

Annexure-I: Forwarding Letters and Questionnaires

Department of Library and Information Science,
University of Science & Technology Meghalaya

To

.....
.....

Date:

Subject: Survey on Use of e-resources in University Libraries in the states of North Eastern States of India: A study.

Sir / Madam,

I have the honour to inform you that, I am a Research Scholar in the Department of Library and Information Science, University of Science & Technology Meghalaya, under the supervision of Dr. P. K. Barooah, Professor, Department of Library and Information Science, University of Science & Technology Meghalaya for Ph.D. on the topic “Use of e-resources in University Libraries in the states of North Eastern Region of India: A study”.

In connection with the research work, a survey is conducted in selected University Libraries to know the various University Library information of North Eastern Region of India. I want to assure you that the information provided by you will only be used for deriving inferences and arriving at conclusion only.

I shall remain thankful for your valuable cooperation.

Thanking you in anticipation.

Yours sincerely

(Dr. P. K. Barooah)
Supervisor

(Alakesh Roy)
Research Scholar, DLISc, USTM
E-mail- alakeshroy123@gmail.com

Questionnaire : 1 (For Professional/Authority)

1. Name of the University :
2. Year of establishment of the University :
3. Name of the University Library :
4. Year of establishment of the library :
5. Name of the Librarian/In Charge :
6. Total number of staff : Professional :.....
Non-Professional :.....
 - i) Deputy Librarian :
 - ii) Assistant Librarian :
 - iii) Information Scientist :
 - iv) Library Assistant :
 - v) Semi Professional Assistant :
 - vi) Other Grade-III staff :
 - vii) Library Bearer :
 - viii) Other Grade-IV staff :
7. Total collection of the Library :
 - i) Books :
 - ii) Reference books :
 - iii) Periodicals :
 - a) Regional : b) National : c)International :
 - iv) Manuscripts :
 - v) E-resources : Online Offline.....
 - vi) Thesis & Dissertations :
 - vii) Other materials :
8. Total number of users :
 - i) Students :
 - ii) Research Scholar :
 - iii) Teacher :
 - iv) Others :
9. Total number of e-resources subscribed by the library :
10. Whether open source e-resources are used or not : yes / no
11. Total number of open source e-resources :
12. Whether separate section is available for e-resources or not? :
yes / no

13. Whether any training, workshop are held for e-resources both for users and professionals :

14. Total number of computers available for users with internet/networking :

15. Whether Institutional Repository is available or not? : yes / no

16. Number of software used in the library :

i) Lib. Automation :

ii) Digitization/others :

17. Total number of e-books available in the library (subscribed) :

i) 2015-16 :

ii) 2016-17 :

iii) 2017-18 :

18. Total number of e-journals available in the library (subscribed) :

i) 2015-16 :

ii) 2016-17 :

iii) 2017-18 :

19. Total budget for e-resources for the following year

i) 2015-16 :

ii) 2016-17 :

iii) 2017-18 :

iv) 2018-19 :

20. Problems for providing e-resources in the library (Give preference):

Fund ()

Trained Manpower ()

Electricity ()

Availability ()

Authority ()

Lack of users interest ()

Others ()

(Please specify _____)

21. Whether the library is a member of any Consortium/Library network : Yes/No

22. If Yes, Name of the consortiums / Library Networks :

i) iii)

ii) iv)

23. Future Plan

.....
.....

24. Any comment / Suggestions

.....
.....
.....
.....

Date :

(Signature)

Place :

Questionnaire : 2 (For Users)

1. Name of the University :
2. Name of the Department :
3. Category of the user : Student / Research Scholar / Teacher / Others
4. Name of the User :
5. Are you satisfied with the organization of the library?
(Fully satisfied / Partially satisfied / Not satisfied / No comment)
6. Are you satisfied with the services provided by the library?
(Fully satisfied / Partially satisfied / Not satisfied / No comment)
7. Are you satisfied with the behaviour of the staff?
(Fully satisfied / Partially satisfied / Not satisfied / No comment)
8. How often you visit the library ? (Regularly / Sometimes / Never visit)
9. Average time spend in the library in a week :
10. Is there any modern library services found in the library : Yes/ No
If Yes, i) Automation :
 ii) Digital library :
 iii) E-resources :
 iv) Others :
11. Are you satisfied with the e-books/e-resources available in the library?
(Fully satisfied / Partially satisfied / Not satisfied / No comment)
12. Is there any alternative of electricity in the library? (yes / no)
13. Whether the cooperation from library staff is (Good / Better / Best / no comment)
or not?
14. Any other comment / suggestion you want to make:
.....
.....

Date :

(Signature)