

**Automation of Acquisition Section of Sonubhau Baswant College  
Library with the help of SOUL 2.0: A Study**

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**Abstract:** Acquisition System is a main subsystem of Library automation. It is the constant need to search for status and related data concerning ordered material by library staff and users. In other words library staff requires searching the files of the acquisition system to retrieve information and it necessary take follow up action. In S. B. College library started the automation from Acquisition Module with the help of SOUL 2.0. It is very user friendly library software.

**Keywords:** Acquisition System, Functions, sub-system, S.B. College Library, SOUL 2.0.

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**Introduction:**

The term acquisition commonly used for procurement of library materials including books, reports, government publications, periodicals and audio visual materials, etc. The acquisition of journals, magazines and other periodical literature is considered facets of serial control.

Automated acquisition is very significant activity for the libraries. It provides a base to automate other library activities without much labor. It contributes to the development of integrated libraries system in which a single bibliographic data base service the various information processing requirements of technical services, references and administrative applications.

‘Acquisition’ involves the process of obtaining materials for libraries. There are several distinct acquisition functions: selection, verification, vendor assignment,

ordering, claims and cancellations, payments, accessioning, statistics, gifts and exchange. All these functions can be grouped into five major functions: selection, ordering, accessioning, management information and gifts and exchange. The time honored function of the librarian is to accumulate process and make available books and other kindred materials to help the university to carrying on its teaching and research functions

### **Functions of Acquisition Section:**

The following Are some of functions of the Acquisitions Department (Rama Devi & Haritha, 2010) assigned by Wilson and Tauber,

- To develop procedures to meet the needs of the library.
- To handle personally or important correspondence or problems relating to ordering of books, serials, other non – book materials like map & charts, models, pamphlets, films and other materials.
- To consult with heads of other departments concerning book orders.
- To notify the faculty of the non – expenditure of book funds.
- To watch carefully auction, non-book and second dealers, catalogues for opportunities to purchase items on desiderate lists.
- To have materials filmed or otherwise reproduced when they are out of print or otherwise unavailable in the original.
- To interview publisher’s representations, book dealers, collections, and others who are interested in building up the university’s book collection.
- To read and appraise books and other materials and make recommendations for their acquisition.
- To supervise the handling of all gifts and exchanges coming into the library and also Maintenance and use of bibliographic aids peculiar to acquisition work (ex:- dealer’s catalogue, trade lists, etc.).
- Maintenance of order files, ‘in process’ files, desiderate lists, and other records essential to acquisition work.
- Preparation of bills for payment, Book-keeping and other financial activities assigned to the department. Preparation of accession lists.

- Informing the individuals about the status of their recommendations.
- Following up on items not promptly received.

### **Sub-Systems of Automated Acquisition System or Module**

As per above mentioned functions of Acquisition system we can draw the several subsystems in Acquisition Module are as follows (Haravu, 2009):

1. Request Processing
2. Order Data Entry and Updating
3. Order Production and Transmission
4. Received items processing
5. Accessioning
6. Received invoice processing
7. Claims and Cancellation

### **Objectives of the Study**

Some of objectives of the study are as follows:

- To know the functions of the acquisition system.
- To know the sub-systems of acquisition system.
- To know the how to work acquisition system.
- To know the how useful the SOUL 2.0 Acquisition Module.
- To know the any difficulties in the module.

### **S.B. College of Arts & Commerce Library, Shahapur**

S.B. College of Arts & Commerce College has established in the year 1984. In the same library procured 234 books. Presently the library have more than 30000 books in general, more than 3900 books under the Book Bank Scheme, 414 Bound Volume of Journals, 92 periodicals, 51 Maps, 205 CDs and DVDs etc. Library has also subscribed N-List Online Journals consortia. College purchased SOUL 1.0 library automation software in January 2004 and upgraded the SOUL 1.0 by SOUL 2.0 version in July 2009. The library automation begins from Administration and

Acquisition Module, because the main library automation sub-system is Administration and Acquisition System. All library functions are done through SOUL 2.0.

### **SOUL (Software for University Libraries)**

Software for University Libraries (SOUL) 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 library professionals of the country, the software was designed to automate all housekeeping operations in a 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 was designed on MS-SQL and was compatible with MS SQL Server 7.0 or higher. The latest version of the software i.e. SOUL 2.0 has been designed for latest versions of MSSQL and My-SQL (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/SIP2 based protocols for electronic surveillance and control.

#### **SOUL 2.0 Modules**

The SOUL 2.0 consists of the following six main modules. Each module has further been divided into sub modules to cater to its functional requirements:

- Administration
- **Acquisition**
- Catalogue
- Circulation
- Serial Control
- OPAC

### **Acquisition in Sonubhau Baswant College:**

The college has automated all accessed books in the SOUL 2.0. The Librarian himself enters data in to the database. Librarian found the module and the software very user friendly. Some features in this module are as follows:

- Users of SOUL easily use this module.
- Library can take printout of approval letter and can send to requester as per requester wise, department wise, date wise. It is very easy.
- Library can take print out of list of requested books Department wise, Requester wise, publishers wise, supplier wise, request no. wise, etc.
- Library can send purchase order through purchase order option.
- Accession report can print and with Barcodes are also can print.
- Invoice Register , payment Register, Forwarding to Account Office and Refund Reports are generate in Payment option

All reports and statistical reports can generate as per need is very easy in Acquisition Module of SOUL 2.0 However some of the difficulties identified while working with the module are mentioned in the next point.

### **Difficulties identified in the Acquisition module:**

Few difficulties are faced in Acquisition module of SOUL.

- In suggestion submenu when enter all details of book in New Request. Year of publication are not automatically display in Publishers Information (260) in Data Entry Worksheet through Title in Process.
- When enter new book request same existing titles and authors are not come automatically.
- Language of book field is not available in Acquisition's New Request submenu.

- No provision of payments release to vendor option in Payment option with DD. No., Cheque No. etc. and bills details.

## **Conclusion**

The most organizations are networked, it is essential for modern library automation system to take advantage of the connectivity that networks provide the interaction between the user and the library are becoming computer-mediated. These are then attended to by library staff and subject to the availability of funds and the request/ suggestion are ordered. So, automation of acquisition module is very important in the libraries. Time saving, avoid of duplication, ordering, time and many more functions are done through SOUL 2.0 Library software.

Acquisition reports are needed to document performance statistics and summaries of work done during the acquisition process in a specified time frame. In the past, they were compiled manually, a tedious job. Nowadays library systems come with a graphical report interface that enables point and click selection of appropriate date elements, time periods, frequencies, output devices etc.

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