Appendix – A

TOPIC: EVALUATION OF LIBRARY SERVICES OF ENGINEERING COLLEGES OF KOTA REGION

LIBRARY SURVEY

Under the guidance:      Conducted by:
Dr. Anil Kumar Dhiman      Deepak Kumar Shrivastva
Information Scientist      Research Scholar-Library Science
Gurukul Kangri University, Haridwar      J JT University Jhunjunu, Rajasthan

You are kindly requested to please answer the following questions for research work. The back of the pages may be used for any suggestion or a separate sheet may also used, if these are so lengthy.

Your cooperation is appreciated and the information provided will be kept confidential.

1. Name of the College……………………………………………………………………
2. Name of the Librarian……………………………………………………………………
3. Year of establishment……………………………………………………………………
4. Area of the library (in sq. mts.)…………………………………………………………
5. Member Status of Library
   5.1 Teachers………………………………………………………………………………
   5.2 Researchers…………………………………………………………………………
   5.3 Administrative staff………………………………………………………………..
   5.4 Technical staff………………………………………………………………………..
   5.5 B .Tech Student……………………………………………………………………
   5.6 M. Tech Student……………………………………………………………………
   5.7 M.B.A Student……………………………………………………………………...
   5.8 M.C. A .Students……………………………………………………………………
   5.9 Others………………………………………………………………………………
   5.10 Total………………………………………………………………………………..
6. Total collection up to June 2011
   6.1 Text Books…………………………………………………………………………
   6.2 Reference Books…………………………………………………………………
   6.3 Bound Periodicals………………………………………………………………
   6.4 Current Periodicals (Other then Indexing & Abstracting)……………………
   6.5 Indexing & Abstracting Periodicals………………………………………………
6.6 Computer Readable Materials
   6.6.1. Offline Materials
      6.6.1. A. Audio Compact Disc (CD)………………………………………………
      6.6.1. B. Video Compact Disc (VCD)………………………………………………
      6.6.1. C. Digital Versatile Disc (DVD)……………………………………………
      6.6.1. D. Audio/Video cassette……………………………………………………..
6.6.1. E. Slides
6.6.1. F. Others (if any)
6.6.2. Online Materials
   6.6.2. A E-Books
   6.6.2. B E-Journals
   6.6.2. C Online Databases
   6.6.2. D Abstracting & Indexing Databases
   6.6.2. E E-Content Pages
   6.6.2. F E-Clippings
   6.6.2. G Others (if any)

7. Opening Hours of the Library
   7.1 On Working Days: From………am…….to………pm
   7.2 On Weekdays: From………am…….to………pm
   7.3 On Holidays, e.g. - Sunday, Gazetted Holidays etc.
   From………. am…….to………pm
   7.4 During Examination From……….am…….to………pm

8. Are you the member of any Network Service Providers?
   8.1 YES
   8.2 NO
   8.3 If yes, please specify the name

9. Are you the member of any consortia?
   9.1 YES
   9.2 NO
   9.3 If yes, please mention the name

10. Please specify: college has departmental libraries/decentralized libraries
    10.1 YES
    10.2 NO
    10.3 If yes, please mention the name

11. Latest available information on library expenditure
    11.1 Financial Year
    11.2 Total Budget
    11.3 Staff salary
    11.4 Books
    11.5 Periodicals
    11.6 Other Reading Materials
    11.7 Maintenance
    11.8 Fitting/Furniture/Stationary
    11.9 Modernization
    11.10 Miscellaneous

12. Staff Strength

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Position</th>
<th>Scale of Pay</th>
<th>Grade Pay</th>
<th>No. of Position filled</th>
<th>Vacant</th>
<th>Does Not exist</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Chief Librarian</td>
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<td>12.2</td>
<td>Deputy Librarian</td>
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<td>12.3</td>
<td>Assistant Librarian</td>
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<td>12.4</td>
<td>Classifier</td>
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<td>12.5</td>
<td>Cataloguer</td>
<td></td>
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<td>12.6</td>
<td>Book Lifter</td>
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<tr>
<td>12.7</td>
<td>Book Binder</td>
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<td>12.8</td>
<td>Peon</td>
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<td>12.9</td>
<td>Washer man</td>
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</tbody>
</table>

13. Do you have the information technology based library services?
   13.1 YES
   13.2 NO
   13.3 If yes then pl. specify the name of Service………………………………………………
   13.4 Pl. specify the name of software you are using in your library……………………

14. How many users used Internet facility in the last year?
   14.1 E-Books
   14.2 E-Journals
   14.3 Open web Resource
   14.4 Online Database
   14.5 Other, please specify …………………………………………………………………

15. Kindly mentioned the following
   15.1 No. of Books acquired last year
   15.2 No. of Book catalogued last year
   15.3 Average time taken to cataloguing the books
   15.4 How many books circulated in previous years
   15.5 How many books acquired on / issued on the inter-library loan
   15.6 How many Reference queries are answered last year
   15.7 How many pages are photostated last year
   15.8 How many current periodicals acquired in the previous year

16. Suggestions if any …………………………………………………………………………………
……………………………………………………………………………………………………
……………………………………………………………………………………………………

Signature of Librarian/ Library In-charge
(With seal)
Appendix – B

TOPIC: EVALUATION OF LIBRARY SERVICES OF ENGINEERING COLLEGES OF KOTA REGION

USER SURVEY

Under the Guidance: Conducted by:
Dr. Anil Kumar Dhiman Deepak Kumar Shrivastva
Information Scientist Research Scholar-Library Science
Gurukul Kangri University, Haridwar JJT University Jhunjhunu, Rajasthan

You are kindly requested to please answer the following questions for research work. The back of the pages may be used for any suggestion or a separate sheet may also used, if these are so lengthy.

Your cooperation is appreciated and the information provided will be kept confidential.

1. Name of Prof./Dr./Mr./Mrs./Ms………………………………………………………………

2. Status
   2.1 Researcher
   2.2 Teacher
   2.3 Student
   2.4 Administrative Staff
   2.5 Technical Staff
   2.6 Other Please Specify………………………………………………………………

3. Name of the College……………………………………………………………………

4. Field of Specialization……………………………………………………………………

5. How many hours per week on an average do you spend on reading in your field in library!
   5.1 Daily
   5.2 3 times in a week
   5.3 Once in a week
   5.4 Twice in week
   5.5 Fortnightly
   5.6 Monthly
   5.6 Rarely
   5.7 Once only

6. How long you use college library (for Teachers only)!
   6.1 Less the 6 months
   6.2 6 months - more
   6.3 1-2 year
   6.3 2-5 year
   6.4 5-10 year
   6.5 10 year or more
7. If you are not a regular user of library, please indicate the reason.  
   7.1 Unsuitability of library working hours  
   7.2 Library does not open Saturday and other holidays  
   7.3 Organization (classification, cataloguing, shelf arrangements) is not satisfactory  
   7.4 Library lacks proper reading facility  
   7.5 Library Staff is not helpful  
   7.6 Any other reason, please specify…………………………………………………………

8. How far the Library’s collection meet your information requirement in the respective area of study/research.  
   8.1 Completely adequate  
   8.2 Partially adequate  
   8.3 Not at all  
   8.4 Completely inadequate

9. Do you request /recommend the library to acquire publication of your interest.  
   9.1 Yes  
   9.2 No

10. If yes, the response of library has been.  
    10.1 Highly satisfactory  
    10.2 Satisfactory  
    10.3 Not Satisfactory  
    10.4 Poor

11. How do you come to know about a new publication acquired by the library (Please indicate the order in which you come to know)  
    11.1 Displays in the Library  
    11.2 List of addition  
    11.3 Library catalogue  
    11.4 Informally through other Students/Researcher/ Teacher  
    11.5 Informally through other Librarian / Library staff  
    11.6 Any other source (Please specify)…………………………………………………………

12. For which of the following purposes you primarily use the library  
    12.1 Teaching  
    12.2 Research  
    12.3 Scholarly Writings  
    12.4 Self Knowledge  
    12.5 Prescribed Course  
    12.6 Recreation

13. Please indicate your opinion regarding the use of Library’s collection in general  
    13.1 Over 90 % is used  
    13.2 Up to 90 % is used  
    13.3 Up to 75 % is used  
    13.4 Up to 50 % is used  
    13.5 Up to 25 % is used  
    13.6 Less than 25 % is used

14. What would you like to be made available which is not now provided in the Library!  
    14.1 Preparation of bibliography  
    14.2 Photocopy of article
14.3 Literature search
14.4 Any other, please specify ..............................................................

15. Are you willing to pay for such special services!
   15.1 Yes
   15.2 No

16. What types of method you used to information access?
   16.1 Keyword Access
   16.2 Author
   16.3 Title
   16.4 Publishers

17. How do you use the Library resources?
   17.1 Personally visiting the Library
   17.2 Through Messages
   17.3 By Telephone
   17.4 By E-mail
   17.5 Any other

18. What types of information resources you use?
   18.1 Printed text
   18.2 Reference tools
   18.3 Print journals
   18.4 Online database and e-journals
   18.5 Open web resources

19. Frequency of online information use?
   19.1 Daily
   19.2 Weekly
   19.3 A few times in a month
   19.4 Occasionally

20. Which Type of Search Engine you used generally?
   20.1 Google
   20.2 Yahoo
   20.3 Alta Vista
   20.4 Lycos
   20.5 Rediff
   20.6 MSN
   20.7 Any other, please specify ..............................................................

21. Your opinion about library services, facilities etc.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Services, Facilities</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>Does not exist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Library Working hours</td>
<td></td>
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<tr>
<td>2.</td>
<td>Physical facility: Light, Water, Cleanliness</td>
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</tbody>
</table>
| 3.   | Reference book Service Current Awareness Service(CAS)
<pre><code> | Selective Dissemination of Information |           |           |      |      |               |
</code></pre>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>4.</td>
<td>Periodicals (Other than indexing &amp; abstracting)</td>
</tr>
<tr>
<td>5.</td>
<td>Periodicals: Indexing &amp; Abstracting</td>
</tr>
<tr>
<td>6.</td>
<td>Reports/Patents/Standards etc.</td>
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<tr>
<td>7.</td>
<td>Indian Publications</td>
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<tr>
<td>8.</td>
<td>Foreign Publications</td>
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<tr>
<td>9.</td>
<td>Online Public Access Catalogue (OPAC) Facility</td>
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<tr>
<td>10.</td>
<td>E-books/ E-journals Facilities</td>
</tr>
<tr>
<td>11.</td>
<td>Electronic Document Delivery System</td>
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<tr>
<td>12.</td>
<td>Lending Services</td>
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<tr>
<td>13.</td>
<td>Inter Library Loan Service</td>
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<td>14.</td>
<td>User Education/Translation Facility</td>
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<tr>
<td>15.</td>
<td>List of Additions</td>
</tr>
<tr>
<td>16.</td>
<td>Internet Browsing Facilities- E-mail, Online searching</td>
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<tr>
<td>17.</td>
<td>Book Bank Scheme for SC/ST Students</td>
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<tr>
<td>18.</td>
<td>General Book Bank Scheme for Economically weaker Students</td>
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<tr>
<td>19.</td>
<td>Conducting Technical Film Show</td>
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<tr>
<td>20.</td>
<td>Display of New Arrivals</td>
</tr>
<tr>
<td>21.</td>
<td>Online Data Base Facility</td>
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</tbody>
</table>

22. Suggestions, if any ………………………………………………………………………
……………………………………………………………………………………………
……………………………………………………………………………………………

**Signature of the Candidate**