Appendix
APPENDIX - I
Questionnaire

DESIGN AND DEVELOPMENT OF COST EFFECTIVE INTRANET MODEL FOR SHARING ELECTRONIC INFORMATION RESOURCES: CONSORTIA BASED STUDY WITH REFERENCE TO IIM LIBRARIES

QUESTIONNAIRE

Dear Sir,

I am carrying out a study into the possibility of developing an intranet model for accessing and sharing electronic resources among the IIM Libraries. This questionnaire will help identifying the existing resources (information, human and infrastructure facilities) both at your library and institution level.

In seeking your assistance, I appreciate the considerable effort that may be involved in providing some of the answers. I also appreciate the very important part that your contribution will play in the estimation of the true extent of the resources available and, indeed in the determination of the conclusions of the study. For both effort and contribution, I remain immensely grateful. I would like to assure you that any information that may be given in confidence would be treated strictly as such.

Thanking you in anticipation for your cooperation

Yours Sincerely,

M. Paul Pandian
PART A: RESPONDENT INFORMATION

1. Name of the Library: .................................................................
2. Homepage of Library: http://
3. Name of the Librarian/Head: .....................................................
4. Email of the Librarian/Head: .....................................................
5. Name of Technology Contact Person: ........................................
6. Email of Technology Contact Person: ........................................

PART B: INFORMATION ABOUT THE PARENT INSTITUTION

1. Name of the Institution: ..............................................................
2. Homepage of the Institution:
   http://......................................................................................
3. Name of the Director: .................................................................
4. Users Group

<table>
<thead>
<tr>
<th>Category</th>
<th>Total number</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
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<td></td>
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<tr>
<td>Academic/Research Staff</td>
<td></td>
<td></td>
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<tr>
<td>Participants</td>
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<tr>
<td>PGP</td>
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<tr>
<td>FPM</td>
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<tr>
<td>Walk In Users/per day</td>
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5. Library Staff (Tick all that apply)

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<thead>
<tr>
<th>Title</th>
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<th>Additional qualifications</th>
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<tr>
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<td>Name</td>
<td>Total no. of items</td>
<td>Total no. Bibliographic records/holdings in electronic form</td>
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## PART C1 - Electronic Databases and other Resources

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<tr>
<th>Source</th>
<th>CD/Local Hard disc/Internet</th>
<th>Operating System (WinNT/Linux/Unix/Novell/others)</th>
<th>Z39.50 compliant (Yes/No)</th>
<th>Web enabled search interface (Yes/No)</th>
<th>Current subscription cost in Rs.</th>
<th>Accessible on Intranet (Yes/No)</th>
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<td>Economist</td>
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</table>
1. Do you have any usage statistics system for electronic resources?
   - Yes
     - From Publishers’ web site
     - Locally developed system
   - No

2. Do you have any common interface to search all the electronic resources?
   - Yes
     Please provide the name of the software
   - No

3. Would you be interested in such common search software?
   - Yes
   - No
PART E - TECHNOLOGY INFRASTRUCTURE

E.1: Library

Computing resources:

1. Do you have dedicated library web server?
   - [ ] Yes
   - [ ] No

2. Configuration of library web server:
   
   Type: .................................................................
   Clock speed (in MHz): ...........................................
   RAM: ...............................................................  
   Hard disk size (in GB): .........................................

   Operating system used: .................................

3. Do you have dedicated Server for library management software?
   - [ ] Yes
   - [ ] No

4. Library management software:
   
   Name:
   Version
   Operating system used
   Web enabled Online Public catalogue:
   - [ ] Yes
   - [ ] No

   Client access:
   - [ ] Web browser
   - [ ] Windows client
   - [ ] Any other

5. Other storage and retrieval systems:

<table>
<thead>
<tr>
<th>Item</th>
<th>Specifications (Clock speed in MHz, no. of CD Drives, Hard disk size, etc)</th>
<th>Operating system used</th>
<th>Web enabled interface to manage the system resources (Yes/No)</th>
<th>Connected to the LAN of the Institution (Yes/No)</th>
<th>Off-campus access (Yes/No)</th>
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</table>
6. Is there any back up server?
   - Yes
   - No

7. Is the library connected to the Local Area Network of the parent institution?
   - Yes
   - No

8. How do you provide campus wide access?
   - Through Web browser
   - Through Client software (of the electronic resources)

9. Access Authentication:
   - IP
   - User Name and Password
   - Others

**E2. In the institution**

1. No. of Computer servers:

2. Operating system used:
   - Linux
   - WinNT
   - Novell
3. No. of PCs:

- Linux
- Windows(NT/98/2000/XP)
- Any other

4. Have you implemented Proxy/Firewall to protect your resources?

- Yes
  Squid
  Eproxy
  Any Other (Please specify)

- No

Communication Backbone:

1. Internet Connectivity:

<table>
<thead>
<tr>
<th>Type</th>
<th>Bandwidth available</th>
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</thead>
<tbody>
<tr>
<td>Leasedline</td>
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<tr>
<td>VSAT</td>
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<tr>
<td>Radiolink</td>
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<tr>
<td>Any other mode</td>
<td></td>
</tr>
</tbody>
</table>

2. Local Area Network specification:

- Backbone: Megabit Ethernet
  Gigabit Ethernet

- Other (Please specify)

- Between departments:
  Switched 10/100 mbps ethernet
  Shared /1000 mbps ethernet
  Any other (Please specify)

Wireless Networking: yes / no
Digitization activities:

1. Are there any digitization activities in the library?
   □ Yes
   □ No (Please go to the question no.

2. Factors that influence digitization
   □ Archival value
   □ Academic importance
   □ Reduce damage
   □ Save space
   □ Increased access
   □ Other reasons (please specify)

3. When did the digitization program start? ...................................(DD/MM/YYYY)

4. Do you cooperate with other IIM Libraries to develop your digitization program?
   □ Yes
   □ No

5. How many items are included?...........................(total items)

6. Is digitization carried out by?
   □ The library
   □ Digital Library Management Software
      ——— Greenstone
      ——— VTLS
      ——— Contentdm
      ——— Any Other (Please specify)
   □ Outsourced

7. Have you used OCR software for texts?
   □ Yes
      ——— Fine Reader
      ——— OmniPage
      ——— Any Other (Please specify)
   □ No

8. How many staff work on the program?....................

9. Costs of digitization: ..........................(Rs. Per page)
   ..........................(Rs./item - book or bound volume any other)
10. What materials you consider for digitization?
- Highly used books
- Copyright expired materials
- Back volumes of Journals
- Official records
- Proceedings of the Executive Committee Meetings

In house publications
- Working papers
- Research reports
- Dissertations/Thesis
- Consultancy reports
- Any other publications

11. Do you have access to any e-books collection?
- Yes

How many items so far included

E-Book sources:
- Netlibrary (OCLC)
- From publishers
- Any Other (Please specify)

- No

PART F - RESOURCE SHARING ACTIVITIES

1. Member of Consortium
- IIM Consortium
- INDEST
- Any other

2. Resources subscribed under consortium

<table>
<thead>
<tr>
<th>Name of the resource</th>
<th>Subscription Cost paid by your institution (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI/INFORM Global</td>
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<tr>
<td>ACM Digital Library</td>
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<tr>
<td>Business Source Premier</td>
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<tr>
<td>Capitaline</td>
<td></td>
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<tr>
<td>CRIS INFAC</td>
<td></td>
</tr>
</tbody>
</table>
3. Is there a union catalog of IIM Libraries available?
   - Yes
   - No

4. What kind of resource sharing activities you have at present?
   - ILL
   - Document Delivery Services
   - Expert Advise
   - Shared access to resources (E-journals, databases etc.)

5. Do you use your library management software for any of the above activities?  
   - Yes
   - No

6. Do you use union catalog module of the library software?  
   - Yes
   - No

7. Does your library catalog available via z39.50 server?  
   - Yes
   - No

8. Do you use Z39.50 module of your library software?  
   - Yes
   - No

9. Cataloguing codes used
   - AACR2
   - CCC
   - Any other

<table>
<thead>
<tr>
<th>Database</th>
<th>No. of journals</th>
<th>Cost your institution paid (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kluwer Academic Publishers</td>
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<tr>
<td>John Wiley</td>
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<tr>
<td>Taylor and Francis</td>
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</tbody>
</table>
10. Classification schemes used

- DDC
- UDC
- CC
- Any other

11. Does your library software has support for downloading MARC records from

- Library Of Congress
- OCLC
- Any other

12. Do you use the above services for cataloging?

CONCLUDING QUESTIONS:

1. IIM Libraries Consortium

- Identifies new products and services
- Obtains best prices
- Facilitates collection development
- Provides consolidated invoicing
- Any other benefits (Please specify):

2. Suggestions for IIM Library Consortium

- Strategic plan is essential
- Should partner with other consortia

3. How would you rate IIM Consortium in meeting your library needs?

- Satisfactory
- Not much
- Not Satisfied

4. What kind of problems have you experienced?

5. How important is IIM consortium for your future library needs?

- Very Important
- Important but not essential
- No difference
6. Do you agree that a common infrastructure to support shared access to networked resources is needed (Common Servers, Common software, etc)?

☐ Yes
☐ No

7. Can your institution invest a small percentage of the total library budget for infrastructure to support shared network access?

☐ Yes
☐ No

Date: ____________________________ Signature ____________________________