



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

Sr. No.	Collection Category	Number of Items		
		Print	Online (Electronic/Digital)	Offline ( CDs/DVDs)
a.	General Books			
b.	Text Books			
c.	Reference Books			
d.	Journals			
e.	Back Volume Journals			
f.	Manuscripts			
g.	Theses/ Dissertations			
h.	AV Materials			
i.	Newspapers			
j.	Maps			
k.	Atlas			
l.	Others (Please specify)			
	<b>Total Collection</b>			

4. Does your library follow any book selection policy? Yes  No

5. Does your library have Committee for Book Selection? Yes  No

6. If yes, which type of committee is responsible for acquisition of library resources please tick (✓) :

Library Standing Committee	College Library Committee	Library Advisory Committee	Book Selection Committee	Others (specify)

7. Book ordering Frequency: Monthly  Half-Yearly  Yearly

8. How your libraries purchase books? Book fair  Local Vendor

Publisher  Online  Others (specify)

9. Please mention the annual details on addition of Books, Periodicals & E-resources:

Year	Budget (Rs.)	Books	Periodicals	E-resources
Before - 2008				
2008-2009				
2009-2010				
2010-2011				
2011-2012				
2012-2013				

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 (✓) 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 followed:**

- a. DDC       b. UDC       c. CCC

**13. Which catalogue code your library followed:**

- a. AACR2       b. CCC       c. No information

**14. List of Subject Heading followed:**

- a. Sear's List       b. LCSH List       c. No information

**15. Physical form of catalogue:**

- a. Register       b. Card       c. Computerised       d. No information

**16. Do you follow the weed out policy for collection development?**

- a. Yes       b. No

**17. Please tick mark (✓) the problem faced in Collection Development:**

- 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. Of items	Sr. No.	ICT Items	No. Of items
a.	Computer for staff		k.	Xerox	
b.	Computer for users		l.	Web Server	
c.	Laptop		m.	CCTV	
d.	Printer		n.	Fax	
e.	UPS		o.	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 automated?** Yes  No

**20. If your library automated, please tick mark (✓) the status:**

a. Fully  b. Partially  c. Process initiated

**21. Please tick mark (✓) about the Operating System, Library Automation Software and Digital Library Software used in your library:**

Sr.No.	Software	Use mark (✓)	Sr. No.	Software	Use mark (✓)
<b>Operating System</b>					
a.	Windows		c.	Linux	
b.	Mac		d.	Others (Specify)	
<b>Library Management Software</b>					
a.	SOUL		e.	Koha	
b.	Libsys		f.	E-Granthalaya	
c.	EasyLib		g.	Library Manager	
d.	New Genlib		h.	Others (specify)	
<b>Digital Library Software/ Institutional Repositories Software</b>					
a.	Dspace		c.	E-print	
b.	Greenstone		d.	Others (Specify)	

**22. Please tick mark (√) 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)			

**(E) Internet / E-Resources Facilities**

23. Is Internet Connection available in your library? Yes  No

23.1 If yes, please tick mark (√) the following:

a. Leased Line  b. Broadband  c. VSAT  d. 2G/3G

23.2 If yes, who is service provider? Please tick mark (√) the following:

a. BSNL  b. Airtel  c. Reliance  d. Vodafone  e. Others (specify)

24. Is in your institution has LAN (Local Area Network)? Yes  No

24.1 If institution has LAN than indicate which units are connected?

a. Library  Campus  c. College/ Department  d. Hostel   
e. All

25. Please indicate membership of any Library Networking agency?

a. DELNET  b. INFLIBNET  c. Others (Specify)

26. Please tick mark the problem faced in use of ICT Application 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) Yes  No

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**(F) Usage of Library**

27. Number of Users : .....

28. Library working hours : .....
29. Library Opening time : .....
30. Daily visitors in your library : .....
31. Daily books issued / consulted : .....
32. Does your library open on holiday/Sunday? Yes  No

**(G) Human Resource Planning / Development**

33. The library staffs have opportunity to join training/workshop/seminar/conferences.  
 a. Yes  b. No
34. Any training program organised for library staff?  
 a. Yes  b. No
35. If yes, please indicate supporting organisation for organising training program.  
 a. INFLIBNET  b. ILA  c. IASLIC  d. ICSSR  e.   
 University/College itself
36. Do you have any promotion activities for staff?  
 a. Yes  b. No

**(H) Database Creation**

37. If your library automated please indicate:  
 a. No of records : .....
- b. No or records books : .....
- c. No. of Journals : .....
- d. No. of Theses : .....
- e. No. of Reports : .....
38. 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: The information provided by you will be kept confidential and used for academic / research purpose only.

Place:

Date:

Signature