ANNEXURE

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Annexure – II
Questionnaire for Librarians  

Annexure – III
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Annexure I

Questionnaire for Faculty Members

Information Search and Information Literacy Skills of Faculty of Polytechnic colleges in Karnataka in Utilizing Information Resources: An Analytical Study

I. PERSONAL INFORMATION

1. Name: ______________________
2. Name of the institution: ______________________
3. Designation: ______________________
4. Branch/Subject: ______________________
5. Educational Qualification: ______________________
6. Age: ______________________
7. Gender: Male ☐ Female ☐
8. Teaching Experience: ______________________
9. No of Publication
   a. Books: ______________________
   b. Research Articles: ______________________
   c. Any other: ______________________

II. USE OF LIBRARY

10. Do you visit your college library?
    a. Yes ☐
    b. No ☐

10. a. If Yes, how often do you visit the library.
    a. Daily ☐
    b. 3-4 times a week ☐
    c. Once in a week ☐
    d. Rarely ☐
    e. Never Visit ☐

11. For what purpose do you visit the library?
    a. To Borrow books ☐
b. To read journal articles  

c. Consulting Reference Materials  

d. To read newspaper  

e. To read Text books  

f. For recreational reading  

g. To prepare Notes  

h. To use internet  

i. Any other (please specify)_______________

12. What are the sources you will find in your library, Please tick

<table>
<thead>
<tr>
<th>General Source</th>
<th>Reference Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Dictionary</td>
</tr>
<tr>
<td>Current Periodicals</td>
<td>Encyclopaedia</td>
</tr>
<tr>
<td>Bound Volume of Periodicals</td>
<td>Atlas/Maps</td>
</tr>
<tr>
<td>News Paper Clipping</td>
<td>Guide Book</td>
</tr>
<tr>
<td>Standards and Specification</td>
<td>Directories</td>
</tr>
<tr>
<td>Technical Reports</td>
<td>Gazette</td>
</tr>
<tr>
<td>Patents</td>
<td>Gazetteers</td>
</tr>
<tr>
<td>Audio Visual Material (CD, DVD, Videos)</td>
<td>Statistical Sources</td>
</tr>
<tr>
<td></td>
<td>Government Reports</td>
</tr>
</tbody>
</table>

a. Any other (please specify)____________________

13. Which sources of information do you frequently use.

a. Text books related to subject  

b. Periodical publications(journals)  

c. Reference Sources  

d. Government publication  

e. Technical Reports  

f. Standards and Specification  

g. Any other (Please Specify)_____

14. Are you satisfied with information sources available in your library?

a. Yes  

b. No
14.a. If No, what is your suggestion to improve the Collections?

15. What are the services provided by your library in anticipation and on demand?
   a. Library Catalogue
   b. Current Awareness Service
   c. Selective Dissemination of Information
   d. Referral Service
   e. Reference Services
   f. Newspaper clipping
   g. Internet Services
   h. Display of new arrivals
   i. Any other (Please Specify)____________

16. Are you satisfied with services provided by your library?
   a. Yes
   b. No

16. a. If no, what is your suggestion to improve the Library Services.

17. Does your library conduct library orientation programmes?
   a. Yes
   b. No

18. If Yes, how frequently the users orientation programmes conducted.
   a. Once in a Year
   b. Twice in a year
   c. On Request

III. INFORMATION LITERACY SKILL

19. Do you need Information?
   a. Yes
   b. No

20. What are the factors/Instances for which you need information?
   a. To prepare for teaching
   b. To update knowledge
   c. To become lifelong learners
   d. To write a research paper for journals
e. To write a paper for seminar, conference, etc
f. Any other (please Specify)_____________

21. What type of information do you need(Please Tick).
   a. Academic Information
   b. General Information
   c. Health Information
   d. Financial Information
   e. Political Information
   f. Environmental Information
   g. Current information
   h. Information related to Govt. Programmes and Policies
   i. Any other (Please Specify)__________

22. Do you have skills and competency to identify and find a variety of sources of information to satisfy your information need?
   a. Yes
   b. No

23. Where did you get the information that you needed.
   a. Library
   b. Internet/Web
   c. Medias(TV, Radio)
   d. Any other (please Specify)___________________

24. Please Tick the type of sources that you use to satisfy your information need

<table>
<thead>
<tr>
<th>Print Sources</th>
<th>Electronic Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>E-Books</td>
</tr>
<tr>
<td>Journals</td>
<td>E-Journals</td>
</tr>
<tr>
<td>Back Volumes of Periodicals</td>
<td>E-Reference Sources</td>
</tr>
<tr>
<td>Reference Sources</td>
<td>CD-Rom Sources</td>
</tr>
<tr>
<td>Standards and Specification</td>
<td>Databases</td>
</tr>
<tr>
<td>Technical Reports</td>
<td>Online Virtual Resources</td>
</tr>
<tr>
<td>Patents</td>
<td></td>
</tr>
<tr>
<td>Government Publication</td>
<td></td>
</tr>
</tbody>
</table>

25. Do you have knowledge about the parts of book?
   a. Yes
   b. No
25. a. If yes, please tick the following.
   a. The table of content
   b. Text matter
   c. The Index
   d. The glossary
   e. The Bibliography

26. How would you decide a book contains information according to your requirement?
   a. The title includes the work of my topics
   b. Find the book and see that the table of contents lists are on my topic
   c. Search the related word in index of books
   d. All of the above

27. The document containing first and latest information of a subject is a
   a. Journals
   b. Patents
   c. Indexes
   d. Biography

28. The documents containing meanings of the Word is a
   a. Dictionary
   b. Directory
   c. Bibliography
   d. Patents

29. The document containing definition and description of a specific topic is a
   a. Encyclopaedia
   b. Dictionary
   c. Year book
   d. Guide Book

30. Are you aware of the type of cataloguing tools?
   a. Yes
   b. No

30. a. If yes, do you consult following cataloguing tools?
   a. Library Catalogues
   b. OPAC
31. While searching a catalogue which search method do you use?
   a. By author
   b. By title
   c. By Subject
   d. Any other (Please Specify)______________

32. In Web OPAC which search option do you follow.
   a. Basic Search
   b. Guided Search
   c. Expert Search
   d. Any other (please specify)______________

33. How do you find/search a book in library?
   a. Searching the book shelves personally
   b. Self guided search using subject guide
   c. With the assistance from library staff
   d. With the assistance from friends
   e. Any other (Please specify)____________________

34. To find a journal you would look into.
   a. The Library Catalogue
   b. OPAC,WEB OPAC of library
   c. Data Bases
   d. Search Engines
   e. Any other (please Specify)____________________

35. For Searching a journal article what source do you consult?
   a. Indexing Journals
   b. Abstracting Journals
   c. Databases
   d. Any other (please specify)____________________

36. What method of technique do you use in searching journal articles?
   a. Journal title
   b. Author’s name
c. Title of the article

d. Volume No. and Issues No.

e. Any other (please Specify)

37. Using a search engine to find the information, what is your search strategy?
   a. Type the required statement in the search box
   b. Type the keywords in the search box
   c. Type the keywords using Boolean operators
   d. Use wildcard/truncations
   e. Don’t Know
   f. Any other (please specify)

38. Using a search engine such as Google/Bing, to search for documents on “Women Empowerment in Indian Villages”, one can use the key words.
   a. Women, Empowerment, India, Villages
   b. Women Empowerment, Indian Villages
   c. Indian Villages
   d. Women Empowerment

39. In order to find more documents, one could include synonyms in his/her search statement, to connect those synonyms he/she could use.
   a. And
   b. Or
   c. Not
   d. Don’t Know
   e. Any Other (please Specify)

40. Using a meta search engine such as Dogpile and Metacrawler, it is possible to
   a. Launch a search simultaneously in many search engines
   b. Execute a search in all the existing websites
   c. Extend the search into foreign language websites
   d. Execute the search in all databases available in the library
   e. Any other (please Specify)

41. What are the parameters you follow to evaluate the information?
   a. Authenticity
   b. Accessibility
   c. Coverage
d. Usability

42. If you find your required information what would be the next step.
   a. Use the information as it is
   b. Organize the information in a required format
   c. Evaluate and Select the most relevant one
   d. Any other (please specify)___________________

43. Are you aware of Copy Right act?
   a. Yes
   b. No

44. While accessing the information from the web (download) do you consider that this activities has legal binding(e.g. copyright, etc).
   a. Yes
   b. No

45. On finding the information which is copyright bound, you will.
   a. Seek permission from the Authority
   b. Consult for fair use of information
   c. Download the whole text without acting on the above(1,2)
   d. Don’t Know
   e. Any other (please specify)_________

46. Do you have the knowledge of Fair use of information and Plagiarism(Stealing and publication of another author’s thought).
   a. Yes
   b. No

47. What are the difficulties you have faced while accessing information that you required?

   **Printed Sources**
   a. Lack of knowledge about use of library catalogue
   b. Lack of knowledge about arrangement of books on shelves in library
   c. Lack of Assistance from library staff

   **Electronic Sources**
   a. Virus problem for accessing information
   b. Unfamiliarity with search methods
c. Unorganized elements/contents in a search page

d. Too much time consuming for searching the information

e. Speed of access in slow

f. Any other (please Specify)_____________________

48. Do you need training/education in Information Literacy for facilitate to identify/find information by you.

a. Yes

b. No

IV. COMPUTER, INTERNET AND SOCIAL MEDIA LITERACY SKILLS

49. Do you use computer?

a. Yes

b. No

50. How often do you use computer.

a. Daily

b. Two to Three times in a day

c. Once in a week

d. Two to three times in a month

e. Once in a Month

f. Two to Three month Once

51. For what purpose do you use?

a. For doing Office work

b. Searching information in search engine

c. E-mail, chats

d. Social media (Twitter, facebook, blogs)

e. Recreational purpose

f. Any other purpose (please specify)___________

52. What are the software you are familiar with.

a. MS – office applications

b. Web designing

c. Operating Systems software

d. Database management software

e. Any other (please Specify)___________________
53. How would you rate your computer skills? Please put a tick in the box at the appropriate spot.

<table>
<thead>
<tr>
<th>Working With</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Not Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Word Processing Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Spreadsheet applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Database applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Presentation applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Multimedia applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Web design applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Programming language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Web search engines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Communication application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

54. Do you have knowledge of the following formats, please tick.

<table>
<thead>
<tr>
<th>Different Formats</th>
<th>Please Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text file format</td>
<td></td>
</tr>
<tr>
<td>Image File Format</td>
<td></td>
</tr>
<tr>
<td>Audio and Video File Format</td>
<td></td>
</tr>
</tbody>
</table>

55. In which device do you prefer to store data/file?
   a. CD
   b. DVD
   c. Pen Drive/ flash Drive
   d. Blue ray Disk
   e. Portable Hard Disk
   f. Any other (please Specify)______________

56. For what purpose do you utilise the above said computer skills?
   a. Personal Use
   b. For Teaching and Research
   c. To write a article
   d. For General awareness
   e. Self efficacy

57. Do you use Internet?
   a. Yes
   b. No
58. Which of the following browsers do you use for accessing information.
   a. Google chrome
   b. Internet explorer
   c. Mozilla firefox
   d. Netscape
   e. Maxthon
   f. Opera
   g. Any other (please specify)______________

59. Which search engine, do you use more to search required information.
   1. Google
   2. Yahoo
   3. Alta vista
   4. Bing
   5. HotBot
   6. Any other (please specify)______________

60. In which mail provider, have you created an E-mail ID.
   1. G-mail
   2. Yahoo mail
   3. Hotmail
   4. Rediff mail
   5. Any other (please Specify)______________

61. In Which social networking site have you created your profile?
   1. Orkut
   2. Facebook
   3. Twitter
   4. Google talk
   5. If any other, (specify please)______________

62. For what purpose you are using social networking sites?
   a. For personal use
   b. For communication
   c. For discussion
   d. For recreation
   e. Any other (please specify)______________
63. Do you upload files and folders (photos and videos) in social network?
   a. Yes
   b. No

64. If yes, how often do you upload?
   a. Daily two to three times
   b. Two days once
   c. Weekly once
   d. Monthly once
   e. Occasionally

65. By using social networking sites, is your knowledge level improved.
   a. Yes
   b. No

66. Have you created your blog?
   a. Yes
   b. No

67. If yes, how often do you update your blog?
   a. Daily
   b. 3-4 times in a week
   c. Once in a week
   d. Once in a month
   e. Rarely

Please give your suggestions regarding Information Literacy Programmes.
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature
Annexure II
Questionnaire for Librarian

I. Personal Information
1. Name of the Institution: ___________________________
2. Year of Establishment: ___________________________
3. Type of Management
   a. Govt. ☐
   b. Aided ☐
   c. Private ☐
4. Name of the Librarian: ___________________________
5. Designation: ___________________________
6. Educational Qualification: ___________________________
7. Age: ___________________________
8. Gender: Male ☐ Female ☐
9. Experience: ___________________________

II. About Library
10. Library collection

<table>
<thead>
<tr>
<th>Print Sources</th>
<th>Total No</th>
<th>Electronic Sources</th>
<th>Total No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text books</td>
<td></td>
<td>E-Books</td>
<td></td>
</tr>
<tr>
<td>Periodicals (magazines)</td>
<td></td>
<td>E-Databases</td>
<td></td>
</tr>
<tr>
<td>Current Periodicals(Journals)</td>
<td></td>
<td>E-Journals</td>
<td></td>
</tr>
<tr>
<td>Bound Volumes</td>
<td></td>
<td>Subject Gateways</td>
<td></td>
</tr>
<tr>
<td>Reference Sources (dictionary, encyclopaedia, etc)</td>
<td></td>
<td>E- Reference Sources</td>
<td></td>
</tr>
<tr>
<td>News Paper</td>
<td></td>
<td>E-Newspapers</td>
<td></td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td></td>
<td>E-Conference Proceedings</td>
<td></td>
</tr>
<tr>
<td>Standards/ Specification</td>
<td></td>
<td>E-Standards/Specification</td>
<td></td>
</tr>
<tr>
<td>Drawing and Designs</td>
<td></td>
<td>E-Drawings and Designs</td>
<td></td>
</tr>
<tr>
<td>Technical Reports</td>
<td></td>
<td>E-Technical Reports</td>
<td></td>
</tr>
<tr>
<td>Course Related Materials (question papers, notes, tutorials, etc)</td>
<td></td>
<td>Micro films, microfiche</td>
<td></td>
</tr>
<tr>
<td>Government Publications</td>
<td></td>
<td>Virtual Resources</td>
<td></td>
</tr>
</tbody>
</table>

a. Any Other (please Specify)____________

11. Do you provide the following services in your library
   a. Current awareness services ☐
   b. Selective Dissemination of information ☐
c. Referral Services

d. Reference Services

e. Newspaper clipping

f. Internet Services

g. Display of new arrivals

h. Any other (please specify)______________________

12. Are the books classified in your library?
   a. Yes
   b. No

13. If yes, Which scheme of classification is used in your library, please tick
   a. DDC
   b. UDC
   c. CC
   d. LC

14. Are the books catalogued in your library
   a. Yes
   b. No

15. If yes which cataloguing code is followed in your library, please tick
   a. AACR II
   b. CCC
   c. Any other (please specify)______________________

16. Is your library automated?
   a. Yes
   b. No

16.a. If Yes Which Library software are you using for automation?
   a. Koha
   b. CDS/ISIS
   c. Libsys
   d. SOUL
   e. SLIM
   f. Library Manager

17. Whether OPAC services is provided.
   a. Yes
   b. No
18. Which method of borrowing of books is followed in your library
   a. Manual
   b. By using computer
   c. Bar code
   d. RFID
   e. Any other (Please Specify)_______

19. Is your library digitized?
   a. Yes
   b. No

19.a. If yes, which digital library software are you using
   a. D-Space
   b. E-Prints
   c. GSDL
   d. Any other (please specify)_________________

20. Are you providing digital resources to library users
   a. Yes
   b. No

21. Whether library orientation programme conducted in your library
   a. Yes
   b. No

22. Which method is followed to conduct library orientation programme
   a. Library tour
   b. Lecture com demonstration
   c. Seminar
   d. Programmed Instructions
   e. Any other (Please Specify)_________

Please give the Suggestions regarding information literacy programme
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature
Annexure III

List of Polytechnic Colleges Covered Under Study

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the College</th>
<th>Year of Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Government Colleges</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>S.J. (Govt.) Polytechnic, Bangalore</td>
<td>1972</td>
</tr>
<tr>
<td>2</td>
<td>Govt. Women’s Polytechnic, Bangalore</td>
<td>1961</td>
</tr>
<tr>
<td>3</td>
<td>Govt. G.R. Institute of Commercial Practice, Bangalore</td>
<td>1968</td>
</tr>
<tr>
<td>4</td>
<td>Govt. Institute of Textile Technology, Bangalore</td>
<td>1971</td>
</tr>
<tr>
<td>5</td>
<td>Govt. Institute of Printing Technology, Bangalore</td>
<td>1971</td>
</tr>
<tr>
<td>6</td>
<td>Govt. Polytechnic, Belgaum</td>
<td>1950</td>
</tr>
<tr>
<td>7</td>
<td>Govt. Polytechnic Bellary</td>
<td>1943</td>
</tr>
<tr>
<td>8</td>
<td>Govt. Polytechnic Bidar</td>
<td>1960</td>
</tr>
<tr>
<td>9</td>
<td>Govt. Polytechnic Bijapur</td>
<td>1963</td>
</tr>
<tr>
<td>10</td>
<td>Govt. Polytechnic Chamarajanagar</td>
<td>1983</td>
</tr>
<tr>
<td>11</td>
<td>DACG (Govt.) Polytechnic Chickmagalur.</td>
<td>1958</td>
</tr>
<tr>
<td>12</td>
<td>Govt. Polytechnic, Chinthamani</td>
<td>1950</td>
</tr>
<tr>
<td>13</td>
<td>Karnataka (Govt.) Govt. Polytechnic, Mangalore</td>
<td>1947</td>
</tr>
<tr>
<td>14</td>
<td>Govt. Polytechnic for Women, Mangalore.</td>
<td>1946</td>
</tr>
<tr>
<td>15</td>
<td>DRR (Govt.) Polytechnic, Davangere</td>
<td>1970</td>
</tr>
<tr>
<td>16</td>
<td>Govt. Women’s Polytechnic, Hubli</td>
<td>1963</td>
</tr>
<tr>
<td>17</td>
<td>Govt. Polytechnic, Gulbarga</td>
<td>1955</td>
</tr>
<tr>
<td>18</td>
<td>Govt. Polytechnic for women, Gulbarga</td>
<td>1989</td>
</tr>
<tr>
<td>19</td>
<td>Smt. L.V. (Govt.) Polytechnic, Hassan.</td>
<td>1949</td>
</tr>
<tr>
<td>20</td>
<td>Govt. Polytechnic for Women, Hassan</td>
<td>1985</td>
</tr>
<tr>
<td>21</td>
<td>Govt. Polytechnic, Kushalnagar, Kodagu</td>
<td>1961</td>
</tr>
<tr>
<td>22</td>
<td>Govt. School of mines, KGF</td>
<td>1957</td>
</tr>
<tr>
<td>23</td>
<td>Govt. Polytechnic, Kushtagi</td>
<td>1960</td>
</tr>
<tr>
<td>25</td>
<td>CPC (Govt.) Polytechnic, Mysore.</td>
<td>1954</td>
</tr>
<tr>
<td>26</td>
<td>Govt. Polytechnic, Raichur</td>
<td>1961</td>
</tr>
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<td>27</td>
<td>Govt. Polytechnic, Channapatna, Ramanagara</td>
<td>1959</td>
</tr>
<tr>
<td>28</td>
<td>Govt. VISSJ Polytechnic, Bhadravathi</td>
<td>1950</td>
</tr>
<tr>
<td>29</td>
<td>Govt. Polytechnic, Tumkur</td>
<td>1950</td>
</tr>
<tr>
<td>30</td>
<td>Govt. Polytechnic, Karwar,</td>
<td>1958</td>
</tr>
<tr>
<td></td>
<td><strong>Aided Colleges</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MEI Polytechnic, Bangalore</td>
<td>1958</td>
</tr>
<tr>
<td>2</td>
<td>APS Polytechnic, Bangalore</td>
<td>1958</td>
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<td>3</td>
<td>AL-Khateeb Polytechnic, Bangalore</td>
<td>1983</td>
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<td>4</td>
<td>PVP Polytechnic, Bangalore</td>
<td>1987</td>
</tr>
<tr>
<td>5</td>
<td>Maratha Mandal Polytechnic, Belgaum</td>
<td>1982</td>
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