Dear Sir/Madam,

I am conducting a research study on the topic ‘Use of Online Public Access Catalogue in University Libraries of Chandigarh and Punjab: A Study’ as a part of my Doctoral Dissertation. For this purpose, a questionnaire has been designed to collect the data on various aspects of above topic. Your cooperation is appreciable and you are requested to kindly fill up the questionnaire. The information provided by you will be used for only academic purpose and will be kept confidential.

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Chandigarh - 160014

Note:  
i) Please fill up the information in the blank space provided.  
ii) Tick √ appropriate answer.

1. Name of the University : ..............................................................................
2. Name of the Library : .............................................................................
3. Total Library collection : ............................................................................
4. Number of registered users:
   Faculty members: ...................... Research scholars: ......................
   Post graduates : ......................
5. Name of library software : ........................................................................
6. In which year did your library install library software : ..............................
7. In which year did your library start OPAC facility : .................................
8. Number of computer systems in your library for searching the OPAC: ........
9. Has your library its own server?
   Yes ( ) No ( )
10. LAN (Local Area Network)/Campus Wide Network  
   a. Has your university LAN (Local Area Network)/Campus Wide Network?
      Yes ( ) No ( )
If yes, is your library connected to LAN?

Yes ( )  No ( )

If yes, is your OPAC available on LAN?

Yes ( )  No ( )

If yes, accessibility of your OPAC is:

Restricted only to the library ( )
Restricted to the library and teaching departments ( )
On entire campus ( )

11. Does your library provide Web-OPAC facility?

Yes ( )  No ( )

12. Does your library have access to electronic/online resources?

Yes ( )  No ( )

If yes, does your library provide links or hyperlinks to electronic/online resources through the OPAC?

Yes ( )  No ( )

13. User orientation programme

a. Does your library organize user orientation/user education programme/user training for the OPAC?

Yes ( )  No ( )

If yes, how many times does your library organize it in a year?: ............... 

b. For which category of users does your library provide user orientation/user education programme?

Only new users ( )  Both new users and old users ( )

c. Number of users in a group to organize it: ........................................

d. Does your library have card/print/manual catalogue along with OPAC?

Yes ( )  No ( )

If yes, is your library still updating card catalogue?

Yes ( )  No ( )

14. Did the OPAC improve searching the documents/information in your library?

Yes ( )  No ( )

15. With the introduction of the OPAC in the library, what is the impact on the image of library?

Improved ( )  No change ( )  Decreased ( )
16. Which features of the following does your OPAC provide? (Please tick ✓)

<table>
<thead>
<tr>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Types of searches</strong></td>
</tr>
<tr>
<td>a) Simple/basic, ( )</td>
</tr>
<tr>
<td>b) Advance/expert/complex ( )</td>
</tr>
<tr>
<td>c) Boolean search ( )</td>
</tr>
<tr>
<td>d) Truncation ( )</td>
</tr>
<tr>
<td>e) Phrase searching ( )</td>
</tr>
<tr>
<td>f) Browsing capability ( )</td>
</tr>
<tr>
<td>g) Word adjacent search ( )</td>
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<tr>
<td>h) Proximity search ( )</td>
</tr>
<tr>
<td><strong>Access points</strong></td>
</tr>
<tr>
<td>a) Author ( )</td>
</tr>
<tr>
<td>b) Title ( )</td>
</tr>
<tr>
<td>c) Subject heading ( )</td>
</tr>
<tr>
<td>d) Keyword ( )</td>
</tr>
<tr>
<td>e) Keyword in author ( )</td>
</tr>
<tr>
<td>f) Keyword in title ( )</td>
</tr>
<tr>
<td>g) Keyword in subject ( )</td>
</tr>
<tr>
<td>h) Combined search such as author/title, author/keyword ( )</td>
</tr>
<tr>
<td>i) Call/ Class number ( )</td>
</tr>
<tr>
<td>j) Series ( )</td>
</tr>
<tr>
<td>k) Accession no./ barcode no. ( )</td>
</tr>
<tr>
<td>l) ISBN /ISSN ( )</td>
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<tr>
<td>m) Supports cross references ( )</td>
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<tr>
<td><strong>Search strategy</strong></td>
</tr>
<tr>
<td>a) Displays search strategy ( )</td>
</tr>
<tr>
<td>b) Provides examples under each type of search ( )</td>
</tr>
<tr>
<td>c) Option for search history ( )</td>
</tr>
<tr>
<td>d) Save the search strategy ( )</td>
</tr>
<tr>
<td><strong>Search limits</strong></td>
</tr>
<tr>
<td>a) Provision for search limit by:</td>
</tr>
<tr>
<td>i) Year ( )</td>
</tr>
<tr>
<td>ii) Language ( )</td>
</tr>
<tr>
<td>iii) Type of collection, publication, etc. ( )</td>
</tr>
<tr>
<td>b) Facility for sorting records ( )</td>
</tr>
<tr>
<td>c) Sort option by title, author, call no., publication date ( )</td>
</tr>
<tr>
<td>d) Ranks output by relevance ( )</td>
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</tbody>
</table>
Features

Bibliographic display
a) Provision for bibliographic displays:
   i) Brief
   ii) Detailed
   iii) Both (i) & (ii)
b) Provision to customise display screen
   c) Limiting the number of records per display

Entry structure
a) Support for MARC format
b) Provision for library structured entry format
c) Both MARC format and library structured entry format

Output provision
a) Export/download of retrieved results
b) Provision for the transmission of retrieved records through e-mail
c) Provision for:
   i) Save retrieved results
   ii) Print retrieved results

User assistance/on-screen help
a) Provision of contextual help messages
b) Provision for procedural learning/training
c) Provision of online tutorial
d) Provision of a list of search types
e) Provision of procedural prompts or guidance to indicate next steps during a search
f) Spell check facility/software
g) Requires little intervention by the staff

Services/facilities
a) Interface with the circulation system
b) Provision for the options such as:
   i) Document check out
   ii) ILL
   iii) Renewal
   iv) Reservation
c) External links
   i) Link to electronic sources
   ii) Access to Z39.50
d) Provision of online mailboxes for users' suggestion and comments
e) Provision for copy location
Features

General
a) Provision for log-on/user password ( )
b) Customisation of the features as per the library requirement ( )
c) Has time out features, if desired ( )
d) Facility for updating/adapting new versions ( )
e) Explains the comments and coverage in the OPAC ( )
f) Exit/log-off instructions ( )

Other features
a) Linguistics capabilities
   i) Facility to accommodate multilingual libraries ( )
b) Capability to suppress indexing/searching
   i) Initial articles (‘a’, ‘an’, etc.) ( )
   ii) Special characters (Inverted commas, colons, etc.) ( )
c) New arrivals ( )
d) Patrons ( )
e) Separate option for journals ( )
f) Separate search interfaces for novice and experienced/ expert users ( )

Any other(s) (Please specify): .................................................................
.................................................................
.................................................................

(Signature)

Thank you very much for your cooperation and valuable contribution.