

# **Reports Generating features in SOUL 2.0 Software: A study**

By

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**Abstract:** SOUL or any Library Management Software will work efficiently only if parameters (rules) for each operation are set before the start using in-house working. These parameters are stored in the set-up pages and can be accessed through the various modules as per the requirements of concern libraries. In this paper researcher studied which reports can be generated in SOUL 2.0 software. Administration (14 reports), Acquisition(12reports), Catalogue(20reports), Circulation(31reports), Serial Control(15reports), OPAC and WEB OPAC (13reports) all these modules are provides various daily working reports for the library information. It is very useful to development of any types of library.

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## **Introduction:**

We live in an increasingly globalized and interconnected world. Barriers in trade, commerce, banking, industry, science, technology, education, etc., are breaking down and will continue to become more and more borderless with time. Globalization also means increased dependency on one other in various domains. Globalization also has increased competition; consumers of all kinds now, more than ever before, have a number of choices. Globalization is in a sense synonymous with networking. Computers, telecommunications infrastructure and the Internet are not only essential but indispensable in the world we live in today. For the requirements of era of information explosion libraries should be improvements their housekeeping operations with the help of use of ICT. In India many library automation software are available i.e. Commercial based and Open Source Software. So, for this study researcher choose the SOUL 2.0 software for evaluate the reports generating features of library in house processing work

### **Importance of the Library Automation:**

Lourdes T. David (**David, 2001**) mention the importance of library automation as realizing the important role that the library management system will play in planning and implementing library automation projects, it is necessary to educate ourselves and know more about these systems. Library automation is the general term that is used when information communications technologies (ICT) are used to replace manual systems in the library. The application of ICT may be to a single function only as in the creation of an electronic catalog or index or to all subsystems in the library. The system may or may not be integrated and may or may not be applied on a local area network. The functions that may be automated are any or all of the following: circulation, cataloging, acquisition, serials management, and reference.

### **Methodology:**

SOUL 2.0 LMS is a product of INFLIBNET Center Ahmedabad. This center is situated in Gujarat State. All related data collected from the INFLIBNET center's SOUL information. SOUL software is used in Sonubhau Baswant College of Arts & Commerce Library, Shahapur since 2004. In this study SOUL 2.0 library management software is evaluated it is available and run in this college library. And studied the types of reports generated from in various modules in practical aspects.

### **Objective of the study:**

Following objectives are of this paper:

- To know the features of the SOUL 2.0 software
- To know the modules of the SOUL 2.0
- To know the reports generating features in SOUL 2.0

### **Review of Literature:**

R.K. Joteen Singh (Joteen Singh, 2010) mention in his article how new technology useful in the library management. Shivpal Singh Kushwah J N Gautam Ritu Singh (Kushwah & Ritu Singh, 2008) suggested SOUL software for library automation. K.R. Mulla, M. Chandrashekara and V.G. Talawar (Mulla, Chandrashekara, & Talawar, 2010) discussed the importance of various modules in automation software.

### **About Software for University Library (SOUL):**

Software for University Libraries (SOUL) (**Arora, SOUL Manual**) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior professionals of the country, the software was designed to automate all housekeeping operations in library. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The database of the SOUL 1.0 is designed on MS-SQL and is compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 will be released by the end of the year 2008. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 based protocols for electronic surveillance and control.

Mainly two versions are available of SOUL 2.0. These are Limited version for small collection libraries and full version for large collection libraries. All modules are working same in SOUL 2.0 software. Total 2708 (**SOUL, 2013**)(As on March, 31 2013) Institutes are used SOUL 2.0.

### **Modules in SOUL 2.0:**

Following modules are available in SOUL 2.0 version (**Arora, SOUL**).

1. Administration
2. Acquisition
3. Catalogue
4. Circulation
5. Serials Control
6. OPAC and WEB OPAC

## **Features of SOUL 2.0:**

Following some features of SOUL 2.0 are given in the State of the Art Library Automation System report (**Arora, State of the Art Library Automation System, 2009**):

- UNICODE-based multilingual support for Indian and foreign languages;
- Compliant to International Standards such as MARC21, AACR-2, MARCXML;
- Compliant to NCIP 2.0 and SIP 2 protocol for RFID and other related applications especially for electronic surveillance and self-check-out & check-in;
- Client-server based architecture, user-friendly interface that does not require extensive training;
- Supports multi-platform for bibliographic database such as MySQL, MS-SQL or any other RDBMS;
- Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material;
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects;
- Supports online copy cataloguing from MARC21-based bibliographic database;
- Provides default templates for data entry of different type of documents. User can also customize their own data entry templates;
- Provides freedom to users for generating reports of their choice and format along with template and query parameters;
- Supports ground-level practical requirements of the libraries such as stock verification, book bank, maintenance functions, transaction level enhanced security, etc.;
- Provides facility to send reports through e-mail, allows users to save the reports in various formats such as PDF, Excel, MARCXML, etc.;
- Highly versatile and user-friendly OPAC with simple and advanced search;
- OPAC users can export their search results into PDF, MS Excel, and MARCXML format;
- Supports authority files of personal name, corporate body, etc.;
- Supports data exchange in ISO-2709 standard;

- Provides simple budgeting system and single-window operation for all major circulation functions;
- Supports global search and replace functionalities;
- Online software update;
- Strong region wise support for maintenance through regional co-coordinators.
- Strong online and offline support by email, web chat and through dedicated telephone line during office hours; and
- Available at an affordable cost with strong institutional support

### Reports Generated from SOUL 2.0:

In this study many reports are generated in every module. These reports can create and print as per user's requirements. In this software reports can show in portrait and landscape paper layout and reports generation output in print option, export in excel format and pdf format.

#### A. Administration Module:

This first step module is very important for the automation process. In the Table 1 given the list of reports are available in Administrative Module. In this module 14 types of reports are found in 4 sub modules. All these reports are to concern for any types of library administration or management.



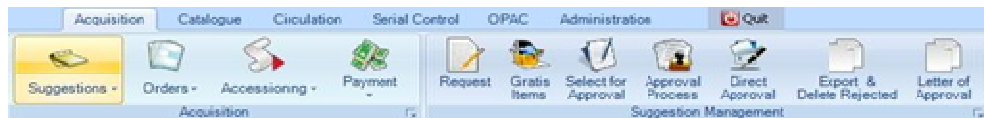
**Table 1 Administration Module**

Sr. No.	Name of Sub Module	Name of Report
1.	Acquisition Master	1. Publishers Report
		2. Suppliers Report
		3. Binders Report
2.	Circulation Master	4. Institute List
		5. Members List
3.	Serial Master	6. Publishers Report

		7. Suppliers Report
		8. Binders Report
		9. Frequency Report
		10. Delivery Report
4.	General Master	11. Currency Report
		12. Budget Report
		13. Budget Transfer Report
		14. Institute Report

### B. Acquisition Module:

This is second step of library automation module in automation software. It is very essential module in generating the reports. In the Table 2 there are 12 types of reports are given in SOUL 2.0 software.

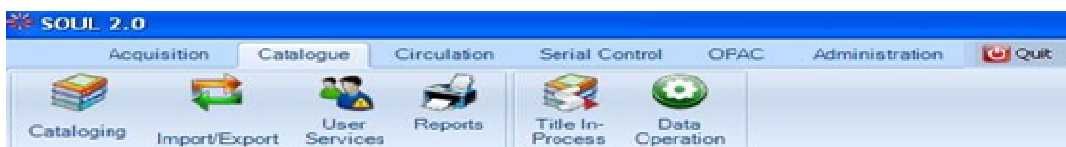


**Table 2 Acquisition Module**

Sr. No.	Name of Sub Module	Name of Report
1)	Suggestions	1. Letter for Approval
		2. Request listing
2)	Orders	3. Purchase order a. Print b. Email)
		4. Reminder
		5. Cancel order
3)	Accessioning	6. Accession Report
4)	Payment Process	7. Invoice Register
		8. Payment Register
		9. Reminder
		10. Forwarding to Account
		11. Invoice Report
		12. Payment Report

### C. Cataloguing Module:

Cataloguing process is very important process in the library. This process is available in Catalogue Module in SOUL 2.0 software. In this module 20 types of reports are found these are given in Table 3.



**Table 3 Cataloguing Module**

Sr. No.	Name of Sub Module	Name of Report
1.	User Services	1) Current Awareness Service
		2) Bibliographic Service
2.	Basic Reports	3) Class Number wise
		4) Subject Headings Wise
		5) Title wise
		6) Recent Title wise
		7) Collection Type wise
		8) Department wise
		9) Language wise
		10) Location wise
		11) Shelving Location wise
		12) Accession Number wise
		13) Accession Number Range wise
		14) Record ID wise
		15) User wise
3.	Advance Report	16) Boolean Search wise (AND, OR, NOT)
		17) Spine Label
		18) Bar Code
		19) Book Card
		20) Card Catalogue (AACR II)

### D. Circulation Module:

This is another main module. In this module all types of transaction records are stored like issue, return, reservation, etc. in this module 31 types of reports are generated these reports are listed in Table 4.



**Table 4 Circulation Module**

Sr. No.	Name of Sub Module	Name of Report		
1)	Membership	1. Member Listing		
		2. No dues		
2)	Transaction	3. Issue Report		
		4. Return Report		
		5. Reminder		
		6. Over due		
		7. Fine Report		
		8. Group Issue Report		
		9. Book Bank Issue Report		
		10. Book Bank Return Report		
		11. Stock Verification Report		
		12. Available		
		13. Mismatch Accession		
		14. Mismatch Location		
		15. Mismatch Status		
		16. Fine Payers List		
		3)	Member Login	17. Log In Report
				18. Log Out Report
4)	Book Transfer	19. Long Terms Reports		
5)	Inter Library Loan	20. ILL Issue		
		21. ILL Return		
		22. ILL Reminder		
6)	Maintenance (Status wise)	23. Issue Status Report		
		24. Lost Status Report		
		25. Replace Status Report		
		26. Missing Status Report		
		27. Available Status Report		



		28. Damage Status Report
		29. Withdraw Status Report
		30. Binder Report
		31. Binding Status Report

**E. Serial Control:**

In this module or section 15 types of reports are generated these are given in below table 5. Requested serial, new subscription, purchase reports, etc. reports are generated in various parameters.



**Table 5 Serial Control**

Sr. No.	Name of Sub Module	Name of Report
1.	Title	1. Title Holding
2.	Suggestions	2. Request Report
3.	Subscriptions	3. New Subscription
		4. Purchasing Order
		5. Print order
		6. Cancel Order
4.	Payments	7. Invoice Report
		8. Payment Processing
5.	Check in Details	9. Receive Report
		10. Non-Received Report
		11. Reminder Report
6.	Binder	12. Binding Report
		13. Reminder to Binder
		14. Purchase Order
		15. Bound Volume Report

## F. OPAC Module:

**Table 6 OPAC Module**

Sr. No.	Name of Sub Module	Name of Report
1.	Simple Search	Various Parameters wise
2.	Boolean Search	AND, OR, NOT
3.	Advanced Search	Tag No. wise, Boolean Search, other Parameters
4.	Member OPAC	Member Current Status



In Table 6 in this OPAC module main 4 types of sub menu are available. In this submenu user can search various types of parameters, tag no. Boolean search, simple search and all these searched result can saved with reports through save or export option.

## G. WEB OPAC Module

**Table 7 WEB OPAC Module**

Sr. No.	Name of Sub Module	Name of Report
1.	Home	Library Profile
2.	Search	Simple, Boolean search and Free
3.	Request	Item Request
4.	Member Status	Member current Status
5.	Contact	Contact Details
6.	Related Links	Outer Links

WEBOPAC module is run on internet browser option offline and online. In the table 7 6 types of menus are available in this search parameters user can generate search reports via many search options

## Conclusion:

Library profession is very important in the current era. Users, management of institution, government authority, NAAC, Staff, etc. anybody can ask information of library day to day work. All types of information like acquisition of books, cataloguing of reading materials, circulation of reading materials, serial control, etc. is essential for the future development. In the SOUL2.0 integrated library management software various reports are available in each module. In the software customization of reports is good option is available for the libraries for their requirements. So, these reports are useful any type of users and any types of libraries in few time. Now more than 100 reports are available in the SOUL 2.0. In future as per libraries new requirements of reports software users (Institutions and Library Professionals) can suggest to INFLIBNET for the development.

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