QUESTIONNAIRE FOR LIBRARIAN

1. Name of the Library:-

2. Year of establishment:-

3. Total space of the Library:-

4. Library hours:-

5. Access system:- Open /Close

6. Average daily visitor:
   a. Students:-
   b. Teachers:-
   c. Scholar:-
   d. Others:-

7. No, of total collection:
   a. Books:-
   b. Bound journals/periodicals:
   c. Theses:
   d. Atlas:
   e. Photocopies:
   f. Non-print media:

8. No. of journal/periodical subscribed:-
   a. National:-
   b. Foreign:-
   c. E-Journals:-

9. No. of daily newspapers subscribed:-

10. Acquisition policy:-

11. Classification Scheme being used:-
   a. DDC (Edition 15th/19th/ 20th/21st/22nd )
   b. UDC
12. Cataloguing Code being used:-
   a. AACR-I
   b. AACR-II
   c. CCC

13. Software being used:-
   a. SOUL
   b. Lybsys
   c. Local
   d. Others

14. Annual Budget:-
   a. Books:-
   b. Journal/periodicals:-
   c. Binding:-
   d. Furniture:-
   e. Others:-

15. Internet facility:
   a. For teachers:-
   b. For Students:-
   c. For Scholars:-
   d. For others:-

16. Do you have any library committee? Yes / No

17. Does the library maintain Library Statistics? Yes / No

18. Does the library maintain Withdrawal Register? Yes / No

19. Does the library maintain book preservation system? Yes/ No

20. Do you have maintained separate binding register? Yes / No

21. Is library situated in a separate building? Yes / No

22. Methodology of book selection:-


24. Availability of books:- Adequate / Moderate adequate / Inadequate

25. Student textbook ratio:-
26. No. of books lend out for the students:-

27. No. of books lend out for the teachers:-

28. Returned period for students:-

29. Returned period for teachers:-

30. No. of seat of the reading room for students:-

31. No. of seat of the reading room for teachers:-

32. Secret page of the library books:-

33. User services:-
   b. Reading room facility: - Available/Moderately available/ Unavailable.
   c. CAS facility: - Available/Moderately available/ Unavailable.
   d. SDI facility: - Available/Moderately available/ Unavailable.
   g. Internet facility: - Available/Moderately available/ Unavailable.
   h. MEDLARS search facility: - Available/Moderately available/ Unavailable.

34. No. of equipments:
   a. Computers:-
   b. Xerox machine:-
   c. Microfilm/Microfiche reader:-
   d. Projectors:-
   e. Telephone:-
   f. Color T.V.:-
   g. Others:-

35. Manpower:
   a. Librarian:-
   b. Professional:-
   c. Semi- Professional:-
d. Non-Professional:-
e. Fourth grade staff
f. Others:-

36. Any suggestion for future development of your library:-
QUESTIONNAIRE FOR TEACHERS

1. Name:-

2. Designation:-

3. Department:-

4. Frequency of your visit to the library: - Daily / Once a week / twice a month.

5. No. of books issued from the library:-

6. Returned period:-

7. Reading room facilities:-


13. Do you have any additional commands / suggestions.
QUESTIONNAIRE FOR STUDENTS

1. Name of college:-

2. Name of the student:-

3. Year: - 1st / 2nd / 3rd / 4th / 5th / P.G.Students / Researcher

4. Library hours:-

5. No. of books issued from the library at a time:-

6. Duration of the issued book(s):-

7. Reading room facilities: - Available/Moderately -available / Not-available

8. Availability of Textbooks: - Adequate / moderately adequate / Inadequate


10. Subject periodical / journals: - Adequate / moderately adequate / Inadequate

11. Map & Atlases: - Adequate / moderately adequate / Inadequate

12. General magazine: - Adequate / moderately adequate / Inadequate

13. Newspaper: - Adequate / moderately adequate / Inadequate

14. CD ROM:- Adequate / moderately adequate / Inadequate

15. For what purpose do go to the library?
   a. to borrow books - yes/No
   b. to consult the books / journal- yes/No
   c. to read magazine-- yes/No
   d. to purpose for home work or study-- yes/No
   e. to improve knowledge-- yes/No

16. Library services:-

a. Bibliographic service:- Available / Not- available
b. Reference service:- 
Available / Not-available

c. Indexing and abstracting service:- 
Available / Not-available

d. Document delivery service:- 
Available / Not-available

e. Internet service:- 
Available / Not-available

f. MEDLINE search facilities:- 
Available / Not-available

g. Current awareness service:- 
Available / Not-available

17. Library facilities:-

a. Reading room seating facilities:- 
Available / Not-available

b. Separate reading for journal/periodical:- 
Available / Not-available

c. Ventilation facilities:- 
Available / Not-available

d. Water facilities:- 
Available / Not-available

e. Xerox facilities:- 
Available / Not-available

f. Toilet facilities:- 
Available / Not-available

g. Light and fan facilities:- 
Available / Not-available

18. What do you like most about the library?

19. What do you like least about the library?

20. Do you have any additional comments or suggestion about the library?