

## APPENDICES

Appendix-A

(QUESTIONNAIRE IN ENGLISH)

QUESTIONNAIRE FOR LIBRARY PERSONNEL

Covering Letter

To,

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(Sub: Collection of data on Motivation and Performance level of Library  
Personnel)

Dear Sir/Madam,

I, the undersigned, a Ph. D. student in the Dept. of Library & Information Science, The M. S. University of Baroda, Vadodara. The topic of my research is "Motivation and Performance Level of Library Personnel in University Libraries" and in this respect I require some data from you.

So please go through the questionnaire, comprised of two tools, attached to this letter thoroughly and fill up the same. I assure that the data provided by you will be kept secret and it will be used for research purposes only.

Looking forward for your kind co-operation and positive response.

Thanking You.

Yours truly,

(Sanghamitra Pradhan)

Personal Inventory

- 1. Name of the personnel (Optional):
- 2. Name of the University Library you serve:
- 3. Department/Section:
- 4. Designation:
- 5. Educational Qualification:
- 6. Present Salary: a) Gross\_\_\_\_\_, b) Net\_\_\_\_\_
- 7. Sex: M/F
- 8. Age:
- 9. Marital Status: Unmarried/Married/Divorce
- 10. Nature of Family: Joint/Neutral
- 11. No. Of Dependents:
- 12. Total years of experience in library profession
- 13. Tenure of job in the present post:
- 14. Career Advancement:
  - 1) Professional qualification obtained after joining library profession:  
Diploma in Lib. Sc. / B. Lib. & Inf. Sc. / M. Lib. & Inf. Sc. / M. Phil. /  
Ph. D. in Lib. & Inf. Sc.
  - 2) If you have participated in any training programme, please give the details regarding the training below:

Sl. No.	Name of Training Programme	No. of Days Participated	Organising Body

## Motivation Scale

The motivation scale consists of a number of items about what the library personnel feel about while they carry out their job. You are required to use the following 'Five-Point Scale' to indicate the extent to which you agree with each item with reference to your own job. Each item in the scale is followed by a Five-Point scale ranging from 1 to 5. The coding in the Five-Point scale is:

<u>Responses</u>	<u>Code</u>
a. Strongly Disagree	1
b. Disagree	2
c. Can't Say	3
d. Agree	4
e. Strongly Agree	5

You are required to encircle the code of your choice against each item in the rating scale. For example, if you choose 'Strongly Agree' to respond any statement you shall encircle '5' or if you choose 'Can't Say' to respond any statement you shall encircle '3' in the space provided against each statement.

<u>Statement/Items</u>	<u>Rating</u>
1. I am praised by my supervisor whenever I successfully complete some job.	1 2 3 4 5
2. My knowledge and skills are properly recognized and often put to use in job by my superior (i.e. my immediate boss ).	1 2 3 4 5
3. I feel dejected when my work is not appreciated by my supervisor.	1 2 3 4 5
4. I feel that those who get promotion in this library actually deserve it.	1 2 3 4 5
5. Whenever I do any good work incentives (an increase in salary, promotion or interesting assignment) are offered to me.	1 2 3 4 5

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| 6. I feel that my salary is adequate to fulfill my needs.  | 1 2 3 4 5 |
| 7. My present salary is up to my expectation from the job.   | 1 2 3 4 5 |
| 8. I am satisfied with the organisation's various financial schemes (bonus, leave with pay, medical reimbursement etc.). | 1 2 3 4 5 |
| 9. I want to earn more money by hard work.   | 1 2 3 4 5 |
| 10. I am enjoying a good socio-economic status in the society because of my job.   | 1 2 3 4 5 |
| 11. I feel that my present job is according to my ability and taste.   | 1 2 3 4 5 |
| 12. I find real enjoyment in my work since it is very interesting to guide people for information.                       | 1 2 3 4 5 |
| 13. I feel that my job is leading to me the kind of future I want.   | 1 2 3 4 5 |
| 14. I am enjoying good prestige in my job.   | 1 2 3 4 5 |
| 15. I feel that my job is providing scope to use my talent and potentialities.   | 1 2 3 4 5 |
| 16. I do not feel that my work is routine and boring.  | 1 2 3 4 5 |
| 17. I put my maximum capability whatever I do in the job.  | 1 2 3 4 5 |
| 18. I think of myself as the best at my job.   | 1 2 3 4 5 |
| 19. I often dream to become an excellent achiever in my work.  | 1 2 3 4 5 |
| 20. I like to my work done successfully without any hurdles.   | 1 2 3 4 5 |
| 21. I often want to carryout challenging assignments as a part of my job.  | 1 2 3 4 5 |
| 22. I frequently aspire to be a person with wonderful achievements.  | 1 2 3 4 5 |
| 23. I like to learn new methods and try to keep up to date information to solve problems related to my job.              | 1 2 3 4 5 |
| 24. I am very enthusiastic to experiment new things like computer application in my job.                                 | 1 2 3 4 5 |
| 25. I often participate in training programmes to enrich my knowledge pertaining to my job.                              | 1 2 3 4 5 |

26. I volunteer to work in a new situation whenever there is job rotation.	1	2	3	4	5
27. I am satisfied with the training opportunities available to me for further growth.	1	2	3	4	5
28. I am best secured in my job.	1	2	3	4	5
29. I think I am well protected against any disability in the institution.	1	2	3	4	5
30. I discharge my duty without having fear or favour because there is rare chances of losing the job.	1	2	3	4	5
31. I feel the union is taking good care for the well being of the employees.	1	2	3	4	5
32. I am satisfied with the institution's retirement benefit schemes and other financial measures against, illness, death, disability etc.	1	2	3	4	5
33. I see that the competition among the employees in my workplace has more advantages than disadvantages.	1	2	3	4	5
34. I personally feel that through healthy competition, improvement in the job is done.	1	2	3	4	5
35. I like to be seeing myself as best among my co-workers.	1	2	3	4	5
36. I feel it is a pride to me when I compete with my colleagues and achieve success.	1	2	3	4	5
37. I frequently feel envy of my colleagues' performance.	1	2	3	4	5
38. I actively participate in programs and meetings related to the issue of my work.	1	2	3	4	5
39. Very often I feel that I am part and parcel of this institution.	1	2	3	4	5
40. I am very much consulted by the management in decision making where employees' welfare is concerned.	1	2	3	4	5
41. I feel free to take decision regarding urgent matter related to my work.	1	2	3	4	5
42. Very often my ideas and opinions are accepted by the management.	1	2	3	4	5
43. I am free to schedule my own work	1	2	3	4	5

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| 44. I am free to make job related decisions with a minimum of supervision.  | 1   2   3   4   5 |
| 45. I am least bothered about the policies and decisions made by the authorities.   | 1   2   3   4   5 |
| 46. I feel free to ask questions to my supervisors when ever I found any problem in work.   | 1   2   3   4   5 |
| 47. My supervisor is very cordial and shows willingness to listen to any complain or suggestion.  | 1   2   3   4   5 |
| 48. I am very much liked by my sub-ordinates because of my good personal and working relationship.  | 1   2   3   4   5 |
| 49. I am very much accepted as an important member of the social group or team in which I have joined.  | 1   2   3   4   5 |
| 50. My co-workers are very much co-operative and friendly with me.  | 1   2   3   4   5 |
| 51. I feel that my colleagues are jealous of me because of my progress.   | 1   2   3   4   5 |
| 52. I am satisfied with the present working condition i.e. in terms of good furniture, sanitary facility, canteen facility, stationeries, equipments, etc. at my work place.                                      | 1   2   3   4   5 |
| 53. My institution is adequately equipped with modern technology such as computers to carry out various routine library works.  | 1   2   3   4   5 |
| 54. I find it easy to work with up-to-date machines.  | 1   2   3   4   5 |
| 55. I feel handicapped when I unable to provide an information service to the reader because of non-availability of certain tools like up to date reference books, online computer system, internet facility etc. | 1   2   3   4   5 |
| 56. I very often feel that my work is adversely affected due to bad working environment.  | 1   2   3   4   5 |
| 57. I am satisfied with the amount of work given to me.   | 1   2   3   4   5 |
| 58. I think my job has some meaning to me.  | 1   2   3   4   5 |
| 59. I believe that money itself won't serve any purpose in life but it is the hard work and one's morality that matter.   | 1   2   3   4   5 |
| 60. I am very much concerned about the success and well being of my organization.   | 1   2   3   4   5 |

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| 61. I do my duties honestly even if there is nobody to monitor me.                                    | 1   2   3   4   5 |
| 62. I am willing to take the responsibility of my work outcome<br>whether it is a failure or success. | 1   2   3   4   5 |

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Self-Assessment Performance Rating Scale

The Self-Assessment Performance Rating Scale comprises of certain items related to your effectiveness at work. A Five-Point scale ranging from 1 to 5 follows each item. Please read carefully and encircle a number of your choice from the codes in the rating scale. The codes to respond are as follows:

<u>Responses</u>	<u>Code</u>
a. True to almost no extent	1
b. True to little extent	2
c. True to a moderate extent	3
d. True to a considerable extent	4
e. True to a great extent	5

You are required to encircle the code of your choice against each item in the rating scale. For example, if you choose ‘True to almost no extent’ to respond any item you shall encircle ‘1’ or if you choose ‘True to great extent’ to respond any item you shall encircle ‘5’ in the space given against the item.

<u>Item</u>	<u>Rating</u>
1. I think that I am doing my duty, as it should be.	1   2   3   4   5
2. I feel that I am very successful in getting things done on the job.	1   2   3   4   5
3. I am doing the right amount of work that is enough for a particular day.	1   2   3   4   5
4. I attempt to sacrifice the quality in work to speed up my work.	1   2   3   4   5



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| 5. I feel that I am giving the best at my job.  | 1 2 3 4 5 |
| 6. When I am given a new activity, I do feel that I have mastered the skill to carry out that job.                | 1 2 3 4 5 |
| 7. Very often I take initiative to do certain tasks.  | 1 2 3 4 5 |
| 8. I am competent enough to act independently when a situation demands.   | 1 2 3 4 5 |
| 9. Whenever I volunteer to take any responsibility, I proved that I have done the job effectively.                | 1 2 3 4 5 |
| 10. I feel I am effective in tackling problems which requires fast decisions.                                     | 1 2 3 4 5 |
| 11. I feel myself as competent enough to cope up with unexpected problems.  | 1 2 3 4 5 |
| 12. Very often I hesitate to take leave.  | 1 2 3 4 5 |
| 13. I am sure that I do not take leave when there is workload.  | 1 2 3 4 5 |
| 14. I always come to my workplace at right time.  | 1 2 3 4 5 |
| 15. I do not mind to come early or stay late whenever there is pending work.                                      | 1 2 3 4 5 |
| 16. When I am given any responsibility I am able to arrange the work to go as smoothly as possible.               | 1 2 3 4 5 |
| 17. My superiors often show trust and give important assignments to me.   | 1 2 3 4 5 |
| 18. It worries me a lot when my job is not completed in time.   | 1 2 3 4 5 |
| 19. I do receive co-operation and respect from my colleagues when I am required to direct the activities of them. | 1 2 3 4 5 |
| 20. I often assist my co-employees to get things done on the job.   | 1 2 3 4 5 |
| 21. My colleagues are very supportive towards me whenever I take new assignments.                                 | 1 2 3 4 5 |
| 22. I extend my solidarity towards the authority whenever there is any management problem.                        | 1 2 3 4 5 |