# (Questionnaire for Librarian)

# (A) Institution Background:

#### 1. Please give information for the following:

a.	Name of	Name of the Institution:						
b.	Name of	Name of the Library:						
c.	Institutio	on affiliated with:						
d.	Establish	ment year of the Library:						
e.	Institutio	on website address (URL):						
f.	Library website address(URL):							
g.	Your Institution is a: Please tick (√) mark							
	i.	Central University		ii.	State University			
	iii.	Private University		iv.	NIT			
	v.	Government College		vi.	Private College			
	vii.	Polytechnic		viii.	Others (Specify)			

# (B) Employee's Profile

#### 2. Please mention about the Librarian's Profile:

Name of the Librarian /	Qualification	Age/	Experience	Membership	No. of Publ	cation,
In-charge		Gender			Seminar/ W	orkshop
					attended	
	I	Library St	aff Profile			
Designation	Qualification	Age /	Experience	Membership	Seminar	No. of
		Gender			attended	Staff
Deputy Librarian						
Assistant Librarian						
Professional Assistant						
SPA						
Library Assistant / JLA						
Other Supporting Staff						

# (C) Collection Development Status

3.	Please mention	the library	collection	under each	category	of the following	ng:

Sr. No.	Collectio	on Category	Number of Items						
			Print	Onlin	ne (Electronic/Digital)	Offline (CDs/DVDs)			
a.	General l	Books							
b.	Text Boo	oks							
c.	Referenc	e Books							
d.	Journals								
e.	Back Vol	lume Journals							
f.	Manuscri	pts							
g.	Theses/ I	Dissertations							
h.	AV Mate	rials							
i.	Newspap	ers							
j.	Maps								
k.	Atlas								
1.	Others (F	Please specify)							
	Total Co	llection							
<b>5.</b> 1	Does your l	ibrary follow any ibrary have Comi	nittee for Boo	k Select	ion? Yes	No N			
5. 1 6. 1	Does your I If yes, whice tick $()$ :	ibrary have Comi	mittee for Boo	ok Select	ion? Yes	No y resources please			
5. 1 6. 1	Does your I  If yes, whice tick $()$ :  Standing	ibrary have Comit the type of committee College Library	nittee for Boo ee is responsi	k Select ble for a lvisory	ion? Yes cquisition of librar  Book Selection	No			
5. 1 6. 1	Does your I  If yes, whice tick $()$ :  Standing	ibrary have Comi	mittee for Boo	k Select ble for a lvisory	ion? Yes	No y resources please			
5. 1 6. 1 Library S	Does your I  If yes, whice tick (√):  Standing mittee	ibrary have Committe  h type of committe  College Library  Committee	Library Ad	ok Select ble for a dvisory ttee	ion? Yes cquisition of librar  Book Selection Committee	No  y resources please  Others (specify)			
5. 1 6. 1 Library S Comr	Does your I  If yes, whice tick (√):  Standing mittee  Book order	ibrary have Committed the type of committed College Library Committee ing Frequency:	Library Ad Commi	ok Select ble for a dvisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly	No  y resources please  Others (specify)  Yearly			
5. 1 6. 1 10 Library S Comr	Does your l  If yes, whice tick (√):  Standing mittee  Book order  How your l	ibrary have Committed type of committee Committee ing Frequency:	Library Ad Commi	ok Select ble for a  lvisory ttee  fair	ion? Yes cquisition of librar  Book Selection Committee	No  y resources please  Others (specify)  Yearly			
5. 1 6. 1 1 Library S Comr	Does your I  If yes, whice tick (√):  Standing mittee  Book order  How your I  Publisher	ibrary have Committed  College Library Committee  ing Frequency: ibraries purchase  Online	Library Ad Commi  Monthly  books? Book  Others (s	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly	No  y resources please  Others (specify)  Yearly  dor			
5. 1 6. 1 1 Library S Comr	Does your I  If yes, whice tick (√):  Standing mittee  Book order  How your I  Publisher	ibrary have Committed  College Library Committee  ing Frequency: ibraries purchase  Online	Library Ad Commi  Monthly  books? Book  Others (s	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Vene	No  y resources please  Others (specify)  Yearly  dor			
5. 1 6. 1 1 Library S Comr	Does your l  If yes, whice tick (√):  Standing mittee  Book order How your l  Publisher □	ibrary have Committed the type of committee Committee ing Frequency:  ibraries purchase Committee committe	Library Ad Commi	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Venerations, Periodicals &	No			
5. 1 6. 1 1 Library S Comr	Does your I  If yes, whice tick (√):  Standing mittee  Book order  How your I  Publisher □  Please men  2008	ibrary have Committed the type of committee Committee ing Frequency:  ibraries purchase Committee committe	Library Ad Commi	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Venerations, Periodicals &	No			
5. 1 6. 1 1 Comm  7. 1 8. 1 9. 1 Year Before - 2	Does your I  If yes, whice tick (√):  Standing mittee  Book order  How your I  Publisher □  Please men  2008	ibrary have Committed the type of committee Committee ing Frequency:  ibraries purchase Committee committe	Library Ad Commi	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Venerations, Periodicals &	No			
5. 1 6. 1 6. 1 7. 1 8. 1 9. 1 Year Before - 2 2008-200	Does your I  If yes, whice tick (\sqrt{)}:  Standing mittee  Book order  How your I  Publisher  Please men  2008	ibrary have Committed the type of committee Committee ing Frequency:  ibraries purchase Committee committe	Library Ad Commi	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Venerations, Periodicals &	No			
5. 1 6. 1 1 1 1 1 1 1 1 8. 1 9. 1 1 1 1 1 1 1 2008-200 2009-201	Does your I  If yes, whice tick (\sqrt{)}:  Standing mittee  Book order  How your I  Publisher  Please men  2008  99  0  1	ibrary have Committed the type of committee Committee ing Frequency:  ibraries purchase Committee committe	Library Ad Commi	ble for a divisory ttee	ion? Yes cquisition of librar  Book Selection Committee  Half-Yearly Local Venerations, Periodicals &	No			

10. How you procure journals and E-resources?

Description	Local Vendor	Indian Vendor	Foreign Vendor	Publisher
Indian Journals				
Foreign Journals				
e-resources				

# 11. Please tick mark ( $\!\!\!\!\sqrt{}$ ) the services offered by your library:

Services	Yes	Partially	No	Services	Yes	Partially	No
Circulation Services				Book Bank			
Lending Service				Newspaper Clippings			
Reprographic Service				E-Journal			
Internet Service				Web OPAC			
Reservation Service				Thesis, Dissertation,			
				Project etc.			
CD-ROM Search Service				Others (if any)			
Reference							

12.		Which classification scheme your library	y followe	d:		
	a.	DDC b. UDC		c. CCC		
13.		Which catalogue code your library follow	wed:			
	a.	AACR2 b. CCC		c. No information	on _	
14.		List of Subject Heading followed:				
	a.	Sear's List b. LCSH List [		c. No information	on _	
15.		Physical form of catalogue:				
	a.	Register b. Card	c. Com	puterised	d. No	
		information				
16.		Do you follow the weed out policy for coll	ection de	velopment?		
	a.	Yes b. No				
17.		Please tick mark ( $\sqrt{\ }$ ) the problem faced	in Collec	tion Developmen	ıt:	
	a.	Lack of adequate staffs	Yes		No	
	b.	Lack of Administrative Support	Yes		No	
	c.	Raising costs of Library materials	Yes		No	
	d.	Constant change of college curriculum	Yes		No	
	e.	Conversion rate of Foreign currencies	Yes		No	
	f.	Other problems (if any)	Yes		No	

# (D) Development of ICT Infrastructure and Library Automation:

18. Please mention the status of ICT Infrastructure in your library:

Sr. No.	ICT Items	No.	Sr.	ICT Items	No. Of
		Of	No.		items
		items			
a.	Computer for staff		k.	Xerox	
b.	Computer for users		1.	Web Server	
c.	Laptop		m.	CCTV	
d.	Printer		n.	Fax	
e.	UPS		0.	Barcode Printer	
f.	Scanner		p.	Barcode Scanner	
g.	Web Camera		q.	RFID Technology	
h.	LCD Projector		r.	OPAC/WebOPAC	
i.	Wi-Fi Connectivity		s.	Others, if any (Please	
				specify)	
j.	Telephone				

19.	Is your	Library a	automated?	Yes	No		
20.	If your	library a	utomated, pl	lease tick mark (*	√) the statı	ıs:	
	a.	Fully		b. Partially	c.	Process initiated	
21.	Please	tick marl	k (√) about	the Operating Sy	stem, Libr	ary Automation S	Software and

Digital Library Software used in your library:

Sr.No.	Software	Use mark (√)	Sr. No.	Software	Use mark (√)
	I .	Opera	ting Syster	n	
a.	Windows		c.	Linux	
b.	Mac		d.	Others (Specify)	
	1	Library Man	agement S	oftware	
a.	SOUL		e.	Koha	
b.	Libsys		f.	E-Granthalaya	
c.	EasyLib		g.	Library Manager	
d.	New Genlib		h.	Others (specify)	
	Digital 1	Library Software/ In	stitutional	Repositories Softwa	are
a.	Dspace		c.	E-print	
b.	Greenstone		d.	Others (Specify)	

# 22. Please tick mark ( $\!\sqrt{}$ ) the status of automation in your library:

Module	Fully	Partially	Not yet started
Acquisition module			
Circulation module			
Technical module			
Reference module			
Periodical module			
Others (specify)			

8. I	s Inter	net Connection available in your library?	Yes	No (		
	23.1	If yes, please tick mark ( $\sqrt{\ }$ ) the following:				
	a.	Leased Line b. Broadband c	VSAT [	d. 2G/30	G	
	23.2	If yes, who is service provider? Please tick mark ( $$ )	the follow	ving:		
	a.	BSNL b. Airtel c. Reliance d. Vo	odafone [	e. Others (sp	ecify)	
24 I		ur institution has LAN (Local Area Network)?		Yes Yes	No [	
<b>24.</b> 1	•				NO (	
	24.1	If institution has LAN than indicate which units are	connected	?		
	a.	Library Campus c. College/ Dep	artment	d. Hostel		
		e. All				
25 E	Please i	indicate membership of any Library Networking age	ency?			
<b>20.</b> 1	icasc		-			
	a.	DELNET b. INFLIBNET c. Othe	ers (Specif	y)		
<b>26.</b> F	Please	tick mark the problem faced in use of ICT Application	on in your	Library.		
	a.	In sufficient funds	Yes		No	
	b.	Lacks of trained Staff	Yes		No	
	c.	Less interest to adopt ICT tools & technique	Yes		No	
	d.	Lack of support from the concerned authority	Yes		No	
	e.	Lack of commitment in library professionals	Yes		No	
	f.	Other problems (if any)				

28.	Library working hours :	
29.	Library Opening time :	·
30.	<b>).</b> Daily visitors in your library :	·
31.	• Daily books issued / consulted :	
32.	2. Does your library open on holiday/Su	unday? Yes No
(G) H	Human Resource Planning / De	evelopment
33.	3. The library staffs have opportunity to	o join training/workshop/seminar/conferences.
	a. Yes	b. No $\square$
34.	4. Any training program organised for l	library staff?
	a. Yes	b. No
35.	5. If yes, please indicate supporting org	ganisation for organising training program.
	a. INFLIBNET b. ILA	c. IASLIC d. ICSSR e.
	University/College itself	
36.	6. Do you have any promotion activitie	es for staff?
	a. Yes	b. No
(II) D		
(H) Da	Oatabase Creation	
37.	. If your library automated please indi	cate:
	a. No of records	:
	b. No or records books	:
	c. No. of Journals	:
	d. No. of Theses	:
	e. No. of Reports	:
38.	3. Data Creation work done by;	
	a. In-house staff	b. Out sourcing
39.	. No. of Data Entry staff appointed.	
	a. 1-4 b. 5-10	c. 10-15 d. > 15
40.	. If any comments:	
Note: T	The information provided by you will b	be kept confidential and used for academic / research
purpose		e representation and used for deadenine / research
Place:		
Date:		Signature
		Signature