ANNEXURE - I

“Job Satisfaction amongst Librarians Working in Engineering Institutions in Maharashtra State”

Note 1 :- Please (✓) mark at appropriate place & add more information wherever necessary.

Note 2 :- Some questions are having rating scale showing

5. More than expected.

You are requested to (✓) mark one appropriate alternative wherever given.

Questionnaire

1) Personal information:

1.1 Name of the Librarian: ..............................................................

1.2 Name of the Institute: ..............................................................

1.3 Year of establishment of the Institute: ......................................

1.4 Total experience: ............ Date of joining to this Institute: ..........

1.5 Age as on 1st May 2009: .....................................................

1.6 Gender: M/F .................

1.7 Qualifications: .................................................................

1.8 Pay scale: ......................... Present basic: .........................

2) Qualifications:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course /Degree</th>
<th>Year of passing</th>
<th>Class obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B.A./B.Com./B.Sc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>M.A./M.Com./M.Sc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B.Lib. &amp; I.Sc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>M.Lib. &amp; I.Sc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>M.Phil.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Any other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3) Job enrichment (courses completed after joining the service):-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Courses</th>
<th>Year</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Refresher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>S.T.T.P.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Library automation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Software training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Any other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) Conferences, seminars, workshops, symposiums attended:-

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Levels</th>
<th>Regional</th>
<th>State</th>
<th>National</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Seminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Symposiums</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) Job satisfaction & innovative practices:-

5.1 Do you take extra efforts to help research students in acquiring information?
Yes/No

5.2 Do you feel library orientation program should be conducted every year?
Yes/No

5.3 Do you feel free to communicate your problems about your work to the Principal?
Yes/No

5.4 Do you think the Principal is aware of the problems of students?
Yes/No

5.5 Does the Principal help you to overcome the problems?
Yes/No

5.6 Do you feel interference from superior in library work?
Yes/No
If yes, please state the designation .................................................................

5.7 Do you discuss library problems with your colleagues?
Yes/No
If yes do you accept suggestions given by a subordinate?
Yes/No
If yes please cite one example .................................................................
5.8 Please give your opinion about the library staff you have.
Best / Good / Satisfactory / Not satisfactory / Problem creating

5.9 Are you involved in selection committee to select your library staff?
Yes/No

5.10 Are you afraid of expressing your feelings to your Principal? Yes/No
If Yes, what is the reason:

5.11 Do you get feedback from your superior? Yes/No
If no, what is the reason:

5.12 What steps do you suggest to create a conducive environment for the users:

5.13 State your level of participation in Institutes co-curricular activities.
5.14 State your own willingness in the participation of co-curricular activities.
5.15 State your level implementation of new ideas learned from above programs.
5.16 Do you feel that a conducive environment must be created in the library for readers?

5.17 Please mention the level of appreciation of your work by your management.
5.18 State your satisfaction level pertaining to the opportunities given to you to enhance your qualifications.
5.19 Level of encouragement given by your institution to enhance library services.
5.20 How far you are satisfied with the performance of your library staff?
5.21 Level of your motivation to the subordinate staff to enrich their skills.
5.22 Level of punishment given by you for not improving library Skills.

5.23 What steps do you suggest to create a conducive environment for the users:

5.24 State your level implementation of new ideas learned from above programs.
5.25 Do you feel that a conducive environment must be created in the library for readers?

5.26 Do you get feedback from your superior? Yes/No
If no, what is the reason:

5.27 What steps do you suggest to create a conducive environment for the users:

5.28 State your level implementation of new ideas learned from above programs.
5.29 Do you feel that a conducive environment must be created in the library for readers?

5.30 Please mention the level of appreciation of your work by your management.
5.31 State your satisfaction level pertaining to the opportunities given to you to enhance your qualifications.
5.32 Level of encouragement given by your institution to enhance library services.
5.33 How far you are satisfied with the performance of your library staff?
5.34 Level of your motivation to the subordinate staff to enrich their skills.
5.35 Level of punishment given by you for not improving library Skills.

6) Job Satisfaction & Service Conditions:

6.1 Have you received any incentives/rewards by the Institute Yes/No
If yes, state its type:

6.2 Have you ever punished by the Institution? Yes/No
If yes, state its nature:

6.3 Whether your services are transferable? Yes/No
If yes, are you transferred by giving you an option? Yes/No

6.4 Do you believe in hierarchy of staff? Yes/No

6.5 Do you apply to other Institutions for higher positions / lower positions / equal positions?

6.6 Have you given job description to your staff? Yes/No

6.7 State your satisfaction level with the present job as per your qualifications.
6.8 Mention your satisfaction level with the present job as per your salary.
6.9 State your satisfaction level with your working hours.

6.10 Mention your satisfaction level with your present job as per
cooperation received from co-workers.

6.11 State your level of satisfaction with present job with respect to institute’s environment.

6.12 Mention your satisfaction level with your present job with respect to the infrastructural facilities available.

6.13 Your level of satisfaction with the respect to present job in decisions making.

6.14 Mention your level of satisfaction in job with respect to increments and incentives.

7) Job satisfaction & Nature of job & work attitude:

7.1 Do you like your present work? Yes/No

7.2 How do you feel the work of librarian? Difficult / Easy / Challenging

7.3 Please give your opinion about work culture and availment of leave –
   a) Do you work on holidays? Y/N
   b) Do you work for more than prescribed hours? Y/N
   c) Do you avail all casual leaves in a year? Y/N
   d) Do you avail earn leave regularly? Y/N
   e) Do you avail medical leave regularly? Y/N

7.4 Do you undertake various projects in the library? Yes/No

7.5 State the name of any two IDOLS that you admire in the field of librarianship.

1 ....................................................... 2 ..............................................
3 no one.

7.6 Who classify/catalogue the documents in your library

7.7 Do you provide services to your users in absence of your staff? Yes/No

7.8 State level of your enjoyment of your professional life. 1 2 3 4 5

7.9 Your satisfaction level on the various projects undertaken in the library. 1 2 3 4 5

7.10 The level to which you exercise creativity to do new things. 1 2 3 4 5

7.11 Mention level of your satisfaction towards quality of the work done by subordinates. 1 2 3 4 5

7.12 State level of recognition you get after doing some creative works. 1 2 3 4 5

7.13 Mention level to which you feel proud of doing this job.

8) Professionalism & job satisfaction.

8.1 Are you member of any professional organization? Yes/No
   if yes, state name of association and your membership number.

8.2 Do you regularly attend the seminars/conferences organized by various associations like IALA, IASLIC etc? Yes/No

8.3 Do you subscribe any journals/magazines for personal reading to enhance your library know/edge? Yes/No

If Yes pl. specify any two

8.4 Are you office bearer of any professional organization? Yes / No

If Yes, State the level District / Regional / State / National / International

8.5 How oftenly you evaluate your library collection? Half yearly / yearly / Any other
8.6 Give your opinion about activities of professional organization showing your level of satisfaction

1 2 3 4 5

9) Job satisfactions and use of I.T.

9.1 What is the status of your library automation?

Fully automated / Partly automated / Not automated

9.2 Availability of I.T. peripherals in your library.

<table>
<thead>
<tr>
<th>Peripherals</th>
<th>Total Number</th>
<th>Peripherals</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer systems</td>
<td></td>
<td>UPS</td>
<td></td>
</tr>
<tr>
<td>Printers</td>
<td></td>
<td>Generator</td>
<td></td>
</tr>
<tr>
<td>Scanners</td>
<td></td>
<td>RFID /3M /CC TV</td>
<td></td>
</tr>
<tr>
<td>Barcode Scanners</td>
<td></td>
<td>Xerox</td>
<td></td>
</tr>
</tbody>
</table>

9.3 How retro conversion is done: 1.by your staff  2.by outsourcing  3.any other

9.4 Which software do you use:................................................................................................

9.5 Do you have Internet Connectivity in the library?

Yes/No

9.6 What are the various changes introduced by you in the library.

9.7 If problem arises in the automation where do you report?

Self / Expert / AMC / Principal / Any other

9.8 Does your library subscribe E-Journals?

Yes/No

9.9 Does your library is a member of any consortia?

If yes, give the name : ..........................................................

9.10 State your future plans to improve your Personality as a librarian.

9.11 Do you feel you received adequate training when new technology is introduced relating to your job.

1 2 3 4 5

9.12 State your satisfaction level with abilities to use online resources.

1 2 3 4 5

9.13 The level to which information & Communication technology is adequately been used for in-house operation in your library.

1 2 3 4 5

9.14 The level to which information and communication technology been used for certain action of library.

1 2 3 4 5

9.15 The level to which your library sources has been made digital.

1 2 3 4 5

9.16 The level to which information & communication technology is used to provide services to library users.

1 2 3 4 5

9.17 Please mention your views regarding the present topic of research.

9.18 Mention your ideas of professionalism if not covered through the above questions.

Place:-

Date:-

Signature

Thank you for your prompt, honest & thoughtful response.