<u>**Appendix-I**</u>

QUESTIONNAIRE

Impact of ICT for information access in Special Libraries with special reference to ASSAM: A Study

Dear Sir / Madam,

I am Mrs. Tahera Akhtar Choudhury pursuing research on the topic "***Impact of ICT for information access in special libraries with special reference to Assam: A study".*** In this context I seek your kind cooperation in filling this questionnaire. This would help in dealing with the future of knowing about impact of ICT for information access in Special Libraries of all over Assam. The data provided by you will be used only for research purpose and will be kept confidential.

Thanking You,

[To be filled by Librarian/Library Manager]

[Please put (√) mark wherever applicable]

1. Library Profile…………………………………………………………………

1.1 Which of the following job title best fits your position?

a) Librarian   ( )

b) Deputy Librarian   ( )

c) Information Assistant   ( )

d) Prof in charge   ( )

e) Library In-charge   ( )

f) Others   ( )

1.2 Name of the Institute/ Organization………………………………………

1.3 Name of the Library…………………………………………...……

1.4 Year of Establishment

a) Institute……………………………………………………………..

b) Library…………………………………………………………….

1.5 Total Membership of the library…………………………………………

a) Scientist………………………………………………………………….

b) Staff…………………………………………………………………….

1.6 Website of the Library…………………………………………….....

1.7 E-mail, if any………………………………………………………… …

2. LIBRARY ORGANIZATION:

2.1. Library timings………………………………………………………

a) Normal working Days   ( )

b) Sunday/Holidays   ( )

2.2. Total
Staff………………………………………………………………………….

Designation	Name	Qualification	Job Description

2.3. What type of institute is yours?
- Central Govt.   ( )
- State Govt.   ( )
- Semi Govt.   ( )
- Others   ( )

2.4*. Source of funds:*
- Central Govt. India   ( )
- State Govt. grant   ( )
- UGC   ( )
- Library fees   ( )
- Donation   ( )
- Others   ( )

2.5. Any separate building for Library..............Yes/No
2.6. Separate reading room is there or not..........Yes/No
3. Library Governance:
3.1. Is there a Library Committee? ……………. Yes/No
3.2. Committee members:

Category	Total member
Principal	
Professor(HOD)	
Associate professor	
Asst. professor	
Any other (Please specify)	

3.3. Frequency of Library committee meeting……
- a) Weekly   ( )
- b) Quarterly   ( )
- c) Monthly   ( )
- d) Yearly   ( )

4. Approximately how many users use the library every day? ....
5. Indexing service is there or not? ....
6. Abstracting service is there or not? ....
7. Size and growth of library collection:
7.1 What is the appropriate size of your library's collection? ....
(Write NA for the category of document not available in the library)
a) Print Documents   ( )
b) Books/Monographs   ( )
c) Current Journals   ( )

d) Bound Volume of Journals   ( )

e) Research/Technical Reports   ( )

f) Reference Documents   ( )

g) Thesis/Dissertations   ( )

h) Manuscripts   ( )

i) Seminar/Conference papers   ( )

i) Maps/Charts/Diagrams   ( )

j) Patents   ( )

k) Standards/Specifications   ( )

l) Other (please specify)   ( )

8. *E-Documents*

a) CD-ROM/DVDs   ( )

b) Online Internet Databases   ( )

c) Online Journals   ( )

d) Video/Audio Cassettes   ( )

e) Microforms   ( )

f) Others (please specify)   ( )

9. *System followed*

9.1 Classification scheme used-

Scheme	Yes/No	Edition
DDC		
UDC		
CC		

9.2 Cataloguing Code Used

a) ALA ( )

b) AACRI ( )

c) AACRII ( )

d) CCC ( )

10. Acquisition of Documents

10.1. Which tool do you usually apply for selection of documents (Check all those apply?)

a) Printed Catalogues ( )

b) Subject Bibliographies ( )

c) Check the holdings of other libraries ( )

d) Guide to Indian Periodicals Literature ( )

e) Ulrich International Periodical Directory ( )

f) Internet sites /Online Databases ( )

g) Others ( )

10.2. Please indicate the method is used for acquisition of documents?

a) Approval ( )

b) Firm order ( )

c) Ad-hoc purchase ( )

d) Others (please specify) ( )

11. Which type of format preferred as per users?

a) Paper form ( )

b) Electronic Form ( )

c) Microform ( )

12. Please give the total number of collections acquired in the last years?

Category	year (2016_17)	Increase/Decrease
Books		
Grey Literature		
Digital Resources		
Bound Periodicals		
Current Periodicals		

13. Please give the total no. of periodicals subscribed during last five years.

S. No.	Year	No. of Periodicals	Increase/Decrease
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

14. What are the reasons for acquiring journals in Electronic format?

a) Economical to acquire   ( )

b) Solves the problem of theft and mutilation   ( )

c) Provides networking facility   ( )

d) Easy to maintain   ( )

15. Do you participate in any consortium?   Yes/No

If yes then specify-

a) Shodhganga   ( )

b) ICMR E-journal   ( )

c) CSIR E-journal   ( )

d) Others (please specify)   ( )

15.1. Does Library share budget with consortium for getting access to e-documents? ....(Y/N)

15.2. What type of documents are available from consortium? (Books/e-journals/databases)

15.3. Does the Library use statistical data on use of subscribed content? …………(Y/N)

16. Problems confronting Libraries:

a) Inadequate funding   ( )

b) Inadequate staffing   ( )

c) Space Problem   ( )

17. ICT applications: ....

17.1. Does the library have following ICT based facilities?

a) Desktop   ( )   h) Photocopy machine   ( )

b) Laptop   ( )   i) Scanner   ( )

c) CD Drives   ( )   j) Printer   ( )

d) OPAC Terminals   ( )   k) Telephone   ( )

e) Networking   ( )   l) Generator   ( )

f) CD Network   ( )   m) Web camera   ( )

g) Computer server   ( )   n) Microfilming   ( )

o) Wireless device

18. Operating System used in the library?

a) Linux   ( )

b) UNIX   ( )

c) WINDOWS   ( )

19. Modules of software in operation for automation?

a) Acquisition   ( )

b) Cataloguing   ( )

c) Circulation   ( )

d) OPAC   ( )

e) Serial Control   ( )

f) Article Indexing   ( )

20. Have you digitized your collection?   Yes/No

If yes, please specify

a) Books   ( )

b) Theses/Dissertations/Project Reports   ( )

21. Does your Institute have any Archive?.....Yes/No?

22. Have you participated in Institute Repository System?

23. Are you providing any training facility of computer to users? .....Yes/No

24. Any other information which are not mentioned in the above points?

…………………………………………………………………………………
………...

25. Any comment you want to make:

....
....

Date: ……………   Signature

Thank you for providing the requested information!

<u>**Appendix-II**</u>

Questionnaire for Library users:

Dear Sir / Madam,

      I am Mrs. Tahera Akhtar Choudhury pursuing research on the topic "***Impact of ICT for information access in special libraries with special reference to Assam: A study".*** In this context I seek your kind cooperation in filling this questionnaire.

      I shall be grateful if you could kindly spare some time from your busy schedule to fill up this questionnaire

      Thanking You,

Personal Details:

1.1.Name……………………………………………………………………
    Email ID…………………………………………………………………..

1.1.1. Category of User
a. Student   ( )
b. Research scholars   ( )
c. Scientist   ( )
d. Others   ( )

1.2. Department………………………………………………………

1.3.Area of Specialization………………………………………………..

2. Please indicate the purpose of visit to the library? (Please rank your answer according to your priority as 1,2,3)
a) To borrow/ return the documents   ( )

b) To consult reference documents   ( )

c) For updating knowledge   ( )

3. Are you satisfied with the library infrastructure and facilities?   Yes/No

4. Provision of separate Reading Rooms?   Yes/No

5. Satisfaction with Reading Room facilities (Please rank your answer according to your priority as 1,2,3) in terms of-

a) Adequacy of lights   ( )

b) Overall serenity of atmosphere   ( )

c) With the present library hours.   ( )

d) Availability of books for on the spot reading   ( )

e) Cubicle desk facility   ( )

6. Are you satisfied with the number of Reader Cards?   Yes/No

7. Do you use card catalogue or OPAC?   Yes/No

a) Card Catalogue   ( )

b) OPAC   ( )

c) Both   ( )

d) Any other   ( )

8. Which type of format do you prefer most?

        a) Paper form ( )
        b) Electronic form ( )
        c) Both ( )

9. Do you take part in building up the library collection?   Yes/No

9.1. Library Collection.

9.1.1 How do you rank the satisfaction level to your library collection?

(Very good, Good, Satisfactory, Poor)

Criteria	Very good	Good	Satisfactory	Poor
Printed Book collection				
E- Books				
Reference books				
Current journals				
E- Journals				
Back volume journals				
Research reports				
Conference proceedings				
Govt. Publications				
Research Monographs				
Thesis/ Dissertations				
Patents/Standards				
Non book materials (Maps, A/V)				
Abstracting/ Indexing Databases				

9.1.2 In which area do you wish the collection to be improved?

(Please rank your answer according to your priority as 1,2,3)

Printed books ☐

E-books

☐

Printed journals ☐

e- Journals ☐

Thesis and dissertations ☐

E-thesis and dissertations ☐

Abstracting/ Indexing databases ☐

E- Databases ☐

10. Are you aware about following services? (Please rank your answer according to your priority as 1,2,3)

a) Lending/Circulation ( )

b) Reference services ( )

c) Bibliographic service ( )

d) CAS ( )

e) SDI ( )

f) Reprographic service ( )

g) Translation service ( )

h) Online service ( )

i) Indexing/Abstracting service ( )

11. Do you use following types of periodicals? Yes/No
If yes-

a) Current Issues ( )

b) Back volume of periodicals ( )

c) Both ( )

12. Does your library provide following reference help?

a) Help to search the document Yes/No

b) Help to use bibliographical sources Yes/No

c) Help to search specific information Yes/No

13. Do you use following type of services? (Please rank your answer according to your priority as 1,2,3)

a) Bibliographical services ( )

b) Xeroxing ( )

c) Microfilm ( )

d) CAS ( )

e) SDI ( )

f) Internet ( )

g) Online databases/Journals ( )

h) CD/DVD ROM ( )

14. Please give your Overall Assessment about the library (considering following aspects).
(Please rank your answer according to your priority as 1,2,3)

a) Infrastructural Facility ( )

b) Library Collection ( )

c) Organization of Collection ( )

d) Helping behavior of library staff ( )

e) IT based services ( )

15. What do you feel about the total collection and services in relation to its usefulness?
………………………………………………………………………………………………
……

16. Please give your valuable suggestions to improve the collection and services in your library?

THANK YOU