

Appendix- I**Questionnaire for University Librarian****“Management of Collection in University Libraries of Assam: A Study”**

Please tick marks your answer wherever needed.

1. General Information:

Name of the University

Name of the University Library

Year of establishment of the University Library.....

Website/Email address of the University Library

Name of the Librarian

Gender: a) Male b) Female

Working in current position a) less than 5 years b) 5-10 years c) 11-15 years d) 16-20 years e) more than 20 years

Email of the Librarian

2. Library Timing:

Description	No of Days / Hours
Number of working days in a year	
Daily opening hours	

2.1. Does the library open on Sunday? Yes :[] NO :[]

3. Library Users:

Users	Number
Faculty	
Research Scholars	
Students	Post Graduate Students
	Under Graduate Students
Others	

4. Organizational Structure:

4.1. Does your library have a Library Committee? Yes :[] No :[]

If yes, please mention the nature of it

If yes, how frequently the committee organize a meeting?

- a) Within six months : []
 b) Within one year : []
 c) Any other : []

4.2. Who are the members of the committee from your library?

- a) Librarian : []
 b) Deputy Librarians : []
 c) Assistant Librarians : []

4.3. Library Personnel:

Category	Number
Professionals	
Semiprofessionals	
Administrative staff	
Working Staff	

4.3.1. Does your institute follow any of the following style of pay structure for all professional and other staff?

- a) Government of India : []
 b) UGC : []
 c) State government of Assam : []

4.3.2. Do you deploy sub staff for library work under contractual basis?

Yes : [] No : []

4.3.3. Do you engage professionally qualified fresher's as trainee?

Yes : [] No : []

4.4. Library Professional and ICT knowledge:

Library Professional	No of staff	No of staff having practical knowledge of ICT applications
Deputy Librarians		
Assistant Librarians		
Library Assistants		
Technical Assistants		

4.5. Does your library conduct any training programme for professional staff to up to date ICT knowledge?

Yes :[] No :[]

If yes, where the programme has been conducted?

a) Specialized Refresher/Orientation/Workshops :[]

b) In house :[]

c) Outside :[]

d) Any other.....

5. Library Collection Development Policy:**5.1. Does your library have a written Collection Development Policy?**

Yes :[] No :[]

If yes, is it regularly implemented by the library authorities?

Yes :[] No :[]

Is it revised and updated?

Yes :[] No :[]

5.2. Does it include the electronic resources?

Yes :[] No :[]

6. Library Budget.**6.1. Please mention the total library budget allocated for the preceding five years.**

2012 to 2013	
2013 to 2014	
2014 to 2015	

2015 to 2016	
2016 to 2017	

6.2. Please give the budgetary allocations for resources for the preceding five years.

Academic Year	Collection	Books	Journals	Any other
2012 to 2013	Print			
	Electronic			
2013 to 2014	Print			
	Electronic			
2014 to 2015	Print			
	Electronic			
2015 to 2016	Print			
	Electronic			
2016 to 2017	Print			
	Electronic			

6.3. Please indicate the operating expenditure expended for the library for the preceding five years.

Academic Year	Networks, Computers and Software maintenance	Repair and replacement of equipment	Book binding	Any other
2012 to 2013				
2013 to 2014				
2014 to 2015				
2015 to 2016				
2016 to 2017				

7. Library Resource Selection.

7.1. Who plays the major role in the selection of library collection?

- a) Faculty : []
- b) Scholars and Students : []
- c) Library Staff : []
- d) Administration : []
- e) Any other

7.2. Please indicate the tools considered for selection of documents.

- a) Publisher's catalogue : []
- b) Brochure : []
- c) Leaflets : []
- d) Book quotations : []
- e) Any other.....

8. Vendor Selection.

8.1. What is/ are the main criteria for selecting the book vendors?

- a) On offer : []
- b) Quick service : []
- c) Multi stocks : []
- d) Timely procurement of orders : []
- e) Regular communication : []
- f) Accepting delayed payments : []
- g) Any other

9. Book Order.

9.1. Please mention the book ordering procedure in your library.

- a) From publishers : []
- b) Online purchase : []
- c) Quotations : []
- d) Consortia : []
- e) Any other

10. Resource Collection.

10.1. Please indicate the details of the collections acquired in last five years.

Library Collection	2012 to 2013		2013 to 2014		2014 to 2015		2015 to 2016		2016 to 2017	
	Print	Electronic	Print	Electronic	Print	Electronic	Print	Electronic	Print	Electronic
Books										
Foreign Journals										
Indian Journals										
Abstracting/Indexing Journals / Databases										
Thesis/ Dissertations										
Reference Sources										
Audio/video materials										
Standards/Specifications										
Patents										
Any other										

10.1.1. Please indicate the total collection of books in your library: Print books.....

Online books (E-Books).....

10.1.2. Please indicate the total collection of Journals in your library:

Print..... Online (E-Journals)

National,, International....., Total Journals,

10.2. How does your library subscribe to e-resources?

a) Independently : []

b) Consortia : []

c) Both : []

If independent how does your library subscribe?

a) From publisher : []

b) From vendor : []

11. Policies for Licensing.

11.1. Please indicate the licensing policies in practice

.....

11.2. What type of access your licensor provides?

a) Archival access : []

b) Back up copy : []

11.3. Identify the nature of renewal of licensing agreements.

- a) Automatic renewal : []
- b) Notifying for renewal : []
- c) Termination : []

11.4. Identify the major barriers you face while dealing with the licensor.

- a) No bargaining : []
- b) Strictness of the vendor : []
- c) Adjust license agreements to the needs of the library : []

11.5. How does the user identified and authenticated to use e-resources?

- a) IP address : []
- b) Login passwords : []
- c) Any other

11.6. Which are the measures applied to control the copyright of e-resources?

- a) Special security measures : []
- b) Anti plagiarism software : []
- c) Any other

11.7. Mention the actions determined by the library for copying portions of licensed materials.

- a) Block from accessing for a specific period : []
- b) Cancel membership : []
- c) Taking a legal action : []
- d) Any other

11.8. Does your library a member of any of the Indian consortia initiatives?

- a) UGC INFONET : []
- b) INDEST : []
- c) CeRA : []
- d) ICMR e-consortia : []
- e) HELNET Consortium : []
- f) IIM Consortium : []
- g) Any other

11.9. Does your library have the use statistics of the consortium/ consortia?

- Yes : [] No : []

11.10. Do you take help of a legal advisor while doing/signing license agreement with publisher of e-journal?

Yes :[] No :[]

11.11. How you do manage in case of access to archival copy of journal is lost?

11.11.1. Due to change of institutional public IP address within the subscription period.

a) Ask the publisher to authenticate with the new IP address :[]

b) Any other.....

11.11.2. Deletion/ Non renewal of journal from current list of subscription.

a) Inform to higher authority for legal action :[]

b) Pursue the matter of the publisher :[]

12. Technical Operation.

12.1. Mention the classification procedure used in your library.

a) Manual :[]

b) Web based :[]

12.2. Which scheme of classification you are using?

a) DDC :[]

b) UDC :[]

c) CC :[]

12.3. Which is the cataloguing procedure used in your library?

a) Manual :[]

b) Copy Cataloguing :[]

c) Web Based :[]

d) Any other

12.4. What are of the sources used for copy cataloguing?

a) World Cat :[]

b) Ind Cat :[]

c) Web OPAC :[]

d) Any other

12.5. What are the standards used to catalogue e- resources in your library?

a) AACR2 :[]

b) MA RC : []

c) Metadata : []

12.6. Is there any separate technical processing cell/section in your library?

Yes : [] No : [] If Yes,

12.6.1. Please specify number of manpower engaged for technical processing =.....

12.6.2. Average time required for processing per 100 books =..... days.

12.6.3. Do you engage any more staff to speed up the process in case of bulk purchase of book?

Yes : [] No : []

13. Organization of Collection.

13.1. Which is the software you are using for library automation?

a) WINSIS : []

b) LIBSYS : []

c) SOUL : []

d) LIBRIS : []

e) KOHA : []

f) Any other.....

13.2. Does your library have anti plagiarism software?

Yes : [] No : []

If yes please mention the name.

.....

13.3. Have you done the retro conversion?

Yes : [] No : []

13.4. In which way you organize CD ROM collection?

.....

13.5. Do you have a digital library of e-collections?

Yes : [] No : []

If yes, which one of the digital library software you are using?

- a) Green Stone Digital Library Software : []
- b) D Space : []
- c) LS Digital : []
- d) Any other.....

13.6. Does your library using any of the following technology?

- a) Bar coding technology: Yes : [] No : []
- b) RFID technology: Yes : [] No : []

13.7. How do you organize the print journals?

- a) Alphabetically : []
- b) Classified arrangement : []
- c) Any other

13.8. Does your library organize electronic resources?

Yes : [] No : []

If yes, does your library follow an integrated OPAC for print and e-resources?

Yes : [] No : []

14. Access to Library Collection:

14.1. In which way you provide access to print resources?

- a) Library catalogue : []
- b) OPAC : []
- c) Web OPAC : []

14.2. In which way you provide access to e-resources?

- a) Access inside the library : []
- b) Accessing through campus network : []
- c) Internet : []

14.3. Indicate the access technologies for e-resources in your library.

- a) IP address based : []
- b) Proxy Server Based : []
- c) Any other.....

15. Library Services.

15.1. Please indicate the following services provided by your library.

Services	Manual	Online
Inter Library Loan		
Reference Services		
Referral Services		
Selective Dissemination Information		
Document Delivery Services		
Bibliography Services		
Indexing/ Abstracting Services		
Aggregator Services		
Current Awareness Services		
Library Portal based services		
Reprographic Services		

15.1.1. If your library having Resource Sharing facilities please mention the names of organizations with which you are sharing your resources.

a)

b)

16. Maintenance of Collection.

16.1. Which one of the following physical preservation method does your library practiced?

a) Repair and binding : []

b) Pest control : []

c) Digital Preservation : []

d) Any other

16.2. Which method is adopted for stock verification in your library?

a) Shelf list : []

b) Accession Register : []

c) RFID Technology : []

- d) Bar Coding Technology : []
- e) Any other (Please specify)

16.3. How frequently the stock verification is implemented?

- a) Within 2 years : []
- b) Within 3 years : []
- c) Within 4 years : []
- d) Within 5 years : []
- e) And more than 5 years : []

16.4. Mention the disciplinary action taken for missing and mutilated collection in your library.

- a) Charge defaulters with the current price of the book plus processing cost : []
- b) Replace the current edition of the book : []
- c) Block the Issue : []
- d) Cancel membership : []
- e) Any other (Please specify)

16.5. Does your library having a weeding policy?

Yes : [] No : []

If yes, how frequently is the weeding out is implemented?

- a) Within 2 years : []
- b) Within 3 years : []
- c) Within 4 years : []
- d) Within 5 years : []
- e) And more than 5 years : []

Thank you for your kind cooperation.

Sincerely,

Md. Mukutor Rahman

Appendix- II

Questionnaire for Library Users

“Management of Collection in University Libraries of Assam: A Study”

Please tick marks your answer wherever needed.

1. User’s Information:

1.1. Name:

1.2. Email ID.....

1.3. Designation:.....

1.4. Department:.....

1.5. University:.....

1.6. Gender: Male : [] Female : []

1.7. Which age group you belongs to?

a) 20- 30 yrs : []

b) 31- 40 yrs : []

c) 41- 50 yrs : []

d) Above 50 yrs : []

2. Library use purpose:

2.1. Do you use your university library?

Yes : [] No : []

If no, please mention the reason for not using the library.

.....

If yes, identify the frequency of using the library.

a) Daily : []

b) Twice in a week : []

c) Once in a week : []

d) Occasionally : []

2.2. Mention the purpose of using printed resources.

Please rank 1 2 3 your answer according to priority. (1 is most important.)

a) For teaching : []

b) For research : []

c) For publication : []

d) To keep update with recent information : []

e) To study : []

f) Any other.....

3. Library Resources:

3.1. Please tick the satisfaction level to your library collection. (Very good, Good, Satisfactory and Poor)

Library collection	Very good	Good	Satisfactory	Poor
Printed Books				
E-books				
Printed Reference books				
Printed Current journals				
E-journals				
Printed Back volume journal				
Printed Research reports				
Printed Conference proceedings				
Printed Govt. Publications				
Printed Research Monographs				
Printed Thesis/ Dissertations				
Printed Patents/Standards				
Traditional Non book materials (AV)				
Traditional Abstracting/ Indexing Databases				

3.2. Mention the area where the collection needs to be improved.

Please rank 1 2 3 your answer according to priority.

a) Printed books : []

b) E-books : []

c) Printed journals : []

d) E- Journals : []

e) Thesis and dissertations : []

f) E-thesis and dissertations : []

g) Abstracting/ indexing databases : []

h) E- Databases : []

4. Library E-Resource Collection.

4.1. Does your library subscribe to e-resources?

Yes :[] No :[]

4.2. Identify the purpose of using e-resources.

Please rank 1 2 3 your answer according to priority.

- a) For teaching :[]
- b) For research :[]
- c) For publication :[]
- d) To keep update with current trends :[]
- e) For seminar / Workshop presentation :[]

4.3. Mention the frequency of using the e-resources.

- a) Daily :[]
- b) Twice in a week :[]
- c) Once in a week :[]
- d) Occasionally :[]

4.4. Identify the importance of using e-resources.

Please rank 1 2 3 your answer according to priority.

- a) More information :[]
- b) Speed of access :[]
- c) Easy access :[]
- d) Reliability :[]
- e) Currency :[]

4.5. Mention the e-resources which you prefer to use most.

Please rank 1 2 3 your answer according to priority.

- a) E- Books :[]
- b) E-research reports :[]
- c) E- Learning materials :[]
- d) E- Reference sources :[]
- e) E-journals/magazines :[]
- f) E- Thesis & dissertations :[]
- g) Abstracting & Indexing databases :[]

h) E- News papers : []

4.6. Indicate the barriers faced while accessing the e-resources in your library.

Please rank 1 2 3 your answer according to priority.

a) Inadequate infrastructure facilities : []

b) Very short time to access : []

c) Power failure : []

d) Low speed of Internet : []

e) Insufficient assistance by Library staff : []

4.7. In which way you use the content of e-resources?

Please rank 1 2 3 your answer according to priority.

a) Read only : []

b) Download in storage devices : []

c) Take print : []

4.8. How far you are satisfied with e-resources (E-thesis and dissertations, E-research reports, E-learning materials, E-reference sources, E-magazines, E-newspaper and E-databases etc)?

a) Large Extent : []

b) Some extent : []

c) Least extent : []

5. Please give your valuable suggestion to improve the library collections.

Thank you very much for your kind cooperation.

Sincerely,

Md. Mukutor Rahman