APPENDIX 3

QUESTIONNAIRE

Name:

Designation:

Qualification:

Experience in years:

Technical: Managerial:

This questionnaire is designed with care to save the time of the respondent. The responses are pre-coded using numbers indicating the measure of the importance assigned to each aspect. These responses are like assigned weights. In other words, the measures, like scores, are inversely proportional to the ranks.

- N1
- Some
- Sufficient
- Significant
- High
A. Profile of the User

1. Please indicate the importance attached by you to the following types or nature of information.

   a. Confirmed Information
      (eg: Books, Monographs, conference proceedings)

   b. News/Views and Nascent Thoughts/Announcements
      (eg: Journals)

   c. Carbon/Graphite Related Technical Literature

   d. Standards/Specifications/
      Patents/Codes

   e. Graphite related Products Literature

   f. Theoretical Background

   g. Annual Reports, Market Survey, Business Reviews

   h. Statistics/Export-Import/
      Custom, Excise and other Government Notifications

2. Please indicate the importance attached by you to the purpose for which you collect/use information.

   a. To updating knowledge in the field

   b. To check authenticity of specifications/data etc

   c. To check and evaluate results

   d. To find data for use in processing and production

   e. To prepare for seminars/conferences/presentations

   f. To design and develop new products/components

   g. To set up and use of equipment

   h. To treat and process data

   i. To evolve innovative idea

   j. Any other purpose. Please specify.
3. What motivates you to collect and use information
   a. To pursue own research related to the field/work. □
   b. To have visibility among peers and colleagues. □
   c. To have an edge over other competitors. □
   d. For recognition □
   e. To prepare for project review □
   f. For self-improvement. □
   g. To acquire and update knowledge □
   h. To maintain professional competence. □
   i. To achieve desired results in work. □
   j. To write and publish. □
   k. For the pleasure of self-fulfillment. □
   l. Any other motivation. Please specify. □

4. How do you identify the information you need. Indicate your preferences.
   a. Library Catalogue □
   b. Secondary sources □
   c. From bibliographies/review articles □
   d. Current Awareness Bulletin □
   e. News Alerts - library publications □
   f. List of Latest Additions □
   g. Publisher/Booksellers’ Catalogues □
   h. Browsing in Library Shelves □
   i. Browsing in book-shops □
   j. Consulting experts in the field □
   k. Consulting colleagues/fellow professionals □
   l. Consulting library staff □
   m. Any other means, please specify. □
5. Please indicate the importance attached by you to the following types of sources of information.

**Formal Sources**

1. Books
2. Handbooks/Reference Books
3. Conference Papers/Proceedings
4. Theses and Dissertations
5. Periodicals/Journals
6. Technical/R & D Reports
7. Standards, Specifications, Patents
8. In-house News/Current Awareness Bulletins
9. Reprints of Technical Articles
10. Trade Literature
11. Other forms of documents.

**Informal Sources**

1. Personal Experience
2. Superiors/Line-Managers
3. Colleagues
4. Subordinates/Juniors
5. Results of one's own experiments
6. Participations in Seminars/Conferences
7. Training Courses
8. Any other, please specify
6. How much do you depend on informal sources compared with formal ones.
   a. Only informal sources
   b. More informal sources than the formal ones
   c. Almost equal proportion
   d. More formal sources than informal ones
   e. Only formal sources.

7. How much time—including identifying, locating/obtaining and using—do you spend gathering work-related information from both formal and informal sources.
   a. More than 20 hours per week
   b. 16 to 20 hours per week
   c. 11-15 hours per week
   d. 7-10 hours per week
   e. 4-6 hours per week
   f. Less than 4 hours per week

8. Do you delegate the work of information collection to others
   a. Never.
   b. Occasionally
   c. Moderately
   d. Frequently

9. Why do you delegate this work
   a. Lack of time
   b. The task is tedious and monotonous
   c. Unfamiliarity with the information sources
   d. To involve team members
   e. Any other. Please specify.
10. What type of information work do you delegate?
   a. Retrospective and exhaustive search for reference
   b. Search for latest references.
   c. Factual data (Design and physical property related Data)
   d. Documents/literature
   e. Analysis and digest literature/information
   f. Any other. Please specify.

11. Reasons for not delegating
   a. Do not have assistants to delegate
   b. Find it difficult to communicate the exact requirement
   c. Do not believe in others collecting information for me.
   d. Find it difficult to train others to do this work.
   e. Do not want to disturb others.
   f. Searching is important, hence can not be delegated
   g. Any other. Please specify.

12. Indicate the extent to which others in your department share the information with you
   a. Subordinates/Juniors
   b. Colleagues
   c. Superiors
   d. others
B. Listed below are some areas of library service. Please indicate the importance you attach to these.

a. Reduce the time-lag between a book being purchased and made available on the shelf.

b. Reduce the time taken for lending a book. (ie simplify the lending procedure.)

c. There is too much time-lag in the 'Current Awareness Bulletin.'

d. Sometimes I miss the entries in the library's 'Latest Addition' list.

e. We get to know what is received in the library. How do we know what is not received?