
Questionnaire for University Librarians

Dear Sir / Madam

I am Dharani pursuing research on the topic Collection Management in the Digital Environment. In this context I seek your kind cooperation in filling this questionnaire. This would help in dealing with the future of collection management in the academic library environment in an efficient, effective and systematic manner. The data provided by you will be used only for research purpose.

Thanking you.

Please tick mark your answers in an appropriate box provided against each question. Separate sheet may be used if space provided is not sufficient.

1. General Information.

   Name of the University:____________________________________________________

   Name of the University Library: _____________________________________________

   Year of establishment of the University Library:_____________________________

   Website/Email address of the University Library: ____________________________

2. Working Hours.

<table>
<thead>
<tr>
<th>Description</th>
<th>No of Days / Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of working days (approximately/year)</td>
<td></td>
</tr>
<tr>
<td>Opening hours</td>
<td></td>
</tr>
<tr>
<td>Wicket gate hours</td>
<td></td>
</tr>
</tbody>
</table>

2.1 Does the library function on Sunday?   Yes [ ] No [ ]

2.2 Users Strength.

<table>
<thead>
<tr>
<th>Category of Users</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Research Scholars</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Post Graduate Students</td>
<td></td>
</tr>
<tr>
<td>Under Graduate Students</td>
<td></td>
</tr>
<tr>
<td>Others(outside members/ non teaching staff etc please specify)</td>
<td></td>
</tr>
</tbody>
</table>

3. Library Organizational Structure.

3.1 Does the library have a Library Committee?   Yes [ ] No [ ]
   If yes what is the nature of the committee?
   Executive [ ]
   Recommendatory [ ]
   Advisory [ ]
   Any other (please specify)
3.2 How many professionals from the library are Members of the Committee? Please give details.

- Librarians/ Professors
- Deputy Librarians/ Associate Professors
- Assistant Librarians/Assistant Professors

3.3 Man Power Strength

<table>
<thead>
<tr>
<th>Category</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarians</td>
<td></td>
</tr>
<tr>
<td>Deputy Librarians/Associate Professors</td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
<td></td>
</tr>
<tr>
<td>Deputy Librarians</td>
<td></td>
</tr>
<tr>
<td>Librarians/Professors</td>
<td></td>
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<tr>
<td>Librarians/Professors</td>
<td></td>
</tr>
<tr>
<td>Deputy Librarians/Associate Professors</td>
<td></td>
</tr>
<tr>
<td>Assistant Librarians</td>
<td></td>
</tr>
<tr>
<td>Working Staff</td>
<td></td>
</tr>
</tbody>
</table>

3.4 Professional Staff

<table>
<thead>
<tr>
<th>Designation</th>
<th>No of staff</th>
<th>No of Staff with practical knowledge on ICT applications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Librarians/ Associate Professors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Librarians/Assistant Professors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Assistants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.5 Do you conduct training programmes for professional staff? Yes ☐ No ☐

If yes, please indicate the methods adopted to train professional staff in the use of Information Technologies?

- In house ☐
- Off site ☐
- On site ☐
- Specialized Refresher/Orientation/Workshops ☐

4. Budget

4.1 Please indicate the total library budget allocated for the preceding five years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-2007</td>
<td></td>
</tr>
<tr>
<td>2007-2008</td>
<td></td>
</tr>
<tr>
<td>2008-2009</td>
<td></td>
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<tr>
<td>2009-2010</td>
<td></td>
</tr>
<tr>
<td>2010-2011</td>
<td></td>
</tr>
</tbody>
</table>

4.2 Please give the percentage of library budget out of total University budget.
4.3 Please give the budgetary allocations for collections for the preceding five years.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Description</th>
<th>Books</th>
<th>Journals</th>
<th>Reference Books</th>
<th>Research Reports</th>
<th>Audio/Video</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-07</td>
<td>Print</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronic</td>
<td></td>
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<tr>
<td>2007-08</td>
<td>Print</td>
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<tr>
<td></td>
<td>Electronic</td>
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<tr>
<td>2008-09</td>
<td>Print</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Electronic</td>
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<tr>
<td>2009-10</td>
<td>Print</td>
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<tr>
<td></td>
<td>Electronic</td>
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<td></td>
</tr>
<tr>
<td>2010-11</td>
<td>Print</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Electronic</td>
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</tr>
</tbody>
</table>

4.4 Please indicate the percentage of allocation to E-resources out of the total budget?

4.5 Please give details of the operating expenditure incurred for the library for the preceding five years.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Maintenance of Networks, Computers &amp; Software</th>
<th>Repair &amp; replacement of existing equipment</th>
<th>Costs on Cataloguing Records, Postage</th>
<th>Staff Costs</th>
<th>Binding Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 – 2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2007 – 2008</td>
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<td>2008 – 2009</td>
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<td>2009 – 2010</td>
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<tr>
<td>2010 – 2011</td>
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</tr>
</tbody>
</table>

4.6 What is the processing cost incurred per document?

5. Collection Development Policy.

5.1 Does your library have a written Collection Development Policy? Yes ☐ No ☐

If yes, is it regularly implemented by the University Library authorities? Yes ☐ No ☐

Is it revised and updated? Yes ☐ No ☐

5.2 Does it include the electronic resources component? Yes ☐ No ☐

If yes please permit to have a copy of collection development policy of your library.

6.1 Who plays the major role in the selection of library collection?

- Faculty
- Scholars / Students
- Library Staff
- Any other (Please specify)

6.2 Please mention the important selection tools considered for the selection of information sources in print and in electronic form.

<table>
<thead>
<tr>
<th>Information Sources in Print</th>
<th>Electronic information Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.3 What is the main criteria for selecting the book suppliers?

Please rank your answer in order of priority? (1 is most important)

a. Discount
b. Prompt service
c. Variety of stocks
d. Timely procurement of orders
e. Regular communication and Correspondence
f. Accepting delayed payments
g. Any other, please specify.

7. Book Order.

7.1 How do you place order for books?

- Direct from publishers
- Net Book Agreement
- Quotations
- Consortia
- Any other please specify


8.1 Please give the details of the collections in the library for the preceding five years.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Print</td>
<td>Elect</td>
<td>Print</td>
<td>Elect</td>
<td>Print</td>
</tr>
<tr>
<td>Foreign Journals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian Journals</td>
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<td></td>
</tr>
<tr>
<td>Abstracting/Indexing Journals / Databases</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Thesis/ Dissertations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Sources (Ency, Dict, Direct, Yearbooks, Almanacs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/video</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standards/Specifications</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patents</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8.2 Does your library has inter library lending/resource sharing facility for books with other libraries?  
Yes [ ]  No [ ]  
If yes please mention the names of organizations with which you are sharing your information resources.

<table>
<thead>
<tr>
<th>8.3 How do you subscribe to e-resources?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independently [ ]</td>
</tr>
</tbody>
</table>

If independent how does your library subscribe?  
Direct from publisher [ ]  
Vendor [ ]  
Aggregator [ ]  
Any other (Please Specify) [ ]

9.1 Please indicate the licensing policies in practice

<table>
<thead>
<tr>
<th>9.2 What type of access your licensor provides?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival access [ ]</td>
</tr>
</tbody>
</table>

9.3 Does your licensor provide the following features?  
Scholarly sharing [ ]  
Caching [ ]  
Providing electronic links [ ]  
Access to databases [ ]  
Course packs [ ]  
Archival/back up copy [ ]  
Making digital copies [ ]  
Electronic reserves [ ]

9.4 What is the nature of renewal of licensing agreements?  
Automatic renewal [ ]  
Notice issued for renewal [ ]  
Early termination [ ]

9.5 What are the major obstacles you face while dealing with the licensor?  
Disparity in the bargaining power [ ]  
Inflexibility on the part of the vendor [ ]  
Fitting license agreements to the needs of the library [ ]  
Not knowing what to look for [ ]  
Any other (please specify) [ ]

9.6 How are authorized users identified and authenticated to use e-resources in your library?  
IP address [ ]  
Login passwords [ ]  
Public keys/certificate [ ]  
Developing protocols [ ]  
Any other method please specify [ ]

9.7 What measures are applied to control the copyright/digital rights of e-resources?  
Special security measures [ ]  
Anti plagiarism software [ ]  
Any other (please specify) [ ]
9.8 What limitations are imposed by the library for copying portions of licensed materials that has been forbidden?
- Stop access for a specific period
- Cancel membership
- File a case
- Any other (Please specify)

9.9 Does your library have access to archival issues only during the subscription period?
- Yes
- No

9.10 How does your library organize archives?
- Selected articles
- Organize by category
- As issued originally
- Any other (please specify)

9.11 Is the library a member of any of the following Indian consortia initiatives?
- a. UGC INFONET
- b. INDEST
- c. CeRA (Consortium of Electronic Resources in Agriculture)
- d. ICMR e-consortia
- e. HELNET Consortium
- f. IIM Consortium
- g. Any other (please specify)

9.12 Please give details of the amount paid towards consortium membership per annum.

9.13 Do you have the use statistics of the consortium/consortia in use?
- Yes
- No
If yes please give details of the use statistics for the past one year.

<table>
<thead>
<tr>
<th>Category</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Research Scholars</td>
<td></td>
</tr>
</tbody>
</table>

9.14 Does the vendor provide use statistics for the product?
- Yes
- No

9.15 How regularly are the use statistics updated?

9.16 How are the use statistics delivered?

9.17 What methods do you use to assess the success of your procedures?

9.18 What kind of statistics do you maintain to find the use of collection? Who maintains them?

10.1 What is the classification procedure adopted in your library?
- Manual
- Web based
- Any Other (Please specify)
10.2 Which scheme of classification is used?
- DDC
- UDC
- CC
- Any Other (Please specify)

10.3 What is the cataloguing procedure practiced in your library?
- Manual
- Copy Cataloguing
- Web Based
- Any other (Please specify)

10.4 What sources are used for copy cataloguing?
- World Cat
- Ind Cat
- Web OPAC
- Any other (Please specify).

10.5 What standards are used to catalogue electronic resources in your library?
- AACR2
- MA RC
- Metadata (Dublin core)

11. Organization of Resources.

11.1 Which software is used for inter library management?
- WINSIS
- LIBSYS
- SOUL
- LIBRIS
- New Gen Lib
- Any other (Please specify)

11.2 Do you have any other software to manage e-resources (eg Anti plagiarism)?
- Yes
- No

If yes please give the name of the software used?

11.3 Have you done the retro conversion?
- Yes
- No

Please give details of the methods adopted for retro conversion in your library?
- In house by professionals
- Agreement with software suppliers
- Outsourcing
- Any other (Please specify)

11.4 Is your library using any of the following technology?
- Bar coding technology
- RFID technology

11.5 Please mention the method of organizing print journals?
- Alphabetical arrangement
- Classified arrangement
- Specialized method
- Any other (please specify)

11.6 Do you organize electronic resources?
- Yes
- No

If yes do you follow an integrated OPAC for print and e-resources?
- Yes
- No

If no do you follow any of the following methods?
- Classified
- DOI
- Alphabetical
- Any other (please specify)
11.7 How do you organize CD ROM collection?

11.8 Does your library have a digital library of e-collections? Yes ☐ No ☐
If yes which digital library software is used?
   Green Stone Digital Library Software ☐
   D Space ☐
   LS Digital ☐
   Any other (Please specify) ☐

12. Access to collection
12.1 How do you provide access to print resources?
Library catalogue ☐
OPAC ☐
Web OPAC ☐

12.2 How do you provide access to e-resources?
Access in the library ☐
Remote access through campus network ☐
Internet ☐
Any other (Please specify) ☐

12.3 Please give details of access technologies.
   IP address based ☐
   Proxy Server Based ☐
   Any other (Please specify) ☐

12.4 Do you charge for accessing of e-resources? Yes ☐ No ☐

12.5 Do you charge for downloading of e resources? Yes ☐ No ☐
If yes what is the cost charged for per download of data?

   13.1 Please tick against the following services offered in your library.

<table>
<thead>
<tr>
<th>Type of Services</th>
<th>Manual</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter Library Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Awareness Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selective Dissemination Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Delivery Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bibliographies/ web bibliography Services</td>
<td></td>
<td></td>
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<tr>
<td>Indexing/ Abstracting Services</td>
<td></td>
<td></td>
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<tr>
<td>Aggregator Services</td>
<td></td>
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<tr>
<td>Referral Services</td>
<td></td>
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<tr>
<td>Reprographic Services</td>
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<tr>
<td>Library Portal based services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Collection Security
14.1 Do you have separate data security policies? Yes ☐ No ☐
If yes who manages the data security?
   Computer professional ☐
   LIS professional ☐
   Technician ☐
   Out sourcing ☐
   Any other (Please specify) ☐
15. Collection Maintenance.

15.1 Which physical method of preservation do you apply in your library?
- Binding and repair
- Pest control
- Digital Preservation
- Any other (please specify)

15.2 Which method is adopted for stock verification in your library?
- Shelf list
- Accession Register
- Bar Coding Technology
- RFID Technology
- Any other (Please specify)

15.3 What stringent action is taken for missing and mutilated collection in your library?
- Charge defaulters with the current price of the book plus processing charges
- Replace the current edition of the book
- Stop Issue
- Cancel membership
- Any other (Please specify)

15.4 Does your library have weeding policy?  Yes ☐ No ☐
If yes, how frequently is the weeding out is implemented?
- 2 years
- 3 years
- 4 years
- 5 years
- More than 5 years

15.5 Which strategy is implemented to increase the life span of digital objects in your library?
- Replication
- Durable Media
- Technology Preservation
- Digital archaeology
- Canonicalization
- Emulation
- Analog backups
- Migration

Thank you very much for your kind cooperation.
Questionnaire for Library Users

Dear Sir / Madam

I am Dharani pursuing research on the topic Collection Management in the Digital Environment. In this context I seek your kind cooperation in filling this questionnaire to assess your views and experiences about your library collections in the present digital environment. I request you to give your frank opinion to help your librarian to effectively organize and manage both print and electronic collections for the benefit of the user community. The information provided by you will be used only for research purpose.

Thanking You.

i. Please tick mark your answers in an appropriate box provided against each question. Separate sheet may be used if space provided is not sufficient.

1. Personal Identification.
   1.1 Name:
   1.2 Gender: Male ☐ Female ☐
   1.3 To which age group you belong to:
      □ 20-30 yrs □ 30-40 yrs □ 40-50 yrs □ over 50 yrs □
   1.4 Address:

      Designation:

      Department:

      University:

2. Purpose of using the Library.
   2.1 Do you use your university library? Yes ☐ No ☐
      If your answer is ‘no’ please give the reasons for not using the library?
      (If more than one please give the order of priority. 1= Most important)
      □ Adequate personal collections
      □ The library is too far.
      □ More dependence on the Internet hence no need of library
      □ Any other (please specify)

      If yes, how frequently you visit your library?
      Daily ☐ Once a week ☐ Twice a week ☐ Occasionally ☐

   2.2 For what purpose do you use the library?
      (If more than one please give order of priority. 1= Most important)
      □ Teaching
      □ Research
      □ Publication
      □ To keep abreast of current trends
      □ To use the internet in the library
      □ Any other (Please specify)

   2.3 Do you visit any other library and information centre to get necessary information?
      Yes ☐ No ☐
If yes, please mention the names of the library and information centre you visit.

3. E-Resource Collection.
   3.1 Does your library subscribe to e-resources?
   Yes [ ] No [ ]
   If yes, how do you access e-resources? (Please give in order of priority. 1= Most imp)
   Library [ ]
   Residence / Hostel [ ]
   Department [ ]
   Campus browsing centre [ ]
   Any other (Please specify)

3.2 Please state the purpose for using e-resources?
   (Please give in order of priority. 1= Most important)
   Teaching [ ] Research [ ]
   Publication [ ] Self improvement [ ]
   Seminar / Workshop presentation [ ]
   Any other purpose (Please specify)

3.3 What type of e-resources do you prefer to use most?
   (Please give in order of priority. 1= Most important)
   e-books [ ] e-research reports [ ]
   e-learning materials [ ] e-reference sources [ ]
   e-journals/magazines [ ] e-thesis & dissertations [ ]
   Abstracting & Indexing databases [ ]
   e-news papers [ ]
   Any other (Please specify)

3.4 What is the main criteria for using e-resources? (Please give in order of priority. 1=)
   More information [ ] Speed of access [ ]
   Easy access [ ] Reliability [ ]
   Currency [ ]
   Any Other (Please specify)

3.5 Which one of the following you prefer to search e-resource?
   (Please give in order of priority. 1= most important)
   Search Engine [ ] Subject gateways [ ]
   Library Portals [ ]
   Any other (Please specify)
3.6 What problems do you experience when you access e-resources in your library?
(Please give order of priority. 1= Most important)
- Inadequate infrastructure facilities [ ]
- Very short time to access [ ]
- Power failure [ ]
- Low speed of Internet [ ]
- Poor personal assistance [ ]
- Any other (Please specify) [ ]

3.7 How frequently do you connect e-journals on the consortium?
- Daily [ ]
- Once in a week [ ]
- Twice a week [ ]
- Occasionally [ ]

3.8 How many e-journals are available in your subject through e-consortia?
- Less than 20 [ ]
- Between 20 to 40 [ ]
- More than 40 [ ]

3.9 Please mention your preferences to access online journals?
(Please give order of priority 1=Most important)
- Library websites [ ]
- Publisher websites [ ]
- Consortia provider websites [ ]
- Aggregators/ vendors sites [ ]
- Directories [ ]
- Any other (please specify) [ ]

3.10 Do you always get the desired information while searching the consortia?
(Please tick any one)
- Always relevant [ ]
- Sometimes relevant, sometimes irrelevant [ ]
- Always irrelevant [ ]
- Cannot say [ ]

3.11 How do you browse the journals in the consortium?
(Please give order of priority 1=Most important)
- By subject [ ]
- By title [ ]
- By Publisher [ ]

3.12 Does your consortia provide the following facilities?
- Troubleshooting [Yes] [No]
- FAQ [Yes] [No]
- Web OPAC [Yes] [No]

3.13 How do you use the content of online journals? (Please give order of priority. 1=Most)
- Read only [ ]
- Download in storage devices [ ]
- Take print [ ]
- Any other (Please specify) [ ]

3.14 Are you satisfied with the e-journals and databases accessed in the consortia?
- Large Extent [ ]
- Some extent [ ]
- Least extent [ ]
3.15 What are the advantages you find in accessing e-resources from the consortia?
(Please give order of priority. 1= Most important)
- Less time in searching
- Availability of the journal much before the printed copy
- Simultaneous usage
- Easy accessibility
- Downloading facility
- Author can be contacted directly through e-mail
- Archival facility
- Any other (Please specify)

3.16 What difficulties do you face in accessing the information in the consortia?
(Please give order of priority. 1= Most important)
- Language barriers
- Broken links
- Instability of networks
- Information overload
- Password
- Any other (Please specify)

3.17 Do you need training/ orientation programme to access consortia based and online electronic resources?
- Yes
- No

  If yes, whom do you prefer? (Please tick any one of the following)
- Library staff
- Subject expert
- Computer professional
- Combination of all the above

4. Library Collection.
   4.1 How do you rate the adequacy of your library collection in traditional (Print/ Audiovisual) format?
   - Very good= 75-80%, Good=65-70%, Satisfactory=55-60%, Poor= 45-50%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Very good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Book collection</td>
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<td>Reference books</td>
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<td>Current journals</td>
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<td>Research reports</td>
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<td>Research Monographs</td>
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<tr>
<td>Thesis/ Dissertations</td>
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<td>Patents/Standards</td>
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<td>Non book materials (Maps, A/V)</td>
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<td>Abstracts/ Indexing databases</td>
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</table>
4.2 In which area do you wish the collection to be improved?
(Please give order of priority. 1= Most important)

- Printed books
- E-books
- Printed journals
- E-journals
- Thesis and dissertations
- E-thesis and dissertations
- Abstracting/ Indexing databases
- E-databases

5. Any suggestion to improve your library collections.

Thank you for your kind cooperation.