ANNEXURES
QUESTIONNAIRE FOR LIBRARIANS

Dear Sir/Madam

The questionnaire is the part of research study undertaken by me on the topic “USE OF DIGITAL INFORMATION RESOURCES AND SERVICES IN LIBRARIES OF SELECT IIT's IN INDIA: A STUDY”. Your response will help me a lot in completing my topic of study / research work. Please reply to every question as your free and frank feedback in the form of opinions, comments or suggestions will be taken as an immense contribution to the research work. The data provided by you will be kept confidential and it would be used for academic / research purpose only.

With Regards
SANJAY GUPTA

A. General Profile of the Institute & Library

1. Name of the Institute :………………………………………………
2. Year of Establishment :………………………………………………
3. Address :


4. URL of the Institute :………………………………………………
5. Name of the Library :………………………………………………
6. Year of Establishment :………………………………………………
7. URL of the Library :………………………………………………
8. Name of the Librarian :………………………………………………
9. Status : State University/ MHRD Institute/ Autonomous
10. Type of Library Access :Open Access [ ] Closed Access [ ]
11. Students enrolled per year :

Researchers [ ] PG Students [ ] UG [ ]

12. Present Strength of Library Users :

Faculty [ ] Staff [ ] Research Scholars [ ]

PG Students [ ] UG Students [ ] Others [ ]

13. Present Manpower :

Librarian [ ] Dy. Librarian [ ]

Asstt. Libn. [ ] Professional [ ] Non Professional [ ]

i
B. Library Collection:

<table>
<thead>
<tr>
<th>Books</th>
<th>Journals</th>
<th>Theses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Print</td>
<td>Print</td>
</tr>
<tr>
<td>E-Books</td>
<td>Bound Vols.</td>
<td>E-Theses</td>
</tr>
<tr>
<td>Print standards Non Print standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microfilms</td>
<td>Microfiche</td>
<td>Video Cassettes</td>
</tr>
<tr>
<td>Print standards Non Print standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compact Discs</td>
<td>Print standards Non Print standards</td>
<td></td>
</tr>
</tbody>
</table>

i. Do you have networked computer lab in the library? Yes [ ] No [  ]
   If yes, how many PCs are for student use .............................. how many PCs are for faculty use ..............................

ii. Do you have wireless internet connectivity in the library?
    Yes [  ] No [  ]
    If yes how many PCs/ laptops are available in the library for users? .........

iii. Do you have internet access in your library? Yes [ ] No [  ]
    If yes, which internet access do you have
    a. VSAT Yes [  ] No [  ]
    b. Leased Line Yes [  ] No [  ]
    c. Wireless/Dial UP Yes [  ] No [  ]
    d. Any Other (Please specify) ........................................

C. Library Automation:

1. Is the library automated? Completely [  ] Partially[  ] No [  ]
   a. If answer is completely/partially automated, which library software is used for automation ..........................................................
   b. If answer is partially automated which functions have been computerized?
      a. Acquisition Yes [  ] No [  ]
      b. Cataloguing Yes [  ] No [  ]
      c. Circulation Yes [  ] No [  ]
      d. Serials Yes [  ] No [  ]
      e. OPAC Yes [  ] No [  ]
      f. Others (please specify) .............................................
2. Whether library is using any software for digital preservation?
   - Yes [ ] No [ ]
   If yes, name of the software…………………………………………………………………………………………

3. Whether the library is a member of any consortium?
   - Yes [ ] No [ ]
   If yes, the name of consortiums………………………………………………………………………………

D. Digital Information Resources

1. Whether the library is having following digital information resources?
   a. E-books  
      - Yes [ ] No [ ]
   b. E-journals  
      - Yes [ ] No [ ]
   c. E-Newsletter  
      - Yes [ ] No [ ]
   d. E-Theses / Dissertations  
      - Yes [ ] No [ ]
   e. E-Databases
      i. Indexing Databases  
         - Yes [ ] No [ ]
      ii. Abstracting Databases  
         - Yes [ ] No [ ]
      iii. Bibliographic Databases  
         - Yes [ ] No [ ]
      iv. CD/DVD Databases  
         - Yes [ ] No [ ]
      v. Remote Databases  
         - Yes [ ] No [ ]
      vi. Local Databases  
         - Yes [ ] No [ ]
   f. E-Standards  
      - Yes [ ] No [ ]
   g. E-Repository  
      - Yes [ ] No [ ]
   h. Reference Material in Digital form  
      - Yes [ ] No [ ]
   i. Electronic Conference Proceedings  
      - Yes [ ] No [ ]
   j. Local Database  
      - Yes [ ] No [ ]
   k. Technical Reports  
      - Yes [ ] No [ ]
   l. Subject specific portals  
      - Yes [ ] No [ ]

2. Whether library is having its own server?  
   - Yes [ ] No [ ]

3. Please put tick on the equipment that are available in the library and also mention the nos. (put tick if available)
   (nos. available)
   a. Server  
      - [ ] [ ]
   b. Desktop PC  
      - [ ] [ ]
c. E-Book Reader [ ] [ ]
d. Scanner [ ] [ ]
e. Webcam [ ] [ ]
f. Digital Camera [ ] [ ]
g. Printer [ ] [ ]
h. Network printer [ ] [ ]
i. CD Storage Server [ ] [ ]
j. DVD Storage Server [ ] [ ]
k. Bar Code Reader [ ] [ ]
l. Multimedia Projectors [ ] [ ]
m. Video Conferencing Equipment [ ] [ ]
n. RFID [ ] [ ]

E. Digital Information Services

Whether library provides digital information services to the users?

Yes [ ] No [ ]

If answer is yes, which of the following services being provided to the users

1. On-line Services

i. Library Web Page Yes [ ] No [ ]

ii. OPAC Yes [ ] No [ ]

iii. Web OPAC Yes [ ] No [ ]

iv. E-Books Yes [ ] No [ ]
v. E-Journals Yes [ ] No [ ]

vi. Indexing Databases Service Yes [ ] No [ ]

vii. Abstracting Databases Yes [ ] No [ ]

viii. Bibliographic Databases Yes [ ] No [ ]

ix. Open Access Journals Yes [ ] No [ ]

x. E-Theses & Dissertations Yes [ ] No [ ]

xi. Institute Publication Yes [ ] No [ ]

xii. Self-Circulation Yes [ ] No [ ]

2. Virtual Reference Service

i. Online Yes [ ] No [ ]

ii. E-mail Assistance Yes [ ] No [ ]
3. **E-Repository**
   Yes [ ] No [ ]

4. **E- Current Awareness Services**
   i. **Current Content**
      Yes [ ] No [ ]
   ii. **CAS**
       Yes [ ] No [ ]
   iii. **SDI**
        Yes [ ] No [ ]
   iv. **Reference Service**
       Yes [ ] No [ ]
   v. **Alerts**
      Yes [ ] No [ ]
   vi. **New Arrivals**
       Yes [ ] No [ ]
   vii. **Newspaper Clippings**
       Yes [ ] No [ ]

5. **Electronic Document Delivery**
   Yes [ ] No [ ]

6. **Networked CD ROM Database Service**
   Yes [ ] No [ ]

7. **Electronic Publishing**
   i. **Library News Bulletin**
      Yes [ ] No [ ]
   ii. **News Letter**
       Yes [ ] No [ ]
   iii. **News Paper Clippings**
        Yes [ ] No [ ]

8. **Communication Network Facilities**
   i. **Internet**
      Yes [ ] No [ ]
   ii. **E-mail Service**
       Yes [ ] No [ ]
   iii. **Video & Teleconferencing**
        Yes [ ] No [ ]
   iv. **Video Text**
       Yes [ ] No [ ]
   v. **Teletext**
      Yes [ ] No [ ]

9. **Bulletin Board Service**
   Yes [ ] No [ ]

10. **Discussion Groups and Forums**
    Yes [ ] No [ ]

11. **On-line Reservation of Reading Material**
    Yes [ ] No [ ]

12. **Link to Open Source Educational Sites**
    Yes [ ] No [ ]

13. **Links to other Institute’s Library**
    Yes [ ] No [ ]

14. **ILL facility**
    Yes [ ] No [ ]

15. **Blogs**
    Yes [ ] No [ ]

16. **Feedback**
    Yes [ ] No [ ]

F. **Whether Library arranges User Orientation Programs?**
   Yes [ ] No [ ]
If yes how frequently library organize orientation program for the optimum utilization of Digital Information Resources & Services?

Monthly [ ] Quarterly [ ]
Half Yearly [ ] Once in a year [ ]

G. Whether Library arranges training programs for library staff?

Yes [ ] No [ ]

If yes, how frequently library organize training programs for staff to keep them updated with the latest technological developments?

Monthly [ ] Quarterly [ ]
Half Yearly [ ] Once in a year [ ]

H. What Measures have been taken to promote the use of the digital-resources with in the Institute?

a. Provide links from home page Yes [ ] No [ ]
b. Conduct orientation Programme for users Yes [ ] No [ ]
c. E-mail/Internet mailing link Yes [ ] No [ ]
d. Any other, please specify ____________________

H. Users Attitude

Have you find any change in users’ behaviour in a digital environment?

a. Users feel traditional system better Yes[ ] No [ ]
b. Users are more satisfied with digital resources Yes[ ] No [ ]
c. Users visits library frequently Yes[ ] No [ ]
d. Users find it comfortable in finding resources Yes[ ] No [ ]
e. Users demands more and more information Yes[ ] No [ ]
f. Users are quality conscious Yes[ ] No [ ]
g. Users have become time conscious Yes[ ] No [ ]
h. Uses of library resources increased Yes[ ] No [ ]
i. Users finds the system complex Yes[ ] No [ ]

I. Suggestions:

-------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------

Signature

Thank you very much for sparing your precious time to complete the survey questionnaire
QUESTIONNAIRE FOR LIBRARY USERS

Dear Sir/Madam

The questionnaire is the part of research study undertaken by me on the topic “USE OF DIGITAL INFORMATION RESOURCES AND SERVICES IN LIBRARIES OF SELECT IT’s IN INDIA: A STUDY”. Your response will help me a lot in completing my topic of study / research work. Please reply to every question as your free and frank feedback in the form of opinions, comments or suggestions will be taken as an immense contribution to the research work. The data provided by you will be kept confidential and it would be used for academic / research purpose only.

With Regards

SANJAY GUPTA

A. PERSONAL PROFILE

1. Institute : ........................................................................................................

2. Sex : Male / Female

3. Status : Research Scholar / PG Student / UG Student

4. Department : ........................................................................................................

B. USE OF LIBRARY

1. How frequently you visit / use the central library? (Please √ only one option)
   - Daily [ ]
   - Twice a week [ ]
   - Weekly [ ]
   - Once in a month [ ]
   - Rarely [ ]
   - Never [ ]

2. Purpose of visiting / using the library. (You may √ more than one)
   - To get the books issued/return [ ]
   - To consult periodicals/journals [ ]
   - To get photocopy/ printout of material [ ]
   - To collect material for assignments [ ]
   - To collect material for research [ ]

C. DIGITAL INFORMATION RESOURCES

1. What type of information resources you prefer for your study/research? (Please √ only one option)
   - a. Print Resources [ ]
   - b. Digital Resources [ ]
   - c. Both Type of Resources [ ]
2. The following is the lists of Digital Information Resources available in the library. Please tell whether you are aware of these Digital Information Resources? If yes, how frequently do you use these resources and how much important are these resources?

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Digital Information Resource</th>
<th>Awareness</th>
<th>Frequency</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Never</td>
</tr>
<tr>
<td>1</td>
<td>E-Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>E-Journals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>E-Newsletter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>E-Thesis/Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Indexing Database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Abstracting Database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Bibliographic Database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CD/DVD Database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>E-Standards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Institute Repository</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Institute Publication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Subject Specific Portals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. What is the purpose of using Digital Information Resources? (You may √ more than one option)
   a. To collect study material [ ]
   b. To write research articles [ ]
   c. To get literature for research [ ]
   d. To prepare assignments [ ]
   e. To get current information [ ]

4. To what extent you agree or disagree about Digital Information Resources with the following statements?
   (Please put √ in the relevant box)

<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Somewhat Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>The digital information resources for my area of study/research are sufficient.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Access to information is easier and faster.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>The search for information becomes easy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Only relevant and specific information is retrieved.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>The time is saved in getting the required information.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>The current and up-to-date information is received.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td>I feel comfortable in accessing information by using digital resources.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Are you satisfied with the digital information resources? (Please √ only one option)

<table>
<thead>
<tr>
<th>Fully satisfied</th>
<th>Partially satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Somewhat Dissatisfied</td>
<td>Not satisfied</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. DIGITAL INFORMATION SERVICES

1. The following is the list of Digital Information Services available in the library. Please tell whether you are aware of these Digital Information services? If yes, how frequently do you use these services and how much important are these services?

<table>
<thead>
<tr>
<th>No.</th>
<th>Digital Information Service</th>
<th>Awareness</th>
<th>Frequency</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Never</td>
</tr>
<tr>
<td>1</td>
<td>Virtual Library Tour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>OPAC/ Web OPAC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CD ROM Database Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bibliographic Database Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Current Content Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>New additions to library(E- Alerts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>E-mail Assistance Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>E-Circulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Online Reference Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Current Awareness Service(CAS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Newspaper Clipping Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Electronic Document Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Online reservation of Reading Material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Video &amp; Teleconferencing Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Discussion Groups and Forums</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Blogs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Feedback / Quarry</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **What are your purposes of using Digital Information Services?**
   a. To know the availability of material  [ ] Yes  [ ] No  
   b. To get study/research related material  [ ] Yes  [ ] No  
   c. To get material for class assignments  [ ] Yes  [ ] No  
   d. To get literature for research  [ ] Yes  [ ] No  
   e. To get the print out of required material  [ ] Yes  [ ] No  

3. **Are you satisfied with the digital information services?** (Please ¥ only one option)
   - Fully satisfied  [ ]
   - Partially satisfied  [ ]
   - Somewhat Dissatisfied  [ ]
   - Not satisfied  [ ]

**E. GENERAL**

1. **Who made you aware of Digital Information Resources and Services?** (You may ¥ more than one option)
   a. Library Staff  [ ]
   b. Library Web Site  [ ]
   c. Faculty of your Department  [ ]
   d. Library’s orientation program  [ ]
   e. Your colleagues/friends  [ ]

2. **Frequently used location to access Digital Information Resources and Services** (Please ¥ one option)
   a. Central Library  [ ]
   b. Computer Centre  [ ]
   c. Department  [ ]
   d. Hostel / Home  [ ]
   e. Any other (Please Specify) .................................................................

3. **What type of problems are you facing in accessing digital information services?** (you may ¥ more than one option)
   a. Time Consuming  [ ]
   b. Slow Speed  [ ]
   c. Not easy to search  [ ]
   d. Not familiar with the systems  [ ]
   e. Not enough terminals to access information  [ ]
   f. Lack of trained staff  [ ]
   g. Any Other (Please specify) ........................................................................

x
4. Do you feel library should arrange more training programmes for the optimum utilization of Digital Information Resources and Services? (Please √ in appropriate box)

Strongly agree [   ]  Agree [   ]  Disagree [   ]
Strongly Disagree [   ]  No Opinion [   ]

5. Please indicate your overall satisfaction with the available Digital Information Resources and Services? (Put √ in appropriate box)

Very Satisfied [   ]  Satisfied [   ]
Neutral [   ]  Dissatisfied [   ]  No opinion [   ]

6. Please give your suggestions / comments that what steps should library take for the optimum utilization of Digital Resources/Services

............................................................................................................................................................................
............................................................................................................................................................................
............................................................................................................................................................................
............................................................................................................................................................................

Thank you very much for sparing time to complete the survey.