catalogues and cataloguing works of your university library.

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D. AUTOMATED CATALOGUING

12. Do your library has the facility to access library catalogues Online through computers from different locations of the library?

a) Yes □
b) No □

If Yes
12.1 Do you access Online catalogue through computer?

a) Yes □
b) No □
If Yes,

12.2 How often you use Online computerised catalogue to locate books and other documents available in your library?
   a) Almost Regularly □ □
   b) Very Often □ □
   c) Sometimes □ □
   d) Rarely □ □

13. Do you think that computerized Online catalogues available in your library is very user friendly?
   a) Yes □ □
   b) No □ □
   c) No Comments □ □

14. Do you require any personal assistance in accessing Online computerized catalogue available in your library?
   a) Yes □ □
   b) No □ □

15. Do you feel necessary of keeping manual/computer printed card catalogue in Online computerised catalogue environment?
   a) Yes □ □
   b) No □ □
   c) No Comments □ □

16. Whether the Online catalogue available in your library guide you in locating books & other information?
   a) Yes □ □
   b) To Some Extent □ □
   c) No □ □

17. Your approach to Online catalogue while searching information (Pl. give preferential order like 1,2,3…….)
    □ □ □ According to Author
    □ □ □ According to Title
    □ □ □ According to Author & Title
    □ □ □ According to Class No
    □ □ □ According to Alphabetico Subject
    □ □ □ Any Other (Please Specify)

18. How do you rate the contents of the records in Online Computerised catalogues?
   a) Very Good □ □
   b) Good □ □
   c) Average □ □
   d) Poor □ □

D. INFORMATION SEEKING BEHAVIOUR

19. What type of reading materials you generally try while seeking information?

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<thead>
<tr>
<th>Types</th>
<th>Extensively(✓)</th>
<th>Sufficiently(✓)</th>
<th>Rarely(✓)</th>
<th>Not at all(✓)</th>
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<tbody>
<tr>
<td>a) Periodicals</td>
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<td>b) Reference/Inf. Sources</td>
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<td>c) Text Books</td>
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<td>d) Grey Literature</td>
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<td>e) E-Journals (Online)</td>
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<td>f) E-documents</td>
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<td>g) Archival Materials</td>
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<td>h) Manuscripts</td>
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<td>i) Any other</td>
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20. Your Suggestions

Place:                                       Signature of the User

Note: Please use separate sheet if necessary

Date :

Information provided will be kept confidential