Appendix - B

QUESTIONNAIRE - 1

A. GENERAL INFORMATION

1. Name of the institution/College with postal address including Telephone and Telex numbers

2. University affiliated

3. Year of establishment of the College/Institution

4. Year of establishment of the Library

5. Type of management
   i) [ ] Private (a) [ ] Aided (b) [ ] Unaided
   ii) [ ] Government
   iii) [ ] Semi-Government
   iv) [ ] University

6. Working hours of the library:
   i) Normal days from :---------- To ----------
   ii) Sundays & General Holidays from ---------- To ----------

B. USERS

7. Who are the users of your library (Please check the appropriate one):
   i) [ ] Institutional staff
   ii) [ ] Health Professionals of the City/State
   iii) [ ] Staff of other Colleges/Hospitals

8. Mention the total number of users against each category:
   i) Institutional staff
   ii) Health Professionals of the City/State
   iii) Staff of other Colleges/Hospitals
9. Mention the average number of users visitors visiting the library per day

C. LIBRARY STAFF

10. Who is incharge of the library?

i) Full time Librarian : a) [ ] Trained
                     b) [ ] Untrained

ii) Lecturer/Reader/
    Professor-cum-Librarian

iii) Clerk-cum-Librarian

If 'Librarian' is incharge of the library,
Please give the following information:

i) Name : ---------------------------
ii) Qualification(s) : ---------------------------

iii) Pay Scale : ---------------------------

iv) Age : ---------------------------

v) Experience (in years) : ---------------------------

11. Library staff strength (total): ---------------------------

i) Professionals : ---------------------------

ii) Semi-professionals : ---------------------------

iii) Non-professionals : ---------------------------

12. Is the professional staff treated on par with the teaching/research staff? [ ] Yes [ ] No

D. LIBRARY COLLECTION

13. Present stock (Total) : ---------------------------

i) Books : ---------------------------

ii) Reference Books : ---------------------------

iii) Current Periodicals (Subscribed) : ---------------------------

iv) Back volumes of periodicals : ---------------------------

v) Non-book material (Audio-Visual materials) : ---------------------------

vi) Any other items (Please specify) : ---------------------------
14. Mention the average number of documents added for each year:
   i) Books
   ii) Periodicals
   iii) Reference books
   iv) Audio-visual/Non book materials

15. What important Abstracting and Indexing Periodicals your library is currently getting? (Please give a list, if necessary enclose a separate list)

16. With the nature of collection that your library has, have you been able to meet the needs of the users of your library? [ ] Yes [ ] No
   If 'Yes', how far you have been able to meet the needs?
   i) [ ] Partially
   ii) [ ] Completely

C. TECHNICAL PROCESSING

17. Are the books classified according to any scheme of classification? [ ] Yes [ ] No
   If 'Yes', name the classification scheme used and edition:
   If 'No', how they are arranged on the shelves?

18. Are the books catalogued according to a catalogue code? [ ] Yes [ ] No
   If 'Yes', please give the name of the catalogue code and edition:
   If 'No', do you
   i) [ ] Copy from cataloguing in print
   ii) [ ] Other source(s) (Please mention)
19. What type of catalogue is maintained?
   1) [ ] Classified
   2) [ ] Dictionary
   3) [ ] Any other (Please specify)

20. What form of catalogue is maintained?
   1) [ ] Card form
   2) [ ] Ledger
   3) [ ] Book form
   4) [ ] Computerized
   5) [ ] Other(s) (Please specify)

21. How often your readers make use of the library catalogue?
   1) [ ] Frequently
   2) [ ] Occasionally
   3) [ ] Rarely
   4) [ ] Never

22. Mention the standard Subject Headings Lists/Thesaurus used for the preparation of subject added entries in a catalogue.
   1) [ ] Medical Subject Headings (MeSH)
   2) [ ] Your own
   3) [ ] Other(s) (Please specify)

23. Do you have any policy regarding the collection development in your library? Please give a brief account of it.

24. Who are the people involved in collection development?
   1) [ ] Library staff
   2) [ ] Faculty Members
25. How do you procure books in your library?
   i) [ ] Inviting Quotations
   ii) [ ] Direct purchase
   iii) [ ] On purchase
   iv) [ ] By membership
   v) [ ] By donation/gift
   vi) [ ] By exchange

26. How do you procure scientific periodicals in your library?
   i) [ ] By subscription
      a) [ ] Through vendors
      b) [ ] Directly from publishers
      c) [ ] Through Co-operative Societies
   ii) [ ] By membership
   iii) [ ] By donation
   iv) [ ] By exchange

27. Do you pay any handling charges to subscription agents?
   [ ] Yes [ ] No
   If 'Yes', what is their percentage? : ------------

28. What is the average time lag in receipt of current periodicals for Indian and Foreign?

<table>
<thead>
<tr>
<th></th>
<th>Indian</th>
<th>Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) One month</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>11) Two months</td>
<td></td>
<td>-------</td>
</tr>
<tr>
<td>111) Three months</td>
<td></td>
<td>-------</td>
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<tr>
<td>iv) Six and above</td>
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</tbody>
</table>

29. Do you face any problems in procuring books/periodicals/reports/audio-visual materials etc.?
   [ ] Yes [ ] No
   If 'Yes', please briefly state the problems

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C. CIRCULATION

30. Do you issue books to the users for home reading? [ ] Yes [ ] No

If 'Yes', mention the number of books issued to:

1) Faculty members
2) Research Scholars
3) Students
4) Health Professionals of City
5) Staff of other colleges/hospitals

31. Mention the method adopted for issue and return of books:

1) [ ] Ledger/Register
2) [ ] Newark
3) [ ] Browne's
4) [ ] Any other (Please specify)

32. Give the data for the following:

1) Total number of books issued (in a year): -----------------

2) Total number of books consulted (in the library): -----------------

33. Do you collect overdue charges for those failing to return the library materials on the due date? [ ] Yes [ ] No

If 'Yes', what is the rate of overdue charges per day? -----------------

34. Do you issue current/back volumes of periodicals for home reading? [ ] Yes [ ] No

If 'Yes', for how many days? -----------------

35. Do you have overnight borrowing facility? [ ] Yes [ ] No
## B. LIBRARY FINANCE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>1985-86</th>
<th>1986-87</th>
<th>1987-88</th>
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</thead>
<tbody>
<tr>
<td>Mention the total budget of the institution/college</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Mention the total budget of the library</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>Mention the total amount spent</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>Mention the allocation of budget for the following</td>
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<td></td>
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<tr>
<td>items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Books</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>ii) Periodicals</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>iii) Salary of staff</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>iv) Non-book materials</td>
<td>Rs.-----</td>
<td>---------</td>
<td>---------</td>
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<tr>
<td>v) Binding</td>
<td>Rs.-----</td>
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<tr>
<td>vi) Any other (Please specify)</td>
<td>Rs.-----</td>
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## I. LIBRARY COMMITTEE

40. Do you have a library committee? [ ] Yes [ ] No
41. Are you, as head of the library, a member of that committee? [ ] Yes [ ] No
42. How often does it meet? [ ] Yes [ ] No
43. Please describe the role in the development of your library.
J. LIBRARY RESOURCE SHARING

44. Do you share your resources with other libraries? [ ] Yes [ ] No

If 'Yes', at what levels?

1) [ ] Local
   1i) [ ] Regional
   1ii) [ ] National
   1v) [ ] International

45. Do you get documents from other libraries for your users? [ ] Yes [ ] No

If 'Yes', please mention how often you obtain such facilities.

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46. Do you have the catalogue of periodical holdings of your library? [ ] Yes [ ] No

47. Is there a Regional catalogue of periodical holdings available in your area/city? [ ] Yes [ ] No

K. LIBRARY BUILDING

48. Is your library building:

1) [ ] Independent
   11) [ ] Attached to college

49. Is your library building suitable for library purposes? [ ] Yes [ ] No

50. Please give the details for the following items relating to library building (Please give in sq.ft.)

   1) Total Floor area : ------- sq.ft.
   11) Total carpet area : ------- sq.ft.
   111) Total stacking area : ------- sq.ft.
   1v) Total reading area : ------- sq.ft.
51. How many readers the reading room can accommodate at a time? (Please give the number of readers): ______________

52. Does your library have:
   i) Natural ventilation: [ ] [ ]
   ii) Natural lighting: [ ] [ ]
   iii) Facilities for drinking water: [ ] [ ]

53. Does the library building have any provision for:
   i) Horizontal expansion: [ ] [ ]
   ii) Vertical expansion: [ ] [ ]

L. COMPUTER USE IN THE LIBRARY

54. Does your college/institution have a computer facility? [ ] Yes [ ] No
   If 'Yes', please mention the model & make

55. If 'Yes', are you using the computer for library activities? [ ] Yes [ ] No
   If 'Yes', are you using computer for any of the following activities?
   i) [ ] Acquisition control
   ii) [ ] Cataloguing
   iii) [ ] Circulation control
   iv) [ ] Serials control
   v) [ ] Bibliographic information
   vi) [ ] Information Dissemination
   vii) [ ] Finance control
   viii) [ ] Administration
   ix) [ ] Any other (Please specify)

   ________________________
   ________________________
If 'No', do you see a need for such
facility immediately or in the near future?

56. Does your library use the computer
readable data bases and services? [ ] Yes [ ] No

If 'Yes', which of the following data
bases that your library is using?

i) [ ] MEDLINE

ii) [ ] MEDLARS on CD-ROM

iii) [ ] Any other on-line/off line
    services (Please specify)

57. How many times a year such services
    are availed?: _______________________

58. Do the medical experts and practitioners
    approach you for such service and
    advocate owning the system by the library?: _______________________

M. CONTINUING EDUCATION & IN-SERVICE TRAINING

59. Do you wish to remain in this profession
    of librarian working in a specialized
    library of Medical/Health Sciences? [ ] Yes [ ] No

60. If specialized courses in Medical/Health
    Sciences librarianship are offered, would
    you attend these courses and would you
    encourage your staff to attend?

    i) [ ] at your/their own expenses

    ii) [ ] at institutional expenses

    iii) [ ] would not attend

    iv) [ ] would not encourage
61. Do you feel such specialized courses in Medical/Health Sciences librarianship would benefit you and your staff in the performance of your duties and responsibilities in the library? (Please give your views):

62. Do you give in-service training at library?
   i) [ ] for your library staff
   ii) [ ] for your users

63. Have you introduced 'User Education Programme' to enable the users for effective use of the library resources? [ ] Yes [ ] No

64. Do you provide the following services in your library (Tick the appropriate one/s)
   i) [ ] Circulation of books
   ii) [ ] Reference service
   iii) [ ] Inter-library loan
   iv) [ ] Circulation of periodicals
   v) [ ] In-house Abstracting service
   vi) [ ] In-house Indexing service
   vii) [ ] Current Awareness Service
   viii) [ ] Photocopying/xerox service
   ix) [ ] Preparation of reading lists
   x) [ ] Bibliographical services
   xi) [ ] Selective Dissemination of Information
   xii) [ ] Translation service
   xiii) [ ] On-line services
   xiv) [ ] Any other (Please specify)

65. How many reference queries [vide Question No.59(ii)] are answered in an year?
66. What programmes your library has developed to bring information published in the latest issues of periodicals [vide Question No.59(vii)] to the attention of your users? : -------------------

67. Do you circulate literature among medical experts and practitioners about the new diagnostic methods and therapeutic modalities copies from latest articles/papers/reports? : -------------------

68. If your library is providing photocopying/xerox service [vide Question No.59(viii)] then, how many pages are copied a day from the library collection? : -------------------

69. Does the library provide photocopying/xerox service
   i) [ ] on payment
   ii) [ ] free of cost

   If it is 'On payment', what is the cost per page? : -------------------

70. If your library is providing bibliographic service [vide Question No.59(x)] then, how many bibliographies are compiled and provided annually? : -------------------

71. What sources do you use to provide these specialised bibliographies? : -------------------

O. ABSTRACTING AND INDEXING JOURNALS: USE

72. How often do you use 'Index Medicus' and other indexing periodicals to find out information?
   i) [ ] Several times daily
   ii) [ ] Occasionally
   iii) [ ] Rarely
   iv) [ ] Never
73. Does your medical experts and practitioners use Index Medicus? [ ] Yes [ ] No

If 'Yes', how often they consult?

i) [ ] Frequently
ii) [ ] Occasionally
iii) [ ] Rarely
iv) [ ] Never

74. What percentage of your users make use of Abstracting & Indexing journals?

1) [ ] 100%
ii) [ ] 80%
iii) [ ] 60%
iv) [ ] 50%
v) [ ] 40%
vi) [ ] 30%
vii) [ ] 20%
viii) [ ] Less than 10%

P. NETWORKING OF HEALTH SCIENCES LIBRARIES

75. Are you aware of the fact that the developing nations have come up with the establishment of Health Sciences Library Network or consortium to overcome budgetary constraints and to augment the collection by sharing materials among one another [mention your views in brief]

76. Do you advocate establishment of such a network or consortium either at the state or national level in India involving all health sciences libraries of medical schools, colleges and hospitals and thus share materials to augment the collection and to satisfy the medical experts and practitioners and other readers? [ ] Yes [ ] No
77. What major problems you see in such an establishment? (Please give a brief account)

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78. What solutions would you propose to resolve these problems? (Please give a brief account)

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79. Do you think such a network or consortium of Health Sciences Libraries, if established in our state/country, will be to the advantage of all the working Health professionals? Please give your views.

80. Would you consider becoming part of such a network or consortium of Health Sciences Libraries for sharing materials among one another? If no, please state why you would not become a part of such a cooperative effort?

81. Do you have any suggestions for the establishment of such a network/consortium in the State/country. Please be as specific as you can.

82. What in your opinion, should be the role of our National Library of Medicine, New Delhi? Is it meeting the challenging demands of our profession, professionals and libraries? Please state.
QUESTIONNAIRE - 2

The Role of Biomedical/Health Sciences Library in Medical Education

The Physicians Evaluation of Library Services

1. Name
2. Designation & Department
3. Institution
4. Are you engaged in teaching?
   (a) Undergraduates
   (b) Postgraduates
5. Do you attend clinics in Hospital?
6. How many days in a week do you attend to Clinics?
7. Do you make use of your college/hospital, Biomedical/Health Sciences Library?
8. How many visits?
   a) Daily 1, 2, 3, 4 or more times
   b) Weekly
   c) Occasionally
   d) One/Twice/Week
   e) Never
9. Do you visit library to refer to:
   a) Books
   b) Periodicals
   c) Other reason
10. Are you satisfied with the total number of -
    a) Books - YES/NO
    b) Subscriptions - YES/NO
11. Do you borrow:
    a) Books
    b) Periodicals
12. Do you find books and periodicals required in the library?
   a) Yourself   (b) By the assistance of Library staff

13. Do you use catalog card of the Library to find out a book? : YES/NO

14. Are you aware of:
   a) INDEX MEDICUS : YES/NO
   b) EXCEPRTA.MEDICA Sections : YES/NO
   c) MEDLINE : YES/NO

15. Do you know how to use Index Medicus? : YES/NO

16. How often do you use indexing periodicals [Index Medicus; Excerpta Medica and Other Indexes in the Health Sciences]
   a) Daily   (b) Weekly   (c) Occasionally   (d) Never

17. Do you approach your library Staff for Help in Locating Information you come for?
   a) Always.   (b) Often.   (c) Seldom.   (d) Never:

18. Does Your Library Provide You with Copies of Articles from Periodicals Not Available in your Library? : YES/NO
   a) On Payment : (b) Free:

19. How many times a month you have obtained such articles?

20. Are you Aware of all the Services that are being Provided by Your Library? : YES/NO

21. How are You informed of New Books and Services Added to Your Library?
   a) By a Newsletter from the Library
   b) Verbally by Library Staff:
c) By Acquisition Lists:
d) Others:

22. Are you satisfied with the time coverage provided by your library? YES/NO

23. Please list any specific, specialised services that has been provided by your library at any single time [Such as A Selective and Complete Bibliography on a Given Topic, A selective Annotated Bibliography etc.]

24. What do you think are the strongest points in favor of your library?

25. What are the weak points in favor of library according to your opinion?

26. How would you grade your library in scale 1-5 for the following: [1 being Very Poor; and 5 Being Exceptionally Good].
   a) Staff : 1 2 3 4 5
   b) Services : 1 2 3 4 5
   c) Collection : 1 2 3 4 5

27. If your library agrees to provide you with copies of articles from periodicals Not available with it on payment, would you consider utilizing these?
   a) On payment YES/NO
   b) Free YES/NO
   c) Others

28. Any other comment you feel is appropriate in the evaluation of either your library, its services, and staff that will contribute to the improved library services and its collection. [Please give a brief account]