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Appendix: A

Questionnaire for the research carried out in Tilak Maharashtra University

Research Student: Ajit S Sonawane
Guide : Dr Prabhash N Rath

“Staffing Pattern for digital libraries in comparison with the traditional Staffing pattern”

Q.1 Name of the College/ Institution/ Organization. Establishment Year.

______________________________________________________________

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Q.2 Address of the College / Institution

______________________________________________________________

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Q.3 Building of your library is situated in

Separate building
Administrative Building
Departmental building

Q.4 Area of the library

______________________________________________________________
Q.5 No of print National/ International Journals/ Magazines Subscribed

National ( )
International ( )
Bound Volumes ( )
Magazines ( )

Q.6 Area of the library covering each section

Books stacking area (__________ sqft)
Books Processing area (__________ sqft)
Circulation section area (__________ sqft)
Users reading room area (__________ sqft)
Reference Section area (__________ sqft)
Periodical Section area (__________ sqft)
Xerox section area (__________ sqft)
Digital Library area (__________ sqft)
No of circulation counters __________

Q.7 Total collection in your library.

Books ( )
Loose Issues ( )
Rare Books ( )
Manuscripts ( )
Student Projects )
Others (Please specify)
Q.8 No of seats available for the users

No of seats for faculty ------------------------
No of seats for students ---------------------
No of seats in reference section ------------

Q.9 Does the library has single entrance

Yes
No

Q.10 Do you provide resource sharing facility to the users? If yes through

a) Inter Library loan
b) Document Delivery Service
c) Institutional Memberships
Others please specify

Q.11 Timings of the library

Regular working hours ------------------------
During examination period ------------------
Reading room -----------------------------

Q.12 Is your library open on holidays?

Yes
No
Q.13 How do you educate your users to use library resources? Please tick

Orientation
Seminars
Lectures
Taking them for library visit
Other methods please specify-----------------------------

Q.14 Services provided in your library.

Acquisition
Circulation
Reference service
Catalogues indexes for locating books
Microfiche
Microforms
Current awareness service
Selective dissemination Information
Newspaper Clipping
Shelf List
Inter library loan
Document delivery

Q.15 No of Staff / students in your college.

Teaching Staff ( )
Non-teaching staff ( )
Q.16 Is your library automated?

Yes
In process
No

Q.17 No of books issued in your library

Students -----------------------
Teachers -----------------------
Technical staff ------------------------
Non-teaching ------------------------
Peons ------------------------

Q.18 Do you follow open access system for faculty and students in the library?

Yes
No

Q.19 Which software you have purchased for automation?

Libsys
Slim 21
Autolib
Libsuite
Q.20 Online Journals subscribed in your college / University / Institution/ Organisation.

ASME
ASCE
IEEE
IEEE digital Library
Science Direct
Springer
ACM
ASTM Digital Library
Emerald E books
Emerald full texts
Social science citation index

Q.21 Do your library subscribe specific subject database?

EconLit
Prowress
Capex
America History and life
Historical abstracts
Others please specify ( )
Q.22 Do you have the following digital collection in your library? If Yes Please specify the numbers

Digitized Books (No)
E Books
E Journals
Audio recordings
Videos
Pdf articles
CD Roms
DVDS
E reports
E Newspaper clippings
Full text database
Bibliographic Database
Others (Please specify):

Q.23 Do you subscribe to Bibliographic databases?

COMPENDEX on EI Village
MathSciNet
SciFinder Scholar
Web Of Science
J Gate
JET
INSPEC on EI Village
Others (Please specify)
Q.24 Do you have e learning resources in your library?

NPTEL lecture videos
E learning web resources
E Magazines
CDs
DVDs
E Books

Q.25 Does your library staff download required articles for staff and students from the subscribed from the e resources on demand?

Yes
No

Q.26 How do you distribute the downloaded resources to the users?

LAN
WAN
MAN

Q.27 Does your library have software to maintain digital library? (Yes) (No) If yes please specify which of the following?

D space
Greenstone
CDSware
BePress
Eprints
Fedora
Elibrary
Others (Please Specify):

Q.28 Do you have separate server in your library to provide digital and electronic information to the users?

IBM
CISCO
HP
Dell
Others Please Specify:

Q.29 Do you have monitoring software which monitors the usage of digital services?

Intranet
House made software
Others please specify:

Q.30 No of Staff employed in your College / Organization

Librarian 1
Deputy Librarian
Assistant Librarian
Library Assistant
Sr Library Assistant
Jr Library Assistant
Library Clerk
Library Attendant

Q.31 Please mention qualification of your library staff

Librarian
Dy. Librarian
Asst Librarian
Library Assistant
Sr Library Assistant
Jr Library Assistant
Library Clerk
Library Attendant

Q.32 Do you think your staff has necessary skills to handle the digital library?

Yes
No
If yes how the library staff has acquired the additional skills for managing digital library?

By experience
By doing technical courses
By Refresher courses
By attending workshops
Any other (Please specify :)

If No Please specify the reason
a) Old library staff is not in favor of new technology
b) The Digital library is managed by IT department
c) The staff are not competent enough to understand new technology
d) The library is planning to hire new staff to run the digital library
e) The library is going to provide exhaustive bearing to manage the digital library

Q.33 Do you have a resource person to manage the E resources and the library server? Or currently who is managing the server to deploy the information.

Library Staff
Technical Person
IT qualified person
Network Administrator
Others

Q.34 If your information is available on cloud server who is responsible for handling the cloud server

Q.35 Do you have a library website?

Yes
No

Q.36 Who uploads the information on the library website?
Q.37 Do you think you have sufficient manpower in your library to manage all your digital contents and the digital library server?

Yes
No

Q.38 What are the necessary skills required to maintain a digital library in the ICT era?

Programming languages: Visual basic, Java, C#, CC++, SQL
Networking: LAN, Network design, Network Security, Network Management
WEB development: HTML, XML, FrontPage, Dreamweaver, maintaining web sites, web 2.0
Project management: IT projects, Supervising personnel’s
Not required
Not applicable

Q.39 Do you think we require additional staff to maintain digital library? (Yes) (No) If yes what should be the qualification of staff

MCS
MCA
BE Computer
Any Other

Q.40 Please enlist your opinion in brief about the skills to be required by library staff in the light of changing environment down the ten year time.

____________________________________________
____________________________________________
____________________________________________

Place :

Date : Librarian