“QUESTIONNAIRE”

1. General Questions:

1. Name of the Library .................................................................
   And Address .................................................................

2. Parents body ...........................................................................

3. Year of establishment of the library ...........................................

4. Year of construction of present building ..................................

5. Total covered area of the ground floor ....................................

6. Total covered area of the entire library building .....................

7. Total number of floors ...........................................................

8. Total area of the property counter ...........................................

9. Total area of the exhibition (display) area ..............................

10. Total area of the public catalogue ...........................................

11. Total area of the committee /conference/ meeting room ...........

12. Total area of the browsing lounge ...........................................

13. Total area of the place for drinking water facilities ................

14. Total area of all the toilets in the library................................

15. Total area of the lifts, escalators, stairs, etc.............................

16. Total area of the book conveyors/dumb elevators.................

17. Where is the library located?
   a. Inside the university campus □  b. Outside the university campus □-
18. Is it possible to expand the library building, if so required? Yes □ No □
   If yes, in which sides is it possible to expand it? (There may be more than
   one choice).
   a. North □ b. South □
   c. East □ d. West □ e. Vertically □

19. Was the library originally built as a library building? Yes □ No □
   If no, give the details .................................................................

20. Is the library building suitable enough for users, staff and materials?
    Yes □ No □
   If no, please explain why ..........................................................

21. Is it possible to change the size of different parts of the library building
easily? Yes □ No □

22. What is the type of flooring?
   a. Rubber □ b. Stone □
   b. Carpet □ d. Cement □
   e. Wood □ f. Anything else (please specify) ...........

23. Which parts of the library are acoustic?
   a. Reading hall □ b. Reference department □
   c. Audio-Visual room □ d. Any other parts (please specify)
   .................................................................

24. Is there any provision for the flow of natural light in the library? Yes □ No □

25. Is it necessary to use electrical lamps during the day? Yes □ No □

26. How is the type of electric light?
   a. Direct light □ b. Indirect light □
27. Is there any ventilation system in the library? Yes □ No □
   If yes, is it enough for the building? Yes □ No □
   If no, please explain why? ..............................................................

28. Is there any cooling system in the library? Yes □ No □
   If yes, which kind is it?
   a. Pedestal fans □  b. Ceiling fans □
   c. Coolers □  d. Air-conditioners □
   e. Central air conditioners □  f. Any other types (please specify) ............

29. Is there any heating system in the library? Yes □ No □
   If yes, which kind is it?
   a. Electric heaters □  b. Kerosene heater □
   c. Gas heater □  d. Central heating system □
   e. Any other types (please specify) ......................................................

30. Is there any fire extinguishing system in the library? Yes □ No □
   If yes, which kind is it?
   a. Portable CO₂ cylinders □  b. Central CO₂ system □
   c. Halon 1301 □  d. Water pipe system □
   e. Any other types (please specify) ......................................................

31. Is there any dust filtering system in the library? Yes □ No □
   If no, do you think it is necessary? Yes □ No □

32. Is there any dampness measuring instrument in the library? Yes □ No □

33. How many hours is the library open for users?
   a. Working days: ........  b. Holidays: .................................................

262
34. How many staff should be in service of the library for non-working hours, when it is open?

35. How many hours is the reading hall open?

36. Is there any traffic or queue for using the library? Yes □  No □
   If yes, in which parts, there is much traffic?
   a. Circulation desk □  b. Reading rooms □
   c. Entrance door □  d. Card catalogue shelves □
   f. Periodical department □  f. Reference department □
   g. Photocopy room □  h. Any other parts (please specify)□

37. Which of the following parts are open for users?
   a. Stack department □  b. Reference department □
   b. Periodical department □  d. Audio-Visual department □

38. How far is it from the nearest educational department of the university to the library (in kilometer)?

39. How far is it from the farthest educational department of the university to the library? (in kilometer)

40. What is the average distance between the students hostels and the library? (in kilometer)

41. Is there any private garden around the library building? Yes □  No □
II. Space for the Staff

1. Area for the professional staff
2. Area for the semi-professional staff
3. Area for office staff
4. Area for committee room

III. Space for Users

<table>
<thead>
<tr>
<th>Seating Capacity</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading halls</td>
<td></td>
</tr>
<tr>
<td>Hall for using private books</td>
<td></td>
</tr>
<tr>
<td>Group study rooms</td>
<td></td>
</tr>
<tr>
<td>All-night study rooms</td>
<td></td>
</tr>
<tr>
<td>Research carrels</td>
<td></td>
</tr>
<tr>
<td>Browsing rooms</td>
<td></td>
</tr>
</tbody>
</table>

V. Acquisition Section

1. Area of office of acquisition section
2. Area of the store of acquisition section

VI. Space for Documents

<table>
<thead>
<tr>
<th>Total No.</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>General books</td>
<td></td>
</tr>
<tr>
<td>Reference books</td>
<td></td>
</tr>
<tr>
<td>Current Periodicals</td>
<td></td>
</tr>
<tr>
<td>Back sets of journals</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>Theses</td>
<td></td>
</tr>
<tr>
<td>Manuscripts</td>
<td></td>
</tr>
<tr>
<td>Audio-Visual materials</td>
<td></td>
</tr>
<tr>
<td>Computer discs</td>
<td></td>
</tr>
<tr>
<td>Text books</td>
<td></td>
</tr>
</tbody>
</table>
VII. Technical Section
1. Area of technical section
2. Area of the store of technical section

VIII. Documentation Section
1. Area of documentation section
2. Area of the store of documentation section

IX. Binding Section
1. Area of binding section

X. Reprographic Section
1. Area of reprographic section

XI. Computer Section
1. Area of computer and other related machines

XII. Circulation Section
1. Area of circulation section

XIII. Architectural Aspects
1. What is the type of architecture?
   a) Islamic architecture □  b) Iranian architecture □
   c) Eastern architecture □  d) Western architecture □
   d) Any other types (please specify)

2. What is the shape of the library building?
   a) Rectangular □  b) Square □
   c) Circle □  d) Any other shape (please specify)
3. Which of the following is true for the exterior shape of the library?
   a) It is the same as its neighbouring buildings □
   b) It is more attractive than its neighbouring building □
   c) It is less attractive than its neighbouring buildings □

4. Is the interior part of the building well decorated enough to be attractive for the users? Yes □ No □

5. Is the library famous from the aesthetics point of view? Yes □ No □

6. Is there any outstanding feature for the library building? Yes □ No □
   If yes, what is it? .................................................................

XIV. Role of Librarians in Constructing the Library Building

1. Who was in charge for constructing the library building? (There may be more than one choice)
   a. Architects □
   b. A construction company □
   c. Librarians □
   d. University authorities □
   e. Students □
   f. It is not clear □
   g. Anybody else (please specify) ........................................

XV. Space for Parking

1. Is there any private parking for the library? Yes □ No □
   If yes, please specify the number and area available for different vehicles.
   Number   Area Parking fee
   a. Cars
   b. Scooters
   c. Bicycles
   If no, is there enough parking space near the library? Yes □ No □
XVI. Plan of the Building

1. Is the plan for the library building available? Yes ☐ No ☐

If yes, please attach a copy of it.

If no, please draw a simple plan on a piece of paper and attach it to the questionnaire.

XVII. Merits and Demerits of the University Library Building

1. What are the merits and demerits of the library building and what are your suggestions for the improvement? ...........................................

.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................

XVIII. Future Plans

1. Is there any plan for the future of the library building? Yes ☐ No ☐

If yes, please explain the details ..........................................................

.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................
.................................................................................................