Appendix – 2 : Questionnaire
GROWTH AND DEVELOPMENT OF COLLEGE LIBRARIES IN THE ELECTRONIC ENVIRONMENT: A STUDY OF IMPACT OF QUALITY AWARENESS AND COMPETENCE BUILDING MEASURES.

QUESTIONNAIRE

PART - I GENERAL INFORMATION

1. Name of the institution and address: ---------------------------------------------

Phone: -------------- Fax ---------------

E-mail ......................... Website: .................

2. Year of establishment : ---------------------------------------------

3. Type of management : Govt [ ] Pvt.(Aided) [ ] Pvt (Un Aided) [ ]

4. Courses Offered : a) UG : B.A. [ ] B.Sc. [ ] B. Com. [ ]

b) PG : .........

5. Name of the Principal : ..............................................

6. Faculty Strength : Teaching Staff : 

Administrative Staff :

Menial Staff :

7. Student Strength (Last Five years) :

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8. NAAC Accreditation details : ..............................................

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PART II LIBRARY INFORMATION

A) General Information:
   i) Whether Library is Managed by Professional Staff
   Yes ☐ No ☐
   ii) Name of the Librarian / Incharge of the Library: ........................................
   iii) Working hours of the Library: ........................................................................

B) Collection of the Library:
   i) Books:
   ii) Periodical:
   iii) A – V Materials:
   iv) C.Ds/D.V.Ds:
   iv) Other Electronic Sources:
       Whether the collection as par with the NAAC requirements Yes ☐ No ☐

C) Users:
   i) Teaching Staff:
      a) Full time .......... b) Part time .......... c) Guest Lecturer ...........
   ii) Administrative Staff:
   iii) Research Scholar:
   iv) Students:
   v) Any other (please specify):
       TOTAL: ........................................

D) Services:
   Do you provide the following services:
   i) Circulation:
   ii) Reference:
   iii) User education Programme:
   iv) Bibliographical Service:
Appendix - 2: Questionnaire

v) Current Awareness Service:

vi) Selective Dissemination of Information:

vii) Photo copy (Xerox) Services:

viii) Inter Library Loan Service:

ix) Online Public Access Catalogue

x) Internet Service

xi) Any other (Please Specify)

E) Personnel / Library Staff:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designation</th>
<th>Number</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>1)</td>
<td>Professional</td>
<td></td>
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<tr>
<td>2)</td>
<td>Semi Professional</td>
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<td>3)</td>
<td>Non-Professional</td>
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F) Finance:

i) Mode of Finance:

   a. UGC
   b. State Govt.
   c. Fees Collected from the students
   d. Donations
   e. Others [Please Specify]

ii) Library Fees

   : ............................................

iii) Allotments *(Give Details of the Last Five years)*

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</tbody>
</table>

   a. Books

   : 

   b. Periodical
c. A - V Materials :
d. C.Ds/DVDs :
e. Other (Please Specify)

iv) Expenditure :

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</tbody>
</table>

a. Books :
b. Periodical :
c. A - V Materials :
d. C.Ds :
e. Others (Please specify):

G) Physical Facilities :

i) Does your college has a independent Library building :

Yes [ ]  No [ ]

a. Total Area of the Building (in Sq Fts) :

b. Total Seating Capacity :

For students _________
For the staff _________

H) Any other information you would like to add (Please Specify)

________________________________________________________________________________________

________________________________________________________________________________________
PART III
INFORMATION TECHNOLOGY FACILITIES AND INFRASTRUCTURE

I. Whether your Library is automated:

Yes ☐  No ☐

a) If no, when are you planning to go for automation.

b) If your answer is yes, give details of the software used for the automation.

c) Which are in house operations automated (Please tick)

   i. Cataloguing ☐
   ii. Book circulation with Barcode ☐
   iii. Book circulation without Barcode ☐
   iv. Acquisition of book & Periodicals ☐
   v. Any other (Please Specify) ……………………..

e) Number of computer terminals for library services ☐

II. Details about funds acquired for building Information Technology facilities (Please tick)

   i. Management ☐
   ii. UGC ☐
   iii. INFLIBNET ☐
   iv. Any other source (Please specify) ……………………..

III. Information Technology infrastructure available in the library/College

A) Hardware

   i. PCs - Please give details about the number of PCs and their configurations.
ii. Peripherals (Please inform the number & type)

a. Printers (Total)
   Make _______________________
   i) Laser Printer ___ ii) Dot matrix ___
   iii) Any other ______

b. Scanners { } Make _______________________

iii. Other equipments (Please inform whether you are having the following equipments, if yes the number.)

a. Barcode readers _______________________

b. Lamination machine _______________________

c. Display / Presentation devices
   i. OHP □
   ii. LCD projector □
   iii. DVD/VCD players □
   iv. Television □
   v. Tape recorder □
   vi. Mike system □
   vii. Any other please specify ____________

d. Power supply (mention the numbers)
   i. UPS/ Stabilizer □
   ii. Generators □
   iii. Invertors □
   iv. Any other please specify ____________

B) Operation system used for the computers (please tick)
Appendix - 2: Questionnaire

i. MS- DOS
ii. Windows 98
iii. Windows NT / 2000 / XP
iv. LINUX
v. UNIX

b) Mention the name of Library Software used for automation

........................................
Version:

d) Application software which you are familiar (please tick)

i. MS WORD
ii. WORDSTAR
iii. DBMS
iv. SPREAD SHEET
v. DTP
vi. POWERPOINT
vii. MS ACCESS
viii. ANY OTHER (Please specify)


e) NETWORKING

i. Whether your library has network access (within and outside).

Yes [] No []

if yes, in house [ ] OR Campus wide [ ]

ii. Do you have Internet facility in library

Yes [] No []
Appendix - 2: Questionnaire

If yes, tick your Internet Service provider (ISP)

i. BSNL

ii. TATA

iii. RELIENCE

iv. Any other (Please specify) _____________________________________

v. Please specify type of your internet connectivity (with speed in Mbps)

..........................................................................

iii. If answer is no to the above question, then what is your future plan to have Internet in the library?

iv) Are you a member of INFLIBNET-INFONET

Yes ☐ No ☐

v) Do you have your college website/Library Home page

Yes ☐ No ☐

If yes give details about website URL and date of establishment.

..........................................................................

..........................................................................

f) Library Services

i. Data base search services

a) OPAC/WEB-OPAC ☐

b) CD-ROM DATABASES ☐
Appendix - 2: Questionnaire

ii. Full text of E - Journals

iii. Web - based services
   a) Internet browsing
   b) E - mail facility
   c) Chatting/Blogging
   d) Electronic reference

iv. Document Delivery services

v. Any other services

PART IV IMPACT STUDY

A) Library Personnel skills and competencies:
   i) Do you have adequately IT qualified professional / semi professional staff
      Yes ☐ No ☐

      If yes, please indicate the number of persons trained in your library

      | Sl. No. | Type of category                        | Numbers |
      |--------|-----------------------------------------|---------|
      | i)     | Handling hardware                       |         |
      | ii)    | Handling Software                       |         |
      | iii)   | Handling Library Application Software   |         |
      | iv)    | Handling Internet /Web Page services    |         |
      | v)     | Any other (Please Specify)              |         |

B) i. Do you agree that automation work has helped you to develop the library?
      Yes ☐ No ☐
Appendix – 2: Questionnaire

If No, give reasons. .................................................................

ii. Did you have any reasons that manual system operations are more efficient than automated system

Yes ☐ No ☐

If yes, give reasons .................................................................

C) Please indicate the factors influencing the introduction of library automation in the following scales.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Influencing factors</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Availability of grants from UGC</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>ii)</td>
<td>Availability of grants from management</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>iii)</td>
<td>Librarians initiative</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>iv)</td>
<td>Library Committee advised to computerize</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>v)</td>
<td>Principal/Head of the Institution directed you computerize</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>vi)</td>
<td>Users demand for library computerize services</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>vii)</td>
<td>World wide Trend</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>viii)</td>
<td>Any other (please specify)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

D) Please indicate the importance of networking in college libraries using scale 1 to 3

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Activity/Services</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>i)</td>
<td>Helps sharing of resources among participated librarians.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>ii)</td>
<td>Guide the library for networking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>iii)</td>
<td>Helps librarians to participate in other regional / national /international</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

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Appendix – 2: Questionnaire

iv) Provides access to scholarly web resources for research and academic work. □ □ □
v). Helps to overcome economic and time barriers □ □ □
vi) Helps document delivery services. □ □ □
vii) Helps to access to world wide web □ □ □
viii) Helps to gain image building for the library □ □ □
ix) Helps to prevent duplication of resources □ □ □
x) Any other (Please specify) ___________

E) Impact of library network

a) Does your library has taken the membership of any Indian library networks

Yes □ No □

If Yes, Please indicate the name of the network ____________________

Mention the usefulness of services provided by such networks.

Very useful □ useful □ Less useful □

b) Are you having membership or participating member in local/regional network

Yes □ No □

c) Do you wish to participate in the proposed network

Yes □ No □

If Yes,

i) Willing to share the resources □

ii) Willing to share the expenses of network establishment □

One time contribution □ Annual Contribution □

iii) Willing to offer and receive fee based services ( )

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Appendix – 2: Questionnaire

d) Users Opinion

Please grade in the scale given below

1) Agree 2) Neutral 3) Disagree

i. Do you consider automation is essential for getting better library services in present scenario

ii. It has not helped to the extent of satisfaction.

PART V

MODEL FOR NETWORKING OF COLLEGE LIBRARIES OF KARNATAK

A) In your opinion please state the importance for the following in making your college library a model library to serve the academic community in this new networking area.

Please indicate the importance on a scale of 1 to 5 as given below (please tick).

1) Strongly Agree 2) Agree 3) Neutral 4) Disagree 5) Strongly Disagree

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>1</td>
<td>Operation should be networked</td>
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<td>2</td>
<td>Library should acquire infrastructure for networking</td>
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<td>3</td>
<td>Do you need trained manpower for handling IT information in Libraries.</td>
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<td>4</td>
<td>Library should automate all its library house keeping factions and build a resourceful library.</td>
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<td>5</td>
<td>Need training of end users in the use of network based services.</td>
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<td>6</td>
<td>Provide web OPAC access (Intranet/ World wide).</td>
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<td>7</td>
<td>Do you proposed need for standardization in automation or in networking.</td>
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<td>8</td>
<td>Provide document delivery services.</td>
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<td>9</td>
<td>Provide Access to e – journals.</td>
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<td>10</td>
<td>Need based information services for particular user community (viz,CAS/SDI etc.)</td>
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<tr>
<td>11</td>
<td>Provide electronic bulletin board service.</td>
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</table>
12. Provide library service and reference service through E-mail.

13. Suggest to set up standard guidelines for sharing of resources among libraries.

14. Library must participate in regional & national network for sharing resources.

15. The establishment of colleges library consortia

16. The consortium of college libraries if established in our state will be useful for all.

17. It helps in overcoming the specific problems if library network is established in our state.

18. Any other Please specify.

CHECK LIST FOR BEST PRACTICE

(Please tick best practices which you are performing in your library)

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<tr>
<th>Sl. No.</th>
<th>Best Practices</th>
<th>Please Tick</th>
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<tbody>
<tr>
<td>1.</td>
<td>Collection development in different formats</td>
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<tr>
<td>2.</td>
<td>Collection enhancement in hybrid library</td>
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<td>3.</td>
<td>User education (information Literacy Programme)</td>
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<td>4.</td>
<td>Library best user award</td>
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<td>5.</td>
<td>On-line information retrieval and Free browsing unit (Internet access facility)</td>
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<td>6.</td>
<td>Library homepage for information dissemination</td>
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<td>7.</td>
<td>Dynamic library website</td>
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<td>8.</td>
<td>User feedback through the library homepage</td>
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<td>9.</td>
<td>24/7 Access to e – resources</td>
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<tr>
<td>10.</td>
<td>Access to digital repository through library website</td>
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<tr>
<td>11.</td>
<td>Digital access to all internal documents</td>
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<tr>
<td>12.</td>
<td>CD Mirror server facility</td>
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<td>13.</td>
<td>Digitization of manuscripts</td>
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<tr>
<td>14.</td>
<td>Web OPAC</td>
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<td>15.</td>
<td>Information retrieval through Web OPAC</td>
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<td>16.</td>
<td>Campus wide local area network (LAN) facility</td>
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<td>17.</td>
<td>Database creation using international standard formats</td>
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<td>19.</td>
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