

Checklist — Public Library / Reading Room

Pre-Visit Section

2A Institution-specific particulars [PRE]

- Library listing reference (state library directorate portal) — text
- Library type (from public listing): State Central Library / District Library / Taluka or Block Library / Municipal Library / Panchayat Reading Room / Village Digital Library / Campus library (non-public)
- Managing authority (from public listing): State Directorate of Public Libraries / Municipal / Panchayat / Trust
- Raja Rammohun Roy Library Foundation (RRRLF)-supported library? — Y/N (from public listing)
- Composite or stand-alone (from public listing): Stand-alone / Co-located with another community facility

2B Public displays expected at this institution [PRE — informational]

- Signboard + library hours
- Membership fee + lending fee notice
- Notice board: services / operating hours / fees / join-process
- Extension services (mobile vans for rural areas) schedule (if applicable)
- Grievance + managing-authority contact

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- The applicable State Public Libraries Act / Rules
- RRRLF — Raja Rammohun Roy Library Foundation grants (where applicable)
- E-Granthalaya catalogue software
- District Library Authority funding (where applicable)
- Mobile / extension van schemes (where applicable)
- Children's reading corner programmes

Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- Reading halls with adequate seating + lighting? — Y/N [photo]
- Number of seats — integer
- Number of reading halls — integer

- Entry register? — Y/N [photo]
- Number of visitors yesterday (from sample register page) — integer [not_known_allowed]
- Cooling facility (multi-select): Fans / Coolers / AC / None
- Electricity working today? — Y/N
- Drinking water facility? — Y/N
- Functional washroom for men? — Y/N
- Functional washroom for women? — Y/N
- Computers with internet + e-Granthalaya / similar catalogue software? — Y/N
- Number of working computers — integer
- Collection of books (shelves visible)? — Y/N [photo]
- Children's corner with kids' books? — Y/N [photo]
- Ambience — Poor / Average / Good (Poor: noisy, not suitable for reading; Average: acceptable but not silent; Good: quiet, suitable for self-study)

Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- Signboard + library hours displayed? — Y/N [photo]
- Notice board: services / operating hours / fees / join-process displayed? — Y/N [photo]
- Membership fee + lending fee notice displayed? — Y/N [photo]
- Extension services schedule displayed (if applicable)? — Y/N/NA [photo]
- Grievance + managing-authority contact displayed? — Y/N [photo]
- Book-lending rules: borrow period, late fee, renewal process displayed? — Y/N [photo]

Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): Librarian / Assistant Librarian / Library Clerk / Caretaker / Other
- Reporting line: State Directorate of Public Libraries / Managing authority

4.5 Institution-specific quantitative items [ADMIN]

- Total number of registered members — integer [not_known_allowed]
- Number of active members (borrowed a book in last 90 days) — integer [not_known_allowed]
- Average daily footfall — integer [not_known_allowed]
- Book collection size (titles) — integer [not_known_allowed]
- Number of recent acquisitions in last 12 months — integer [not_known_allowed]
- Number of newspapers subscribed to — integer [not_known_allowed]
- Number of magazines subscribed to — integer [not_known_allowed]
- Competitive-exam reference materials available? — Y/N + examples (short text)

- Extension services to rural areas (mobile vans / reading camps) frequency and places covered — short text
 - Membership registration process + documents + fee — short text
 - Are non-members allowed on-site reading? — Y/N
 - Number of awareness / outreach activities in last 6 months — integer [not_known_allowed]
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: Member / Walk-in reader
- **Target:** interview 3 users.

5.5 Institution-specific beneficiary items [USER]

- Purpose of visit (dropdown): Self-study / Borrowing books / Newspapers / Exam prep / Competitive-exam references / Children's books / Other
 - Frequency of visits (dropdown): Daily / Weekly / Monthly / Occasional
 - Has the library had the books / materials you needed? — Y/N
 - Gaps in collection (short text)
 - Lending experience — Poor / Average / Good
 - Any late fee / penalty encountered? — Y/N
 - Amount of late fee — integer ₹
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Section 6 — Closing

Standard.