

**ANNEXURE I**

**QUESTIONNAIRE**

**Topic: Disaster Management in University Libraries of Assam  
(Kindly fill up the questionnaire and give a tick mark wherever applicable)**

1. Name of the library: .....  
.....
2. Year of Establishment of the Library: .....
3. If the library has faced any disaster , in which year the disaster was occurred?  
.....  
....
4. What type of disaster it was?

<b>Type of the disaster</b>	<b>Give a tick mark</b>
Natural disaster	
Accidental failures	
Technical failures	
Criminal damage	
Malicious damage	

5. What was the result of the disaster? What was the loss of the library?  
.....  
.....  
.....
6. How it effected the users?  
.....  
.....  
.....
7. What measures were taken for the recovery of lost after that disaster?

- .....  
 .....  
 .....
8. Is there any disaster management planning at that time? If yes what was that.  
 .....  
 .....  
 .....  
 .....
9. Is there any disaster management planning at present? On which year it was made?  
 .....  
 .....  
 .....
10. If your disaster planning is available in written form?  
 .....  
 .....  
 .....
11. Is there any disaster management and planning committee/team in your library?  
 .....  
 .....
12. If yes who are the members of that committee?  
 .....  
 .....  
 .....
13. How that committee take actions for the prevention of disaster?  
 .....  
 .....  
 .....
14. What is the contribution of librarian and library committee in planning of disaster management in library?  
 .....  
 .....  
 .....
15. What are the preventive measures do you have in your library?

<b>Preventive Measures</b>	<b>Give a tick mark</b>
Fire and smoke alarm	
Fire extinguisher	

An emergency exit	
Smoking, eating are not permitted	
Water proofing walls	
Emergency power supply	
Grills on windows	
Data Backup	
Temperature Control	
Regular pest control	
Emergency connections to key agencies	
Insurance	
CCTVs	
Earthquake resistant building	
Security check at closing time	
Availability of trained staff	

16. If the library have received any special fund for disaster management?

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Fund from parent body			
Fund from government			
Fund from other agency			

17. Problems you have faced during implementation of disaster management planning in your library: .....

.....  
.....

18. Do you have any developmental plan on this issue for near future? If yes, please give details.

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

19. Any other information:

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

**ANNEXURE II**

<b>Table 1: Availability of disaster management and planning committee</b>		
Responses	Frequency count	Percentage
Yes	2	25
No	6	75

<b>Table 2: Availability of disaster planning in written form</b>		
Responses	Frequency count	Percentage
Yes	1	12.5
No	7	87.5

<b>Table 3: Problems of implementing disaster management planning</b>		
Responses	Frequency count	Percentage
Financial Problem	7	87.5
Non-supportive administration	3	37.5
Lack of trained staff	1	12.5

<b>Table 4: Availability of trained staff:</b>		
Responses	Frequency count	Percentage
Yes	7	87.
No	1	12.5

<b>Table 5: Availability of preventive measures:</b>		
<b>Preventive Measures</b>	<b>Frequency Count</b>	<b>Percentage</b>
Fire and smoke alarm	5	62.5
Fire extinguisher	8	100
An emergency exit	6	75
Smoking, eating are not permitted	6	75
Water proofing walls	4	50
Emergency power supply	6	75
Solar System	2	25
Grills on windows	8	100
Data Backup	8	100
Temperature Control	5	62.5
Regular pest control	8	100
Emergency connections to key agencies	8	100
Insurance	3	37.5
CCTVs	8	100
Earthquake resistant building	4	50
Security check at closing time	6	75

