

# Appendix – 1

## Questionnaire Filled by the Librarian/ Library-in-Charge

1. Name of the Institute:

2. Address of the Institute: Vill./ Holding No. ....

P.O. ....

P.S. ....

Dist. ....

Phone.....

Email.....

3. (a) Establishing Date of the Institute

Day	Month	Year

(b) Is there any library in the institution?

(Put the ✓ mark)

Yes	No
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(c) Who takes care of the Library?

(Put the ✓ mark)

Librarian	A teacher	Clark	Pion
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(d) Does it have separate Library?

(Put the ✓ mark)

Yes	No
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(e) Does it have separate reading room for students?

(Put the ✓ mark)

Yes	No
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(f) If there any reading room, what is the seating capacity?

(g) Does the Institute require any library?

Yes	No
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(Put the √ mark)

4. The number of teachers & staffs in the Institute

Teachers  Staffs

5. Number of the students in the Institute

Male  Female

6. Number of students according to the class

Class	Number of Students		Total
	Male	Female	
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

7. Number of collection (Books) in the Library

8. The Institute has computer learning opportunity

(Put the √ mark)

Yes	No
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9. Number of reference books available in the library

a) Dictionary		f)	
b) Encyclopedia		g)	
c)		i)	
d)		i)	
e)		j)	

10. Does the library keep newspapers and magazines?

(Put the ✓ mark)

Yes	No
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11. Main source of income of the library

a) School Fund	<input type="text"/>	b) Charges and fine	<input type="text"/>	c) Govt. donation	<input type="text"/>	d) Others	<input type="text"/>
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12. For the institutional library does it get regular funding from the institute?

(Put the ✓ mark)

Yes	No
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13. Financial support given to the library by the Institution in the last five years (in Rs.)

2007	<input type="text"/>	2008	<input type="text"/>	2009	<input type="text"/>	2010	<input type="text"/>	2011	<input type="text"/>
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14. Government donation for the library for last five years (in Rs.)

2007	<input type="text"/>	2008	<input type="text"/>	2009	<input type="text"/>	2010	<input type="text"/>	2011	<input type="text"/>
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15. Yearly requirement for library operation

(Put the ✓ mark)

Rs. 10 to 20 Thousand	Rs. 20 to 30 Thousand	Rs. 30 to 40 Thousand	Rs. 40 to 50 Thousand
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16. Who selects books for the library?

(Put the ✓ mark)

The Librarian	Designated Teacher	Teacher & the managing	Jointly the librarian and the Head	Other means
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17. Who decides how many copies of books will be purchased  
(Put the ✓ mark)

The Head teacher	The Librarian	Designated Teacher	Book Selection committee	Others
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18. What is the system of cataloguing the books in library?  
(Put the ✓ mark)

Through Book Catalogue	Through Card Catalogue	Through Shelf List	Through Computerized Catalogue
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19. Are all the books catalogued?  
(Put the ✓ mark)

Yes	No
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20. If not, what is the reason?  
(Put the ✓ mark)

Want of money	Excess work in office	Want of time for taking excess class	For non-desiring of the managing committee	Not necessary
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21. Is there any card catalogue cabinet in the library?  
(Put the ✓ mark)

Yes	No
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22. Does the library follows any kind of classification scheme to classify the books?  
(Put the ✓ mark)

Yes	No
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(a) If followed, what scheme?

(b) What is the edition of the scheme?

- (c) If the library do not follow any scheme, how do it classifies the books in shelf

(Put the √ mark)

According to subject	According to Accession Register	Don't follow definite rule	Any other rules followed, Please write down
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23. What are the main problems to follow any kind of classification system in Library?

(Put the √ mark)

Lack of classification schedule	Yes	No
For not being to purchase classification schedule	Yes	No
For the pressure of other works of the librarian in the office	Yes	No
As it needs to take different classes	Yes	No
Due to other problems		

24. For how long the library remains open?

(Put the √ mark)

Official period	Additional time
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25. Is there any definite period fixed for using in a week?

(Put the √ mark)

No	1 Period	2 Periods	3 Period
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26. What type of services is given in the library in general?

(Put the √ mark)

Issuing books for personal study at home	For reading here	Information related services
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27. Do you think that the collection of the library is sufficient?

(Put the √ mark)

Yes	No
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28. If not how think you can increase it?

(Put the √ mark)

Making compulsory to donate books in the library which are at present receiving as a curtsey	By increasing the fund from the Institute for the Library to buy books	Writing letter to the different publishers to donate their books free of cost	By increasing Fee and Fine
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29. Your view about the eagerness of the students on the use of library.

(Put the √ mark)

Good	Sound	Very good
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30. What steps are taken by the authority to grow the interest of the students for using the librar.

(Put the √ mark)

Study competition	By arranging story telling program	Building awareness	By doing more library classes
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31. The main problems to operate a library in the institute.

(Put the √ mark)

Lack of Librarian	Lack of proper rules	Lack of budget	Students' lack of interest to reading
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32. By what system the circulation of the library is operated?

(Put the √ mark)

Through Register	By Library Card	By both Register and Card
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33. Is there Internet connection in the library?  
(Put the ✓ mark)

Yes	No
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34. Does it need Internet connection?  
(Put the ✓ mark)

Yes	No
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35. What furniture does the library has?  
(Put the ✓ mark)

Almeria	Chair	Table
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36. According to you what furniture are needed for the library?  
(Put the ✓ mark)

Almeria	Chair	Table
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37. Is there any scarcity of fund to operate the library?  
(Put the ✓ mark)

Yes	No
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38. What type of selves do you use to keep the books?  
(Put the ✓ mark)

Open Shelves	Close Shelves
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39. How do you arrange books in the shelves?  
(Put the ✓ mark)

According to Accession number	According to post number	According to the subject	According to the name of the author
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40. Do you write off the ton and damaged books from the library?  
(Put the ✓ mark)

Yes	No
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41. Do you spray the insect ides in the library regularly?  
(Put the ✓ mark)

Yes	No
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42. Yearly what amount do you think needed to increase the library collection and its furniture?  
(Put the ✓ mark)

Rs. 10,000/=	Rs. 20,000/=	Rs. 30,000/=	Rs. 40,000/=	Rs. 10,000/=
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43. What do you do next to library duty?  
(Put the ✓ mark)

Work in the office	Take Classes	Help the Head Teacher	Others
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44. Do you think your service in the library is enough?  
(Put the ✓ mark)

Yes	No
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45. If not, what kind of service do you want to deliver?  
(Put the ✓ mark)

According to the wish of the students	Contributing to thy syllabi	Proving services according to the library service rule	According to the demand of the students	According to the will of the institution committee	According to the will of teachers of the institution
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46. What do you think are the barriers to library services to the users?  
(Put the ✓ mark)

Fund	Time	Worker	Administration	Infrastructural facility	Others
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47. Do you have any public library around the school?  
(Put the ✓ mark)

Yes	No
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