

## State of Art Library Software (SOUL)

### INTRODUCTION

The SOUL is state-of-the-art library automation software designed and developed by the INFLIBNET. It is user-friendly software developed to work under client-server environment. Although looking at the name of the software, one may think that it is meant for University libraries only, but in fact it is flexible enough to be used for automating any type or size of library in India. While designing this software, the international standards, bibliographic formats, networking protocols, and typical functions of all types and sizes of libraries, particularly at university level, have been taken into account. The functions have been grouped into six categories, looking into the functional divisions of Indian University libraries. At present SOUL uses RDBMS on Windows N.T. operating system as back end to store and retrieve the data. However, keeping in view the trends in IT towards Linux operating system, efforts are under way also to provide SOUL to work on Linux platform. The inputs received from expert team consisting of practicing librarians and the feedbacks received from users of our earlier software, ILMS, have given a strong base for designing this software. SOUL is near total solution offered by INFLIBNET to Indian libraries. It puts library staff at ease in exploring all the functions to their advantages with the help of professionally prepared manual.

### HARDWARE AND SOFTWARE REQUIRED

The minimum hardware and software configuration required to use the SOUL is given below.

#### Server:

Pentium @ 933 MHz with 128 MB RAM  
40 GB HDD  
32 x CD-ROM Drive  
1.44 Floppy Drive  
Colour Monitor (SVGA)  
Ethernet card 10/100 Mbps  
MS-SQL Server 7.0/ 2000  
Windows – NT/Windows 2000 server (OS)

#### Client:

Pentium @ 933 MHz with 64 MB RAM  
2 GB HDD with 100 MB Free space  
1.44 Floppy Drive  
Colour Monitor (SVGA)  
Ethernet card 10/100 Mbps  
Windows 95/98/2000/XP/NT (OS)

### STRONG FEATURES OF SOUL

Following are few of the strong features of SOUL, which should induce librarians to use SOUL in their libraries.

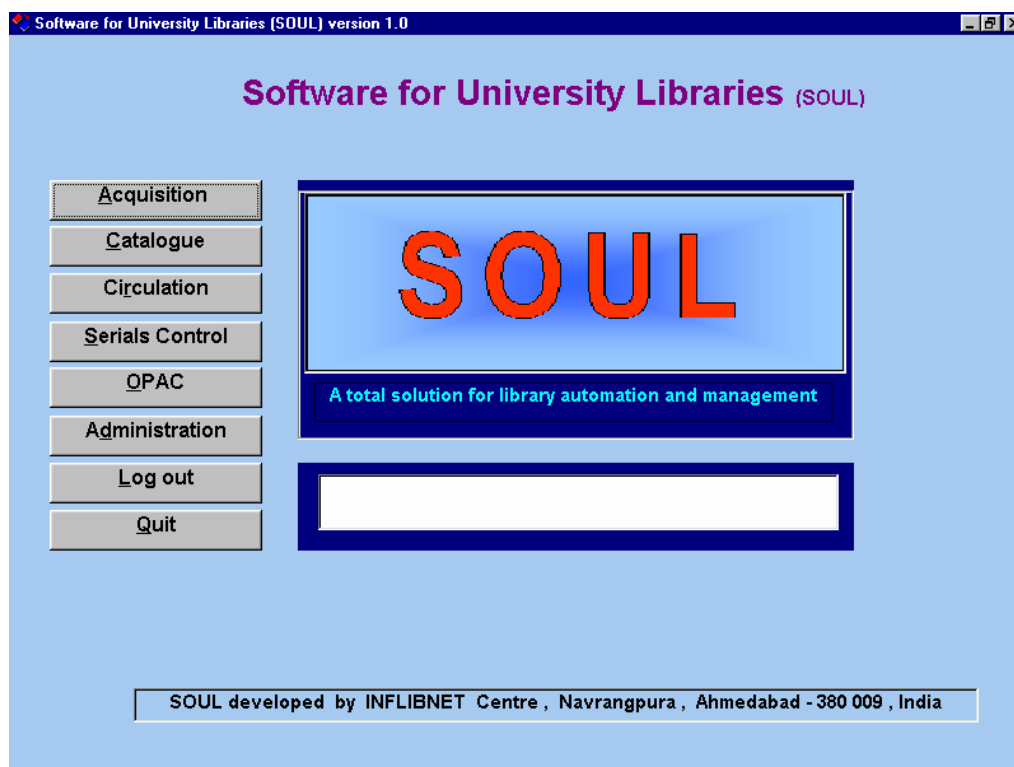
- ✍ Windows based user-friendly software.
- ✍ Well-designed screens, logically arranged functions with extensive help messages make the software user friendly.
- ✍ It is based on client server architecture allowing scalability to the users.
- ✍ It uses RDBMS to organise and query the data.
- ✍ SOUL does not need an extensive training. With very little familiarity, one can begin using it.
- ✍ It is specially designed to work in the large academic libraries, capable of handling large number of records.
- ✍ It is multi-user software and there is no limit on simultaneous accesses.
- ✍ Supports internationally known standards such as CCF and AACR II. Etc.

- ✍ Provides export and import facility and adheres to ISO 2709 format.
- ✍ Incorporates all required features to work in a networked environment i.e.. LAN and WAN.
- ✍ OPAC is versatile and very user-friendly with all options in-built.
- ✍ OPAC is accessible over the web using any GUI based browsers.
- ✍ Provides comprehensive list of reports, master databases and authority files.
- ✍ Provides facility to create, view and print records in regional languages.
- ✍ Functionally it covers every conceivable operation of University library.
- ✍ Available at affordable cost.
- ✍ SOUL has been fully tested at a number of university libraries and critically evaluated by team of experts and practising librarians.

## MODULES

The SOUL has been divided into following six broad modules as shown in the **Figure-1**

- |                  |               |                  |
|------------------|---------------|------------------|
| ? Acquisition    | ? Cataloguing | ? Circulation    |
| ? Serial Control | ? OPAC        | ? Administration |



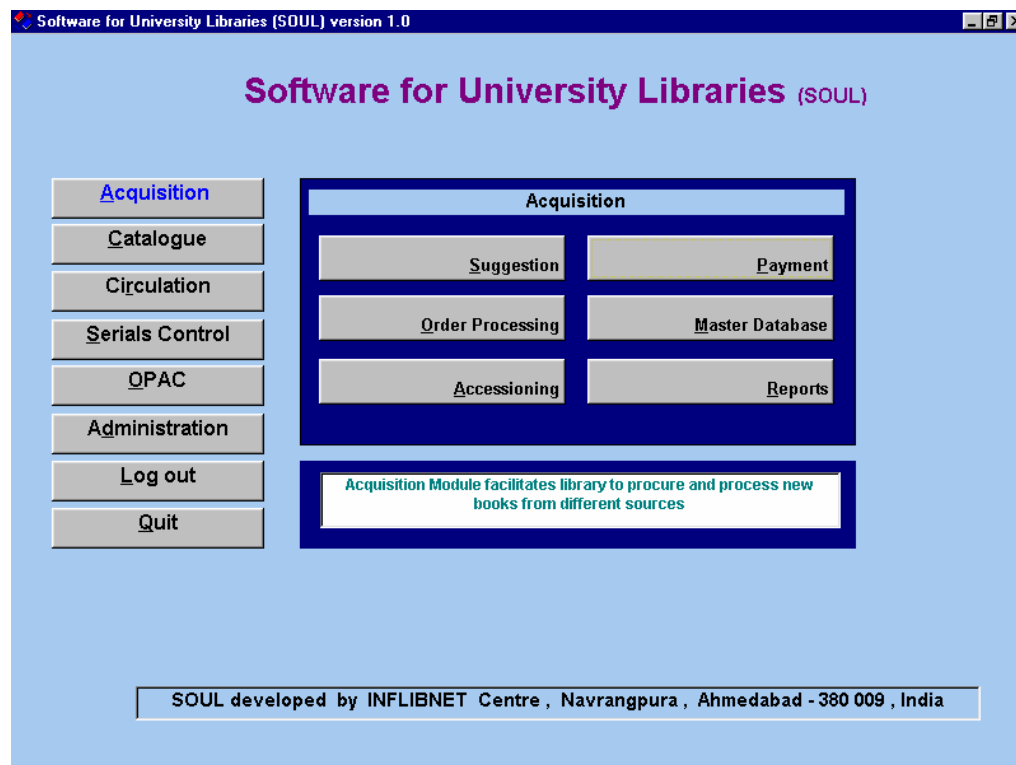
**Figure-1**

These modules have further been divided into sub-modules looking at the nature of functions handled by various functional divisions in University libraries. Brief description of the same along with first screens have been given in the following pages.

### 1. Acquisition Module

This particular module provides facilities to handle work relating to acquisition of reading materials of all types except serials, starting from suggestion / recommendation by faculty till

accessioning, invoice processing. Acquisition module comprises following six broad sub-modules as given in the **Figure 2**.



? Suggestion	? Order processing	? Receiving/Accessioning
? Payment	? Master Databases	? Reports

**Figure-2**

**Suggestion** sub-module enables creation / updation of databases of new items suggested by a faculty member along with bibliographical details and also suggestor's details such as name, department, user code, budget code etc. Books received through placement of purchase orders as well as those received as gratis are handled from this module. Selecting items for approval, incorporating further details like approval date, budget head, approver's name, rejected items, its date and reasons for rejection are also handled here. Number of required reports having combination of several fields can be easily generated.

**Order Processing:** Selecting the items for ordering, vendor/publisher selection, assigning order and reference number, setting deadlines for supply and other details can be done under this sub-module. Facilities for sending reminders, canceling orders, generating certain reports specific to these modules, are provided.

**Receiving / Accessioning:** This function supports cross checking with order, receiving partial/ full supply of items listed in order, duplicate checking with an existing title, assigning accession numbers along with further necessary details required and merging the records with existing database, if items are already in the collections.

**Payments:** Payments sub-module allows processing of the regular invoices, advance payments, and recording of every information pertaining to each invoice including conversion rates, handling charges, discounts, etc. Facility for generating reminders to supplier or publisher. Searching the status of payment and generation of reports are other strong features added in this sub-module.

**Master Databases:** Publisher, vendor, Currency and budget codes (both source wise and department wise) are few major master databases that are frequently handled/created here. Updation, deletion of all this is possible from here.

**Reports:** There are 13 major reports relating to acquisition that can be created with number of parameters.

Acquisition module is capable of handling almost every function that is being carried out in acquisition division of university libraries.

## 2. Cataloguing Module

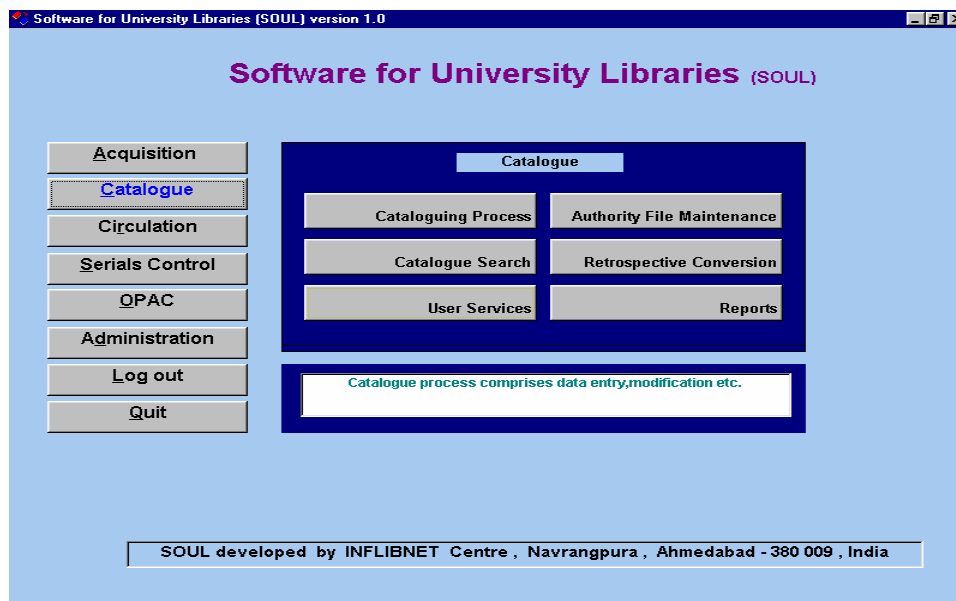
Catalogue module function begins with selecting the items that have already been accessioned in the previous module and furnishing rest of the information as per AACR-II rules. Providing user services such as recent addition services, CAS, creation and updation of authority files etc. are other major functions supported by SOUL. A comprehensive worksheet covering almost every field facilitates data entry of all types of books, conference proceedings, theses etc. Facility to create database in the regional languages, using respective scripts is also provided. This module allows the library staff to conduct comprehensive searches for existing items before cataloguing new items and has provision of import and export of records and retrospective conversion. Functionally this module has been organised into following sub modules as given in **Figure 3**.

? Cataloguing Process	? Catalogue search	? User services
? Authority file maintenance	? Retrospective Conversion	? Reports

**Figure-3**

**Catalogue Process** function allows to pick-up the accessioned item, under process, for the cataloguing purpose. Here one can add remaining information as per specified standards, such as additional bibliographical information, subject headings, classification number etc. Editing of existing records for maintaining consistency can also be done here.

**Catalogue Search** enables search of the existing items, its status, identifying duplication etc. for the purpose of day-to-day cataloguing. This is similar to OPAC.



**User Services** sub module has three major functions viz., generating current awareness list (by date, subject etc), compiling of bibliographies with various combinations and alert services to individual users.

**Authority File Maintenance** includes creation, updation and use of major authority files for names such as publisher, languages, corporate bodies, meetings, authors, physical media, types of material and also for subject descriptors. This is a unique feature added to this software taking into account the consistency that each library needs to maintain while creating records.

**Retrospective Conversion** has two major functions viz. data entry of old collection with minimum information without going to first sub-module and import and export of data from and to external sources. By using this function libraries can download the matched records from INFLIBNET union catalogue or other sources and export the records for contributing to union catalogue etc. A versatile ISO2709 interface developed at INFLIBNET, which is built-in to this module, enables to carry out the job.

**Reports** module allows generation of catalogue cards as per AACR-II, generation of recent editions reports subject and class number wise and other related reports.

The catalogue module basically supports all major functions relating to technical processing and has been designed as per the international standards.

### 3. Circulation Module

Circulation being vital front-end function of any library, sufficient care has been taken in designing this module to achieve transactions within minimum possible time. This module has provision for all possible function handled in a typical academic library, i.e. membership, issues, returns, ILL, reminders, over dues, reservations, recall etc. All these functions have been organised into following eight logical sub-modules as given in **Figure 4**.

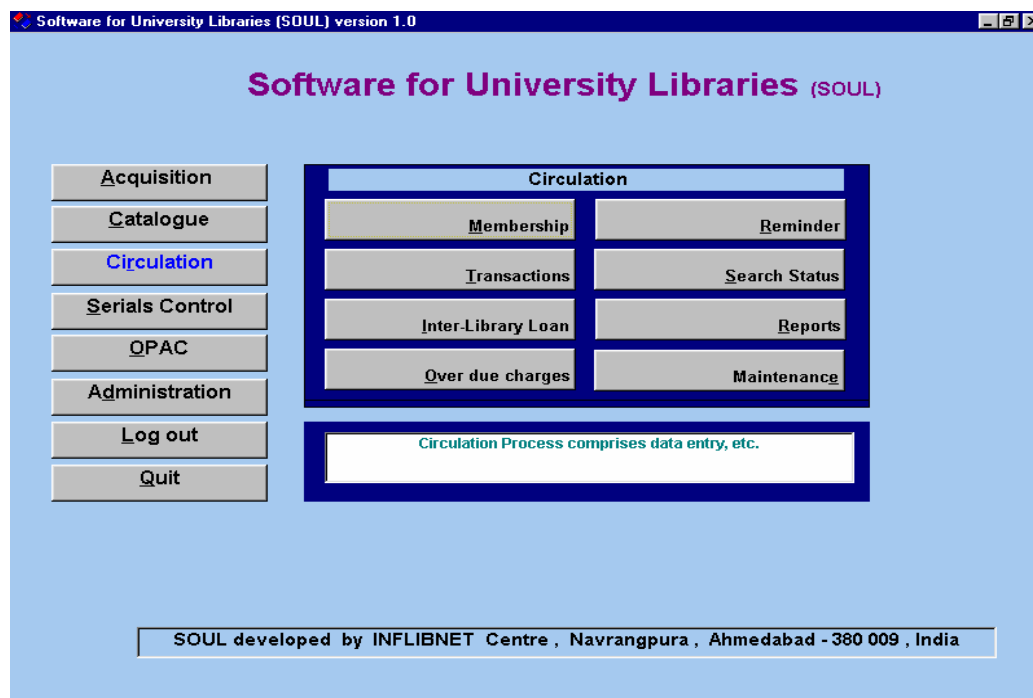


Figure-4

? Membership	? Transactions	? Inter-Library-Loan
? Overdue collection	? Reminder	? Status Search
? Reports	? Maintenance	

**Membership** sub-module provides the facility to create all types of member records, assigning unique membership code, borrowing privileges, renewal, issue of no-due certificates, master databases for codes etc, searching the status of membership or an item, suspending the membership and generating related reports.

**Transactions** handle all major functions such as issue, return, renewal, reservation, recall or reminder of an item etc. This module also handles cancellation of reserved books, lost/missing books, searching the member status and searching catalogue module etc. Transaction is based on Accession number and Member code. This module supports generating and reading of barcode labels. A unique facility in this module allows one to see simultaneously the details of members, items borrowed, dues etc. while the transaction process is on. This enables issue counter staff as well end-user to know the exact status of the members borrowing.

**Inter Library Loan** allows lending of items to specified member library and also borrowing items from other libraries, issues, reminders etc. This sub-module has been developed comprehensively to take care of all the details of user libraries, individuals and items loaned.

**Over due** collection facilitates collection of overdue charges in full or in part, providing receipts, keeping up-to-date accounting and tallying totals, etc. Using this function one can generate daily, weekly, monthly reports to find out as to how much overdue charges have been collected.

**Reminder** module handles individual and group reminder generation for all overdue materials. Comprehensive listing of materials that are overdue can also be generated within a specific period giving from and to dates.

**Search status** enables the library circulation desk staff to check the status of a member or items borrowed by a user and overdue items.

**Maintenance** is yet another comprehensive sub-module, which covers binding, lost and cost recovery of books, damaged books, withdrawn books etc.

**Reports** sub-module allows the generation of as many as 16 major reports and with many combinations. All possible reports that a large library expects are provided for.

Above all this module is capable of handling large transactions. If various functions built in this module are effectively puts to use the library staff will save lot of time and help to avoid repetitive jobs.

#### 4. Serials Module

This module allows one to create an exclusive database for different serials. Handling serials is most complicated job for the library staff. This module has been designed to deal with all these complicated jobs quite effectively. It helps in keeping track of every title received in the library. All functions starting from suggestions, master databases, subscriptions, checking, payment, reminder, binding title history export/import etc have been covered. For the convenience of users, these functions have been grouped under following logical sub-modules as given in **Figure 5**.

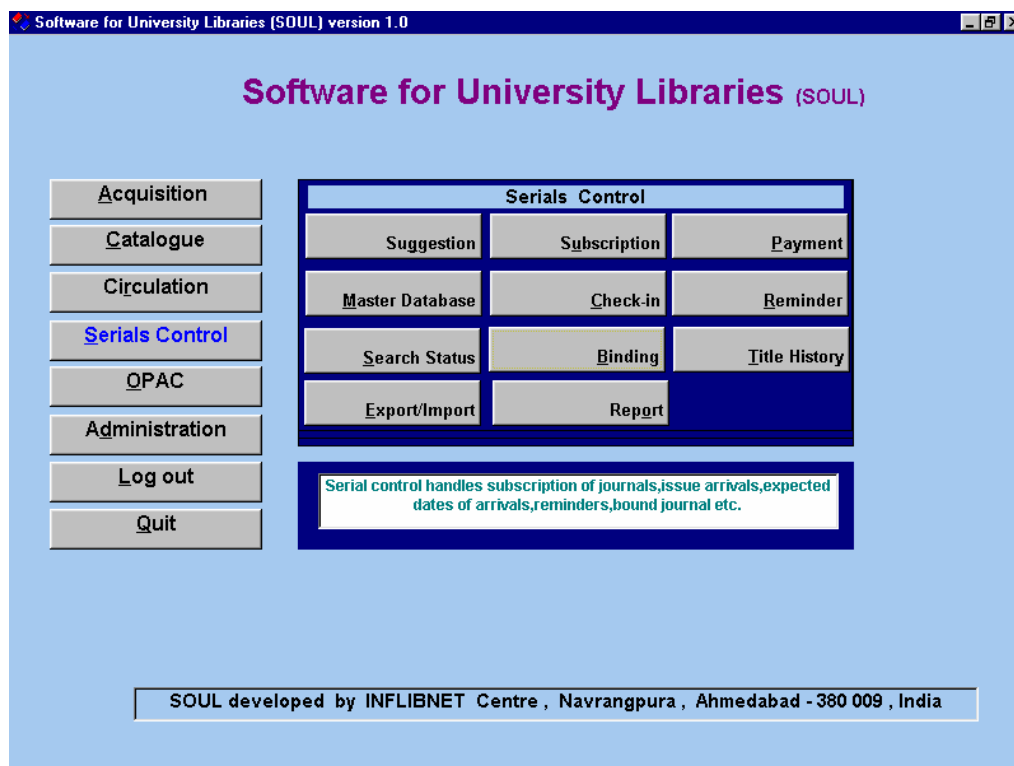


Figure-5

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? Suggestions	? Subscription	? Payment
? Master Databases	? Check-in	? Reminder
? Binding	? Search Status	? Title History
? Export / Import	? Report Generation	

**Suggestion** Sub-module enables one to record and keep a track of all the suggestions received for subscribing to serials. Selection of these titles for approval, preparing budget estimates and generation of related reports are covered under this sub-module.

**Subscriptions** module takes care of ordering/renewal of serials, follow-up relating to the same, sending reminder, if invoices are not received, generating orders by supplier or publisher are included under this option.

**Payment** function supports processing and recording of all details relating to each invoice, including supplementary invoice such as invoice processing, credit notes processing, reports generation etc.

**Master Databases** option allows creation of large number of frequently used master databases viz. title entry, language, class number, publisher, binder, country, department, currency, frequency, budget heads, binding type, delivery modes, reports etc. Of these, title entry is main. It is here that the creation of database for each title with bibliographic information begins in the serial module.

**Check-in** is crucial function to record the receipt of each issue of serial and its accompanying material. To enable one to record the issues, system has a facility to generate schedule in advance for each title by providing necessary inputs viz. Vol. no(s), Issue no(s), frequency, date of publication of first issue, mode of delivery, total number of issues etc.

**Sending reminders** for non-receipt of issues or issues that are overdue etc for single or all titles by supplier, publisher etc can be done using this sub-module.

**Binding** supports making sets, generating order, payments, accessioning bound volumes etc.

**Status search** option facilitates one to find out the status of every thing starting from subscription to check-in of issues.

**Title history** is provided to keep record of ceased, suspended, discontinued titles and also title change, splits, mergers along with holdings information for each and every title in the database.

**Export/Import** of data in ISO2709 format is also provided to enable library to transfer the existing records in to SOUL and also contribute data to INFLIBNET union database.

**Reports** is a comprehensive function, which has more than 15 built-in reports of all types with different combinations. This adds to the strength of serial module. Serial module is designed to handle large number of titles, with many options giving maximum flexibility to user libraries.

## 5. Online Public Access Catalogue Module (OPAC)

One of the major attractions of SOUL is that it has a powerful Online Public Access Catalogue as given in figure 6 with a choice of search options and variety of display formats. OPAC is a dynamic information desk that allows library staff to post library calendar, library rules and regulations, announcements, or any other information of user interest. SOUL increases the functionality of library's OPAC terminals by allowing the users to access the internal as well as



external resources. This enables the users to access various databases developed at INFLIBNET. Library can keep entire collection available at users fingertips. This powerful, yet easy-to-use and user friendly searching tool allows user to quickly find the materials in the library. Some of the major features of OPAC are:

- ? SOUL includes Boolean operation when more than one search option is to be used.
- ? Search results can be sorted according to the preference of search item.
- ? User has option to select variety of display formats.
- ? Display of records according to AACR-II format.
- ? Easy and quick searches with options.
- ? Status of each book starting from acquisition module is reflected.
- ? Search key fields, such as, author, title, keywords, class number, accession number, etc.
- ? Accessible through the GUI based web browsers like Netscape Communicator, Internet Explorer etc
- ? User can see the status of currently borrowed items by entering his/her borrower number
- ? Search results can be saved and printed
- ? Selection of databases can be made according to the choice of users

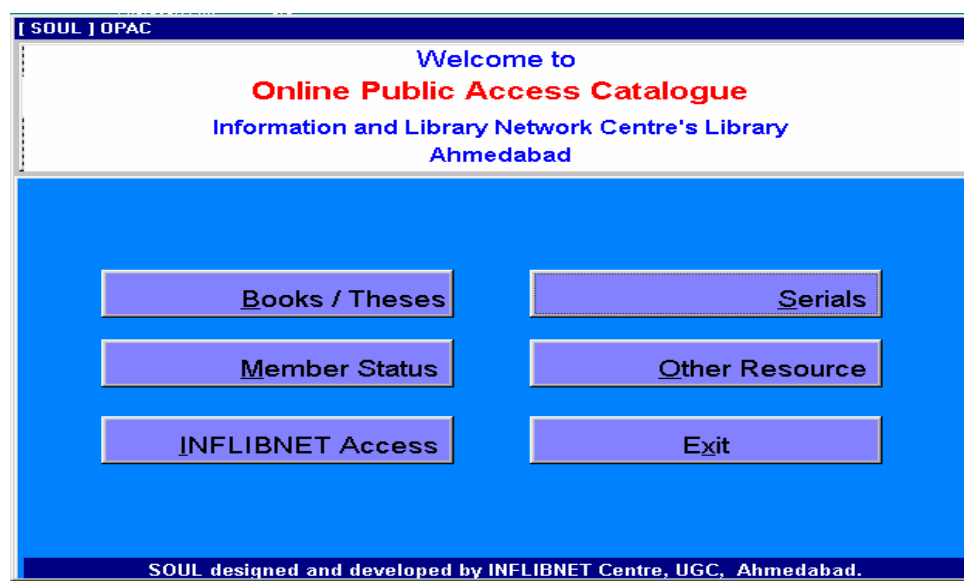


Figure-6

## 6. Administration Module

**Administration** module as given in **Figure 7** has been to authorize users i.e., the library staff to use various modules. Assigning login and password to use each module of the system is done by the system administrator. The security function, backups, recovery of data and other utility functions are some of the features added under this module. Users have been categorized into three levels looking into nature of functions handled by the staff at different levels.

User Administration

Select User: Pramod . Kumar [OK]

User Code: PKR01 Password: \*\*\*\*\*

First Name	Middle Name	Last Name
Pramod		Kumar

User Desg: Director

- Super User
- Acquisition
- Catalogue
- Circulation
- Serial Control
- Reports
- OPAC

[Add New] [Update] [Cancel]

[Close]