Questionnaire-II (For Faculty of Departments)

We request you to kindly supply us the information by filling this questionnaire. All information provided by you will remain confidential and shall be used for research purpose only. Please respond by putting tick mark in appropriate boxes.

Name of the University & Department ____________________________________________
Name of the Faculty & Designation ____________________________________________
Complete Address ____________________________________________________________
Phone ___________________________ Fax ___________________________
E-mail ___________________________ Department Website _________________________

1. Space
1.1. Does your departmental library have enough space for the users?

   Yes [ ] No [ ]

1.2. If No, then please tick your requirement below.
   Double the present space [ ] Triple the present space [ ]
   Four times the present space [ ] Other (please specify) ________________________

2. Library Facilities
2.1. Are the following facilities in your departmental library adequate?

   a) Furniture [ ] [ ]
   c) Ventilation [ ] [ ]
   e) Proper lighting [ ] [ ]
   g) Telephone [ ] [ ]
   b) Sitting arrangements [ ] [ ]
   d) Cooling/ Fans [ ] [ ]
   f) Computer terminals [ ] [ ]

3. Library Collection
3.1. Does your departmental library provide adequate reading material of the following kinds?

   a) Syllabus [ ] [ ]
   c) Textbooks [ ] [ ]
   e) Journals [ ] [ ]
   g) Standards [ ] [ ]
   i) Fiction [ ] [ ]
   b) Question Papers [ ] [ ]
   d) Reference Books [ ] [ ]
   f) Conference Proceedings [ ] [ ]
   h) Reports [ ] [ ]
   j) News papers [ ] [ ]
Appendix - II

k) Magazines  l) Dissertations/ theses
m) Microform material  n) Interdisciplinary Material
o) Non-document material

3.1. Do you get sufficient material for your assignments/ research projects in your departmental library? Yes  No
If No, what more should be added in your departmental library collection. Please mention

3.2. Do you require interdisciplinary study material in departmental library? Yes  No

3.3. Do you require Book Bank in your departmental library? Yes  No

3.4. Are you satisfied with your departmental library collection?
Satisfied  Highly Satisfied
Dissatisfied  Highly Dissatisfied
Other (please specify)  

4. Library Staff

4.1. Do you feel that your departmental library has adequate number of professional staff (with degree in Library Science)? Yes  No

4.2. If answer to Q 4.1. is No then please tick mark against your requirement.
Double the present staff  Triple the present staff
Four times the present staff  Other (please specify)  

4.3. Do you feel that your departmental library has adequate number of non-professional staff (support staff)? Yes  No

4.4. If answer to Q 4.3. is No then please tick mark against your requirement.
Double the present staff  Triple the present staff
Four times the present staff  Other (please specify)  

4.5. Do you agree with this statement – “Departmental Librarian should possess some additional subject degree (relevant to the department being served) besides a degree in Library & Information Sc. to serve you better.”
5. **Library services**

5.1. Are the following services in your departmental library adequate?

<table>
<thead>
<tr>
<th>Service</th>
<th>Agree</th>
<th>Highly Agree</th>
<th>Disagree</th>
<th>Highly disagree</th>
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</thead>
<tbody>
<tr>
<td>a) Issue / Return</td>
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<td>b) Reference Services</td>
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<tr>
<td>c) SDI (Selective Dissemination of Information)</td>
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<td>d) CAS (List of new arrivals etc)</td>
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<td>e) Bibliographical services</td>
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<td>f) Online / Internet</td>
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<td>g) Access to Non-Document Material</td>
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<td>h) Access to E-Journals</td>
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<tr>
<td>i) Routing of Periodicals</td>
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<td>j) Inter Library Loan</td>
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<td>k) Library Timings</td>
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<td>l) Reprographic services</td>
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</table>

5.2. What type of access system does your departmental library follow?

- Open access
- Closed Access
- Partially Open

5.3. Which access system do you like most for your department library?

- Open access
- Closed Access
- Partially Open

5.4. How many books can be issued to you in your departmental library?

- None at all
- One book
- Two books
- Three books
- Any number
- Other (please specify)

5.5. What is the allowed loan period in your departmental library?

- None at all
- Overnight
- Two days
- One week
- Two weeks
- Other (please specify)

5.6. Please indicate whether above loan period/ borrowing period is adequate?

- Yes
- No

5.7. If answer to Q. 5.6 is No, then please tick mark against your requirement.

- One week
- Two weeks
- One month
- Other (please specify)

5.8. Does your departmental library provide a catalog (either physical or online catalog)?

- Yes
- No
5.9. What are the timings for your departmental library?
Timings parallel to department
6 hours a day
10 hours a day
12 hours a day
Other (please specify)____________________

5.10. Does your departmental library remain open on Saturdays, Sundays and holidays?
Yes ☐ No ☐

5.11. Do you want it to open on Saturdays, Sundays and holidays?
Yes ☐ No ☐

5.12. Tick against your requirement for library timings.
Timings parallel to central library
12 hours a day
16 hours a day
Other (please specify)____________________

5.13. Are you satisfied with the services provided by your departmental library?
Satisfied ☐
Dissatisfied ☐
Highly Satisfied ☐
Highly Dissatisfied ☐

6. Library Co-ordination
6.1. Are you a member of Central Library at university? Yes ☐ No ☐
If No, please specify reason____________________

6.2. How often do you use the Central Library?
Weekly ☐ Monthly ☐
Daily ☐ Occasionally ☐
Not at all ☐

6.3. Why do you visit the central university library? Please rank them from 1 to 5 (e.g. for first preference assign 1 and so on)

a) Better facilities (Furniture, cooling, sitting arrangement)

b) For reading purpose as your department library lacks space

c) Access to more periodicals
d) Interdisciplinary study material

e) Access to more study material and Issue/return which your departmental library do not possess
f) Access to Non-Document Material
g) Other (Specify)
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6.4. How often do you use the departmental library?

- Weekly
- Monthly
- Daily
- Occasionally
- Not at all

6.5. Do you require inter-library loan from other departmental libraries?

- Yes
- No

6.6. If answer to Q.6.5 is Yes, then please tick the sources of inter-library loans.

- From departments of same faculty
- All campus libraries
- Other (please specify)

6.7. Do you have access to central library catalog (Union catalog of your campus libraries) at your departmental library?

- Yes
- No

6.8. Do you agree – “There is lots of variation in departmental library practices in different Faculties Like arts, Humanities, Social Sciences, Sciences etc.”

- Agree
- Highly Agree
- Disagree
- Highly disagree

6.9. Do you agree – “Departmentalization of University Library System to optimum level can improve the quality of University Library System and increase the user satisfaction.”

- Agree
- Highly Agree
- Disagree
- Highly disagree

6.10. Which of the following University Library System do you like or appreciate? Please tick

- Central Library, Rich Departmental Library
- Central Library, Departmental Library and Faculty Library
- Central Library and Rich Central Library
- Only
- Rich Departmental Library Only
- Other (Specify)

7. Library Automation

7.1. Does your departmental library possess the application of Information Technology?

- Yes
- No

7.2. If answer to Q.7.1 is Yes, then please answer the following:

- a) Automated routine work
- b) Automated Issue/ Return

Yes
No
(In case of inadequacy, do you require it)
Appendix - II

c) Barcode on books and library-cards/ I-cards  

7.3. Do you require fully automated departmental library? Yes  No

8. Central Library

8.1. Please rate the following services provided by your central library.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Adequate</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Inadequate</th>
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<tbody>
<tr>
<td>a) SDI (Selective Dissemination of Information)</td>
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<td>b) CAS (Current Awareness Service)</td>
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<td>c) Preparation of Bibliographies</td>
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<td>d) Abstracting of periodicals</td>
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<td>f) Access to e-journals</td>
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<td>g) Inter-library loan among universities</td>
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<td>h) Access to non-document material</td>
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<tr>
<td>i) Book exhibitions</td>
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<tr>
<td>j) Access to internet</td>
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9. User Surveys and User Satisfaction

9.1. Does the departmental library and central library regularly conduct user surveys?

Central Library  
Departmental Library

9.2. Are you satisfied with your departmental library?

Satisfied  Highly Satisfied

Dissatisfied  Highly Dissatisfied

9.3. Are you satisfied with your central library?

Satisfied  Highly Satisfied

Dissatisfied  Highly Dissatisfied

10.1. Do you agree – “There is need for formulating policies and programs for uniform organizational pattern of university library system including central and departmental libraries.”

Yes ☐ No ☐

10.2. Please provide your comments on “What programs should be implemented for the betterment of departmental libraries.” (Attach sheet if required)

10.3. Please provide suggestions for the betterment of University Library system including central and departmental libraries.

Dated: ____________________________

Signature of Respondent
Address:
Contact No:
Email:

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