Dear ________ ________________________ .

The attached questionnaire relates to a research study intended to investigate the present plight of university and college libraries in Jammu and Kashmir and to propose measures to improve their performance.

I am sure you agree that the library is the cornerstone of all the academic activities in a university or college. Rather it is the brain of the academic community on which depends a great deal the quality of teaching and research.

Local problems apart, the libraries everywhere have been in crisis on many fronts and self-sufficiency for them now is no more than a myth. Widerange interlibrary cooperation and use of modern Information Technology are now found as the possible panacea for remedying the deficiencies in the provision of fully responsive library services.

Several countries, developed countries in particular, have been adopting this new approach successfully and their libraries are now working wonders. Unfortunately we have yet to begin thinking on these lines. However, we cannot change easily by simply trying to follow these countries because we cannot reach their ways with our different local means.

The study, I hope, shall pave the way for initiating steps for resources sharing among university and college libraries in J&K which would eventually lead to the establishment of a network that will guarantee the improvement of our library environment. An important aspect of this study is to obtain and analyse the views of the learned patrons of our academic libraries. For, the most successful steps for library cooperation for improvement are likely to be those which are articulated from the perceptions, expectations and reservations of these patrons.

I will be thankful to you if you please help me in this endeavour by filling in the enclosed questionnaire.

Jurs sincerely,

( Wajih A Alvi )
Department of Library & Information Science
University of Kashmir
Srinagar - 190 006.
1. Have you had the need for library material which was immediately not immediately available in your institution's library?

   Yes  No

2. If yes, which of the following (type(s) of material? If more than one type, first tick (√) the appropriate line below, and then indicate within the brackets the relative order of frequency of need: 1 for material which is most frequently needed; 2 for the next and so on:

   ( ) Journal Articles
   ( ) Monographs
   ( ) Textbooks
   ( ) Government Documents
   ( ) Theses
   ( ) Others (please specify)
   ( ) Not applicable

3. Generally, if an item needed by you is not immediately available in your library, what course of action would you normally follow:

   Request the library to purchase the item
   Request the library to borrow it or its xerox copy
   Request a colleague elsewhere for it or its copy
   Purchase the item personally
   Directly write to a national agency for a photocopy
   Directly write to a foreign agency for a photocopy

4. On the whole, would you say that the current resources of your library meet most of your needs for

   A. Teaching  B. Research

   Yes  No

5. Have you ever requested your library to obtain items needed by you urgently?

   Yes  No

6. If yes, did you receive the requested item?
7. If you have made a request, kindly estimate, on an average, how long it took to fulfill your request.

Not Applicable

8. Does the library generally encourage you to make special requests for urgently needed items

Yes  No

9. If you have an urgent need to consult a work not available in your library, do you generally try to find out if it is available at another library in the vicinity.

Yes  No

10. While on the faculty (or a student) at one university or college, have you ever used another library in or outside the State?

Yes  No

11. How did you avail the opportunity to use the other library?

Not Applicable

Made a special trip for the purpose

Happened to be in the area or the vicinity and availed the opportunity

Others (Please specify)

12. Are you familiar with the organisation of your library?

Yes  374  No
13. If yes, are you familiar with the use of classification and catalogue, and do you make use of them in your search and retrieval.

- Not Applicable
- Yes
- No

14. Does your library introduce you to the organisation of the library and educate you for full exploitation of its resources?

- Yes
- No

15. There is need to devise a system which will facilitate sharing of resources among university and college libraries in the State so that the patrons could exploit all the resources of all these libraries freely.

- Strongly Agree
- Strongly Disagree
- Agree
- Disagree

16. The university and college libraries in the State should collectively strive to ensure that most documents required by the academics are available at least in one of the libraries within the State.

- Strongly Agree
- Strongly Disagree
- Agree
- Disagree

17. A borrowers card issued to an academic member by his/her library should be valid for borrowing from other university and college libraries in the State.

- Strongly Agree
- Strongly Disagree
- Agree
- Disagree

18. Please indicate the percentage of satisfaction you have with the present resources of your library.

- %

Comments, if any

__________________________

__________________________

__________________________
<table>
<thead>
<tr>
<th><strong>PERSONAL DATA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
</tr>
<tr>
<td><strong>QUALIFICATIONS:</strong></td>
</tr>
<tr>
<td><strong>INSTITUTION:</strong></td>
</tr>
<tr>
<td><strong>DEPARTMENT:</strong></td>
</tr>
<tr>
<td><strong>STATUS</strong></td>
</tr>
<tr>
<td><strong>LENGTH OF STAY AT PRESENT INSTITUTION</strong></td>
</tr>
</tbody>
</table>

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Dear Librarian,

The attached questionnaire relates to a research study intended to investigate the present plight of university and college libraries in Jammu and Kashmir and to propose measures to improve their performance.

I am sure you agree that the library is the cornerstone of all the academic activities on which depends a great deal the quality of teaching and research.

You are well aware that our libraries operate under critical conditions. Local problems apart, the libraries everywhere have been in crisis on many fronts and self-sufficiency for them is no more than a myth. Widerange interlibrary cooperation and use of modern Information Technology are now found as the possible panacea for remedying the deficiencies in the provision of fully responsive library services.

Several countries, developed countries in particular, have adopted this new approach successfully and their libraries are now working wonders. Unfortunately we have yet to begin thinking on these lines. However, we cannot follow them blindly as our means are entirely different from theirs.

The study, I hope, shall pave the way for initiating steps for resources sharing among university and college libraries in J&K which would eventually lead to the establishment of a network that will guarantee the improvement of our library environment.

An important aspect of this study is to obtain your views on the issues. Based on your awareness and experience your views shall help us in identifying the problems and designing a model that will be suitable for our environment.

Please help us in this endeavour by filling in the enclosed questionnaire and returning it to me in the shortest possible time.

Thanks.

Yours sincerely,

( Wajih A Alvi )
Department of Library & Information Science
University of Kashmir
Srinagar- 190 006.
1. **Identification:**
   a) **Name and address of the institution:**

   b) **Designation of the head of the library:**

   c) **What is the total number of:**
      1) Faculty staff
      2) Students
      3) Library staff:
         i) Professional
         ii) Non-Professional

2. **Resources in reading materials:**
   a) **Total number of volumes in your collection:**
      i) Books
      ii) Bound periodicals
      iii) Manuscripts
      iv) Nonbook materials

   b) **Number of periodicals on current subscription**
      (Please spare a copy of the list)

   c) **How many books did you purchase in 1991-92**

   d) **Do you buy multiple copies of some books**
      If 'Yes' please indicate approximate percentage

   e) **Do you conduct stock-verification?**
      If 'Yes' What is the frequency
      Number of volumes found lost during the last stock verification
      When was it conducted

3. **Library Operations:**
   a) **Collection development:**
      i) **Do you have a written acquisition policy** Yes No
      ii) **Who selects books:**
         - Departmental head
         - Library Committee
         - Librarian
         - Others
      iii) **How long does it take, on the average, to acquire a book?**
         - One month
         - Six months
         - Three months
         - More
iv) Do you purchase any AV materials: Yes No

v) Do you weed out your collections: Yes No
   If 'Yes' what procedure do you follow:

vi) Do you feel your present collection is:
    Most adequate Adequate Inadequate

vii) Would you like to participate in a shared acquisition programme: Yes No

b) Classification and cataloguing:
   1) What system of classification do you use? 
   2) What system of cataloguing do you use?
   3) What do you use for providing subject headings?

iv) Do you benefit from the CIP data in books? Yes No

v) Would you favour centralized processing? Yes No

vi) Would you favour cooperative processing? Yes No

4. Bibliographic services:
   a) Do you maintain a public catalogue? Yes No
      Is it up-to-date? Yes No

   b) Do you maintain a separate catalogue of materials transferred to faculty libraries? Yes No
      If 'No' do you indicate such transfers in the main catalogue Yes No

   c) Any other bibliographic services (Please specify)

   d) Would you appreciate the compilation of a union catalogue of the holdings of university and college libraries in the State Yes No
5. **Public Services:**

a) **Access:**

- Is your library entirely open shelf
- Partially open shelf
- Closed stack

b) **Circulation:**

1) What charging system do you use?  

2) For how long are books lent  

3) Does your circulation desk perform functions like reminders, reservations, overdue charging, maintenance of circulation and other statistics etc.?  

4) How many books were loaned out last year  

**c) Reference/Information Service:**

1) Do you have a separate reference collection? Yes No

If 'Yes' please indicate the number  

2) Do you give an assistance to patrons? Yes No

If 'Yes' please specify  

3) Do you entertain outside patrons? Yes No  

4) Do you keep a profile of reference questions? Yes No  

5) Do you have a separate periodicals dept.? Yes No

What system do you use for housekeeping of journals  

Mode of subscription: Direct with publishers  

Through national subscription agents  

Through local subscription agents  

Degree of satisfaction with the present mode of subscription

6) Do you display journals separately Yes No  

7) Do you offer any CAS / SDL service Yes No

If 'Yes' please specify  

8) Do you have any users' education programs? Yes No

If 'Yes' please specify
viii) Do you feel that resources sharing among libraries will help you to offer better services? Yes No

d) Interlibrary loan services (ILL):

i) Do you participate in ILL? Yes No

ii) If 'Yes' please indicate for 1986-89

Requests you made ______ Requests filled ______
Requests you received ______ Requests you filled ______

iii) What kind of forms do you use for ILL requests:

Locally designed forms
Unesco ILL forms
Any other (please specify)

6. Management:

i) Where is your library in the chain of command?

Vice-Chancellor
Registrar
Principal
Any other (Please specify)

ii) Please indicate the staff strength in the departments:

<table>
<thead>
<tr>
<th>Department</th>
<th>Staff Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>______</td>
</tr>
<tr>
<td>Processing</td>
<td>______</td>
</tr>
<tr>
<td>Periodicals</td>
<td>______</td>
</tr>
<tr>
<td>Circulation</td>
<td>______</td>
</tr>
<tr>
<td>Reference</td>
<td>______</td>
</tr>
<tr>
<td>Stacks</td>
<td>______</td>
</tr>
</tbody>
</table>

iii) Please give the break up of staff qualificationwise:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Staff Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA / MLS</td>
<td>______</td>
</tr>
<tr>
<td>MA / BIS</td>
<td>______</td>
</tr>
<tr>
<td>BA / MLS</td>
<td>______</td>
</tr>
<tr>
<td>BA / BIS</td>
<td>______</td>
</tr>
<tr>
<td>Any other</td>
<td>(Please specify)</td>
</tr>
</tbody>
</table>

iv) Do you have a library committee? Yes No

If 'Yes' please indicate:

Total membership of the committee
Mode of appointment / Selection / Nomination

Tenure of membership
Authority of the committee Executive / Advisory
Functions of the committee
v) What is the total annual budget of your library ____________

vi) What are the funding agencies?

UGC  State Government

Any other ____________________

(Please specify)

vii) Please give the expenditure figures for the last financial year on account of:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>_______</td>
</tr>
<tr>
<td>Books</td>
<td>_______</td>
</tr>
<tr>
<td>Journals</td>
<td>_______</td>
</tr>
<tr>
<td>Binding</td>
<td>_______</td>
</tr>
<tr>
<td>Furniture etc.</td>
<td>_______</td>
</tr>
<tr>
<td>Utilities</td>
<td>_______</td>
</tr>
<tr>
<td>Any other</td>
<td>_______</td>
</tr>
</tbody>
</table>

viii) Who prepares the annual budget estimates ____________________

ix) What method do you follow for preparation of the budget estimates?

Per Capita  Proportional  Any other  None

x) When is the budget normally released ____________________

xi) How is budget allocation made for various subjects/Depts. ____________________

7. Physical facilities:

i) Do you have a separate library building?  Yes  No

ii) Do you have adequate space for the present  Yes  No

iii) Do you have adequate furniture, fixtures, stacks  Yes  No

iv) What is the average seating capacity in your library for the patrons ________

8. Please give your comments about a state-level resources sharing programme among university and college libraries that will in due course take the shape of Jammu and Kashmir Library & Information network. (Below or on a separate sheet)

Signature

Name

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