APPENDICES
Questionnaire for the Librarian

I. General Information:

1. Name of the library with address:

2. Year of the establishment:

II. Manpower:

3. Name of the in-charge of the library:

A. Designation:

B. Qualifications:

4. How many staff is working in the library?

5. Pl. give the details of the following:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>No. of the total existing posts</th>
<th>No. of total sanctioned posts</th>
<th>Pay scale</th>
</tr>
</thead>
</table>

6. A. Do you feel that available staff is sufficient? Yes ( ) No ( )
B. If ‘No’, PI. specifies the number of staff essential for rendering the services:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>Required No.</th>
<th>For performing the job</th>
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7. A. Whether the staff is transferred from the library? Yes ( ) No ( )

7. B. If ‘Yes’, how frequently it is transferred?

8. Are the library staff members encouraged to attend the conference, seminars, refresher course etc. to keep their knowledge up-to-date? Yes ( ) No ( )

9. If ‘Yes’, how many have got opportunity to attend it (Pl. give details):

III. Building and Furniture

10. Whether library building is (Pl. tick mark)
    i. Owned ( ) ii. Rental ( ) iii. Any other, Pl. specify:

11. The library building is located (Pl. tick mark)
    i. Centrally ( ) ii. Peripheral ( ) iii. Any other, pl. specify;

12. A. Total area of the library building:----------------------- sq. ft.

B. Do you feel the present library building is sufficient? Yes ( ) No ( )

13. Do you think that the library furniture is (Pl. tick mark)
    i. Adequate ( ) ii. Inadequate ( )

14. Is there a separate reading hall in your library? Yes ( ) No ( )
    If ‘Yes’, how many readers it can be accommodate?

15. Do you think the reading hall is sufficient for your users? Yes ( ) No ( )
16. Please give the total funds allocated of the library for the following years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998-1999</td>
<td></td>
</tr>
<tr>
<td>1999-2000</td>
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<td>2000-2001</td>
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<td>2001-2002</td>
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<tr>
<td>2002-2003</td>
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</tr>
</tbody>
</table>

17. Pl. gives the amounts of the funds allocated for the different items during following years:

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Salaries</td>
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<tr>
<td>Books</td>
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<tr>
<td>Newspapers/Journals</td>
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<tr>
<td>Stationery</td>
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<td>Contingency</td>
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<td>Maintenance</td>
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<tr>
<td>Binding of books</td>
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<td></td>
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<tr>
<td>Non-print materials</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
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<tr>
<td>Any other, Pl. specify</td>
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</tbody>
</table>

18. A. Are you satisfied with the funds allocation provided by the Government for purchasing reading and other materials? Yes ( ) No ( )

18. B. If ‘No’, pl. give some reasons:

19. Do you accept library fee and deposit from the readers? Yes ( ) No ( )
   If ‘Yes’, how much:

20. Have you made special financial provision for library automation? Yes ( ) No ( )

21. Do you charge to readers for giving any special services? Yes ( ) No ( )
   If ‘Yes’, pl. give in details:

22. Is there any provision made by the library for raising funds? Yes ( ) No ( )

23. Do you rent the meeting room/auditorium to public? Yes ( ) No ( )
   If ‘Yes’, Pl. gives in details:
V. Acquisition:

24. A. Do you have selection committee for selecting reading materials? Yes ( ) No ( )

B. How books are selected? (pl. tick mark)
   i. As per recommendations of the library selection committee ( )
   ii. As per recommendations of the Director ( )
   iii. Through suggestions from users ( )
   iv. Through library in-charge suggestions ( )
   v. Any other, pl. specify:

25. How the books are purchased for the library? (pl. tick mark)
   i. By calling books on approval ( )
   ii. Direct from book shop/seller ( )
   iii. Centrally/locally purchased approved by the library authority/tender committee( )
   v. Any other, Pl. specify:

26. Pl. gives the number of books acquired during the following years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Purchase</th>
<th>Donation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2000</td>
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<td></td>
<td></td>
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<td>2001</td>
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<td></td>
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<tr>
<td>2002</td>
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<td></td>
</tr>
<tr>
<td>2003</td>
<td></td>
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</tbody>
</table>

VI. Collection:

27. Pl. state the total number of books in the stock as on 30th June, 2003:
   i. Total number of books in English:
   ii. Total number of books in Bengali:
   iii. Other languages:

28. How many periodicals/ magazines subscribed by the library during 1999-2003

<table>
<thead>
<tr>
<th>Year</th>
<th>Total No. of periodicals</th>
<th>Bengali</th>
<th>English</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
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<td>2000</td>
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<td>2001</td>
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<td>2002</td>
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</tr>
<tr>
<td>2003</td>
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</tr>
</tbody>
</table>

294
29. Does the library possess the following non-book materials?

<table>
<thead>
<tr>
<th>Type of materials</th>
<th>Yes</th>
<th>No</th>
<th>No. of collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slides</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gramophone records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD-ROMs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tapes</td>
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<tr>
<td>Maps</td>
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<tr>
<td>Manuscripts</td>
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<tr>
<td>Films</td>
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<td></td>
<td></td>
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<tr>
<td>Photo Albums</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio &amp; Video cassettes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other, Pl. specify</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VII. Library Organizations:

30. Is your library organized in different sections? Yes ( ) No ( )

If ‘Yes’, does it comprise of the following sections ( Pl. tick mark)

i. Children ( ) ii. Women ( ) iii. Magazine/ Newspaper ( ) iv. Reference ( )

v. Reading ( ) vi. Lending ( ) vii. Binding ( ) viii. Any other, pl. specify:

31. Do you classify your library resources? Yes ( ) No ( )

A. If ‘No’, how do you organize the library collection? Pl. specify:

B. If ‘Yes’, which scheme of classification do you follow: ( Pl. tick mark)

32. Do you maintain library catalogue? Yes ( ) No ( )

A. If ‘Yes’, Pl. mention the form and code of cataloguing you use in your library? ( Pl. tick mark)

<table>
<thead>
<tr>
<th>Physical Form</th>
<th>Catalogue Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card form ( )</td>
<td>CCC ( )</td>
</tr>
<tr>
<td>Book form ( )</td>
<td>AACR-2 ( )</td>
</tr>
<tr>
<td>Sheaf form ( )</td>
<td>ALA ( )</td>
</tr>
<tr>
<td>Computerized ( )</td>
<td>Any other, Pl. specify:</td>
</tr>
</tbody>
</table>

Any other, Pl. specify:

B. If ‘No’, how readers come to know the availability of books? ( pl. tick mark)

i. Through Accession Register ( )

ii. Through Author list ( )

iii. Through Title list ( )

iii. Any other, Pl. specify:
VIII. Circulation:

33. Pl. specify the opening/working hours of the library:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday- Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
</tbody>
</table>

34. Working days of the library:

35. Are you satisfied with the schedule? Yes ( ) No ( )
   If ‘Not’, give your suggestions:

36. No. of the readers visiting the library daily:

37. No. of the readers visiting the library last five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of the readers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998-1999</td>
<td></td>
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<td>1999-2000</td>
<td></td>
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<td>2000-2001</td>
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<td>2001-2002</td>
<td></td>
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<tr>
<td>2002-2003</td>
<td></td>
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</tbody>
</table>

38. A. Is your library issuing the books and reading materials? Yes ( ) No ( )
   If ‘Not’, Pl. give details:

B. If ‘Yes’, how many books are allowed to be issued and their duration?

C. Pl. state the number of issued to borrowers daily:

D. Which method do you follow for issuing of books? (Pl. tick mark)
   i. Browne ( ) ii. Newark ( ) iii. Register ( ) iv. Local ( ) v. Any other, Pl. specify:

39. A. Do you carry out stock verification? Yes ( ) No ( )

B. Who does the stock verification work? (Pl. tick mark)
   i. Library Staff ( )
   ii. Library staff with the assistance of others ( )
   iii. Entirely by the others ( )
   iv. Any other, Pl. specify:

C. What is the frequency of stock verification? (Pl. tick mark)
   i. Once in a year ( ) ii. Once in two years ( ) iii. At no regular frequency ( )
iv. Any other, Pl. specify:

40. A. Is there any policy about the recovery of lost books/materials? Yes ( ) No ( )

B. What action is taken regarding the materials reported as lost? ( Pl. tick mark)
   i. Library in-charge/ Library staff is made to compensate ( )
   ii. Library in-charge held responsible ( )
   iii. Any other, Pl. specify:

41. Do you have policy for weeding out? Yes ( ) No ( )

42. Pl. give the reason of books weeding out ( Pl. tick mark)
   i. Availability of space ( ) ii. Torn due to wear and tear ( )
   iii. Untraceable loss ( ) iv. Any other, Pl. specify:

IX. Library Services:

43. Which of the following services rendered by the library? ( Pl. tick mark)
   i. Reference service ( ) ii. CAS ( )
   iii. SDI ( ) iv. Bibliography service ( )
   v. Indexing and abstracting service ( )
   vi. Photocopying service ( )
   vii. Any other, Pl. specify:

44. Are the following facilities available in your library? ( Pl. tick mark)
   i. Telephone ( ) ii. Access to databases ( )
   iii. Access to Internet/online ( ) iv. CD-ROM ( )
   v. Any other, Pl. specify:

45. How do you make your users aware of the services offered by you? ( Pl. tick mark)
   i. Display on notice board ( )
   ii. Personal communication ( )
   iii. Channels of communication (Newsletter, CAS) ( )
   iv. Any other, PL. specify:

46. Are you getting any type of motivation from the higher authority/Government? Yes ( ) No ( )

47. If ‘Yes’, Pl. gives reasons:

297
48. Are there any facilities demanded by the readers? Yes ( ) No ( )
If ‘Yes’, Pl. names them:

49. Do you arrange the following extension activities to promote library use? (Pl. tick mark)
i. Book exhibition ( )
ii. Reading competition ( )
iii. Hand writing competition ( )
iv. National festival ( )
v. Talks and debates ( )
vi. essay competition ( )
vii. Entertainment ( )
viii. Any other, Pl. specify:

X. Automation:

50. A. Have you automated your library? (Pl. tick mark)
i. Fully ( ) ii. Partly ( ) iii. Not started ( )

51. Which areas automation have been applied? (Pl. tick mark)
i. Acquisition ( ) ii. Cataloguing ( )
iii. Serial control ( ) iv. Circulation ( )
v. SDI services ( ) vi. CAS services ( )
vii. Office work ( )
viii. Union Catalogue ( ) ix. Any other, pl. specify:

52. Do you have following equipment in your library? (Pl. tick mark)
i. Slide projector ( )
ii. Overhead projector ( ) iii. LCD ( )
iv. Computer ( ) v. Film projector ( ) vi. Xerox machine ( )
x. Any other, pl. specify:

53. Do you use library software for creating database? Yes ( ), No ( )

54. If ‘Yes’, which library software package do you use for creating database? (Pl. tick mark)
i. CDS/ISIS ( ) ii. LIBSYS ( )
iii. dBASE ( ) iv. Librarian ( )
v. Any other, pl. specify:

55. Do you participate in resource sharing activity? Yes ( ) No ( )
If ‘Yes’, how frequency:

56. Are you participate in any library network system? Yes ( ) No ( )
Future Plans/ Suggestions:

57. Do you think that public library legislation is necessary in Bangladesh?

58. Do you think that Information Technology should be adopted of public libraries in Bangladesh? Yes ( ) No ( )
   If ‘Yes’, Pl. gives your opinions:

59. Pl. feel free to include any relevant information/comment which you think has been left out and you feel should be included in the study, Pl. specify:

60. What are the future plans you have for the development of your library? Pl. gives in details:

   ( Pl. add extra sheet if required )

Signature & Date:
Questionnaire For the user

You are kindly requested to fill in the questionnaire. The information provided by you will enable the library to provide effective services. Your co-operation will be highly appreciated & the information given will be kept confidential.

Please give your valued opinion & tick mark ( ) the box, wherever applicable.

Kindly return the questionnaire duly filled in at the issue counter of the library.

1. Bio-data:

1.1 Name (Mr./Ms./Mrs):
1.2 Age:
1.3 Sex:
1.4 Qualifications:
1.5 Residential Address:
1.6 Status (Pl. tick mark)

Student ( )
Research scholar ( )
Engineer ( )
Teacher ( )
Doctor ( )
Scientist ( )
Businessman ( )
Un-employed ( )
Housewife ( )
Journalist ( )
Retired person ( )
Any other, please specify:

2. Library use:
2.1. How often do you visit the library? (Pl. tick mark)
   Everyday ( )
   Once in a week ( )
   More than once a week ( )
   Fortnightly ( )
   Once a month ( )
   If required ( )
   Rarely ( )

2.2. In cases you use the library rarely (not everyday). (Pl. tick mark)
Long distance from the residence ( )
Long distance from place of work ( )
Shortage of time ( )
Unhelpful attitude of the staff ( )
Opening hours not suitable ( )
Laziness ( )
Any other reason pl. specify:

2.3. How do you find the opening & working hours of the library? (Pl. tick mark)
Convenient ( )
Not convenient ( )
If "Not", Pl. give your suggestions:

2.4. Which type of books do you generally read? (Pl. tick mark)
Fiction (e.g. Stories, Novels etc.) ( )
Non-fiction ( )
Any other, pl. specifies:

2.5 Indicate the purpose of using the library:-
Recreation ( )
Academic ( )
Reference & Information ( )
Inspiration ( )
Knowledge ( )
Any other, pl. specify:

3. Library Collections:

3.1. Are you satisfied with the present collection of the library? Yes ( ) No ( )
If 'No', pl. names the area in which the collection is not satisfactory:

3.2. Which of the books on the following subject do you refer? (Pl. tick mark)
a. Science ( )
b. Literature ( )
c. Social science ( )
d. Arts ( )
e. Commerce ( )
f. Any other pl. specifies

3.3. Are you satisfied with the number of Journals subscribed by the library?
Yes ( ) No ( )
If 'No', please name the titles not covered, yet required by you:

3.4. How often do you find that the required material needed is not available in the
library? (Pl. tick mark)
Very often ( )
Often ( )
Sometimes ( )
Rarely ( )

3.5. Are you aware of the special collections / non-book materials (Map, manuscripts, census) available in the library? Yes ( ) No ( )

4. **Library organizations:**

4.1. How often do you consult the library catalogue? (Pl. tick mark)
   a. Regularly ( )
   b. Sometimes ( )
   c. Rarely ( )
   d. Never ( )

4.2. If you are not using catalogue regularly mention few problems that you came across in using the catalogue:

4.3. Do you take help of the library staff for:
   a. Locating books: Yes ( ) No ( )
   b. Using catalogue: Yes ( ) No ( )
   c. Finding various references: Yes ( ) No ( )

4.4. How often do you find the books shelved correctly? (Pl. tick mark)
   a. Always ( )
   b. Sometimes ( )
   c. Never ( )

5. **Services & other activities:**

5.1. Are you aware of the following service provided by the library? (Pl. tick mark)
   a. Latest arrival of books: Yes ( ) No ( )
   b. Xerox / Photocopy: Yes ( ) No ( )
   c. Reference: Yes ( ) No ( )
   d. Online / internet: Yes ( ) No ( )
   e. Newspaper Clipping: Yes ( ) No ( )
   f. Current Awareness Service: Yes ( ) No ( )

5.2. Are you satisfied with the following facilities provided by the library? (Pl. tick mark)
   a. Study room facility: - Yes ( ) No ( )
   b. Drinking water: Yes ( ) No ( )
   c. Toilet facilities: Yes ( ) NO ( )
   d. Furniture: Yes ( ) No ( )
   e. Proper lighting: Yes ( ) No ( )
   f. Overall cleaning: Yes ( ) No ( )

5.3. Do you feel that space in the library is adequate? Yes ( ) No ( )
5.4. Do you borrow books from the library? Yes ( ) No ( )
If 'Not', (Pl. tick mark)
   a. Library does not provide borrowing system ( )
   b. Library rules are not convenient ( )
   c. Library staffs are not helpful in this regards ( )
   d. Any other, Pl. specifies:

5.5. A public library is supposed to provide extension services (To organize reading circles, public lectures & talks & debates, literature/ essay/ handwriting competition, drama, book-exhibitions etc.). Are you satisfied with the extension services provided by the library? Yes ( ) No ( )

6. Suggestions:

6.1. Do libraries take any fees from you for rendering service? Yes ( ) No ( )
What is your opinion about the taking the fees from the readers for rendering services.

6.2. Do you think that the library automation/IT (Computer, online /internet facility) is necessary in the library? Yes ( ) No ( )

6.3. What is your candid opinion on any aspect of the library, which is not mentioned above.

6.4. Do you have any suggestion for improving the services / efficiency of the library: -

   Signature  Date
### List of Interviewee

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M. Anis Uddin Mia</td>
<td>Director, Dept. of Public Libraries, Dhaka</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Badiur Rahman</td>
<td>Ex. Director, Dept. of PLs.</td>
</tr>
<tr>
<td>3</td>
<td>M. Zakiuddin Ahmed</td>
<td>Library Adviser, BIRDEM, Dhaka</td>
</tr>
<tr>
<td>4</td>
<td>Prof. Dr. S.M. Mannan</td>
<td>Prof. Dept. of Inf. Sc. &amp; Lib. Management, DU</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Sharif Uddin Ahmed</td>
<td>Director, National Library, Dhaka.</td>
</tr>
<tr>
<td>6</td>
<td>Dr. Shirajul Islam</td>
<td>Librarian, Dhaka University, Dhaka.</td>
</tr>
<tr>
<td>7</td>
<td>Dr. Abdus Sattar</td>
<td>President LAB, Registrar &amp; Librarian, Royal Univ. Dhaka.</td>
</tr>
<tr>
<td>10</td>
<td>Kh. Fazlur Rahman</td>
<td>Librarian, Planning &amp; Devt. Dhaka Univ.</td>
</tr>
<tr>
<td>11</td>
<td>M. H. Haider Chowdhury</td>
<td>Associate Librarian, Independent Univ. Dhaka</td>
</tr>
<tr>
<td>12</td>
<td>Dr. Mostafizur Rahman</td>
<td>Librarian, North-South Univ. Dhaka.</td>
</tr>
<tr>
<td>13</td>
<td>Dr. Mezbah-ul-Islam</td>
<td>Lecturer, Dept. of ISLM, Dhaka Univ. Dhaka.</td>
</tr>
<tr>
<td>14</td>
<td>Dr. Utpal Kumar Sarker</td>
<td>Sub-editor, The daily Khabar,</td>
</tr>
<tr>
<td>15</td>
<td>Mohiuddin Ahmed</td>
<td>Managing Director, Univ. press Ltd. Dhaka.</td>
</tr>
<tr>
<td>16</td>
<td>Kazi Abdul Majed</td>
<td>Librarian/AD, Dept. of Public Libraries, Dhaka</td>
</tr>
<tr>
<td>17</td>
<td>M. Zillur Rahman</td>
<td>Librarian, Dept. of Pub. Libs., Dhaka.</td>
</tr>
</tbody>
</table>
GOVERNMENT OF THE PEOPLES REPUBLIC OF BANGLADESH

CHIEF MARTIAL LAW ADMINISTRATOR’S SECRETARIAT

Martial Law and Civil Wing
No. 7002/1/Civ-1, dated: Dhaka, the 9 xi. 1983

NOTIFICATION

Subject: Organisational Set Up-Ministers/Divisions, Departments and other Organisations under them.
Reference:

A. Chief Martial Law Administrator’s Secretariat letter No-7005/1/Civ/CMLA. Dated 18th April, 1982.


The report of the Martial Law Committee on organizational set up of the DEPARTMENT OF PUBLIC LIBRARY AND CULTURE AND SPORTS DIVISION, was submitted to the Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the organization concerned.

The Chief Martial Law Administrator is pleased to approve the report and the revised organisational set up as printed in this booklet.

By order of the
Chief Martial Law Administrator
Sd/-

M. ATIQUR RAHMAN
MAJOR GENERAL
Principal staff Officer