

To,

Subject: Request to give permission for Ph.D Data Collection

Date:

Sir/Madam,

With due respect and humble submission I would like to inform you that I am doing PhD research in the Department of Library and Information Science, Assam University, Silchar under the supervision of Dr. Manoj Kumar Sinha, Associate Professor & Head, DLIS, Assam University on the topic "**Information Use Pattern by Scientists Working at Selected CSIR Laboratories of Northeast and Eastern India: A Study**". You are kindly requested to allow me for distributing questionnaires among the Scientists and Librarian of your Laboratory/ Institute and collecting data related to my research work.

Hope your kind cooperation will highly encourage to work out the research in sincere way. The information given by your institute will be keeping strictly confidential and be used exclusively for Ph.D. thesis.

Thanking you.

Yours faithfully

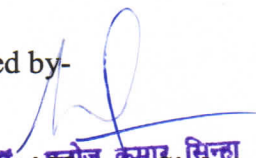
Jyotika Borthakur

(Jyotika Borthakur)

Research Scholar

Dept. of Library and Information Science
Assam University, Silchar- 788011

Forwarded by-


(Dr. Manoj Kumar Sinha)
Supervisor and
Head & Associate Professor
Department of Library & Information Science
Associate Professor

To,

Subject: Request to filling up the questionnaire

Sir/Madam,

With due respect and humble submission I would like to inform you that I am pursuing my PhD research in Library and Information Science in Assam University, Silchar and Carrying out my research work on the topic of "**Information Use Pattern by Scientists Working at Selected CSIR Laboratories of Northeast and Eastern India: A Study**" under the guidance of Dr. Manoj Kumar Sinha, Associate Professor & Head of the Department of Library and Information Science, Assam University. You are kindly requested to fill-up the questionnaire for the purpose. I hope your kind cooperation will highly encourage to work out the research in sincere way. The information given by you will be kept strictly confidential and will be used exclusively for Ph.D. thesis.

Thanking you.

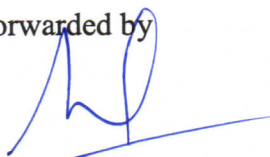
Sincerely yours

Jyotika Borthakur

(**Jyotika Borthakur**).

Research Scholar

Forwarded by



(**Dr. Manoj Kumar Sinha**)
Research Guide
Associate Professor & Head
Department of Library &
Information Science
Assam University, Silchar

डॉ. मनोज कुमार सिन्हा
Dr. Manoj Kumar Sinha
निदेशक (Supervisor)
असम विश्वविद्यालय प्रोफेसर
Associate Professor

QUESTIONNAIRE

On

Information Use Pattern by Scientists Working at Selected CSIR Laboratories of Northeast and Eastern India: A Study

The respondent is requested to put (✓) mark in the space provided in each question or provide information wherever necessary.

GENERAL:

1. Name of the Laboratory: _____
2. Total number of (a) Scientist: _____ (b) Other staff _____
3. Name of the Library: _____
4. Year of establishment: _____
5. Name of the Librarian:
or Librarian in-charge _____
6. Total number of library staff: _____
7. Web Address of Library: _____
8. E-Mail of the Library: _____

LIBRARY COLLECTIONS AND BUDGET:

9. Total collections in the Library (Till date):
 - 9.1 Books: _____
 - 9.2 Back Volumes: _____
 - 9.3 Current Journals: _____
 - 9.4 Theses: _____
 - 9.5 Reference Tools: _____
 - 9.6 Microfilm/ Microfiche: _____
 - 9.7 CD- ROM: _____
 - 9.8 Any other collection
(Please specify) _____
- 9.9 Does your library have any collection development policy? Yes No
- 9.10 Does your library have separate budget? Yes No

If yes, please mention the budget allocation for the following years:

- 2009-2010 Rs. _____
- 2010-2011 Rs. _____
- 2011-2012 Rs. _____
- 2012-2013 Rs. _____
- 2013-2014 Rs. _____

9.11 Does your library have selection policy for library material? Yes No

LIBRARY BUILDING:

10. Do you feel that Library has adequate space to provide the various types of services to the clientele? Yes No

11. Do you think that the number of seats provided in the library premises is adequate to meet the requirements of Scientists/ Research Scholars? Yes
No

12. Do you provide Research Cubical/ Research Carrels/ Scientists of your laboratory? Yes No

PROCESSING OF LIBRARY MATERIALS

13. How much time is usually taken by your library to process the books after arrival and make them available to the users?

- a. One week;
- b. Two weeks;
- c. One month;
- d. More than one month.

14. Which scheme of classification do you follow in the library?

- a. DDC;
- b. CC;
- c. UDC.
- d. Others

15. Which Physical form of catalogue do you follow?

a. Card;

b. Ledger.

16. Which catalogue code do you use in the library?

a. CCC;

b. AACR-1;

c. AACR-2;

d. Any other (Please mention) _____

READER'S SERVICE:

17. Please mention the total working hours of the library?

a. Week days;

b. Sundays.

18. Does the library remain open during holidays and vacation? Yes No.

If no, please state the reasons.

19. Which charging system do you follow?

a. Browne;

b. Newark;

c. Two card system of Ranganathan;

d. Any other system (Please specify)

20. What types of issue system do you like?

a. Electronic Method

(If electronic method, please state the reason)

b. Traditional Method

21. Do you provide active Reference service to the readers Yes No

If yes, please state the method of disseminating of services

- a. Through document;
 - b. Through electronic form;
 - c. Through any other media (Please state)
-

22. Do you provide Documentation Service? Yes No

23. Do you provide any bibliographic/ Current Content Service? Yes No

SOFTWARE AND HARDWARE:

24. Which library software is in use?

- Libsys
- CDS/ISIS / WINISIS
- SLIM++
- SOUL 2.0
- Koha

Any other (Please specify) _____

25. Which sections in the library are automated?

- Acquisition
- Cataloguing
- Circulation
- Serials control
- Back volume
- Text Book

Any other (Please mention) _____

26. On which server the library software has been installed?

- Local (Library) Central (Institute's)

If central, who is managing your library software?

- Library and Inf. Professional
- Computer Professional

NETWORKING:

27. Does your institute have a website? Yes No
If yes, Give the name of the website _____

28. Has your library got an independent LAN or is a part of campus network?
Independent Part of campus network
If it is independent, or part of campus network, what are all the equipments and cables used for LAN connection in the library?

▪ **Cabling:**

CAT5

Enhanced CAT5

Fiber optic cable

▪ **Hub:**

Manageable

Unmanageable

Cisco

▪ **Router:**

Motorola

Any other (please specify) _____

▪ **Bridge:**

LAN bridge network interface cards: 32 Bit/16 BIT, PCI _____

▪ **Switches**

10/100 MBPS _____

▪ Any other (please specify): _____

29. How do you spread out your institute's campus LAN?

▪ To all Departments

▪ To Central Library

▪ To All Labs/Centers/Units

▪ To the entire campus including hostels

▪ To the individual rooms of all scientists

▪ To all scientists and officers residences

- Any other _____

30. Whether your campus network and library network are connected to internet?

Yes No

If yes, please specify your Internet Service Provider (ISP)

- ERNET(ex: ac.in, edu.in, res.in)
- VSNL
- NICNET
- Any other _____

31. Type of internet connection is being used in the library, departments and residences.

31.1 **Library**

- Dial-up
- Leased
- Radio link
- Cable network
- V-sat
- Any other _____

31.2 **Bandwidth of library network**

- ≤ 1.0 Mbps
- > 1.0 to ≤ 2.0 Mbps
- > 2.0 Mbps to ≤ 4.0 Mbps
- > 4.0 Mbps to ≤ 6.0 Mbps
- > 6.0 Mbps and above

32. Is your library a member of any library networks, and a part of any consortium in India?

32.1 **Library Networks**

- DELNET
- CALIBNET
- MALIBNET
- Any other _____

32.2 **Consortium**

- INDEST
- National Knowledge Resource Consortium (CSIR)
- UGC-Infonet Digital Library Consortium (INFLIBNET)
- Any other _____

33. What are the e-resources (*full-text and bibliographic databases*) subscribed by the consortium?

33.1 **Full-text databases**

- | | | | |
|------------------------------|--------------------------|---------------------------|--------------------------|
| ▪ Science Direct | <input type="checkbox"/> | ▪ ASCE | <input type="checkbox"/> |
| ▪ ACM Digital Library | <input type="checkbox"/> | ▪ Nature | <input type="checkbox"/> |
| ▪ IEEE Online | <input type="checkbox"/> | ▪ Standards (CD/intranet) | <input type="checkbox"/> |
| ▪ Springer link | <input type="checkbox"/> | ▪ RSC | <input type="checkbox"/> |
| ▪ Proquest | <input type="checkbox"/> | ▪ ACS | <input type="checkbox"/> |
| ▪ ASME | <input type="checkbox"/> | | |
| ▪ Any other (Please specify) | | | |
-
-

33.2 **Bibliographic databases**

- | | | | |
|---|--------------------------|-------------|--------------------------|
| ▪ Engineering village2
(<i>Compendex & INSPEC</i>) | <input type="checkbox"/> | ▪ SciFinder | <input type="checkbox"/> |
| | | ▪ SCOPUS | <input type="checkbox"/> |
| ▪ Web of sciences | <input type="checkbox"/> | | |
| ▪ Any other _____ | | | |

33.3 Total number of e-journals and e-books subscribed by your library:

- E-books: _____
- E-journals: _____

33.4 Total number of e-journals and e-books and other resources subscribed through consortium:

- E-Journals: _____
- E-Books: _____
- Any others: _____

34. Amount spent by your library for subscribing electronic resources during the following years?

- 2009-2010 Rs. _____
- 2010-2011 Rs. _____
- 2011-2012 Rs. _____
- 2012-2013 Rs. _____
- 2013-2014 Rs. _____

35. What are all the Network Services (NS) provided by your library?

<u>Services</u>	<u>YES</u>	<u>NO</u>
▪ Electronic Data Interchange (EDI)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Automated Cataloguing	<input type="checkbox"/>	<input type="checkbox"/>
▪ Automated Circulation	<input type="checkbox"/>	<input type="checkbox"/>
▪ Virtual Reference	<input type="checkbox"/>	<input type="checkbox"/>
▪ E-CAS	<input type="checkbox"/>	<input type="checkbox"/>
▪ Online Databases	<input type="checkbox"/>	<input type="checkbox"/>
▪ CD-ROM/DVD	<input type="checkbox"/>	<input type="checkbox"/>
▪ Electronic Thesis and Dissertations (ETD)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Multimedia Databases (<i>audio and video etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Standards (<i>CD-ROM or intranet version</i>)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Internet facilities	<input type="checkbox"/>	<input type="checkbox"/>
▪ E-mail	<input type="checkbox"/>	<input type="checkbox"/>
▪ Video and Teleconferencing	<input type="checkbox"/>	<input type="checkbox"/>
▪ Facsimile transmission (Fax)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Videotext or Teletext	<input type="checkbox"/>	<input type="checkbox"/>
▪ E-learning	<input type="checkbox"/>	<input type="checkbox"/>
▪ E-publishing	<input type="checkbox"/>	<input type="checkbox"/>
▪ Web-based document delivery	<input type="checkbox"/>	<input type="checkbox"/>
▪ Support	<input type="checkbox"/>	<input type="checkbox"/>
▪ Any other services _____	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the answer is No the subsequent related questions are need not be answered (filled-in)

36. If your library provides Electronic Data Interchange (EDI) services, please tick mark the area(s) covered.
- Ordering of library material
 - Budgeting
 - Any other service _____
37. If your library provides automated library catalogue services, please tick mark the type of service(s)?
- OPAC
 - WebOPAC
 - Both
 - Any other services _____
38. If your library provides automated circulation services, please tick marks the area(s) covered and specify the daily transactions of books.
- Check-in no. _____
 - Check-out no. _____
 - Renewal no. _____
 - Reservation no. _____
 - Inter-library loan no. _____
 - Any other services _____
39. Does the library provide the following services?
- Current contents
 - E-SDI
 - Alert
 - Any other services _____
 - New arrivals
 - Newspaper clipping
40. If your library provides online information access, please tick mark the type of materials provided access.
- E-books
 - E-journals
 - Abstracting databases
 - Open access journals (free)
 - Any other services _____

41. Does the library provides Internet facilities, please provide the following data.
- No. of PCs connected _____
 - Type PCs used _____
 - No. of users accessing per day _____
42. If your library provides communication network services, please tick mark the type of service(s) available
- E-mail
 - Telephone
 - Facsimile (fax)
 - Voice mail
 - Videotext
 - Teletext
 - Any other services _____
43. If your institute provides personal e-mail facilities, please tick mark the category of users who use this facility:
- Scientists
 - Research scholars
 - Technical staff
 - Any other _____
44. Does the library provides e-learning/education services, please tick mark the type of service(s)
- Desktop (stand-alone)
 - CD-ROM/DVD
 - Audio and video cassettes
 - Intranet
 - Internet or online
 - Any other services _____
45. If your library provides e-publishing services like
- Library news bulletin
 - Library new letters
 - Reports
 - Any other _____

46. Does the library provides any support services, please tick mark the type of assistance in accessing electronic resources.

- User orientation/education
- User Training
- Staff Training
- Any other means _____

47. Has your library initiated digitization process? Yes No.
(If yes, please specify the type of documents, software and format for digitizing documents)

47.1 Types of documents:

- Books (rare, *out of print*, *public domain*)
- Journals
- Thesis and Dissertations
- Any other _____

47.2 Type of format is being:

- TIFF
- HTML
- DOC
- Any other _____

48. Please write the infrastructure facilities available in the library.

- | | | | |
|-----------------------|-----|---------------------|-----|
| ▪ No. of Computers | ___ | ▪ No. of TVs | ___ |
| ▪ No. of Scanners | ___ | ▪ No. of VCP/VCRs | ___ |
| ▪ No. of Barcode | ___ | ▪ No. of Projectors | ___ |
| ▪ Scanners | ___ | | |
| ▪ No. of Printers | ___ | | |
| ▪ No. of Photocopiers | ___ | | |
| ▪ No. of Fax Machines | ___ | | |
| ▪ No. of Telephones | ___ | | |

49. Does your library have any Institutional Repository?

Yes No

If yes, what is the software used for Building institutional repository?

Dspace OpenDOAR E-print
Other _____

50. Does the library introduce RFID Technology?

Yes No

51. Any Suggestion, Please mention

Place:

Signature of the Librarian

N.B. The Librarian is requested to place any other information pertaining to the Library in a separate sheet.

QUESTIONNAIRE

On

Information Use Pattern by Scientists Working at Selected CSIR Laboratories of Northeast and Eastern India: A Study

The scientist is requested to put (✓) mark in the space provided in each question or provide information wherever necessary.

1. Name & Designation of the Scientist _____
With e-mail address: _____
2. Name of the Department: _____
3. Area of your Research: _____
4. Name of the Library: _____
5. Do you ever visit the library? Yes No

If yes, mention the frequency of your visit and time devoted to the Library?

Frequency of Library visit	How much time devoted to the library?
Daily <input type="checkbox"/>	Less than one hour <input type="checkbox"/>
Once in a month <input type="checkbox"/>	1-5 hours <input type="checkbox"/>
Fortnightly <input type="checkbox"/>	6-10 hours <input type="checkbox"/>
Sometimes <input type="checkbox"/>	11-15 hours <input type="checkbox"/>
Not at all <input type="checkbox"/>	Over 15 hours <input type="checkbox"/>

6. Purpose of visiting the library: To borrow books For guiding researchers
For supporting research investigation
Writing an article/ paper writing a book
To update knowledge Starting a project
For reading purpose only
For workshop/ seminar presentation
To browse Internet Patent design

others (please specify) _____

7. Type of information you need? Current Retrospective

Others (please specify) _____

8. Do you have a Department Library? Yes No

9. Do you access the library from the Dept. Yes No

10. Type of documents you search

- Text book Periodicals Reference Books
 Conference/Seminar Proceedings Patents Standards
 Reviews News letters Index Abstracts
 Bibliographies Micrographies
 Research Reports Theses/ Dissertations
 Trade Literature Hand Books
 Encyclopedia News paper clipping

Any other (please specify) _____

11. Do you access Internet? Yes No

If yes, the reason for accessing Internet

- E-book E-journal E-patent E-reports
 E-proceedings E-databases E-theses/dissertations

any other (please specify) _____

- 11.1 Duration of hours to access the internet:

Duration	Please tick (✓)
Less than two hours per day	
2-3 hours	
3-4 hours	
4-5 hours	
Above 5 hours	

12. Use of search engines to access e-resources (Please tick the item in table according to your perception):

Sl. No.	Use of Search engines	Please tick (✓)
1.	Through Yahoo	
2.	Through Google	
3.	Through Altavista	
4.	Others (Please specify)	

13. Frequency of using Electronic Resources and other resources in the institute library (Use ✓ mark wherever needed):

Every Day	CD-ROM	Internet	OPAC	E-database	E-journals	E-books	E-patent	E-proceedings	E-reports	Others
Everyday										
2-3 times in a week										
Once in week										
Once in a month										
Never										
Total										

14. Purpose of use of electronic resources (Use ✓ mark wherever needed):

Electronic Sources	Academic Purpose	Research purpose	To update knowledge	Patent design	Writing article/paper	Writing books	Starting project	Others

E-books								
E-journals								
e-proceedings								
Online-databases								
E-theses/dissertation								
E-patent								
Standards								
Full text databases								
Abstracting & Indexing databases								
Open sources								
Web sources								

15. Is the library subscribing any E-journal consortium? Yes No
 If yes, mention the name of the Consortium _____

16. Do you use the consortium? Yes No
 If yes, please state the purpose of use

Sl. No.	Purpose of Using Consortium	Please tick (✓)
1.	To update knowledge	
2.	Writing ariticle/paper	
3.	Writing a book	
4.	Research purpose	
5.	Starting a project	
6.	Patent Design	
7.	Others (specify)	

17. Type of E-resources accessed publisher wise (State your Rank of preferences over the e-resources listed in the table:

Sl. No.	E-Resources	Rank
1.	Elsevier- Science Direct	
2.	American Chemical Society	
3.	American Institute of Physics	
4.	APS	
5.	Derwent Innovation Index	
6.	Emerald	
7.	IEEE	
8.	IOP	
9.	Nature	
10.	OSA	
11.	RSC	
12.	Cambridge University Press	
13.	ASCE	
14.	ASME	
15.	Questal	
16.	Spriger	
17.	Taylor & Francis	
18.	Web of Science	
19.	Wiley	
20.	Annual Reviews	
21.	ACM Digital library	
23.	SCOPUS database	
22.	Sage Journals online	
23.	Others	

18. Do you get any assistance from the library personnel while accessing e-resources?
 Yes No
19. E-Resources available in your Knowledge Resource Centre are highly effective for research activity ?
 Highly effective Moderately effective Not effective
20. Is the library providing the required document/ information? Yes No
21. Are you satisfied by the library services? Yes No
22. How do you rate your satisfaction? Excellent Good
23. Difficulties faced by the users to use the resources of the library:
- i. Lack of time
 - ii. Lack of relevant information in the library
 - iii. Lack of knowledge about the organizing tools such as library classification, cataloguing, indexes and abstracts available in the library
 - iv. Lack of awareness about the services rendered by the library
 - v. Lack of user friendly staff in the library
 - vi. Lack of sufficient e-resources
 - vii. E-Resources access is difficult
 - viii. Any other (Please specify)
-
-

24. Please state (✓) your suggestions for the improvement of the library facilities:

Sl. No.	Suggestions	Yes	No
1.	Increase the total number of text books		
2.	Increase the total number of reference books		
3.	Increase the current journals		
4.	Increase the Electronic sources such as Database		

5.	Subscription of more e-journals and e-books		
6.	Building digital library & insitutional repository		
7.	Provision of Subject Gateways		
8.	Speed in the delivery of e-resources		
9.	Complete automation of the library		

25. Any other information you would like to contribute:

Date:

Place:

Signature of the Scientist

N.B. You are kindly requested to use separate sheet wherever applicable.

(Dr. Manoj Kumar Sinha)
Supervisor

(Jyotika Borthakur)
Research Scholar