Appendix - III

Questionnaire-I (For Department Librarian/Staff)
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 Librarian & Designation ______________________________
Complete Address _____________________________________________
Phone __________________ Fax ________________________________
E-mail __________________ Department Website ___________________
Year department established ______ Year department library established ______

Courses offered (Please tick applicable courses and mention intake per year)

<table>
<thead>
<tr>
<th>Under Graduate</th>
<th>Post Graduate</th>
<th>M. Phil.</th>
<th>Ph.D.</th>
<th>Diploma</th>
<th>Certificate</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course offered (tick if yes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearly intake</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Adequate</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Inadequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Furniture</td>
<td></td>
<td>b) Sitting arrangements</td>
<td></td>
</tr>
<tr>
<td>c) Ventilation</td>
<td></td>
<td>d) Cooling/ Fans</td>
<td></td>
</tr>
<tr>
<td>e) Proper lighting</td>
<td></td>
<td>f) Computer terminals</td>
<td></td>
</tr>
<tr>
<td>g) Telephone</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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3. **Library Collection**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Adequate</th>
<th>Inadequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Question Papers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Textbooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Reference Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Conference Proceedings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Fiction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) Newspapers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k) Magazines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>l) Dissertations/theses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m) Microform material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>n) Interdisciplinary Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o) Non-document material</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2. Do you have sufficient material to serve the users for their assignments/research projects in your departmental library? Yes ☐ No ☐

If No, what more should be added in your departmental library collection. Please mention ____________________________

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

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

3.5. Please mention the number of newspapers subscribed in your library ______________

3.6. Please mention the total Collection of your departmental library ______________

3.7. Are you satisfied with your departmental library collection?

<table>
<thead>
<tr>
<th>Satisfied</th>
<th>Highly Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsatisfied</th>
<th>Highly unsatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Library Staff**

4.1. Do you feel that your departmental library has adequate number of professional staff?  
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 posses some additional subject degree (relevant to the department being served) besides a degree in Library & Information Sc. to serve users better.”  
Agree ☐  Highly Agree ☐  
Disagree ☐  Highly disagree ☐

4.6. * Please mention the organization of departmental library staff (Professional and Non-Professional)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Qualification</th>
<th>Pay scale</th>
<th>Professional/ Non-professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

5. **Library services**

5.1. Are the following services in your departmental library adequate?  
a) Issue / Return ☐ ☐  b) Reference Services ☐ ☐  
c) SDI (Selective Dissemination of Information) ☐ ☐  d) CAS (List of new arrivals etc) ☐ ☐  
e) Bibliographical services ☐ ☐  f) Online / Internet ☐ ☐
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g) Access to Non-Document Material
i) Routing of Periodicals
k) Library Timings

5.2. What type of access system does your departmental library follow?
- Open access
- Closed Access
- Partially Open
- Other please Specify

5.3. Which access system do you like most for your department library?
- Open access
- Closed Access
- Partially Open
- Other (please specify)

5.4. Mention how many books do you issue to users in your departmental library?

<table>
<thead>
<tr>
<th>Books Issued</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 book</td>
<td>2 books</td>
</tr>
</tbody>
</table>

Student
Faculty

5.5. Please indicate whether above loan period/ borrowing period is adequate for students and faculty?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.6. If answer to Q. 5.5 is No, then please tick mark against your requirement.

<table>
<thead>
<tr>
<th></th>
<th>1 Week</th>
<th>2 Weeks</th>
<th>1 Month</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.7. Does your departmental library provide a catalog (either physical or online catalog)?
- Yes
- No

5.8. 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)

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

5.10. Do you think that library should open on Saturdays, Sundays and holidays?
- Yes
- No
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5.12. Tick against your requirement for library timings.

Timings parallel to central library
12 hours a day

Timings parallel to department
16 hours a day

Other (please specify) ____________________

5.13. Are you satisfied with your departmental library services?

Satisfied
Dissatisfied

Highly Satisfied
Highly Dissatisfied

6. Library Co-ordination

6.1. Do your users require inter-library loan from other departmental libraries?

Yes □ No □

6.2. 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) ____________________

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

Yes □ No □

6.4 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 □

6.5. 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 □

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

Central Library, Rich Departmental Library □

Central Library, Departmental Library □

and Faculty Library □

Central Library and Faculty Library □

Rich Central Library □

Only □

Rich Departmental Library Only □

Other (Specify) ____________________

6.7. * Do you acknowledge the independent purchase or donated/ gifted books of your department library to central library?

Yes □ No □
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6.8. * Do you acknowledge various activities like seminars, presentations, speeches etc to central library? Yes ☒ No ☐

6.9. * Is renewal of loan of your departmental library done regularly by central library? Yes ☒ No ☐

6.10. * If answer to Q.6.9 is Yes, then tick the frequency of renewal of departmental loan. After 6 months ☐ After 1 year ☐ Never ☐ Other (Specify) ☐

6.11. * Please mention the book/ periodical transfer policy adopted by main library for your department.

6.12. How Many titles of **periodicals** are transferred yearly from central library?

<table>
<thead>
<tr>
<th>1 – 5</th>
<th>6 – 10</th>
<th>10 – 15</th>
<th>16 – 20</th>
<th>None</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

6.13. How many titles of **magazines** are transferred yearly from central library?

<table>
<thead>
<tr>
<th>1 – 5</th>
<th>6 – 10</th>
<th>10 – 15</th>
<th>16 – 20</th>
<th>None</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

6.14. How many **books** on average are transferred yearly from central library?

<table>
<thead>
<tr>
<th>1 – 20</th>
<th>21 – 50</th>
<th>51 – 100</th>
<th>More than 100</th>
<th>None</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

6.15. * How much time does the Central Library take to purchase of books recommended by the department?

<table>
<thead>
<tr>
<th>1 month</th>
<th>3 months</th>
<th>6 months</th>
<th>Other (Specify)</th>
</tr>
</thead>
</table>

6.16. * How often does the central library ask departmental libraries for more infrastructure and maintenance of existing one?

<table>
<thead>
<tr>
<th>Every 6 months</th>
<th>Every 1 year</th>
<th>Every 2 years</th>
<th>Other (Specify)</th>
</tr>
</thead>
</table>

6.17. * Do you agree that there is some communication gap between Central Library and Departmental Library?

<table>
<thead>
<tr>
<th>Agree</th>
<th>Highly Agree</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Disagree</th>
<th>Highly disagree</th>
</tr>
</thead>
</table>
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6.18. * How often does the departmental library submit a status report (or annual report to central library?)
   - Every 6 months
   - Every 1 year
   - Seldom
   - Never

6.19. * Do you agree that there is lack of co-ordination between central and departmental libraries of university?
   - Agree
   - Highly Agree
   - Disagree
   - Highly disagree

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
   - c) Barcode on books and library-cards/ l-cards
   - d) OPAC (Online public access catalog)
   - e) Access To non-document material
   - f) Access to e-Journals/ documents
   - g) Membership of any subject network

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.
   - Adequate
   - Inadequate
   - Adequate
   - Inadequate
   - b) CAS (Current Awareness Service)
   - d) Abstracting of periodicals
   - f) Access to e-journals
   - h) Access to non-document material
   - j) Access to internet
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9. User Surveys and User satisfaction
9.1. Does the departmental library and central library regularly conduct user surveys?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Central Library  
Departmental Library

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: