

APPENDIX – C

INTERVIEW SCHEDULE FOR LIBRARIAN

(I) GENERAL INFORMATION OF LIBRARY

1. Name of the Institution/ College.
2. Year of the establishment.
3. Name of the Institution/College library.
4. Year of the establishment.
5. Name of the course being offered in the Institution/ College.

Under Graduate ()

Post Graduate ()

Research Scholars ()

6. Address of the Institution/ College.

Phone No:

Fax No:

7. URL Address: (a) Institute
(b) Library

(A) Infrastructure and Networking of library

1. Area of Institutional / College library: _____ sq.m.
2. Seating Capacity of library.
3. Does Institute have campus LAN?
Kindly specify the cabling/equipment used.
4. Whether the library has an independent library network?
5. Whether the library is part of campus network?
6. Does the library have Internet facility?
7. Kindly specify the bandwidth of library network.
8. Type of Internet connection.
9. Is library a member of any library network?

(B). Availability of Hardware and Software in the Library.

(i) Details of Hardware

- Computer
- Printer
- Scanner
- Laptop
- CD/DVD
- Floppy Diskettes
- Backup Devices

- Photo Copier
- UPS system
- Any other

(ii) Details of Software and other operating systems

- (a) Which operating system is being used?
- (b) Which software has been used for automation?
 - When the software had been purchased? (Year/Date)
 - Whether the software has a single user system or multi user system?
- (c) Have you purchased any anti-virus software?
- (d) Does computer system have dust free or air conditional environment?

(C) Library Staff

1. Whether library has permanent librarian?
2. Name of the Librarian.
 - (i) Qualification:
 - (ii) Length of service:
 - (iii) Personal Interest area in further development of library.
3. Whether the librarian/library staff has taken any professional computer skill?
 - (i) Operating system
 - (ii) Programming Language
 - (iii) Software Package
 - (iv) Any other
4. Besides librarian is there any other library staff?
 - (i) Library assistant
 - (ii) Library Clerk

(iii) Library attendant

(iv) Any other

5. Is the library staff skilled/computer literate?

(D) Library Collection

1. Total number of books in the library:

2. Total number of reading materials other than books:

(iii) Research Proceedings

(iv) Dissertation/Thesis

(v) Bound Volumes

(vi) Newspaper Clippings

(vii) Photocopies

(viii) Other Reference Materials like Encyclopedia, Handbook, any other

3. Total number of periodicals subscribed:

(i) Foreign

(ii) Indian

4. Whether library possesses e-resources?

(i) Total number of e-books:

(ii) Total number of e-journals:

(iii) Video Cassettes:

- (iv) CD-ROM
Purchased:
Along with books/journals
- (v) Floppy Diskettes
- (vi) Audio Cassettes

5. Is library member of any library consortium?

- (i) Details of journals subscribed through consortium:
- (ii) Details of online journals subscribed through other agency:

(E) Library Users

- (i) Authorities :
Senate Members
Director
Principal
Trusties
Any Other
- (ii) Total No. of Faculty members: (Permanent + Visiting)
- (iii) Total No. of Students:
Under Graduate:
Post Graduate:
Research Scholars:
- (iv) Citizens/any other visitors:

(v) Library Timings : Working Hours:

(a) Monday to Friday

(b) Saturday and Sunday

(c) Public Holiday

(F) Procurement of Library Resources

(i) Do you have Library Committee?

(ii) Is student representative also a member?

(iii) Total how many members are there? Kindly specify.

(II) Implementation Process of Library Automation

(1) Whether the library is automated?

(2) If yes, fully or partial?

(3) Since how many years has it been automated?

(4) Have you purchased the standard software or is it made in-house?

(5) Name of the library software.

(6) Who selected the software?

(7) What were the selection criteria for software?

- Cost (economical)
- Easily Availability
- User Friendly

- Brand Name
- Regular Updating

(8) What was the cost of software?

(9) Production place of software?

(10) After the placement of order how long did it take to arrive?

(11) Did you get any grant from any agency?

(12) Did you close the library functions for the users during the implementation?

- If Yes, for how long?
- If No, how did you manage it?

(13) Does the software support any standard? If yes, kindly name it.

(14) How was the response of the other library staff?

(15) Were they co-operative and enthusiast or non-cooperative and hesitant?

Kindly discuss their behaviour.

(16) Were they ready to take necessary training required for it?

(III) Post Automation Period

(1) Are you satisfied with the automated operating system?

- If yes, what is the main difference that you find between the manual and the present automated system?
- If no, kindly throw some light on it.

- (2) What is the reaction of staff after implementation?
- (3) Are they ready to learn the regular updating in the software as well as hardware?
- (4) What is the reaction of Management body?
- (5) Are you satisfied completely with the library software?
- If yes, kindly highlight the main features of it.
 - If no, kindly enlist the loopholes of it?
- (6) Does your software vendor help you in solving the difficulties in handling the software?
- If yes, how do they claim the charges?
 - through AMC?
 - per visit charge
 - If no, are you outsourcing - services to solve technical problems?
- (7) Does your software being updated regularly?
- (8) Do they provide you the updated version regularly?
- (9) Do you have any antivirus software?
- (10) Did you face any of the problems mentioned below after the implementation?
- Software related problems
 - Standardization based automation problem
 - Hardware related problems
 - Back-up problem

- Problems concerned with electric power failure
- Network based technological problems
- Data security related problems such as
 - (a) corruption of data
 - (b) crash of hard disk
 - (c) unauthorized access
 - (d) environmental damage
- Unskilled library staff
- Behaviour of library staff
- Less cooperation from the staff/ from the management
- User's point of view- are they satisfied?
- Financial constraints for the maintenance and up gradation of the technology
- For AMC
- Lack of Infrastructure

- (11) What are the benefits that have been achieved due to automation?
- (12) What are the future plans/programs for further development of library?
- (13) Your comments and suggestions.