

Appendix I

To  
The Librarian

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Subject: Research on the topic :

**A Study on Best Practices with Special Emphasis on Modernisation in the  
Libraries of Degree Colleges Affiliated to Dibrugarh University, Assam.**

Sir/Madam,

With due respect I would like to draw your kind attention that I am carrying out a research study on the above mentioned topic for the partial fulfillment of my requirements for the award of the PhD degree at Assam University, Silchar. I am enclosing a questionnaire pertinent to the study, which may kindly be filled in and returned to me to the address mentioned below at an early date of your convenience.

I would remain highly grateful to you for your kind co-operation in this regard. I hereby declare that information provided by you will be kept confidential and will be used for academic purposes only.

Thanking you.

Sincerely yours

(Rajendra Mohan Dev Sarma)

Research Scholar

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**QUESTIONNAIRE- I**

**Note** : Please, put tick mark (✓) or provide information/comment wherever necessary.  
The information supplied by you will be kept confidential, and will be used for academic purposes only.

**PART – A****General Information about the Institution**

Please, provide following information (Put tick mark (✓) wherever necessary).

- A1. Name of the College : \_\_\_\_\_
- A2. Nature and Type of College: \_\_\_\_\_
- A3. Year of Establishment : \_\_\_\_\_
- A4. Name of the Principal / Principal In charge: \_\_\_\_\_
- A5. Address:  
Place: \_\_\_\_\_ City: \_\_\_\_\_ District: \_\_\_\_\_  
PIN: \_\_\_\_\_ State: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
URL: \_\_\_\_\_
- A6. Number of Teaching Staff: A6.1. Permanent: \_\_\_\_\_ A6.2. Temporary: \_\_\_\_\_  
Number of Non-Teaching Staff: A7.1. Permanent: \_\_\_\_\_ A7.2. Temporary: \_\_\_\_\_
- A7. Number of Teaching Departments: \_\_\_\_\_
- A8. Name of the Streams Available: Arts  Science  Commerce
- A9. Does the Institute offer Post Graduate Courses. Yes  No
- A10. Has the Institute been assessed by the NAAC ? Yes  No   
If yes, Date(s) of Assessment and Grade / Star Received: \_\_\_\_\_

**PART – B****Information about the Library**

- B1. Name of the Library : \_\_\_\_\_
- B2. Year of Establishment: \_\_\_\_\_
- B3. Area of the Library (In Square Feet) : \_\_\_\_\_
- B4. Nature of Access : Open Access / Close Access / Restricted
- B5. Number of Collection: \_\_\_\_\_

B5.1. Text Books:                      B5.2. Reference Books:                      B5.3. Rare Books:  
 Total :  
 B5.4. Current Periodicals:      B5.5. Bound Periodicals:                      B5.6. Newspapers:  
 B5.7. Others (Please Specify):

B6. Library Staff:  
     a. Librarian:                      b. Assistant Librarian:                      c. Library Assistant:  
     d. Bearer:                      Total:

B7. Is there any Library Committee/Library Advisory Committee?:                      Yes / No

B8. Does the Library maintain Library Budget?:                      Yes /No

If yes, what were the Library Budgets during the last 5 (five) years:

| 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 |
|-----------|-----------|-----------|-----------|-----------|
|           |           |           |           |           |

B9. Expenditure under different Library Heads for last five years:

| Heads                             | Year      |           |           |           |           |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|
|                                   | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 |
| Books                             |           |           |           |           |           |
| Current Periodicals /<br>Journals |           |           |           |           |           |
| Newspapers                        |           |           |           |           |           |
| Back Volumes                      |           |           |           |           |           |
| Library Materials                 |           |           |           |           |           |
| Library Computerisation           |           |           |           |           |           |
| Others(Specify)                   |           |           |           |           |           |
| Total                             |           |           |           |           |           |

B10. Average Regular Library Users (Daily):

B11. Sections in the Library:

a. Stack Room:                      Yes / No

b. Reading Room:      Yes / No

If yes, Seating Capacity for Students: \_\_\_\_\_ and/ Teachers: \_\_\_\_\_

- c. Reference Section: Yes / No
  - d. Processing Section: Yes / No
  - e. Rare Book Section: Yes / No
  - f. Periodical Section: Yes / No
  - g. Xerox Room: Yes / No
  - h. Librarian's Chamber: Yes / No
  - i. Computer Section: Yes / No
  - j. Others : \_\_\_\_\_
- B12. Provision of Library Rules: Yes / No
- B13. Services Available:
- a. Reading Room: Yes / No
  - b. Reprographic: Yes / No
  - c. Free Internet Browsing: Yes / No
  - d. Book Bank Yes / No
  - e. Others (Specify) : \_\_\_\_\_
- B.14 Other Best Practices Adopted :
- a. Collection Development in Deferent Formats Yes / No
  - b. In Service/Staff Promotional Policy Yes / No
  - c. Student Participation Programme Yes / No
  - d. Resource Generation Through External Membership Yes / No
  - e. Library Book Exhibition Yes / No
  - f. Extended Library Opening Hours/Hours of Service Yes / No
  - g. Library Best User Award Yes / No
  - h. Book Talk Yes / No
  - i. User Feedback Practice through Deferent Formats Yes / No
  - j. Suggestion Box and Timely Response Yes / No
  - k. Library Home Page for Information Dissemination Yes / No
  - l. A Strong and Dynamic Library Website Yes / No
  - m. Campus LAN Yes / No
  - n. Electronics Surveillance System like CCTV/RFID Yes / No
  - o. Staff user meet Yes / No

- p. Developing Virtual Presence Information Brochures Yes / No
- q. E-Books Yes / No
- r. N-List membership Yes / No
- s. Others (Specify): \_\_\_\_\_
- B14. Provision of Caution Money : Yes / No If yes, mention the amount: Rs.....
- B15. Scheme of Classification Using: \_\_\_\_\_
- B16. Cataloguing Rules Following: \_\_\_\_\_
- B17. System of Maintaining Records for Circulation Section: Manual / Computerised  
using \_\_\_\_\_

### PART – C

#### Information about Computerisation of the Library

- C1. Do you use computer in your Library activities: Yes / No
- If “Yes”,
- a. Please, mention the year of introducing computer: \_\_\_\_\_
- b. Number of PCs in use for library activities: \_\_\_\_\_
- c. Sections where PCs are placed: \_\_\_\_\_
- d. Operating System Using: \_\_\_\_\_
- e. Software Used for Library Automation: \_\_\_\_\_
- f. Areas of Computerisation: \_\_\_\_\_
- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| i. Acquisition: Yes / No          | ii. Cataloguing: Yes / No         |
| iii. Serial Control: Yes / No     | iv. Circulation Control: Yes / No |
| v. Others (Please Specify): _____ |                                   |
- f. Do you use barcode technology? Yes / No
- C2. If “No”
- a. What are the reasons/barriers for not introducing computer in the library?
- |                                    |          |
|------------------------------------|----------|
| Lack of support from the authority | Yes / No |
| Financial problem                  | Yes / No |
| Lack of computer knowledge         | Yes / No |

Lack of Infrastructure Yes / No

Lack of skilled manpower Yes / No

Others (Please specify): \_\_\_\_\_

b. Do you have a plan to introduce computer in the library activities. Yes / No

If yes. When? \_\_\_\_\_

c. Any comment on Library Automation? \_\_\_\_\_

## PART – D

### Your Personal Information

E1. Name: \_\_\_\_\_ E2. Designation: \_\_\_\_\_

E2. Years of experience in this college :

E3. Sex: a. Male  b. Female

E4. Age group: a. Under 30  b. 30-40  c. 40 -50  g. Above 50

E5. Past work experience before joining this institution

Less than 5 years / 5-10 Years / 11-15 Years /Above 15 years

E6. Your Highest Degree Obtained in the Field of Library and Information Science:

a. Ph. D.  Year: University:

b. M. Phil.  Year: University:

c. Master's  Year: University:

d. Bachelor's  Year: University:

E7. Other Technical Qualification: \_\_\_\_\_

E8. No. of Seminars / Symposiums / Workshops Attended:

State: \_\_\_\_\_ National: \_\_\_\_\_ International: \_\_\_\_\_

E9. No. of Recent Publications Journal Article: Book:

E.10. Librarians Attitude towards Library Modernisation/ IT application :

Highly Agree / Agree / Not Agree

E11. What is your level of satisfaction working in this library?

Fully Satisfactory / Little Satisfactory / Not Satisfactory

Date:

Signature

**QUESTIONNAIRE-II**

(To be filled in by the Library Users)

*Dear Library User,*

Please, provide the following information [Tick mark (✓) wherever necessary]. The information provided by you will be kept confidential and will be used for academic purposes only.

**About Yourself**

1. Type of user : *Student / Teacher / Staff*
2. Gender : *Male / Female*
3. When do you visit the library? *Daily / Weekly / Sometimes / Rarely*

**Knowledge About Your Library:**

4. Are you aware of the resources, services and facilities of your library? *Fully Aware / Awareness is Limited / Not at all Aware*
5. How do you rate the resources of the Library? *Excellent / Very Good / Good / Average / Poor*
6. What percentage (%) of your requirement is met by the library's collection *Above 25% / Above 50% / Above 75%*
7. Do you think best practices and modernisation of library are essential *Yes / No*

**About Best Practices and Modernisation of Your Library:**

8. Are you aware of the best practices and modernisation of your library? *Fully Aware/Awareness is limited / Not at all Aware*
9. Does the library have computerised services? *Yes / No*
10. Do you find the library Bulletin Board up to date? *Yes / No*
11. Do you want Web Based Services like Ask the Librarian/Help Desk/ FAQ/Electronic Announcement/Digital Suggestion Box In your library? *Yes / No*
12. Are there any terminal(s) / computer(s) for the users? *Yes / No*

- |     |  |                 |
|-----|--|-----------------|
| 13. | Do you take help of OPAC for searching a reading material available in the library ?         | <i>Yes / No</i> |
| 14. | Does your library have electronic resources (CDs, DVDs, e- Books etc.) for the users?        | <i>Yes / No</i> |
| 15. | Do you know about the Library Best User Award ?  | <i>Yes / No</i> |
| 16. | Is there Suggestion Box and Timely Response in the library ?                                 | <i>Yes / No</i> |
| 17. | Do you want a Strong and Dynamic Library Website ?   | <i>Yes / No</i> |
| 18. | Does the library provide <i>Internet</i> search facility ?                                   | <i>Yes / No</i> |
| 19. | Do you get user education to use modern technology<br>In the library ?                       | <i>Yes / No</i> |
| 20. | Do you want Library Home Page /website for<br>Information Dissemination ?                    | <i>Yes / No</i> |
| 21. | Do you want Campus LAN in your college ?   | <i>Yes / No</i> |
| 22. | Do you want User Feedback Practice Through Deferent Formats?                                 | <i>Yes / No</i> |
| 23. | Do you have any suggestion / comment on best practices and<br>modernisation of your library? | <i>Yes / No</i> |

If yes, please write down here :

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Signature of the Library User

Name of the College