APPENDIXES
**Evaluation of Professional Competences of the Library Professionals working Agricultural Science University Libraries in India and Training Needs Analysis**

**QUESTIONNAIRE-I**

1. Name of the University Library with address:

2. Year of Establishment : 

3. Phone Number(s) of the Univ.Librarian: 

4. Fax Number of the Library : 

5. E.Mail of the University Librarian : 

6. Name of the Librarian : 

7. Total Number of the Teaching Faculty Users : 

8. Total Number of the Students : 

9. Total Number of Staff working in the library : 

<table>
<thead>
<tr>
<th>Designation</th>
<th>Qualification</th>
<th>Sanctioned posts</th>
<th>Presently working</th>
<th>Vacant posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Univ.Librarian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Deputy Librarians</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Assistant Librarians</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>d) Other Lib.Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Clerical and other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Any other, Specify________.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Note: Other Library Professionals include the Library Assistants, Reference Assistants, Cataloguer, Classifier, Technical Assistants (Library), etc).

10. Collection of the Library as on 31st Dec 2004 

| Textbooks | Reference Books | Thesis and Dissertations | Journal back volumes | Audio-Visual Materials | Compact Discs | Patents and Standards | Any other______________________________ | TOTAL | ____________ |
Evaluation of Professional Competences of the Library Professionals working Agricultural Science University Libraries in India and Training Needs Analysis

QUESTIONNAIRE – II

PART – I

1. Name of the Staff :
2. Designation :
3. Age :
4. Gender : Male / Female
5. Name of the Library :
6. Qualification :
7. Year of Joining :
8. Number of Training Programmes attended since the date of joining :

<table>
<thead>
<tr>
<th>Nature of Training Programmes</th>
<th>Number of attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Refresher Courses</td>
<td></td>
</tr>
<tr>
<td>b) Orientation Courses</td>
<td></td>
</tr>
<tr>
<td>c) Workshops</td>
<td></td>
</tr>
<tr>
<td>d) Seminars/ Conferences/ Symposia</td>
<td></td>
</tr>
<tr>
<td>e) Short-term Courses from DRTC/INSDOC/ Others.</td>
<td></td>
</tr>
<tr>
<td>f) Any Other, Please Specify</td>
<td></td>
</tr>
</tbody>
</table>

PART - II

Evaluation Scales :

A. MANAGEMENT COMPETENCES
   Evaluation Scales:
   1. Not at all
   2. To a little Extent
   3. To some extent
   4. To the large extent
   5. To the full extent

1. I frequently think about what I have to do next, well in advance. 1 2 3 4 5
2. I always take decisions by consulting my superiors. The decision may be routine or extraordinary. 1 2 3 4 5
3. My superiors always appreciates me for taking best decision independently relating to my section and running the section smoothly with the co-operation of my subordinates 1 2 3 4 5
4. I feel discouraged and frustrated for lack of achievement. 1 2 3 4 5
5. Time is not sufficient for me to handle and manage all the activities in this Department/ section 1 2 3 4 5
6. I am satisfied for having sufficient authority and am responsible for the jobs assigned to me.

7. I will get the work done accurately from my subordinates within the specified time limit.

8. I am fully satisfied with the leadership skills of the Librarian

9. If I can’t able to solve any user query, then I consult my superiors and subordinates. My Superiors and Subordinates are co-operative and helpful in this regard.

10. I will take active part in resolving the conflict, when there is a difference of opinion among the other superiors and subordinates.

11. I will make the work interesting to my subordinates, so that every work of my section get done successfully and my subordinates work satisfactorily.

12. I do analyze the situations and alternatives, then take suitable alternative as final decision.

13. I have sufficient subordinate staff in my section/department and their co-ordination helped me to provide excellent and timely Service.

14. If there is excess work, then all subordinates co-operate and help me so that we can work collectively without any difference of opinion.

15. How do your superiors react towards your development in your organization? (Please Tick)
   1. Not at all interested in this respect ( )
   2. To a little extent committed to this aspect ( )
   3. Allow me to develop through my own efforts ( )
   4. Help me to develop by taking fair amount of interest in this process ( )
   5. Help me a great deal by going out of the way to ensure my development ( )

16. Whenever you do something worthwhile in your Organization, What is your general feeling? (Please Tick)
   1. I know that no recognition shall come my way ( )
   2. I am not really sure whether I will get any recognition ( )
   3. I have found that recognition is given only occasionally and it takes its own time to come ( )
   4. I have always got immediate recognition ( )
17. Are you appraised by
   1. Superiors in the Library
   2. Outside experts
   3. Head of the University

B. LIBRARIANSHIP AND INFORMATION COMPETENCES
1. According to you, Which Classification Scheme is best for your library
   (Please Tick)
   1. Colon Classification
   2. Dewey Decimal Classification
   3. Universal Decimal Classification
   4. Any other, Specify__________________________

2. According to you, which catalogue Code is best for preparing Cards for your
   Library(Please tick)
   1. Classified Catalogue Code
   2. Anglo-American Cataloguing Rules – 1
   3. Anglo-American Cataloguing Rules – 2
   4. Any Other, Specify__________________________

3. How many books you classify in a day (Please tick).
   1. Less than 10 books
   2. 10 to 20 books
   3. 20 to 30 books
   4. More than 30 books

4. How many Catalogue Cards you prepare in a day (Please tick).
   1. Less than 5 Cards
   2. 5 to 15 Cards
   3. 16 to 25 Cards
   4. More than 25 Cards

5. How many books do you record in Accession Register in a day (Please tick)
   1. Less than 20 books
   2. 21 to 50 books
   3. 51 to 100 books
   4. More than 100 books

6. Do you provide Reference Service, if yes, how many users do you serve in a
day(please tick)
   1. Less than 5 users
   2. 5 to 10 users
   3. 11 to 20 users
   4. More than 20 users
7. How many books do you issue and take return in a day in Circulation section (please tick)
   1. Less than 25 books ( )
   2. 25 to 50 books ( )
   3. 50 to 100 books ( )
   4. More than 100 books ( )

8. While providing Information Services, how you search the journals for a specific pin-pointed topic in a subject (Please tick)
   1. Through random search of all the Journals ( )
   2. Through the Contents Page of all the Journals ( )
   3. Through the Index page of Journal Volumes ( )
   4. Through the Indexing and Abstracting Periodicals ( )

9. To get latest information about a pinpointed topic, which document do you search? (please tick)
   1. Books ( )
   2. Research Journals and Periodicals ( )
   3. Indexing and Abstracting periodicals ( )
   4. No. 2 & 3 of the options mentioned above ( )

10. Are you member of the following Library Associations (Please Tick)
    1. IFLA/LA/ALA & other International Associations ( )
    2. ILA/IASLIC/ Other National Library Associations ( )
    3. State Level Library Associations ( )
    4. 2 & 3 of the above ( )
    5. All of the above ( )

11. According to you, who should constitute a Committee for Selection of Books & Journals for the Library (Please tick)
    1. The Vice-Chancellor/ Registrar/ Finance Officer ( )
    2. The Librarian ( )
    3. The Heads of all the Teaching Departments ( )
    4. All of the above ( )

12. Do you have Following Skills (Please Tick)
    1. Presentation Skills Yes/ No
    2. Counselling Skills Yes/ No
    3. Employment and Career Guidance Yes/ No
    4. Teaching Skills Yes/ No

13. I provide User Education in the following way (Please Tick)
    1. Don’t provide User Education ( )
    2. One to One Guidance ( )
    3. Optional Classes ( )
    4. Compulsory Classes ( )
14. What prompted you to choose this profession? (Please Tick).
   1. This is better profession as compared to others ( )
   2. It was a mere accident that I joined the library ( )
   3. Better Salary, Working conditions, & Scope for Promotion ( )
   4. Just to earn my Livelihood ( )
   5. It is a respectable job having status in the society ( )
   6. Admiration and love for the library profession ( )
   7. Any other, please specify ________________________________.

C. INFORMATION TECHNOLOGY SKILLS

1. Which Computer System do you use in the library (Please tick)
   1. Apple Macintosh/ IBM ( )
   2. PC 486/ AMD/Cerelon ( )
   3. Pentium I/ II Processor ( )
   4. Pentium III/ IV Processor ( )
   5. There is no Computer in Library ( )

2. Do you use and provide the following facilities in the Library (Please tick)
   1. Internet Search Yes/ No
   2. E-Mail Service Yes/ No
   3. Database Search Service Yes/ No
   4. Online Catalogue Yes/ No

3. Are you having Operating knowledge about using the following Operating Systems (Please Tick)
   1. DOS Yes/ No
   2. Windows 95/98/ 2000/ Millennium/xp Yes/ No
   3. Novell Netware Yes/ No
   4. UNIX Operating System Yes/ No
   5. LINUX/ and other Operating Systems Yes/ No

4. Do you able to operate the following Softwares for Automation of the Library (Please Tick)
   1. CDS/ ISIS Yes/ No
   2. LIBSYS/ Alice/ Librarian Yes/ No
   3. SOUL Yes/ No
   4. Locally developed Software Yes/ No
   5. None of the Above Yes/ No

5. How many Computer Systems your library is having? (Please tick)
   1. None ( )
   2. Less than 5 systems ( )
   3. 5- 10 Systems ( )
   4. More than 10 Systems ( )
6. Have you subscribed Electronic Journals. If so, how many (Please Tick)
   1. Less than 5 Journals ( )
   2. 5-10 Journals ( )
   3. More than 10 Journals ( )
   4. None ( )

7. Are you having working knowledge about the following Virtual Libraries (Please tick)
   1. www.emeraldinsight.com Yes/ No
   2. www.epnet.com(EBSCO Publishing) Yes/ No
   3. www.proquest.com Yes/ No
   4. www.j-gate.informindia.co.in Yes/ No
   5. www.inflibnet.ac.in Yes/ No
   Any other specify ____________________________.

8. Are you able to operate and use the following special collections while providing user services (Please tick)
   1. Manuscripts Yes/ No
   2. Microfische Yes/ No
   3. Audio-visual Materials Yes/ No
   4. Compact Discs/ DVDs Yes/ No

9. Are you having following competences (Please tick)
   1. Computer Programming and Software writing Yes/ No
   2. Web Publishing/ HTML/ JAVA Programming Yes/ No
   3. Working knowledge of LAN/ MAN/ WAN Yes/ No
   4. Video Conferencing/ Teleconferencing Yes/ No
   5. Operating Multimedia system Yes/ No

10. In which of the following digital format you are able to catalogue the data (Please Tick)
    1. CDS/ISIS & WINISIS Yes/ No
    2. MARC-I / MARC-II Yes/ No
    3. Any Other Specify _______ ______ Yes/ No
    4. None Yes/ No

11. Please indicate your experience in using the following: (Please Tick)
    | Highly | Competent | Competent | Not | Not | Not |
    |--------|-----------|-----------|-----|-----|-----|
    |        |           |           |     |     |     |
    | Online Catalogue | ( ) | ( ) | ( ) |     |     |
    | CD ROMs/ DVDs | ( ) | ( ) | ( ) |     |     |
    | Online Databases | ( ) | ( ) | ( ) |     |     |
    | Electronic Document Supply | ( ) | ( ) | ( ) |     |     |
    | Internet | ( ) | ( ) | ( ) |     |     |
    | PC Software | ( ) | ( ) | ( ) |     |     |
D. ORGANIZATIONAL CHANGE & TRAINING NEEDS:

1. Do you know about “Retrospective Conversion” or digitization of documents Yes/ No

2. Do you know about the following Software in using electronically converted documents
   - Real Page Plug-in Yes/ No
   - Adobe Acrobat Reader Yes/ No
   - HTML Format Yes/ No
   - Text Documents Yes/ No

3. Do you know about the International Standards like Z 39.50 in standardizing the databases retrieval Yes/ No

4. In your view to what extent you are satisfied with the following training programmes in fulfilling your Training Needs (Please tick)

<table>
<thead>
<tr>
<th>Training Programme</th>
<th>Satisfied Fully</th>
<th>Satisfied to Greater Extent</th>
<th>Satisfied to some extent</th>
<th>NOT satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short term Courses</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Refresher Courses</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Orientation Programmes</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Workshops</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Conferences/ Seminars/Symposia</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
</tbody>
</table>

5. Do you know about role of Training Games in acquiring needed Information Skills. Yes/ No

6. The Training Games are effective in developing Skills and Competences
   Very Effective/ Effective/ Effective to Some extent / Not Effective

7. A separate Training Programme based on Skills/ Competences/ abilities of the Librarians is essential. Do You Agree? Yes/ No

8. I am Satisfied with my Profession and work of Librarianship (Please Tick)
   Not at all / To Some Extent /To a Greater Extent / To the Full extent

9. Number of Publications/ Research Articles published by you till now. (Please Tick)
   1. None ( )
   2. Less than 10 Publications ( )
   3. 10 to 20 Publications ( )
   4. More than 20 Publications ( )

10. I demonstrate flexibility / adaptability and positively respond to criticism and evaluation regarding my work.
    To Full Extent/ To a Greater extent/ To Some extent/ Not at all
11. I always adapt and implement new methods and technologies to provide improved service to the library user.

1. Not at all
2. To Some Extent
3. To a Greater extent
4. To the Full extent

12. I along with my colleagues make the contributions which improve the internal operations and activities of every department of this library. (Please Tick)

1. Not at all
2. To some extent
3. To the large extent
4. To the Full Extent

13. All of my colleagues have a good knowledge of the library developmental trends, issues and technologies and we apply this knowledge to professional practice. (Please Tick)

1. Not at All
2. To Some extent
3. To a greater extent
4. To the Full extent

14. Do you know about the ‘Consortia’

Yes/ No

15. Do you read Journals of Library & Information Sciences/ Computer Applications and other related materials

Yes/ No

If Yes, How frequently,
- Almost Journals regularly
- Almost Journals occasionally
- A few journals regularly
- A few journals occasionally
- Only glance for relevant articles
11. Number of Journals subscribed for the present year

<table>
<thead>
<tr>
<th>Journals</th>
<th>Printed format</th>
<th>Electronic Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Circulation System followed in the Library:

13. Classification Scheme used:

14. Catalogue Code used:

15. Whether Open Access is Provided:
   - For Students: Yes/No
   - For Teaching faculty: Yes/No
   - For Others: Yes/No


17. Working Hours of the Library:

18. Do you provide Library Services to outside Members (like Farmers)? (Please Tick) Yes/No.

19. Library Services provided to the Users (Please Tick):
   - Reference Service ( )
   - Selective Dissemination of Information ( )
   - Current Awareness Service ( )
   - Bibliographical Search Service ( )
   - Database Search Service ( )
   - Internet related Service ( )
   - Reprography Service ( )
   - Union Catalogue of Periodicals ( )
   - Indexing, Abstracting and Translation service ( )
   - Technical Consultancy Service ( )
   - Interlibrary Loan ( )

20. Have the Library is computerized (Please Tick) Yes/No
    - If Yes, Fully Computerized ( ) Partly Computerized ( )
    - If No, Have you any plan to Computerize in future? Yes/No
21. Have you deputed your library professionals to attend the Refresher Courses, Training Programmes, Conferences/Seminars/Symposia etc. Yes / No.

If Yes, How frequently,

1. Once in a year ( )
2. Once in Two Years ( )
3. As and when they require ( )

If No, Why,

1. Inadequate library staff ( )
2. Authorities are not allowing to depute them ( )
1.1 Introduction

Agriculture is the science of producing crops and livestock from the natural resources of the earth. The history of agriculture in India begins with the practices of the inhabitants of the Indus Valley riparian culture. In the Vedic period, domestic rites and festivals often synchronized with the four main agricultural operations of ploughing, sowing, reaping and threshing. The number of references pertaining to agriculture as found in the Vedic literature that the cultivator in the Vedic period possessed a fair knowledge of the fertility of the land, selection and treatment of seeds, seasons of sowing and harvesting, rotation and other cultural practices of crops, manuring for increased production of crops and the like. The Rig Vedic farmers had also realized the importance of constructing canals for carrying water from Wells and Rivers.

In the Post-Vedic and Classical age, the monarchs of Magadha emphasized the occupation of agriculture. Later agriculture made great headway as indicated by the wide variety of agricultural products grown in different parts of the country and also the royal encouragement given the irrigation works. The well-organized governments under the Guptas in the Gangetic basin, Malwa, Gujarat, and Kathiawar of the Vakatakas and Chalukyas in the Deccan and of the Pallavas in the south took keen interest in and adopted concerted measures for the development of agriculture, which led to increased agricultural produce and flourishing trade in a number of agricultural products.

The records also revealed that during British regime, Indian agricultural products like Cotton, Oilseeds, Spices, Coffee, Tea, Pulses etc are most demanded in international market and exported in large scale to UK and USA.

Basically agriculture is the most crucial sector of the Indian economy, for it provides food security, generates employment, helps to alleviate poverty and contributes significantly to the country's exports. In general, the role of agriculture has become more important in the context of current global negotiations on bringing the farm sector into multilateral trading system which will open up tremendous