Dear Sir/Madam,

We are in the process of upgrading our Online Public Access Catalogue (OPAC) and automatic book circulation process using open source software tools. In this connection, a questionnaire has been designed and enclosed herewith to elicit your feedback on our existing circulation procedure and OPAC search experience. Your input will help us in improving the system by making necessary modifications and adding more features and functionalities. All responses will remain confidential. Thank you in advance for helping us in this endeavour.

Thank you,


Yours faithfully,


Library and Information Officer

<div align="center">**QUESTIONNAIRE**</div>

**Section A**

1.  Name (*optional*):

2.  Gender:

3.  Roll at AIISH

    a.  Student / Research Scholar

        I.  Name of the Programme:

        II.  Year of Study:

    b.  Faculty/Staff

        I.  Designation:

        II.  Department:

**Section B**

1.  How long have you been with AIISH (*as a student /or staff*)?
    (*Please* tick (√) *whatever is applicable*)

    a.  Below 1 year

    b.  Between 1 and 3 years

    c.  Between 3 and 5 years

    d.  More than 5 years

2.  Have you ever used the Online Public Access Catalogue (OPAC) for locating the print books in the library? (*If **NOT**, please tick (√) the reasons for not using as given below and return the questionnaire. If **YES** move on to question no. 3*)

    Reasons for not using the OPAC

    a.  I don't  know the existence of OPAC

    b.  I don't  know how to use it

    c.  I don't  know the benefit of using OPAC

    d.  I prefer searching the books directly on the shelves

    Any other *(Please specify)*

3. How did you come to know about the OPAC?
   (*You may tick more than one option*)

   a. Colleagues/ friends

   b. Library staff

   c. Departmental meetings

   d. Library website

   e. Teachers in the class

   f. Library orientation programme

   Any other (*Please specify*)

4. Please indicate the OPAC facilities that you have been using
   (*You may tick more than one option*)

   a. Book author searching

   b. Book title searching

   c. Keyword searching

   d. Book reservation

   e. Book issue status

   f. Book location

   g. No. of copies of books

   h. New arrivals

   i. Outstanding due

5. How frequently you are using the OPAC?

   a. Daily

   b. 2-3 times in a week

   c. Weekly

   d. Rarely

6. Please indicate your barriers/difficulties in accessing/ using OPAC and book circulation service of the library in general

   (*You may tick more than one option*)

   a. I miss the due date of book return

   b. I am not aware of the total fine due in my name

   c. Lack of skills in searching OPAC

   d. Lack of information on new additions to the collection

e. No. of books issued are inadequate

f. Inconvenient issue-return timings

g. Books are not available in shelves as indicated in OPAC

Any other (*Please specify*)

7. Suggest the features you like to include in the OPAC

   (*You may tick more than one option*)

   a. User review on the content

   b. Search in international databases

   c. Common search interface for all the resources in the library

   d. Feedback

   e. Table of contents of books

   f. Book suggestion facility

   Any other (*Please specify*)

8. Please provide suggestions, if any, towards the improvement of the OPAC and book circulation service of the library in general.