Appendix-1

Questionnaire-1
(For Librarians Only)

1. Full Name of the Institution :

2. Year of the Establishment :

3. Name of the Library, if any :

4. Name of the Librarian :

5. No. of the Departmental Library, if any :

6. No. of Branch Library, if any :

7. Timing of the Library :
   (a) Ordinary Day :
   (b) Holidays (Including Sunday) :
   (c) During the Vacations :
8. **Number of Members (Users of Library):**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>Faculty Members</th>
<th>Teachers</th>
<th>Research Scholars</th>
<th>P.G.</th>
<th>U.G</th>
<th>Other Users</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>2006-2007</td>
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<td>2008-2009</td>
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<td>4</td>
<td>2009-2010</td>
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<td>5</td>
<td>2010-2011</td>
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9. (a) Are you satisfied by the present number of personnel:  **YES / NO**

(b) If not Please Mention Reason:  

(c) Are you in favor in service training:  **YES / NO**

(d) What facilities you are providing for improvement of qualification of the staff:  

11. **Is there any Library Committee in Your Institution:**

   (a) If yes, the type of Library Committee:  **ADVISORY / EXECUTIVE / ADHOC / OTHER**

   (b) Total Number of Members:  

   (c) Chairman of the Committee:  **V.C / DEAN / DIRECTORS / Sr. PROFESSOR / OTHER**

   (d) Role of Faculty in Library Committee:  **MEMBERS / DEAN / HEAD**

   (e) Role of the Librarian:  

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12. **Function of the Committee :-**
   a. Selection of Staff members :-
   b. Selection of Journals / Periodicals
   c. Selection of Books
   d. Allotment of Finance among Various Department
   e. Withdrawal / Written off Books

13. **From where books are purchased :-**
   a. From approved book sellers
   b. By Tenders
   c. Any other

14. **What rate of Discount is approved :-**
   a. As per U.G.C
   b. As per State Government
   c. As per Library Committee
   d. Lowest quotations on the basis of tenders

15. **Demands evaluation system adopted :-**
   a. Registration Card
   b. Reservation Card
   c. Circulation System
   d. Reference Sleep
   e. Suggestion Register
   f. Personal Contact
   g. Students Survey
   h. Head Recommendation
16. If the Librarian is the member of any other committee of the Institution if, yes please mention these committee :- 
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17. Is, there any organizational structure in your Library :- YES / NO

If, yes its form/ types :-

- a. Linear Organization :- ( )
- b. Linear and Staff Organization :- ( )
- c. Action Organization:- ( )
- d. Committee Organization:- ( )
- e. Latest Organization :- ( )
- f. Other, if any ( )

CLASSIFICATION :-

18. Which Classification scheme has been adopted for classifying the books :-

UDC / C C / UDC / ANY OTHER

19. Designation of the person engaged in Classification :- --------------------------

20. Qualification of the classifier :- -----------------------------------------------

21. Experience of the classifier :- -----------------------------------------------

22. Book Number system adopted :- -----------------------------------------------

23. Classification System adopted for periodicals :- -------------------------------
24. Classification System adopted for Thesis :- ----------------------------------

25. Classification System adopted for Special Materials :- ------------------------

CATALOFUING :-

26. Whether the books are catalogue :- ---------------------------------------------

27. If, Yes which catalogue code is issued :-
   ALA / AACR-I / AACR-II / CCC / LOCAL / ANY OTHER

28. Arrangement of catalogue entries :-
   ALPHABETICAL / CLASSIFIED / DICTIONARY

29. Type of entries prepared :-
   AUTHORWISE / SUBJECTWISE / TITLEWISE / ANY OTHER

30. Which physical forms is used :-
   REGISTERED / SHELF FORM / CARD FORM / VISIBLE INDEX

LIBRARY AUTOMATION:-

31. If, your library has Computerized Catalogue :-
   Please furnish the following Information

   a. Software used :- -----------------------------------------------

   b. Average Number of data entries in a computer per day :- ---------

   c. Total No. of documents for which computer data based is created :-

   d. Types of documents for which computer data based is created :- ---

   e. Average No. of users using the computerized catalogue per days :-
f. Approximate time taken for retrieving one required entry :- ---------

32. Are you satisfied with the use of your Libraries computerized catalogue by User:--- Yes/No

33. In Your Opinion, who are major use of computerized catalogue of your Library.
(Please 1,2,3,4 in order of preference against the approximate it items given below).

STUDENT / RESEARCHRS / FACULTY MEMBERS / OTHERS
( )                  ( )                           ( )                         ( )

34. No. of book in your Library :-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>Books</th>
<th>Govt. Publications</th>
<th>Dissertation/Thesis</th>
<th>Manuscripts</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2006-2007</td>
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<td>2007-2008</td>
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No. of Journals / Periodicals in Your Library :-

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<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>No. of Bound Journals</th>
<th>No. of Journals in English</th>
<th>No. of Journals in other language</th>
<th>No. of News Paper</th>
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<tbody>
<tr>
<td>1</td>
<td>2006-2007</td>
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<td>2007-2008</td>
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<td>2009-2010</td>
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<td>2010-2011</td>
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</table>
35. Special Material in your Library :-

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<thead>
<tr>
<th>Sr. No</th>
<th>Year</th>
<th>No. of Maps</th>
<th>No. of Microfilms</th>
<th>No. of Computers</th>
<th>No. of Xerox Machine</th>
<th>No. of Tape Recorders</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2006-2007</td>
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<td><strong>Total:</strong></td>
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</table>

36. What Methods you are following for recording periodicals :-

REGISTER / KARDEX SYSTEM / COMPUTERISED / ANY OTHER

37. Circulation :-

a. Circulation system in use :-

REGISTER / NEWARK CHARGING SYS. / COMPUTER / ANY OTHER

b. Average No. of books issued daily :- -------------------------------

c. Is there separate counter for Issue/ Return Books :- YES / NO

d. Arrangement of Charging tray :- Due Date/ Class No./ ACC. No./ Other

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a. Circulation system in use :-

REGISTER / NEWARK CHARGING SYS. / COMPUTER / ANY OTHER

b. Average No. of books issued daily :- -------------------------------

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c. Is there separate counter for Issue/ Return Books :- YES / NO

d. Arrangement of Charging tray :- Due Date/ Class No./ ACC. No./ Other

e. Circulation System for Staff :- -------------------------------------

f. Is there any fixed time to return the book of staff :- -------------------

g. Is there are fixed time to return the book of student :- ------------------

h. Is there open Access in your Library :- YES / NO
i. Is there any provision of overdue charges :- -----------------------------

j. Whether daily statistics is maintained :- YES / NO

38. Library Service:-

a. Type of Reference Service Provide :- -------------------------------------
-----------------------------------------------

b. Is there separate :- Reference Room / Desk / Counter

c. Whether / There is separate Reference Librarian :- YES / NO

d. Whether any record on record of Reference Enquiries is Mention :-
---------------------------------------------------------------------

39. Indexing / Abstracting / Communication Service :-

a. Whether Periodicals are Indexed :- YES / NO

b. If yes, it is in Book form in Card Form :- -----------------------------

c. Whether separate section for Bibliographical work :- YES / NO

d. Person engaged in Bibliographical work :- YES / NO

e. If yes, to whom Scientists/ Professors/ Research Scholar/ Students.

f. Where Abstracting service is provided :- YES / NO

g. Translation work under taken :- YES / NO

h. If yes, total No. or translation done so far :- -----------------------------

i. Translation Charges if, any :---------------------------------------------

j. Whether Reprographic Service are given to readers :- YES / NO

k. Charges for Reprographic copies :- -------------------------------------

l. Are you provide current awareness service :- YES / NO

m. If Yes, to whom you are providing :- SDI /CAS

n. Are you provide Micro filming services :- YES / NO
40. Reading Room :
   a. Reading room facility Open / Closed shelves.
   b. Book kept in reading Room (Text Book / Reference Book / Other)
   c. Timing of Reading Room:-----------------------------------------------
   d. Whether Timing of stack room and reading room are the same: YES / NO

41. Library Finance :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Source</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Central Govt. Aid</td>
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<tr>
<td>2</td>
<td>State Govt. Aid</td>
<td></td>
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<tr>
<td>3</td>
<td>U.G.C. Grant</td>
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<td>4</td>
<td>ICAR Grant</td>
<td></td>
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<tr>
<td>5</td>
<td>Council of Teacher Board</td>
<td></td>
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<tr>
<td>6</td>
<td>Donation</td>
<td></td>
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<tr>
<td>7</td>
<td>Subscription</td>
<td></td>
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<td>8</td>
<td>Library Fee</td>
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<tr>
<td>9</td>
<td>Contingency Grant</td>
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<td>10</td>
<td>Penalty</td>
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</table>

42. Annual Budget of the Library :

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<tr>
<th>Sr. No.</th>
<th>Source</th>
<th>Year</th>
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<tbody>
<tr>
<td>1</td>
<td>Recurring</td>
<td></td>
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</tbody>
</table>
43. **Basis of Allocation of funds of Different Subjects :-**

   a. Strength of Students and Teachers :- (   )

   b. Subject Performance :- (   )

   c. Post Graduate Percentage:- (   )

   d. Under Graduate Percentage:- (   )

   e. Research Scholars:- (   )

44. **Budget :-**

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<tbody>
<tr>
<td>1</td>
<td>Salary of Staff</td>
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<td>2</td>
<td>Books</td>
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<td>3</td>
<td>Periodicals and Journals</td>
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<td>4</td>
<td>Contingency</td>
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<td>5</td>
<td>Furniture &amp; Equipments</td>
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<td>6</td>
<td>Others</td>
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45. Please write your comments on your experience on user's survey in the Library.:

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Signature of the Librarian