APPENDICES

Appendix -I

Forward Letter and Questionnaire to College Library

Department of Library and Information Science
Gauhati University, Guwahati 781014(Assam)
Phone:(0361)2571954. Fax(0361)2700311.E-mail:dlisgu@gmail.com

To,

....

....

Subject: Request for information for research purpose.

Sir/Madam,

      I would like to inform you that I am pursuing my research work for Phd. on the topic ' **Library Services in Medical and Paramedical Colleges in Assam: Analytical Study** ' in the Department of Library and Information Science, Gauhati University under the guidance of Dr. N.N. Sharma. I have prepared a questionnaire for collection of data for my study.

      I, therefore, request to your kind favour for filling up the questionnaire attached herewith. Your kind co-operation in this regard, will be an inspiration for carrying out the research which I believe will be a positive factor in this field. I would like to assure you that the information supplied by you will be treated as purely personal one and confidential. The same will be used only for academic purpose.

      Thanking you.

Yours faithfully,

Sd/-

(Dalimi Devi)
Research Scholar

Enclosure: Questionnaire-I

Forwarded:

Sd/-

(N.N. Sharma)
Retd. Prof and HOD
Deptt. of Library and Information Science
Gauhati University

QUESTIONNAIRE FOR COLLEGE LIBRARY

Topic of Research:

Library Services in Medical and Paramedical Colleges in Assam: Analytical Study

Being Conducted by:
Dalimi Devi, R/s
Deptt. of Library and Information Science
Gauhati University, Guwahati

PART- 1:GENERAL INFORMATION

1. Name of the College & year of establishment:
2. Name of the Library & year of establishment:
3. Name of Affiliating University:
4. Management (Govt./Semi-Govt./Univ./Local Body/Private Trust/Society):
5. Layout and floor area of library(in sq ft): .... part of organization............separate building...........
6. Reading Rooms :
7. Accommodation:
8. Working hours
9. No. of Shifts:
10. No. of Books:

Type of Collection	Total No.
Text Books	
Reference Books	

11. Journals:

Types	Indian	Foreign	Total Numbers
Journals			
E-journals			

12. Budget: (for last 3 years)

Financial Years	Total Amount(☐)
2010-2011	
2011-2012	
2012-2013	

13. Purchase of Books(for last 3 years)

Financial Years	Total No. of books purchased	Amount Involved(☐)
2010-2011		
2011-2012		
2012-2013		

14. Subscription of Journals(for last 3 years)

Financial Years	Total No. of Journals subscribed annually	Total No. of E-journals subscribed annually	Amount Involved (☐)
2010-2011			
2011-2012			
2012-2013			

15. Manpower

Designation	No. of Post	Qualification	Remarks
Librarian			
Dy. Librarian			
Documentalist			
Library Assistants			
Daftaries			
Peon			
Any other			

PART-II: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

1. Status of Computerisation:

Availability	Total No.	Remarks
No. of Computers		
No. of CD-ROMS		
Networking		

2. Availability of databases:

Databases	Total No.	Remarks
CD-ROM Databases		
On-line Databases		
In-house Databases		

3. Status of Computerization:

Category	Yes/No
Fully Computerized	
Partly Computerized	
Just started	
Not yet started	

4. Name of the software used:

5. Person trained in IT:

PART III: LIBRARY PRODUCTS

1. Are you developing following library products?

(a)Library News Letters Yes/No

(b) Library Handouts Yes/No

(c) Library Annual Report Yes/No

(d)Library Manual Yes/No

(e)List of additions Yes/No

(f)Indexing and abstracting journal Yes/No

(h)Specialized databases Yes/No

PART-IV: LIBRARY SERVICES

A.

1. Home Lending Periods:

Types of Users	No. of Books	Days	Fine per day
Undergraduate Students			
Post Graduate Students			
Research Scholars			
Teachers			
Other Staff			

2. Services provided to the users (Please tick ✓ against the services which are available in your Library)

In what form services are being provided

Availability

Current Awareness Services	☐
Selective dissemination of information	☐
Book reservation	☐
Abstracting Services	☐
Indexing Services	☐
Referencing Services	☐
Translation Services	☐
Document Delivery Service	☐
Circulation Services	☐
Online Database	☐
Newspaper Clippings	☐
Book reservation	☐
Book Bank Service	☐
Photocopying Services	☐
Bibliographic Service	☐

3. Which scheme you are following for Document transaction? (issuing and returning of documents)

Newark charging	☐
Browne charging	☐
Register system	☐
One card system	☐
Automatic/computerized	☐

4. Public Relation Activities

Kindly tick the following activities conducted by your library for the users

User education Yes/No

User orientation Yes/No

Book exhibitions Yes/No

5. Photocopying facility

(a)Do you give photocopying facility Yes/No

Kindly furnish the following information

Organisation	Facility available y/n	Own Machine/on Contract	Photocopying for student charges	Photocopying for student charges

PART-V: GENERAL COMMENT

A. Statistical Data:

B. Daily internal visitor:

C. How many books issue per day:

D. Access
   Mode:..
   ....

E. ....
   ....

F. Classification Schemme used
   ....
   ....

G. Cataloguing...
   ....

H. Any policy or programme to provide quality library services?
   ....
   ....
   ....
   ....

I. Suggestion :

Questionnaire completed by :

Name:

Designation:

N.B.: I take the opportunity of thanking you for sparing your valuable time for filling up this questionnaire which will be an encouragement and inspiration to me for the proposed work. Information provided by you will be used only for academic purpose and also be kept confidential.