Appendix – 1

Questionnaire: Part A

I. PRELIMINARIES:

1. Name of the University /Institution: 
2. Name of the Library: 
3. Date of Establishment of the library:

II. COLLECTION DEVELOPMENT ASPECTS:

1. Please mention the holdings of the library in the following categories

   Type of Material                  In English  Regional Languages
   a) Books
   b) Periodicals (current)
   c) Bound volumes of Periodicals.
   d) Theses/Dissertations.
   e) Technical Reports.
   f) Patents/ Pamphlets
   g) Standards/Spectifications
   h) Others

2. Please indicate among the following groups of Non-print / book media, which of them are available in your library (with their total numbers and the subjects represented) (For subject use either CC or DDC No.)
<table>
<thead>
<tr>
<th>A. AUDIO MATERIALS</th>
<th>NO.</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Gramophone Records (All categories)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Hard-based, vinyl-plastic (Thin))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Audio- cassettes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(All time durations e.g. 30 mins.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) CD-Audio- DVD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. VISUAL MATERIALS</th>
<th>NO.</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Drawings, Paintings and Artworks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Graphs and Charts, Posters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Realia (Models, Murals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Photographs (No. of albums)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. AUDIO-VISUAL MATERIALS</th>
<th>NO.</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Slide-Cassette</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. ILLUSTRATED MATERIALS (Paper based Print)</th>
<th>NO.</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rolls, Book form, Raised)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Maps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Atlases (Atlases in geography and in other Subjects like Economic Atlas)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Globes (of different diameter)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. MICROFORMS (16mm, 35 mm and other dimension together)</th>
<th>NO.</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Microfilms (strips, Jacket, Reels)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) MicroCard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Microprint (e.g. Compact Edition OED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Microfiche (All sizes and Reduction)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Aperture cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Slides (Including Synchronized Audio cassettes)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
F. FILMS (Documentary and Motion)
(16 mm and 35mm) (Soundless or with sound) __________
Video-tapes __________

G. CD-ROM BASED DOCUMENTS
(a) Databases of Secondary Periodicals
   (No. of Titles) __________
(b) Full Text Databases (Primary periodicals) __________
(c) Reference Books (No. of Titles) __________
(d) CD-ROM Multimedia Products __________

3. Would you like to go for large-scale collection of multimedia materials?
   Yes [ ]
   No [ ]

   If “yes” please comment ____________________________
   If “No” please comment ____________________________

III. ORGANISATIONAL SYSTEM:
1. What is the administration and governance of your library: (please check).
   (a) Centralized. [ ]
   (b) Decentralized. [ ]
   (c) Co-ordinate decentralized. [ ]
   (d) Others (Please specify) [ ]

2. What organizational units does your library have? (Please check):
   (a) Acquisition unit [ ]
   (b) Cataloguing unit. [ ]
   (c) Circulation unit. [ ]
   (d) Reference service unit [ ]
   (e) Periodicals unit. [ ]
   (f) Administration unit. [ ]
   (g) Others (Please specify). [ ]

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3. What is the Operational mode of your library?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manual</th>
<th>Partially Computerized</th>
<th>Computerized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging of multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation of multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference service of multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serials in multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. What selection aids do you use for the procurement of Multimedia materials? (Please tick).

(a) Publisher catalogue. [ ]
(b) Exhibitions. [ ]
(c) Reviews. [ ]
(d) Others (please specify) [ ]

5. Who is recommending authority to purchase multimedia materials?

(a) Teachers (subject specialists). [ ]
(b) Librarian (on the basis of demand from the user). [ ]
(c) Students. [ ]
(d) Library committee [ ]
(e) Others [ ]
6. What is the proportion of recommendations of Multimedia materials comparing to books?

(a) Fair [ ]
(b) Encouraging. [ ]
(c) Good. [ ]
(d) Meagre [ ]
(e) Poor [ ]

7. Do you have separate budget allotment for procuring Multimedia materials?

Yes [ ]
No [ ]

If ‘YES’ do you feel budget allotted for Multimedia materials is sufficient to meet your requirements?

Please comment

8. (a) What Classification scheme you use for classifying Multimedia materials?

__________________________________________________________

(b) Which Cataloguing code you use for cataloguing Multimedia materials?

__________________________________________________________

(c) What Indexing technique for information retrieval do you use in addition to Classification and Cataloguing?

__________________________________________________________

9. Multimedia materials are accessible through:

Open access [ ]
Closed access [ ]
10. Based on your experience with Multimedia materials, how do you rate the reactions to Multimedia materials with regard to the following? (Please indicate by checking the box with the appropriate code letter)

   "1" Like
   "2" Very much like
   "3" Uncertain
   "4" Dislike
   "5" Very much dislike

A) Your Personal opinion:


   Please give reason(s) for the choice:

B) Your opinion of how staff members feel about Multimedia materials?


   Please give reason(s) for the choice:

C) Your opinion of how patrons feel about multimedia materials?


   Please give reason(s) for the choice:

11. What is the impact of Multimedia materials on your library?

   ____________________________________________________________

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IV. USER ASPECTS:

1. Give the Total number of library users:
   (a) Teachers. _____________________
   (b) Research scholars. _____________________
   (c) Students. _____________________
   (d) Others. (Please specify) _____________________

2. To improve your service do you keep daily statistics for:
   a) Readers visiting the Multimedia materials unit, if any
      Yes [ ]
      No [ ]
   b) Reader reading Multimedia materials in reading room
      Yes [ ]
      No [ ]
   c) Multimedia materials lent out
      Yes [ ]
      No [ ]
   d) Reading equipments lent out
      Yes [ ]
      No [ ]
   e) Do you maintain suggestion register?
      Yes [ ]
      No [ ]
f) Do you provide any guidance to the users for proper handling of Multimedia materials and of their reading equipments?
   
   Yes [ ]

   No [ ]

In case if 'Yes' have you compiled any guide for users use
   
   Yes [ ]

   No [ ]

g) Have you compiled Staff manual to provide the effective operation of the Multimedia materials in reading room?
   
   Yes [ ]

   No [ ]

h) Do you demonstrate a new piece of Multimedia equipment to your entire user community?
   
   Yes [ ]

   No [ ]

3. Do you conduct Orientation session for new users which included information about the Multimedia materials and that is available for their use?
   
   Yes [ ]

   No [ ]

4. Do you keep a file/register for written evaluation of materials that users have previewed?
   
   Yes [ ]

   No [ ]
5. Is your library Multimedia material collection ideally responds to the needs of users?
   Yes [ ]
   No [ ]

6. Do you communicate frequently with users community for asking their problems and solutions on Multimedia materials?
   Yes [ ]
   No [ ]

7. Do you have any special efforts to encourage a non-user of Multimedia materials?
   Yes [ ]
   No [ ]

8. Do you have any committee, whose purpose is to evaluate Multimedia materials?
   Yes [ ]
   No [ ]

9. How do you publicise your Multimedia material collection?
   (Please tick mark the relevant boxes)
   (a) By arranging exhibitions [ ]
   (b) By arranging guided tours in the library [ ]
   (c) By displaying periodic list of new arrivals [ ]
   (d) By circulating catalogue of the collection [ ]
   (e) By other methods if any [ ]
10. Over the period of time collection & utility of Multimedia materials by:
   a) Teachers: Increased [ ] Decreased [ ]
   b) Students: Increased [ ] Decreased [ ]
   c) Others: Increased [ ] Decreased [ ]

V. STAFF ASPECTS:

1. Please mention the number of library staff in the following categories.
   (a) Professional
   _________________________
   (b) Semi professional
   _________________________
   (c) Administrative
   _________________________
   (d) Others. (Please specify)
   _________________________

2. If the department is separate is the staff trained in organizing and handling Multimedia materials?
   Yes [ ]
   No [ ]
   If 'YES’ what is the strength of the staff? ____________________________
   If ‘NO’ please comment ____________________________________________
VI. PHYSICAL FACILITIES:

1. If the Multimedia department is not separate, who is responsible for the collection?

   (Tick mark the relevant box)
   
   (a) Circulation staff [ ]
   
   (b) Audio-visual /special collection staff [ ]
   
   (c) Rare book collection department [ ]
   
   (d) Photographic section [ ]

2. Do you have separate department for Multimedia materials collection?

   Yes [ ]

   No [ ]

3. Please provide the details about the availability of the following devices in your library.

<table>
<thead>
<tr>
<th>Devices</th>
<th>Numbers</th>
<th>Name &amp; Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers (PI/II/III/IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanner(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax machine(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying machine(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modem(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Do you have separate storage facilities for Multimedia material collection?

   Yes [ ]

   No [ ]
5. Do you have separate Multimedia materials reading room facilities?

Yes [ ]
No [ ]

If ‘YES’ please tick mark the relevant specification requirements (your storage room and reading room meets with)

(a) Lighting [ ]
(b) Cooling system [ ]
(c) Humidity control [ ]
(d) Air filter [ ]
(e) Water protection [ ]
(f) Vacuum cleaners [ ]
(g) Others if any (please specify) ______________________

6. Do you have the sufficient budget for procuring equipment’s for Multimedia materials?

Yes [ ]
No [ ]

7. Specify the number of equipment’s you maintain in your library.

(a) Microfilm reader(s) _____________
(b) Microfiches reader(s) _____________
(c) Micro opaque reader(s) _____________
(d) Photocopying Machine(s) _____________
(e) Lamination Machine(s) _____________
(f) Telex machine(s) _____________
(g) Others if any (please specify) _____________
8. Comment on the problems faced while handling Multimedia equipments?

________________________________________________________________________

________________________________________________________________________

9. What measures do you take for the care and maintenance of Multimedia materials and their equipments?

(a) Use of dust covers when the equipments are not in use [ ]

(b) Cleaning of the screen, internal lens & mirrors etc. [ ]

(c) Checking lamps daily [ ]

(d) Cleaning of glass or plate (optical plate. [ ]

(e) Refereeing to qualified maintenance personnel when there are major problems. [ ]

(f) Keeping them in separate dust free rooms. [ ]

(g) Others, if any (please specify) _______________________

10. Do you have your own Microfilming facilities?

   Yes [ ]

   No [ ]

   If ‘YES’, do you have trained Microfilm camera operator?

      Yes [ ]

      No [ ]

11. Do you have any committee especially for multimedia material collection to decide general polices and to consider more specific matters; such as collection development, reading room arrangement, equipments etc.

      Yes [ ]

      No [ ]

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PART B. Communication Media

Indicate the Services provided for:

1. INTERNET Facilities
   a) Type of connectivity - Leased / Dial up (give details like ISP etc.)

   b) What are the INTERNET services available

   * E-mail ( )
   * Online Access to Databases ( )
   * FTP/Downloading ( )
   * Library Websites ( )
   * Telnet ( )
   * Chat ( )
   * News Group (List Server)(Discussion Group) ( )
   * Voice Mail /Teletext ( )
   * Any other (Please specify) ________________

2. Do you have/Did your library ever participate in
   a) Teleconferencing activity Y/N
   b) Video conferencing Y/N
   c) Close circuit Cable TV Network Y/N

3. Does your library subscribe to any publisher Web-site Y/N
   (Like accessing to ‘Bowker’ web site)
4. Does your library subscribe to any Consortia facility /model Y/N
If Yes give details

5. Does your library possess/ has created a directory of experts Y/N
in your University or from other University
If Yes give details

6. Do you know that the INFLIBNET has an Experts and Projects Database?
Y/N
If Yes. How often your library has used it for seeking information, or attempted to update it.

7. Do you have separate library staff to give the service to the user on the above Special media.
Y/N

8. What is the overall skill/competency of the Library staff on the application of IT in Library and Information work. (Like use of Library Software packages, Network access, Building Databases, Providing search services by CD-ROM Databases and or INTERNET based services) and also knowledge of Hardware – use of Printers, Scanners, cameras, sound equipments etc.)

**Rating Scale:**

(1) Excellent  ( )  (2) Very good  ( )  (3) Good  ( )
(4) Average  ( )  (5) Poor  ( )

(Give no. of staff in each grade with range of skills)
9. How often (frequency) Users/Library Staff use CD- products (Databases, reference book, multimedia) and their skill in searching

FREQUENCY:

(a) Quite Often ( ) (2) Often ( )
(c) Occasionally ( ) (4) Sparingly ( )
(e) Least ( ).

SKILL:

(1) Excellent ( ) (2) Very good ( )
(3) Good ( ) (4) Average ( )
(5) Poor ( )

10. Additional Comments:

Please feel to add any further comments you might want to offer on these questions or any other point you wish to bring to our notice.

________________________________________

________________________________________