# CHAPTER IV

# ANALYSIS

CHAPTER - IV

# A N A L Y S I S

Shivaji University is a teaching as well as an affiliating university. The University library is the centre for dissemination of information required for higher Education. In order to know the opinions of users on differecnt aspects of library services of Barr.Balasaheb Khardekar Library, Shivaji University, a survey has been conducted. It also attempts to examine the factors whih incluence the user to formulate their information seaking behaviour. In the present study of Users Survey of university library, the most useful research method of Questionnarie is used. Often Questionnaire is considered as the heart of a survey operation. It has more advantages than disadvantages. It can cover vast group of readers of University library. Questionnaire method can rightly show the areas of Library's failure on various aspects of library. It is a favourate method for gaining qualitative as well as quantitative information about library services. Questionnarie inclueds a set of questions which are answered by 'Yes' or 'No' and marking of few opinions about various aspcts which are written on the space provided in the suggestions are also expected form respondents.

Table No. 20

NUMBER OF USERS DURING THE YEAR 1995.

| The University Library Users Categories | No.of Users |
|---|---|
| Teaching staff | 700 |
| Non Teaching Staff | 1144 |
| Post Graduate Students | 1807 |
| Research Students | 211 |
| Others | 269 |
| Total | 4131 |

(See figure 4·1 )

For the present study the Questionnary were distributed to the following groups

(i) Teaching Staff (ii) Non-Teaching Staff (iii) Post graduate students (iv) Ph.D. & M.Phil (research) student. The response from these users was in general satisfactory. 175 questionnaires were distributed and out of them 160 questionnaries were returned, as shown in the following table.
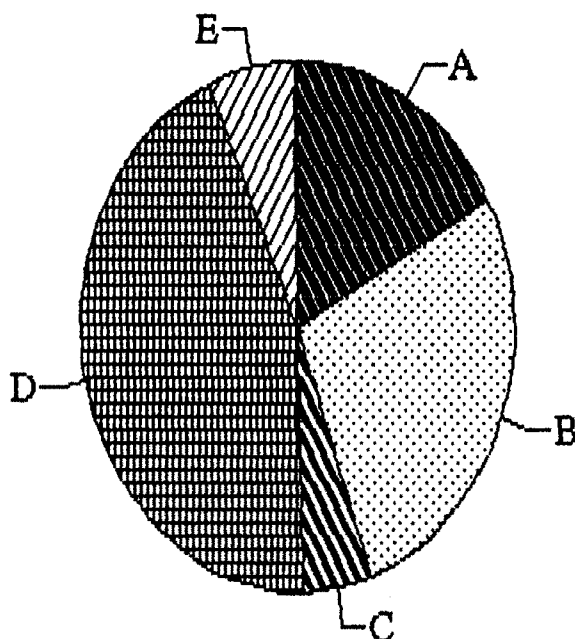
Table No.21

RETURN RATIO

| Total Distribution | Response | Return Ratio (%) |
|---|---|---|
| 175 | 160 | 91.42% |

# PIE CHART
## SHOWING LIBRARY USERS 1994-95



| A | : | TEACHERS | : | 700 |
| B | : | NON TEACHING STAFF | : | 1144 |
| C | : | RESEARCH STUDENTS | : | 211 |
| D | : | POST GRADUATE STUDENTS | : | 1807 |
| E | : | OTHERS | : | 269 |

( Fig. No 4.1)

Table No.3 given below shows the composition of the users population involved.

Table No.3

COMPOSITION OF THE USER'S POPULATION

|  | Number of Questionnaire Distributed. | No.of Questionnaire Return. |
|---|---|---|
| Teaching staff | 35 | 32 |
| Non Teaching staff | 20 | 17 |
| Research student | 50 | 43 |
| Post-Graduate student | 70 | 68 |
| Total | 175 | 160 |

(See figure : 4·2 )

In general it seems that the response was encouraging. Out of 175 questionnaires distributed as much as 160 i.e.91.42% were received. Of course to collect the questionnaires investigaters had to remind some of the respondents showed interest and enthusiasm to respond.

# PIE CHART
## SHOWING COMPOSITION OF USER POPULATION
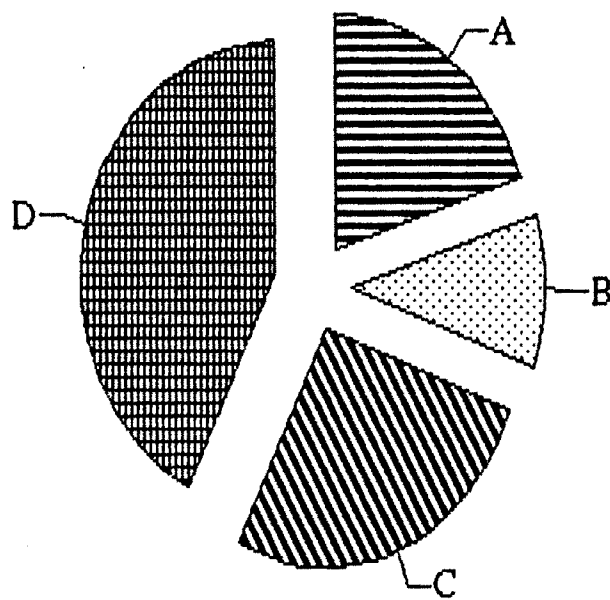


```
A  :  TEACHING  STAFF              :    32
B  :  NON  TEACHING  STAFF         :    17
C  :  RESEARCH  STUDENT            :    43
D  :  POST-GRADUATE  STUDENTS      :    68
```

( Fig. No 4.2 )

PART-A :-

(i) <u>USERS : THEIR GENERAL INFORMATION & BACKGROUND</u> :

First part of questionnaire is concentrate on information about users, name, Designation and University department,, educational qualification, field of study etc.

It is note worthy that the post graduate students have shown maximum interest in responding the questionnaire as it is clear from the percentage indicated in the table No.3.

In general the overall use pattern of the library indicated that the post-graduate students and the Research students being the enthusiastic users of the library, obviously have expressed their views more explicitely.

(ii) <u>Categories of Users by faculty</u> :-

The faculty-wise distribution of the respondents is presented below in the table No.4.

Table No. 25

CATEGORIES OF USER'S BY FACULTY

| Faculties | Number of Users |
|-----------|-----------------|
| Arts | 61 |
| Science | 45 |
| Commerce | 15 |
| Education | 12 |
| Journalism | 10 |
| Administration | 17 |
| Total | 160 |

The above table shows that maximum number of users are drawn froom the faculty of Arts which cover the disciplines from social science and humanities the minimum number of respondents are from the faculty of Journalism.

(iii) <u>Subject of specialization</u> :-

Table No. 26

| Specialization Area | No.of Readers |
|---|---|
| Social Science | 25 |
| Language | 15 |
| Literature | 21 |
| Science | 45 |
| Education | 12 |
| Journalism | 10 |
| Commerce | 15 |
| Total | 143 |

The subject of specialization lie within the field of social science, language and literature. The largest number of person have indicated their specialisation in science, Education, History, Political science, Economics, Journalism are other major subject of specialization. Few of them have indicated commerce as their subject of specialization.

(iv) Specific subject of Research :-

Table No.27

| Disciplaine for research | No.of Persons conducting research |
|---|---|
| Chemistry | 6 |
| Physics | 5 |
| Zoology | 4 |
| Mathematics | 2 |
| Electronics | 2 |
| Public Finance | 4 |
| Rural Economy | 1 |
| International Relation | 1 |
| Political Science | 5 |
| Industrial Organisation | 1 |
| Co-operation | 1 |
| Marketing | 3 |
| History | 4 |
| Education Policy | 1 |
| Journalism | 1 |
| Geography | 2 |

Table 6 shows the specific subject of research. The specific subjects of research have been grouped into major areas. A maximum number of person (6) rgard

chemistry as their broad area of research. Other major subjects of research are Physics, Zoology, Political science, History, Marketing, Public Finance. Few persons have indicated Mathematics, Electronics, Rural Economy, International Relation, Co-operation, Education policy, Journalism as their specific subjects of research.

It was also found that maximum persons are doing research on regional areas.

PART-B :

1. Use of the Library :

The respondents were asked how frequently they are using the library. Below is the table of frequency of their visits to the library.
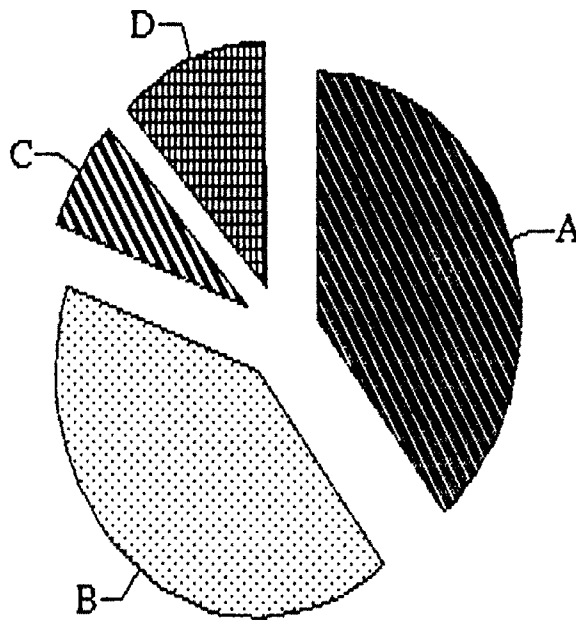
Table No.28

FREQUENCY OF VISIT

| Frequency | Number of Users | | | | | |
| | Teach-ing | Non-Teach- | Res. Stud. | P.G. Stud. | Total | Percen-tage |
| Once in a month | 5 | 1 | 8 | 5 | 19 | 11.87% |
| Once in fortnight | 3 | 2 | 5 | 2 | 19 | 7.50% |
| Once in a Week | 22 | 12 | 18 | 14 | 66 | 41.25% |
| Every day | 2 | 2 | 12 | 47 | 63 | 39.38% |
| | 32 | 17 | 43 | 68 | 160 | 100% |

(See figure: 4·3 )

# PIE CHART SHOWING FREQUENCY OF VISIT
## % OF RESPONDENTS



| | | | |
|---|---|---|---|
| A | : | DAILY | : 39.38 % |
| B | : | WEEKLY | : 41.25 % |
| C | : | FORTNIGHTLY | : 7.50 % |
| D | : | ONCE IN A MONTH | : 11.87 % |

[ Fig : 4·3 ]

Above table reveals that majority of the Users (41.25%) visit in a week once or twice. Next 39.38% users visit in a day and very few users (7.5%) visit in a fortnight. Some of the research scholars, Teachers & P.G. students visit library in a month. Only 1 non-teaching member visit in a month.

2. Visiting time to the Library :

Further the respondents were also asked to mention when they were normally visit the library. Answers of the respondents are shown below in table 30
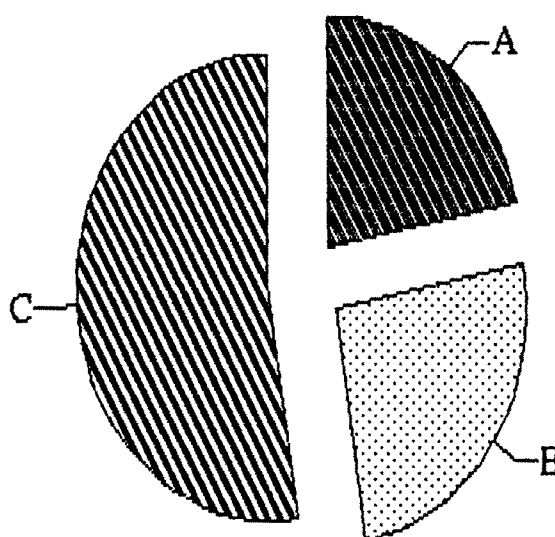
Table No. 30

VISITING TIME TO THE LIBRARY

| Frequency | Number of Users | | | | | |
|-----------|-----------------|-----------------|--------------|----------------|-------|-------------------|
|           | Teach-ing       | Non-Teach-      | Res. Stud.   | P.G. Stud.     | Total | Percen-tage       |
| Morning   | 1               | 1               | 13           | 20             | 35    | 21.87%            |
| Evening   | 4               | 3               | 9            | 25             | 41    | 25.62%            |
| Afternoon | 27              | 13              | 21           | 23             | 84    | 52.51%            |
|           | 32              | 17              | 43           | 68             | 160   | 100%              |

(see figure : 4.4)

GRAPH NO. 31

# PIE CHART
## SHOWING VISITING TIME TO THE LIBRARY



% OF RESPONDENTS

```
A  :  MORNING      :  21.87 %
B  :  EVENING      :  25.62 %
C  :  AFTERNOON    :  52.51 %
```

( Fig No 4.4 )

The above table shows that majority of users (52.51%) visit library in the afternoon. Some of the users (25.62%) visit library in the evening and rest of them (21.87%) visit in the morning. It appears that the noon time is more convenient to most of the users.

3. Purpose of visiting the Library :

The respondents were asked about the purpose for visit to the library. The answers are shown below in the table No.32

Table No. 32

PURPOSE OF VISITING THE LIBRARY

| Purpose | Number of Users | | | | | |
|---|---|---|---|---|---|---|
| | Teach-ing | Non-Tech-ing | Res. Stud. | P.G. Stud. | Total | Percen-tage |
| To borrow/ return books | 30 | 14 | 22 | 38 | 104 | 65.00% |
| To borrow current Periodicals | 22 | 4 | 12 | 19 | 57 | 35.62% |
| To collect references | 23 | 1 | 13 | 4 | 41 | |
| To search for specific information | 18 | 6 | 8 | 9 | 41 | 25.00% |
| To check ref. | 6 | 1 | 33 | 1 | 51 | |
| To read in the Reading Room | - | - | 14 | 35 | 49 | |
| Any other purpose | - | - | - | 2 | 2 | |

(See figure: 4·5 )

# BAR GRAPH

## SHOWING PURPOSE OF VISITING THE LIBRARY
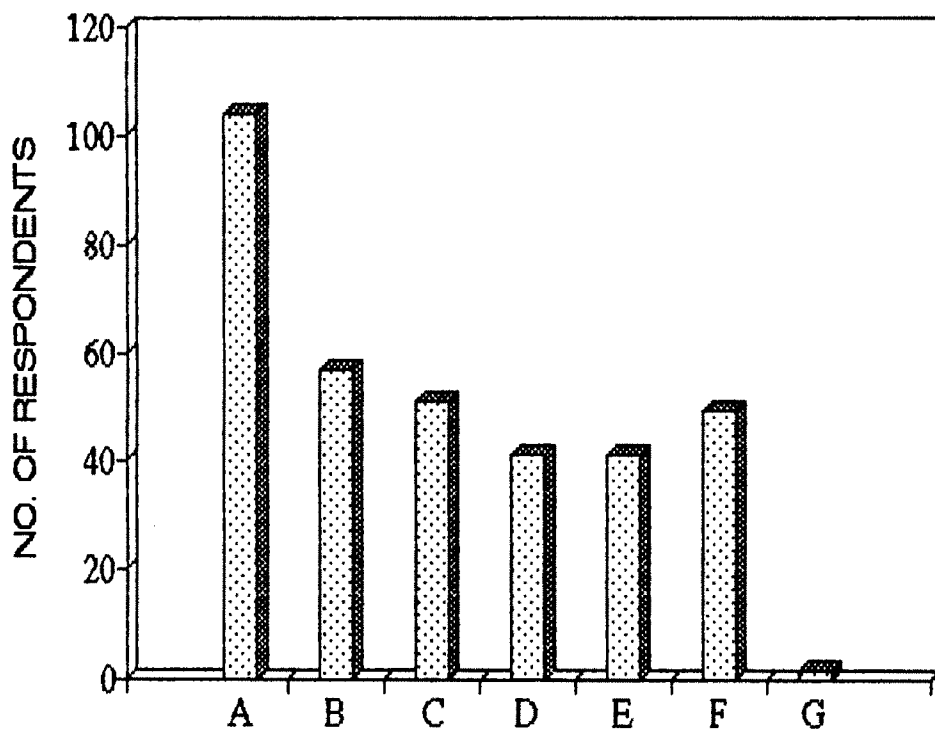


| A | : | BORROW/RETURN BOOKS | :104 |
|---|---|---|---|
| B | : | BORROW CURRENT PERIODICALS | : 57 |
| C | : | CHECK REFERENCES | : 51 |
| D | : | COLLECT REFERENCES | : 41 |
| E | : | SEARCH FOR SPECIFIC INFORMATION | : 41 |
| F | : | READ IN THE READING ROOM | : 49 |
| G | : | ANY OTHER | : 2 |

( Fig No 4.5)

The above table shows that majority of users (65%) visit the library to borrow & return books. Next 35.62% users visit to borrow current periodicals. Twenty three teachers visit to library to collect references for lectures/Radio, conference, seminar and project work. 25% of users prefer to go to library for searching a specific piece of information. Most of the research scholars (76.74%) visit the library to verify the work of M.Phil, Ph.D.student & check references. P.G.students (51.47%) prefer to go for reading in the reading room.

## 4. Use of Resources / Use pattern :-

The questionnaire indicating Q.No.4 part 1 aimed towards the research student's information need during the span of their research projects. Obviously their information needs are acute at the beginning of the project and during the middle of the project because the whole project is based on the available information in the area. (Table No.34)

Table No. 34

## INFORMATION NEED

| Cate-gory | At the Beginning of the Res. | | During Research Project | | At the End of Research Project. | |
|---|---|---|---|---|---|---|
| | More | Less | More | Less | More | Less |
| Teach-ing | 19 | - | 14 | 4 | 8 | 9 |
| Non-Teach-ing | - | - | - | - | - | - |
| Res. Student | 17 | 12 | 19 | 6 | 20 | 6 |
| P.G. Student | - | - | - | - | - | - |

It seems that majority of research students wo have selected Research projects and teachers need maximum information in the beginning the same was during and at te end of a research project.

Few of  them indicated that the need for information was less in the beginning maximum during the project and again much more at the time of finalization of the project.

Thus the information required is depended on the nature of project or research work or topic being pursued and the use pattern varies from one stage to another.

Kind of Information :-

Literature search for every research project is the foundation of success of the completion of the respective study. Therefore the research project, be it either, from Arts, Science or Humanity disciplaine, is to be started with in-depth literature search. The researcher thus needs to develop on egles eye, for this background literature searcher. Therefore information is required for research & teaching.

In the beginning researcher try to have exhaustive search to find previous literature published in the subject. They have to search for background information.

During the project, mostly they are required to keep track of what is being done in the field of their interest. Occasionally there will be need to verify details of an experience.

At the end of the project while writing the thesis or an article researcher needs to fill in the gap if any. The researcher also needs to ascertain whether the work

cited is relevant or not. This question was not aimed at the non teaching staff & Post graduate students, hence there is no response from these categories.

5. How do they get the information ?

Further the respondents were asked how they find out the information sources in the library on a definite topic & their interest. Answers given by the respondents are shown below in table 35.

Table No.35

GETTING THE INFORMATION

| Information Source | Number of Users | | | | |
|---|---|---|---|---|---|
| | Tech-ing | Non-Tecach. | Res. Stud. | P.G. Stud. | Percen-tage. |
| Searching the shelves directly | 21 | 12 | 21 | 30 | 53.12% |
| Subject catalogue consultation | 20 | 7 | 28 | 30 | 53.12% |
| Asking the Library staff | 7 | 6 | 8 | 6 | 16.87% |
| Subject biblio-graphy | 13 | 1 | 12 | 6 | 20.00% |
| Disscussion with collegues | 3 | 2 | 10 | 13 | 17.50% |

The above table reveals that majority of Users (53.12%) find out the information by searching the shelves directly. Besides they consult subject catalogues, teachers (13) & Research scholars (12) may look into subject bibliography. A few respondents mentioned that they also received information by talking to senior students or collegues or by askig the librarian.

6. Types of Publication and sources of Information used.

Respondents were asked which types of publication they use to meet their search/teaching need.

Table No.36

USE OF INFORMATION SOURCES

| Information Source | No of persons who indicated their order of priority | | | | | |
|---|---|---|---|---|---|---|
| | Teach-ing | Non-Teach-ing. | Res. Stud. | P.G. Stud. | Total | Percen-tage |
| Books | 27 | 10 | 27 | 68 | 132 | 82.50% |
| Hand Book | ᵈ7 | 4 | ᵈ4 | 10 | 125 | 78.12% |
| Periodicals | 30 | 6 | 30 | 34 | 100 | 68.50% |
| Dissertation/ Thesis | 16 | 1 | 24 | 2 | 43 | 26.87% |
| Bibliographies | 10 | 2 | 13 | 4 | 29 | 18.12% |
| Conference, Seminar proceeding | 12 | 1 | 9 | 3 | 25 | 15.62% |
| Indexing/Abst. Periodicals | 11 | 2 | 8 | 4 | 25 | 13.62% |
| Technical Report | 11 | 1 | 5 | 4 | 21 | 13.12% |

(See figure: 5·6 )

# BAR GRAPH
## SHOWING READING PREFERENCES
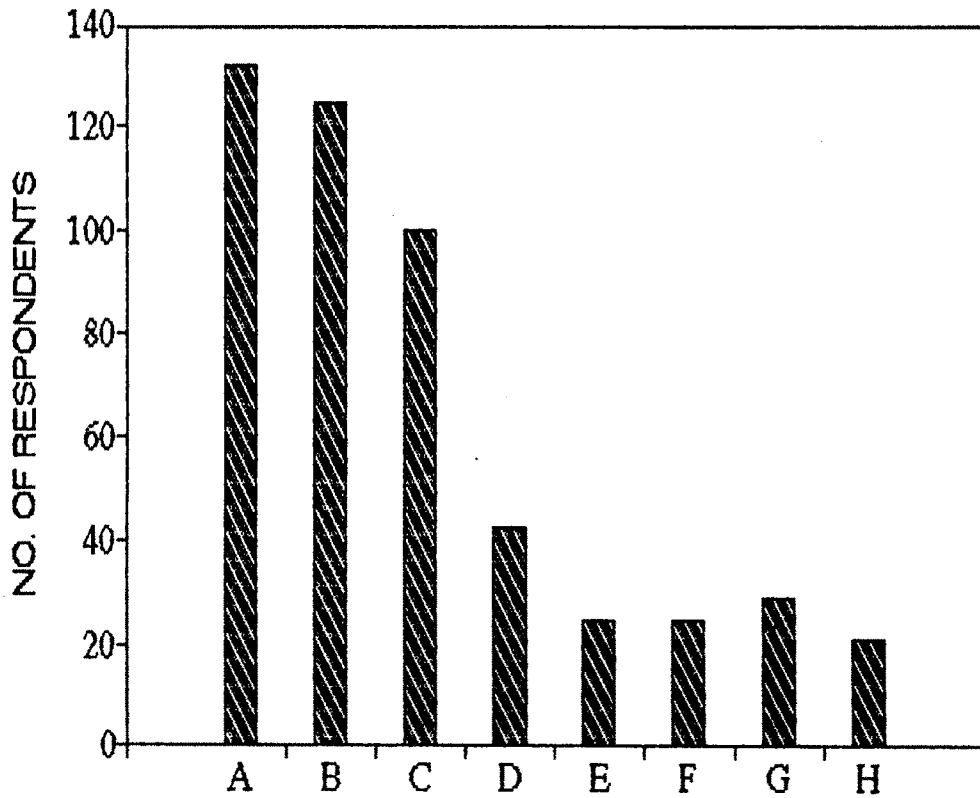


| A | : | BOOKS | :132 (82.50%) |
|---|---|-------|---------------|
| B | : | HAND BOOKS | :125 (78.12%) |
| C | : | PERIODICALS | :100 (62.50%) |
| D | : | DESSERTATIONS | : 43 (26.87%) |
| E | : | INDEXING ABSTRACTING PERIODICALS | : 25 (15.62%) |
| F | : | CONFERENCE,SEMINAR, PROCEEDING | : 25 (15.62%) |
| G | : | BIBLIOGRAPHIES | : 29 (18.12%) |
| H | : | TECHNICAL REPORTS | : 21 (13.12%) |

(Fig. No 4.6)

The above table shows that maximum number of users (82.50%) use books. It means that they give first preference to books. Next (62.50%) respondents use periodicals. All the persons who replied to this question indicated that they used both books and periodicals.

The above table also reveals the number of persons who indicated their order of priority for source of information as under.

First Priority :

First priority is given by the P.G.(68) Non-teaching (10) for the books.

Whereas the maximum number of teachers (30) & Research students (30) have noted their first priority for periodicals.

Second Priority :

P.G.student & Non Teaching members have given second priority to periodicals.

Third Priority :

Research scholars (24) & teachers (16) gave third priority to Dissertation and thesis whereas Non-teaching & post

graduate students have given third priority to hand books.

## Fourth Priority :

Teachers give fourth priority to conference & seminar proceeding. P.G.student gave fourth priority to hand books & Research scholars to bibliographies respectively.

## Fifth Priority :

Teachers gave fifth priority equal to technical Reports & Indexing/Abstracting periodicals. Post graduate students have given equal priority to Technical report, Indexing, abstracting, Journals and bibliographies. Research shcolars & Non-teaching members have given fifth priority to conference & seminar proceeding & to indexing & abstracting as well as bibliographies respectively.

The reamaining source has given sixth priority by all the respondents.

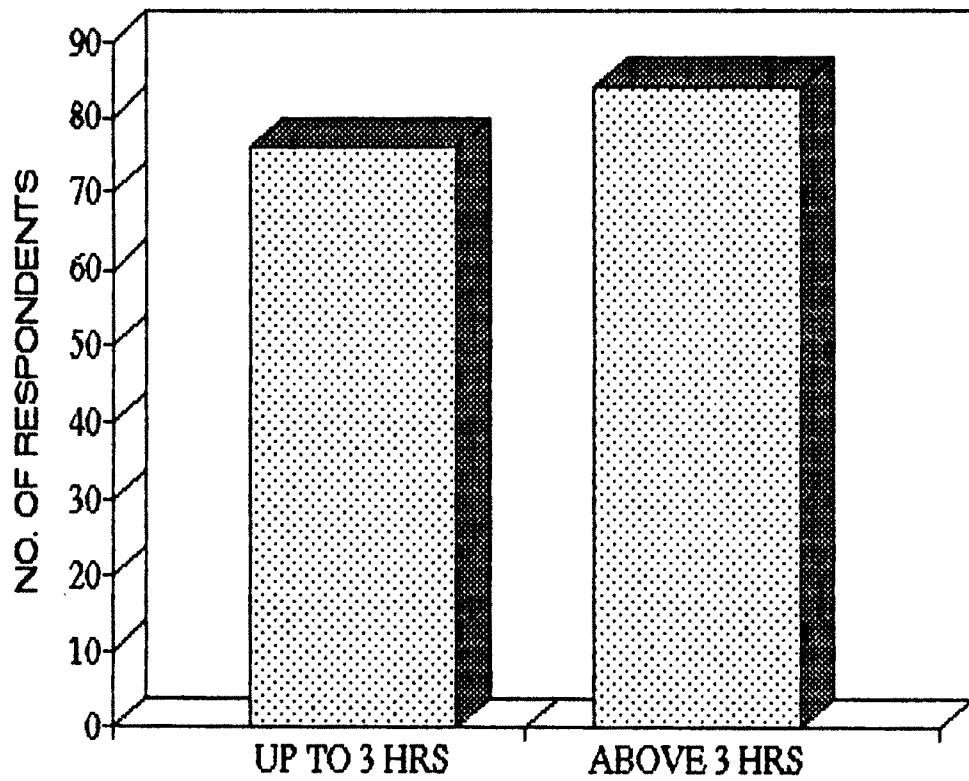7. <u>Time devoted to Reading in the library</u> :-

Table No. 38

| | Number of Users (Frequency) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Daily | | Once a Week | | Fortnight | | Monthly | | Rarely | |
| | Upto 3 hrs | Above 3 hrs. | Upto 3 hrs. | Above 3 hrs. | Upto 3 hrs. | Above 3 hrs. | Upto 3 hrs. | Above 3 hrs. | Upto 3 hrs. | Above 3 hrs. |
| University Library | 23 | 40 | 42 | 24 | 5 | 7 | 6 | 13 | - | - |
| Department | 1 | 2 | 4 | 5 | 2 | 3 | 1 | 1 | 5 | 4 |
| In other Library | 4 | - | 6 | 10 | 6 | 10 | 6 | 15 | 15 | 7 |
| At Home | 35 | 21 | 15 | 9 | 8 | 5 | 4 | 2 | 9 | 3 |

(See figure : 4·7 )

(i) <u>Reading in the Library Premises</u> :

It was found that majority of the users (76) spend
between one to three hours on reading in
University Library. Whereas other users (84)
spend more than three hours on reading.

## BAR GRAPH SHOWING TIME SPENT
## IN THE LIBRARY BY THE USERS



[ Fig : 4·7 ]

(ii) <u>Reading in the respective departments</u> :

It was observed that researchers and some teachers preferred to read in the laboratory or departments than in the library because of convenience. A few P.G.students preferred to read in the classroom or department. An fourteen readers spend more than three hours in departments.

(iii) <u>Reading by visiting other Library</u> :

Mejority of research students and teachers use other libraries than university library. About thirty seven users who indicated the use of other libraries spent between one to three hours. On the other hand some of them, mentioned that they spend more than three hours on reading in other libraries.

(iv) <u>Reading in homes</u> :

We can see that thirty five users read less than 3 hours daily at home. Twenty one users read more than three hours at home, fifteen users read less than three hours in a week at home. Whereas nine users read more than three hours in a week. About eight users read less than three hours in

fortnight, five persons read more than three hours
monthly four person read more than three hours.
Nine persons read less than three hours rarely.
Whereas three readers read more than three hours
rarely at home.

8. Use of Other Library :

Respondents were also asked whether they visit
any library other than University library for consultation
of information and to name the outside libraries they are
making use of.   The answers are shown below in Table
No.40.

Table No.40

USE OF OTHER LIBRARIES

| Category | Yes | Percentage | No | Percentage |
|----------|-----|------------|-----|------------|
| Teaching | 23 | 71.85% | 9 | - |
| Non-Teaching | 4 | | 9 | - |
| Research Student | 34 | 79.06% | 4 | |
| P.G.student | 18 | | 48 | 70.58% |
| | 79 | | 60 | |

Mejority of teachers (71.85%) & Research scholars (79.06%) use other libraries. Four non-teaching and Eighteen Post graduate students indicated that they use other libraries rarely. While others (37.50%) have replied negatively. Eleven respondent have not replied.

The Libraries used by the readers are mentioned below in table no.15.

Table No. 41

NAME OF THE LIBRARIES

| Sr.No. | Name of the Libraries | No.of Users |
|--------|-----------------------|-------------|
| 1. | Karveer Nagar Wachan Mandir,Kolhapur. | 4 |
| 2. | Sangli Jilha Nagar Wachanalaya, Sangli. | 3 |
| 3. | Rajaram College Library, Kolhpur. | 2 |
| 4. | Yashawantrao Chavan Warana Mahavidyalaya Warananagr. | 1 |
| 5. | Jayakar Library,Poona University,Poona | 20 |
| 6. | Dharwad University Library,Dharwad (Karnatak) | 6 |
| 7. | Bombay University Library,Bombay | 10 |
| 8. | Delhi University Library, Delhi. | 2 |
| 9. | Indian Institute of Science Library Bangalore. | 5 |
| 10. | National Chemical Laboratory Library,Poona. | 6 |
| 11. | Ghokhale Institute of Economics Poona. | 6 |
| 12. | National Physical Laboratory Library,Delhi. | 1 |
| 13. | Tata Institute of Social Science, Library,Bangalore | 3 |
| 14. | British Council Library,Poona | 4 |
| 15. | USIS Library,Bombay | 1 |
| 16. | National Archives Library | 2 |
| 17. | Council of Scientific and Ind.Res.Library. | 3 |
| | Total | 79 |

If they are making use of other libraries than University library they were asked how far in terms of distance would they go to consult a library for their needs not fulfilled by the libraries now they use. Below is the table of distance mentioned by the respondents (Table No.42)

Table No.42

DISTANCE TRAVEL FOR INFORMATION

| Category | 50 K.M. Less | 50 to 100 K.M. | 100 to 200 K.M. | 200 K.M. More | Any distance |
|---|---|---|---|---|---|
| Teaching | 3 | 2 | 4 | 7 | 16 |
| Non-Teaching | 2 | - | - | - | - |
| Research Stud. | 3 | 5 | 5 | 12 | 18 |
| P.G.Stud. | 12 | - | - | - | - |

Out of those who answered 50% were willing to go to any distance to satisfy their need not being fulfilled by the libraries used by them. Those who indicated what they were willing to go to any distance must be seriously interested in getting the material and willing to go to some length. Some enthusiastics were willing to go to any part of the country to meet their requirement.

Few post graduate students (17.64%) & only 2 Non teaching member visit other libraries within less than fifty k.m area.

(A) COLLECTION :

Respondent were asked whether the collection of (text books & reference books) is adequate to meet their demand. The answers are shown below in the table No.43

Table No.43

ADEQUACY OF TEXT BOOKS & REFERENCE BOOKS COLLECTION

| | Text Book | | Reference Book | |
|---|---|---|---|---|
| | Yes | No | Yes | No |
| Teaching | 30 | 2 | 12 | 20 (65.5%) |
| Non-Teaching | 12 | 5 | 15 | 2 |
| Research Student | 33 | 10 | 12 | 21 (48.8%) |
| P.G.Stud. | 16 | 52 (76.4%) | 40 | 28 |

(See    figure: 4·8  )

Majority    of    teachers    (65.5%)    and    Research scholars (48.8%) indicate that the reference collection is inadequate. The teachers & research scholars feel that reference materials should be more coprehensive.

The available reference material is not able to meet their general requirements. They also expressed that the next book collection is quite adequate.

76.4% Post graduate students who are mainly concerned with Text books feel that text book collection is inadequate and have indicated that library does not fulfill their requirements.

Further, respondents were asked whether the periodical collection, is adequate for them. The answer given by the respondents are shown below in the table 44.

Table No.44

PERIODICAL COLLETION

|  | Yes | No | Total | Remark Not Replied |
|---|---|---|---|---|
| Teaching | 10 | 22 (55%) | 32 | |
| Non-Teach- ing | 9 | 3 | 12 | 5 |
| Research Student | 22 | 21 (42%) | 43 | |
| P.G.Stud. | 56 | 12 | 68 | |
|  | 97 | 58 | 155 | 5 |
| Percentage | 60.62% | 36.42% | | |

# BAR GRAPH SHOWING ADEQUACY OF
## TEXTBOOKS;REFERENCE BOOKS & PERIODICALS
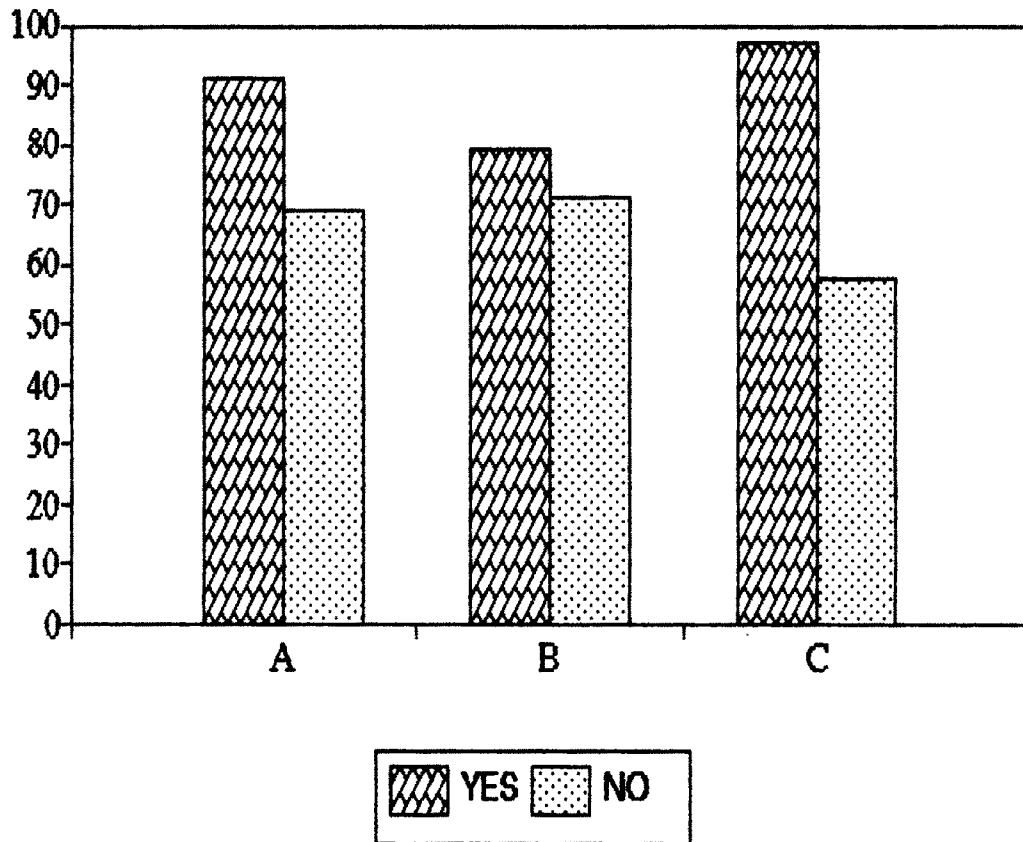


| | YES | NO |
|---|---|---|
| A : TEXT BOOKS | 91 | 69 |
| B : REFERENCE BOOKS | 79 | 71 |
| C : PERIODICALS | 97 | 58 |

[Fig : 4·8]

Majority of the users 60.62% seem to be satisfied with the existing collection of periodicals. Teachers (55%) and Research scholars (42%) are not satisfied with the periodical collection some have suggested addition of more periodicals in the library, majority of post graduate students (56) and Non teaching members (9) have stated that periodical collection is adequate for their requirement. They have not made any suggestion regarding improvement of periodical collection. Faculty members have suggested certain titles to make periodical collection more useful.

(B) DISPLAY/ARRANGEMENT OF CURRENT PERIODICAL

Respondents were asked for knowing their response to display of current periodicals. Replies of the respondents about the question are shown below in table No.46.

Table No. 46

DISPLAY OF CURRENT PERIODICALS

|  | Subject Classification Number | Alphabetical According to title | Alphabetical Within each subject | Not Replied |
|---|---|---|---|---|
| Teaching | 18 | 1 | 13 | |
| Non-Teach. | 5 | - | 6 | 6 |
| Research Student | 15 | 9 | 19 | |
| P.G.Student | 27 | 6 | 27 | 8 |
| | 65 | 16 | 70 | 14 |
| Percentage | 40.62% | 10.00% | 43.75% | |

Majority of readers (43.75%) approve the arrangement of periodical as per alphabetical within each subject. Remaining (40.62%) like arrangement of current periodicals on rack according to sucbject classification. A few Research scholars & P.G.student (10%) would like to have arrangement according to alphabetical title.

While suggesting this it appears that they do not know the inconvinence of alphabetical arrangement irrespective of subjects. In the University Library

where 400 periodicals are subscribes and nearly 300 periodicals are received on gratis. Alphabetical arrangement of display would not be convience to use and organise the periodical collection.

Most of the respondents (46.87%) recommended or like storing of back volumes according to alphabetically within the subjects. Some of them (31.25%) like classified arrangement and few (18.75%) like the periodicals to be arrange alphabetically by title.

(C) USE OF CARD CATALOGUING :

The respondents were asked how often they consult classified as well as Dictionary catalogue. The answers given by them are shown in table 47.

Table No.47.

USE OF CARD CATALOGUE

| Types of Catalogue | Frequency | | |
|---|---|---|---|
| | Frequently | Rarely | Never |
| Classified catalogue | 72 | 37 | 15 |
| Dictionary catalogue | 58 | 30 | 19 |

(See Figure: 4.9 )

# BAR GRAPH
## SHOWING USE OF CARD CATALOGUE



Legend: FREQUENTLY  RARELY  NEVER
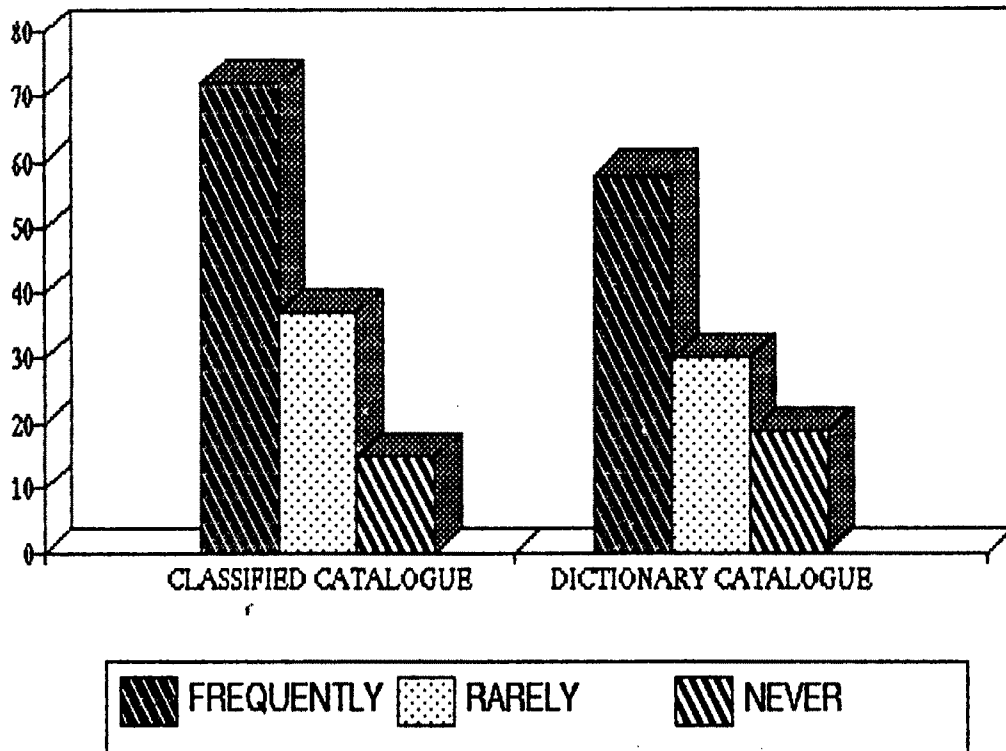
[Fig : 4·9]

Majority of the respondents consult the classified part as well as dictionary catalogue frequently. About half of the respondents consult it rarely, few of them to not use both the catalogue.

68.12% respondents indicated that they are able to consult the classified catalogue with ease. Some of them have pointed out the inadequacy of the bibliographical information in the catalogue.

### Arrangement of reading material on shelves

The helpful arrangement of the books on shelves entirely depends upon two aspects (i) scheme of classification and (2) the efficiency of the staff to rearrange books on the shelves.

Respondents were asked how they find the arrangement of materials on shelves. The answers are shown below on table 49.

Table No.49

VIEWS ABOUT SHELF ARRANGEMENT

|                 | Satisfactory | Not Satisfactory |
|-----------------|--------------|------------------|
| Teaching        | 22           | 10               |
| Non-Teaching    | 15           | 2                |
| Research student| 30           | 13               |
| P.G.Student     | 50           | 18               |
|                 | 117          | 43               |
| Percentage      | 73.12%       | 26.87%           |

Majority of the users (73.12%) seems to be satisfied with the shelving arrangements. 75% Respondents felt that they are able to locate materials on the shelves. Some teachers (10) have also indicated that they donot find arrangement of books on shelves helpful.

Majority of students (73.5%) have given their indication in a positive way. Others have given unsatisfactory replies and they do not able to locate material.

From the suggestions it is clear that the major problem is the misplacement of books by readers, which is a common problem of all the libraries - large or small. Especially in large libraries, the problem of misplacement gets serious. However, as per the responses, the stack maintenence in the library is satisfactory.

(D) READERS SERVICES :

(i) Issuing of Books (Loan of Book)

Respondents were asked whether the books they are getting from the library are sufficient for them. The answers are shown below in the table No.50

Table No.50

SATISFACTIONS WITH NUMBER OF BOOKS ISSUED

| Are these sufficient for you | Yes | No |
|---|---|---|
| Teaching | 28 | 4 |
| Non-Teaching | 12 | 5 |
| Research Student | 29 | 14 |
| P.G.Student | 33 | 35 |
| Total | 102 | 58 |
| Percentage | 63.75% | 36.25% |

The above table shows that majority of users (63.75%) are satisfied with the number of books. Rest of them replied (36.25%) negatively. 48.12% of the post graduate students feel satisfied, whereas 51.47% students feel that number of books issued to them for home reading is quite unsatisfactory, they have recommended that sufficient number of books should be issued to them.

(ii) Issuing of Periodicals

Further the respondents were asked about periodical issue system.

Table No. 51

PERIODICAL ISSUE SYSTEM

|  | Teach-ing | Non-Teach-ing | Res. Stud. | P.G. Stud. | Total | Percen-tage |
|---|---|---|---|---|---|---|
| Issued on premises | 11 | 3 | 32 | 44 | 90 | 56.25% |
| Outside the Library | 21 | 14 | 11 | 24 | 70 | 43.75% |

Most of the users (56.25%) have indicated that the periodicals should be issued on library premises only. Remaining (43.75%) of users have suggested that

## 2. Reservation of Books

Respondents were asked whether they have ever used reservation facility provided by the library. The answers were given by them are shown in table 52.

Table No 52.

USE OF RESERVATION FACILITY

|  | Yes | No | Not Replied |
|---|---|---|---|
| Teaching | 25 | 6 | 1 |
| Non-Teaching | 14 | 1 | 2 |
| Research stud. | 25 | 11 | 7 |
| P.G.stud. | 56 | 12 | - |
| Total | 120 | 30 | 10 |

This facility available for books is heavily used for books majority of Respondents (75%) replied that library provides the facility for reserving books. Whereas 6.25% users have not responded as they are not using this facility.

Further the respondents were asked how much did it take to get the Reading material recommended or reserved by them. The answer to this questions are shown below in table 53.

Table No.53

TIME TAKEN TO GET THE READING MATERIAL

|  | Less than ½ hours | One Week | Fort-nightly | Monthly |
|---|---|---|---|---|
| Teaching | 13 | 12 | 5 | 2 |
| Non-Teaching | 8 | 5 | 3 | 1 |
| Research student | 12 | 15 | 10 | 16 |
| P.G.student | 3 | 19 | 25 | 21 |
|  | 36 | 51 | 43 | 30 |
| Percentage | 22.5% | 35.06% | 26.87% | 18.75% |

The above table shows no particular time. It varies from less than half hour to a month. However, majority of users (35.06%) have replied that they get the material within week. Sometimes the material receives within fortnightly. A few users (18.75%) indicated that they receives within month. It might have interpretedd the question in terms of material not not available on the shelf.

3. <u>Inter Library Loan</u> :-

Due to information explosion it is not possible for every library to fulfill all needs of the users and all requirements within different subject areas. Hence it is necessary to avail of the facilities of inter-library loan service at the local regional, National and International level. Barr.Balasaheb Khardekar Library also needs this arrangement cater to the various needs users. Therefore a question was asked in th' regards.

Respondents were asked whether Inter-library loan facility available to them. If yes, whether they have ever used, Inter-Library loan services. The answers given them are shown in table No.54.

Table No.54.

USE OF INTER-LIBRARY LOAN FACILITY

|  | Yes | No | Not Replied |
|---|---|---|---|
| Teaching | 23 | 8 | 1 |
| Non-Teaching | 7 | 4 | 6 |
| Research Stud. | 11 | 22 | 10 |
| P.G.Stud. | 45 | 23 | – |
|  | 86 | 57 | 17 |

The table shows that Inter-library loan system is in operation in the University Library. It was found that most of the teachers do not depend on the Inter-loan service, but prefer to use their personal acquaintances in different libraries for their reading requirement.

Post graduate students do not make use of Inter-library loan facility, many respondents have not replied this question as their needs of using the library might be limited.

Degree  of  supply  of  availability  of  Information

Fruther the respondents were asked whether they get the desired reading material in due time. The answers given by the respondents are shown below in table 55.

Table No.55.

SUCCESS IN SATISFYING DEMAND

|  | All times | Most times | Rarely | Never |
|---|---|---|---|---|
| Teaching | 10 | 11 | 6 | 5 |
| Non-Teaching | 11 | 4 | 2 | - |
| Research Stud. | 6 | 3 | 10 | 24 |
| P.G.Stud. | 18 | 15 | 25 | 10 |
| Total | 45 | 33 | 43 | 39 |

As much as 28.12% respondents have reported that desired reading material is available in time. Only most times which meas not always. Majority of research students (55.81%) who answered have indicated that the library does not cater to their demands. Only 13.95% of them have indicated that the library could satisfy their demands each and every time. It seems majority of them never get what they asked for. Most of the P.G. students (36.75%) have said that the library was to satisfy their demand rarely.

4. Reference Service :

University library has to render additional services to the users. Respondents were asked which of the services they needed most. The answers given by the respondents are shown below in the table No.56.

Table No.56

## USE OF REFERENCE SERVICES

| No.of Services | No.of persons who indicated their order of priority. | Percentage |
|---|---|---|
| Reference service | 105 | 65.65% |
| Latest additional of list of Books | 65 | 40.62% |
| Reprographic service | 51 | 31.87% |
| Current awareness service | 43 | 26.87% |
| Inter-Library Loan | 35 | 21.87% |
| News paper clipping | 43 | 21.85% |
| Translation service | 21 | 13.12% |
| Queries on Telephone | 16 | 10.00% |
| Selective dissemination & Information | 13 | 8.12% |
| Referral service | 11 | 6.87% |

(See figure :    4·10       )

Majority of users (65.65.%) indicated that reference service rendered by the library is acutely needed for their studies. Next 40.62% users suggested that library should publish & circulate the list of latest arrival of books to the departments concerned 31.87% users suggested to provide good reprographic

# BAR GRAPH

## SHOWING PREFERENCE OF REFERENCE SERVICE
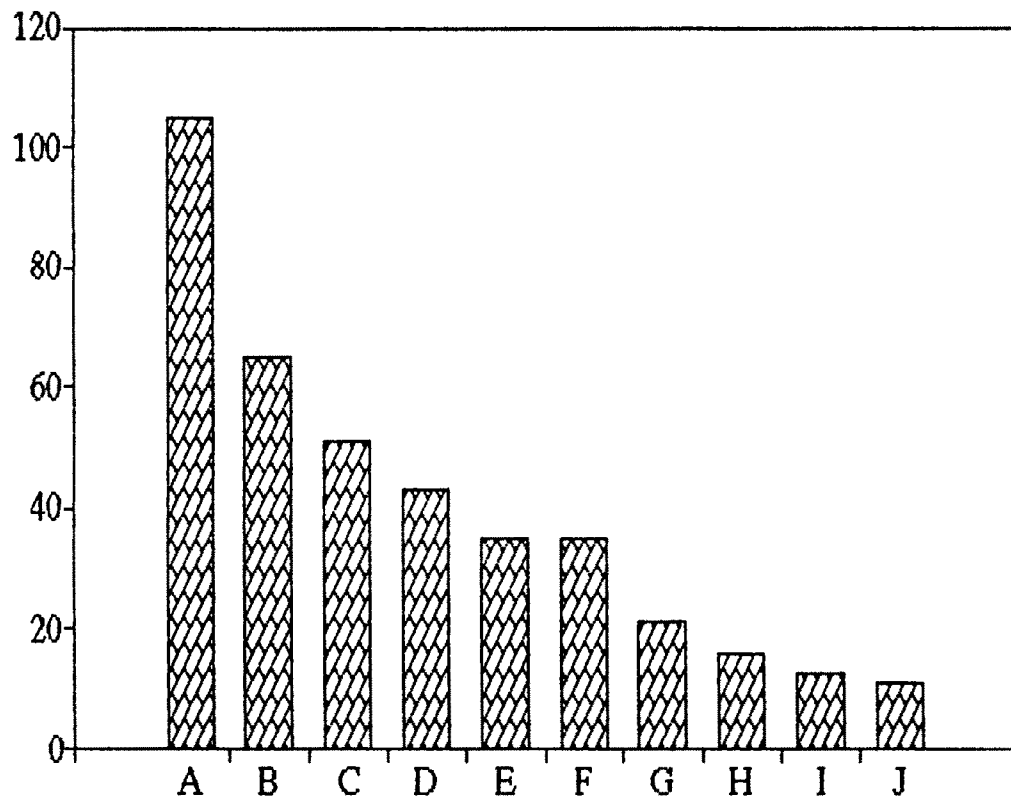


| A | : | REFERENCE SERVICE | :150 | (62.62%) |
|---|---|---|---|---|
| B | : | LETEST ADDITION OF LIST OF BOOKS | : 65 | (40.62%) |
| C | : | REPROGRAPHIC SERVICE | : 51 | (31.87%) |
| D | : | CURRENT AWARENESS SERVICE | : 43 | (26.87%) |
| E | : | INTER LIBRARY LOAN | : 35 | (21.87%) |
| F | : | NEWS PAPER CLIPPING | : 35 | (21.87%) |
| G | : | TRANSLATION SERVICE | : 21 | (13.12%) |
| H | : | QUERIES ON TELEPHONE | : 16 | (10.00%) |
| I | : | SELECTIVE DISSEMINATION OS INFORMATION | : 13 | (8.12%) |
| J | : | REFERRAL SERVICE | : 11 | (6.87%) |

[ Fig : 4.10 ]

services & improve available facility. About 21.87% users need inter-library loan and Newspaper clipping services. Current awareness service and selective dissmenmated of information service are also demanded by the users. About 8.12% of the users indicated that the library should provide S.D.I. service. 13.12% persons mentioned the provision of translation service and 10% users mentioned the facility of providing information on telephone. Few readers (6.87%) mentioned the need of referral service.

Library Assistance :

Respondents were asked that what for they have been seeking the assitannce of the library staff ? The answers are shown below in the table No.58.

Table No.58.

ASK FOR ASSISTANCE

|  | Teach-ing | Non-Teach. | Res. Stud. | P.G.Stud. | Total |
|---|---|---|---|---|---|
| To locate Books | 13 | 5 | 9 | 12 | 39 |
| To search books | 17 | 9 | 23 | 23 | 72 |
| To locate current periodicals | 11 | 9 | 23 | 17 | 60 |
| To understand the use of various tools | 2 | 2 | 19 | 14 | 37 |

Majority of the users (72) have been seeking assistance from the library staff for searching books. Research scholars & P.G.students mainly ask for searching books & locating periodicals. some of the users seek assistance to locate a book. Very few persons ask for information other than location of material.

Library Staff :

Respondents were asked to express their opinion about the helpfulness of the library staff. The answers received are shown below in the table No.59

Table No.59

HELPFULNESS OF THE LIBRARY STAFF

|  | Yes | No |
|---|---|---|
| Teaching | 32 | – |
| Non-Teaching | 14 | 3 |
| Research student | 38 | 5 |
| P.G.student | 45 | 23 |
| Total | 129 | 31 |

Majority of users (80.62%) have expressed that the library staff is helpful.

(E) PHYSICAL FACILITY & LIBRARY EQUIPMENTS :

Respondents were asked whether they are satisfied with the varoius physical facilities provided by the library.

Table No. 60

SATISFACTION WITH PHYSICAL FACILITIES

| Physical Facilities | Number of Persons | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Teaching | | Non-Tech. | | Research Student | | P.G. Student | | Percentage | |
| | Yes | No | Yes | No | Yes | No | Yes | No. | Yes % | No. % |
| Provision of Ventilation | 25 | 7 | 14 | 3 | 34 | 9 | 57 | 11 | 81.25 | 18.75 |
| Provision of Light | 27 | 5 | 15 | 2 | 35 | 8 | 51 | 17 | 80.00 | 20.00 |
| Existing Furniture | 21 | 11 | 13 | 4 | 31 | 12 | 48 | 20 | 70.62 | 29.33 |
| Drinking Water | 23 | 9 | 12 | 5 | 23 | 20 | 45 | 23 | 64.37 | 35.62 |
| availability of Tiolet | 23 | 9 | 15 | 2 | 26 | 17 | 43 | 20 | 66.87 | 30.00 |
| Photocopying | 26 | 6 | 13 | 1 | 31 | 12 | 46 | 22 | 72.50 | 25.62 |
| Television/ computer | 5 | 19 | 4 | 6 | 8 | 27 | 36 | 22 | 33.12 | 46.25 |
| Microfilm Reader | 15 | 7 | 4 | 8 | 12 | 15 | 10 | 35 | 26.25 | 40.62 |

1. Majority of the users (81.25%) are satisfied with the existing provision of ventilation in the library. The rest of the users replied negatively.

2. Most of the users (80%) are satisfied with the existing provision of lighting in the library.

3. Majority of the users (70.62%) are satisfied with existing fruniture such as table & chairs in the library.

4. Most of the users (64.37%) are satisfied with arrangement of drinking water in the library and the remaining users are in the category of dissatisfied.

5. Majority of the users (66.87%) are satisfied with the availability of toilets. Whereas about thirty percentage users are not satisfied, they recommended for the construction of toilet room on first and second floor of the library.

6. Majority of the users (72.50%) replied that there is photocopying machine in library. Most of them complaint that mostly it is not in working condition. Further they suggested to imporve the available photocopying facility.

7.    About 33% users mentioned that library has
      Television and computer also. Most of the users
      (46.25%) replied negatively, few of them (20.62%)
      have not replied. It seems that they do not know
      about it.

8.    The majority of the users (40.62%) do not know
      the microfilm Reader cum printer in the library.
      Whereas, 26.25% users said that there is microfilm
      reader cum printer in the library. About 33.12%
      users have not responded.

(F) LIBRARY INITIATION

      Respondents were asked whether library make
efforts to promote library use. The opinion expressed
by the respondents are shown below in the table 61.

Table No. 61

LIBRARY INITIATION

| | Number of Persons | | | | |
|---|---|---|---|---|---|
| | Teach-ing | Non-Teach-ing | Res. Stud. | P.G.stud. | Total |
| Display of Material | 16 | 8 | 18 | 21 | 63 |
| Arrangement of talk ........... | - | - | - | - | - |
| Exhibition | - | - | - | - | - |
| Personal Assistance | 22 | 8 | 27 | 43 | 100 |
| Bibliography | 19 | 2 | 20 | 16 | 57 |
| Extending Opening Hours | 11 | 3 | 10 | 35 | 59 . |
| Availability of Computerised data | - | - | - | - | - |
| Installation of additional xerox Maching | - | - | - | - | - |

The above table shows that University library makes the following efforts to make the maximum use of library by users.

1.    Most of the users (62.5%) indicated that personal assistance is provided to the users.

2.    About 39.37% users mentioned that latest books and other materials are also displayed by the library to bring them to the notice of reader.

3.    36.87% respondents said that library prepare a bibliography which helps the readers to scan through all the published literature in their filed of interest.

4.    About 36.87% users mentioned that by extending opening hours library makes the efforts to make the maximum use of library.

5.    In case of arrangement of talk, Exibition, Availability of computerised data and installation of additional machine, all the respondents have not responced.  This shows the special attention towards there services.

Training in the use of Library :

Respondents were asked whether training in the use of library is helpful to them.  If yes, when should the training be given.

Majority of users have indicated that training in the use of library would be helpful to them and the training in the use of library should be given at various level. These are shown below in the table 62.

Table No. 62

TRAINING IN THE USE OF LIBRARY

| Level of Training | Number of Persons | | | | | |
|---|---|---|---|---|---|---|
| | Teach. ing | Non Tech. | Res. Stud. | P.G. Stud. | Total | Percen- tage. |
| Undergraduate | 12 | 5 | 18 | 45 | 80 | 50.00% |
| Post graduate | 14 | 2 | 13 | 15 | 44 | 27.50% |
| Pre.Ph.D.level | 6 | - | 9 | 4 | 19 | 11.87% |
| Any other level | - | - | 3 | 4 | 7 | 4.37% |
| Do not reply | | | | | 10 | 6.25% |
| | Total | | | | 160 | 100% |

The persons who felt the need for training 50% indicated that the training in the use of library should be given at undegraduate level and 27.50% felt that it should be given at post graduate level. 11.87% of the persons indicated that the training should be given at the pre Ph.D.level, few persons (4.37%) indicated that

the training should be given at all level.

## User Orientation Programme

Further the respondents were asked how often the user orientation programme should be held to make the library use effective. The answers given by the respondents are shown in the below table 63.

Table No. 63

USER ORIENTATION PROGRAMME

| | Period | | | |
|---|---|---|---|---|
| | Monthly | Bio-Monthly | Once in year | Not replied |
| Teaching | 16 | 10 | 5 | -- |
| Non Teaching | 5 | 4 | 1 | 7 |
| Research student | 10 | 20 | 4 | 9 |
| P.G.Student | 7 | 35 | 11 | 15 |
| Total | 38 | 69 | 22 | 31 |
| Percentage | 23.75% | 43.12% | 13.75% | 19.37% |

(See figure: 4·1  )

# PIE CHART
## SHOWING USER ORIENTATION PROGRAMME
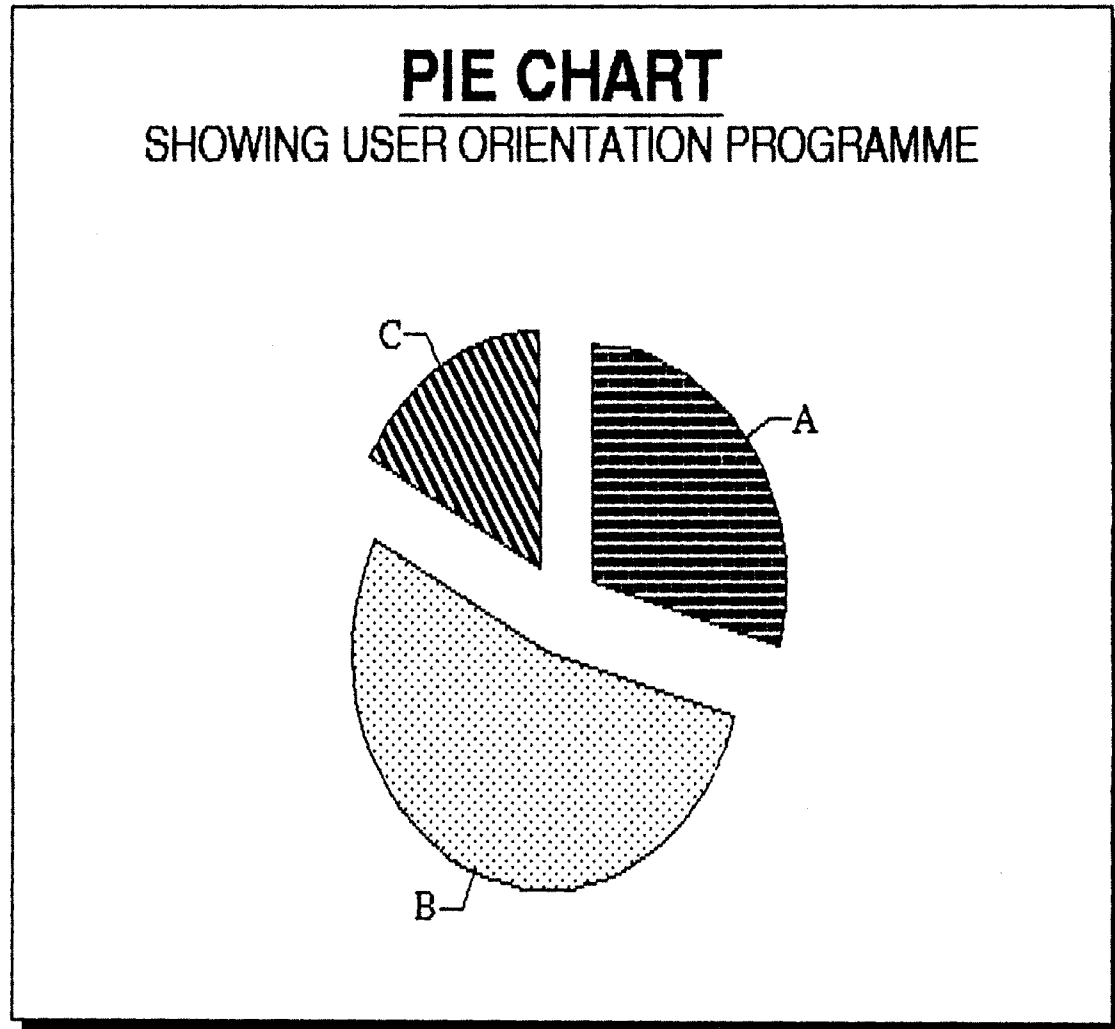


A : MONTHLY              : 38 (23.75%)
B : BY MONTHLY           : 69 (43.12%)
C : ONCE IN A YEAR       : 22 (13.75%)

[ Fig : 4·11 ]

Majority of users (43.12%) suggested that user orientation programme should be held twice in a year i.e. biomonthly, some of the users (23.75%) suggested that it should be arranged monthly, few persons (13.75%) suggested to arrange once in a year. About nineteen percentage have not replied.

(G) SATISFACTION WITH LIBRARY HOURES

Respondents were asked to express their opinion about the satisfaction with library hours. The answers received are shown below in the table 65.
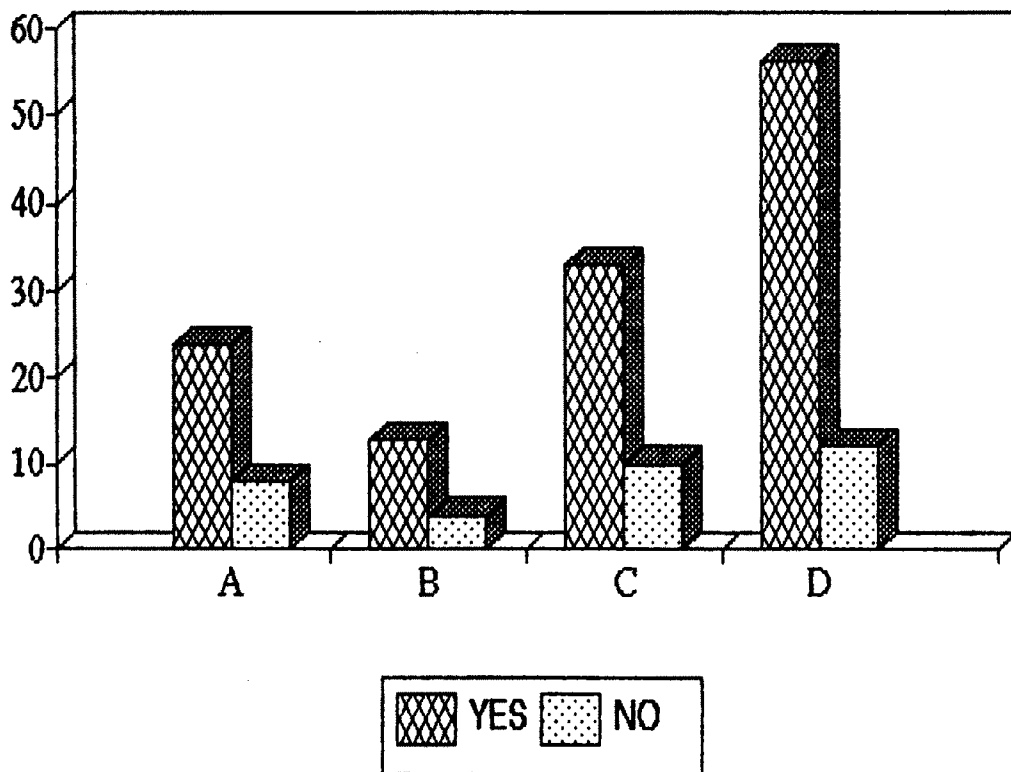
Table No.65

(i) PRESENT WORKING HOURS

|  | Yes | No |
|---|---|---|
| Teaching | 24 | 8 |
| Non Teaching | 13 | 4 |
| Research student | 33 | 10 |
| P.G.Student | 56 | 12 |
| Total | 126 | 34 |
| Percentage | 78.25% | 21.25% |

(See Figure: 4.1 )

# BAR GRAPH SHOWING

## SATISFACTION ABOUT WORKING HOURS



YES  NO

|   |                          | YES     | NO      |
|---|--------------------------|---------|---------|
| A : | TEACHING               | 24      | 8       |
| B : | NON TEACHING           | 13      | 4       |
| C : | RESEARCH STUDENTS      | 33      | 10      |
| D : | POST GRADUATE STUDENTS | 56      | 12      |
|   | PERCENTAGE               | 78.25%  | 21.25%  |

[ Fig : 4 · 12 ]

The above table shows that majority of users (78.25%) are satisfied with the present opening and closing hours of the library. The remaining users (21.25%) replied negatively.

(ii) Working Hours on Holiday and Sunday

Further the respondents were asked to express their opinion about working hours on holiday and Sunday. The answers are shown below in the table 67

Table No. 67

|  | Very Unsatis- | Little unsatis-fied | Some what | Quite satisfied | Very satisfied |
|---|---|---|---|---|---|
| Teaching | 3 | 5 | 7 | 14 | 13 |
| Non Teach. | - | 1 | 1 | 8 | 7 |
| Research Student | 3 | 11 | 9 | 10 | 10 |
| P.G.student | 6 | 15 | 14 | 8 | 25 |
| Total | 12 | 32 | 31 | 40 | 35 |

25% of users are quite satisfied with present working hours on Sunday & holiday. 7.5% of users are very unsatisfied 21.87% of users are very satisfied with the

working hours on holiday, Sunday, whereas 20% of them are little unsatisfied. Remaining 19.37% of users are somewhat satisfied with the library timeing on holiday.

## SUGGESTIONS BY THE USERS

The following are the suggestions from users arrived on the basis of analysis of the questionnaires.

(A) LIBRARY COLLECTION :

1. The Library should utilise the financial resources for developing the library collection in a more proper way.

2. Multiple copies of books for certain titles should be acquired.

3. The authorities of the library should take interest to acquire the books recommened by the staff and students from time to time.

4. Library should try to acquired at least xerox of old, rare source material useful for historical studies.

5. The library should imporve its inter-library loan Services by equipping with Sufficient union catalogue of books and periodical of all the specialised libraries.

6. In the science subject there should be thesis of other other universities, also.

7.  Generalia collection of documents should be
    improved and kept up-to-date.

8.  Number of text books should be increased.

9.  Latest books or current books should be purchased
    as early as possible

10. Library should try to accquire, Reading materials
    published in other language also. especially,
    Russian, German, Chienese, Japaniese, Kannada,
    Urdu.

11. The library should take steps to consider for
    subscribing the research journals suggested by
    users.

12. Library should try to subscribe all famous journals
    available in literature.  If once subscribed don't
    discontinue the same.

13. The library should concentrate to subscribe all
    journals published in India & abroad.  The
    international journals in the area of recent
    development in science & technology should be
    subscrbed.

14. The library should sbuscribe astracts, such as

Biological abstracts and chemical abstracts since they are highly essential. Chemical abstracts should not be closed by the library.

15. The important journals which are in greater demand should not be issued to anybody.

16. Periodicals issue may be limited to a number.

17. The library should purchase all the back volumes of subscribing periodicaals if they are not available in the library in case they are demanded by the users.

18. Irregularities in receipt of periodicals should be removed and current issues of the journals should not be issued for home reading.

(B) CATALOGUING

1. Catalogue of documents should be done by all possible approaches of the reader.

2. The books should be catalogued immediately after their arrival into the library.

3. The handwritten catalogue cards should be replaced by the typed catalogue cards for easy consultation in thesis and dissertation section.

4. University library should publish a catalogue of rare documents annually.

(C) ARRANGEMENT :

1. Shelf arrangement in the Library should be helpful and maintained properly.

2. The library should take necessary steps to replace the books immediately after return by the users, shelf rectification should be carried out regularly by staff members.

3. Separate sitting arraangement may be provided for teaching and adequate furniture may also be provided.

4. There should be subject-wise arrangement of books in the library.

5. Numbers of shelves shold be increased.

6. The periodicals should be arranged alphabetically by title in each subject .

7. Space is highly inadequate to store back volumes of periodicals in periodical section. There should be adequate space between two racks so that it would be possible for the user to consult the periodicals comfortably.

8.    New arrivals should be displayed distinctly within 48 hours of its arrivals in the library.

(D) CIRCULATION SECTION :

1.    The library authorities should consider to issue 3 or 4 books for post graduate students at a time.

2.    There should be some arrangement of getting information about the issued titles i.e. to whom the book is issued & when ?

3.    Issue system should be prompt and efficient.

4.    The library should introduce interlibrary loan service to the users by co-operating with other libraries.

5.    Reserve section should be well organised.

6.    Books should be properly circulated among the students.

7.    Photo copies of rare and out of print books should be made available for borrowing.

8.    Time should be extended for keeping the book.

9.    There is no fresh air and no sufficient light in

the    circulation    section.        Better    lighting
arrangement may be made.

(E) FACILITIES :-

1.    The    authorities    should    consider    for    providing
research cubicals for research scholars.

2.    A water cooler should be provided in th library.

3.    Proper    safe    drinking    water    facility    be    given    on
all floors of the library.

4.    Toilet    rooms    are    to    be    provided    on    the    second
floor.

5.    A canteen in the library should be provided.

6.    The    library    should    conduct    the    user    orientation
programme    which    enabls    the    user    to    exploit    the
resources of the library fully.

7.    Computerized    ready    references    should    be    given    by
feeding the flooppy.

8.    Reference section should be well ventilated.

9.    Emergency    lamps    at    various    places    in    the    library

are highly essential during electric failures in view of saftey of valuable books and periodicals.

(F) LIBRARY EQUIPMENT :-

1. The equipment namely additional photo-copying machine, Microfilm render-cum-printer, tape Recorder, Project and Television should be purchased.

2. Celling fans should be fitted in the reference, thesis and dissertation section.

3. The books in the stack should be frequently dusted for which vacum cleaner may be used.

4. Reading room furniture, fans, lights needs renovation.

5. There is need for more furniture like table & chairs in the month of Jan.to April (during examination period)

6. Photocopying machine is already installed which is always out of order and if machine is in good condition, worker is not availabble. Good xerox facility should be provided and be made available during office hours i.e. 11 a.m. to 6.00 p.m.

7. Free xeroxing facilities must be provided.

(G) <u>REFERENCE SERVICES</u> :-

1.    The library should build up with more reference tools in all subject.

2.    Number of reference books should be increased.

3.    A qualified staff should be appointed in order to provide maximum information from the library to the users on demand and on anticipation.

4.    The staff member should prroperly watch in reference section over the users while they are using the important reference books which helps to stop and reduce the tearing of pages of reference books.


(H) <u>LIBRARY STAFF</u> :-

1.    Staff must be co-operative and knowledgeable regarding books.

2.    Behaviour of the library staff should be pleasing and polite.

3.    Adequate staff should be appointed, vacant posts of Librarian, Asstt.Librarian should be recruited immediately.

4. Appointment of more professional staff for prompt service.

(I) <u>WORKING HOURS</u> :-

The present working hours should be extended. Extending hours of reference & Thesis section is highly essential.

(J) <u>MODIFICATION</u> :-

1. There is much noise in the library because of congetion. Library premises should be silent and students chit chatting cut down.

2. Periodical section should not be on the top most floor, should be easily approachable issue more easy i.e. on the ground floor of the library.

3. Reception and enquiry counter should be there in the entrance.

4. Separate reading hall be made available for external college level students.

5. All post graduate students should be given a permission to go to the stack room.

6.   Immediate binding of back issues, just after the completion of the volume.

7.   Regular and timely publication of 'Current Awareness List' covering wide area and with abstracts.

8.   Electrical bells should be installed in all the Sections of the library to warned the users about closing of the library.