ANNEXURE-III

Questionnaire

1. Name of the University : ________________________________
2. Name of the readers : ________________________________
3. Qualifications : ________________________________
4. Specific field of Research : ________________________________
5. Status :
   a. Professor .................................................................□
   b. Reader ................................................................................□
   c. Lecturer ........................................................................□
   d. Research Scholar ..............................................................□
   e. Post-Graduate .................................................................□
   f. Graduate ........................................................................□
   g. Non-teaching Employee .......................................................□
   h. Special Member ................................................................□

6. Sex : M □ F □

7. Age Group
   Under 20 ........................................................................□
   21-25 ..............................................................................□
   26-30 .............................................................................□
   Above 30 ..........................................................................□

8. Do you use the library ? Yes □ No □

9. How often do you use the library ?
   a) Daily .............................................................................□
   b) Weekly ...........................................................................□
   c) Monthly ..........................................................................□
   d) Occassionally ..................................................................□
   e) Not at all ........................................................................□

10. Do you come to use the library on Sundays and Other Holidays: Yes □ No □

11. Do you come to use the library in the evening? Yes □ No □

12. What type of reading :
   a) Text Books. Yes □ No □
   b) General Books in your discipline Yes □ No □
   c) Reference Books Yes □ No □
   d) Scientific & Technical Reports Yes □ No □
   e) Journals & Periodicals Yes □ No □
   f) Review Journals Yes □ No □
13. Are you satisfied with the library arrangement?  
   Yes  No

14. Whether the borrowers lending period is sufficient or not for you?  
   Yes  No

15. Specify please, whether the number of borrowers cards (i.e., number of books issued at a time) to you are sufficient?  
   Yes  No

16. Do you find the reading materials on loan from:  
   Teacher's personnel collection:  
   Friends:  
   Any other source (specify) ..............................................

17. Do you get the material you need for your research/assignment from the library?  
   Yes  No

18. Do you get any help and guidance from your library staff?  
   Yes  No

19. Is the library provide the bibliographies on demand in your area of research?  
   Yes  No

20. Do you know that the reading material in your library is arranged according to some scheme of classification?  
   Yes  No

21. If yes, which of the following schemes of classification is in use in your library?  
   i) Decimal classification:  
   ii) Colon Classification:  
   iii) Universal Decimal Classification:  

22. Do you understand the working of the scheme of classification?  
   Yes  No

23. Are you satisfied with the library arrangement on shelves?  
   Yes  No

24. If not, because:  
   - Books are not arranged strictly according to the class number  
   - Books relating to the same subjects are assigned different numbers  
   - Books closely related are scattered throughout the collection  
   - Call number are not easily understandable  
   - Any other reasons (Please Specify): ________________________________
25. Are the physical facilities in the reference section Adequate?
   a) Location Adequate □ Inadequate □
   b) Common Discussion Room Adequate □ Inadequate □
   c) Reading Room Adequate □ Inadequate □
   d) Ventilation Adequate □ Inadequate □
   e) Proper lighting arrangement Adequate □ Inadequate □
   f) Arrangement of Canteen facilities Adequate □ Inadequate □
   g) Arrangement of Drinking water Adequate □ Inadequate □
   h) Toilet facilities Adequate □ Inadequate □
   i) Library working hours Adequate □ Inadequate □
   j) Sitting arrangement Adequate □ Inadequate □
   k) Arrangement of place of smoking Adequate □ Inadequate □
   l) Collection of reading material Adequate □ Inadequate □
   m) Reference Service Adequate □ Inadequate □

26. Do you need any media of orientation? If yes, which of the following media of orientation would you prefer most to have in your library?
   a) Library lecture ........................................................□
   b) Library Handbooks ...................................................□
   c) Library Instructions ..................................................□
   d) Library Documentary Film ..........................................□
   e) Audio-visual materials & library guide cards displayed........................□

27. Do you feel hesitated in taking help from any library staff members? Yes □ No □

28. Does your university library provide documentation/reprographic service? Yes □ No □

29. If, your answer to question No. 28 is ‘Yes’ do you demand for documentation/reprographic services? Yes □ No □

30. If, your answer to question No. 29 is ‘yes’ are you satisfied with the documentation/reprographic services provided by your library? Yes □ No □

31. Does your university library provide Inter-library loan facilities? Yes □ No □

32. If your answer to question No. 31 is ‘Yes’ do you demand for inter-library loan facilities? Yes □ No □

33. If your answer to question no. 32 is ‘Yes’ are you satisfied with the inter-library-loan services provided by your library? Yes □ No □

34. Are you satisfied with the services being provided by your library? Yes □ No □
35. What are the major problems which you face in your library?
   Please specify by:
   a. Finding the book .................................................................
   b. Understanding the catalogue ..............................................
   c. Understanding the classification ......................................
   d. Using the reference books ................................................
   e. Locating or searching a piece of information ......................
   f. In keeping you informed of current literature ....................
   g. In using an indexing or abstracting journal .......................  
   h. In getting some literature which is not available in the library 
   i. Photo copying ....................................................................
   j. Torn pages of books ...........................................................
   k. Inter Library Loan ..............................................................
   l. Timings ..............................................................................
   m. Cooperation of the staff ....................................................
   n. Orientation programme .....................................................

36. For maximisation of use of library material of your library, :
   a. Weekly or monthly list of new library acquisitions. ................
   b. Weekly list of periodicals received at the library. ..................
   c. Photo copy of the table of contents of journals in your field of specialisation .................................................
   d. Preparation of Bibliographies and reading lists. ....................
   e. Indexing of the periodicals received at the library. ..............
   f. Abstracting of some of the periodicals or other items for readers' use .................................................................
   g. Translation of material in the library ....................................
   h. Computer facility. ................................................................
   i. Inter library loan facilities. ..................................................
   j. Reprographic services on subsidised rate. ..............................
   k. Current awareness services and S.D.I. services ....................
   l. Orientation services. ...........................................................
   m. Rotating of current periodicals ...........................................
   n. Display of New Arrival of Books & exhibition ....................
   o. Information by telephone. ..................................................
   p. Audio-visual media (if any): ..............................................

Date Signature of the Respondent