



REVAMPING LIBRARIES IN MODERN ERA

Proceedings of National
Conference-2023



- Editors -

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AUTOMATED ACQUISITION MODULE OF SOUL 3.0

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Abstract:

Automation of academic libraries through software is now a common practice all over the world. It is greatly facilitated by both commercial as well as open source softwares. Many of the libraries have automated fully or partially many of the house keeping operation by using the library automation softwares. There are different modules that come under automation. Many libraries have automated book processing, circulation, cataloguing and report generation and these are the common modules which are fully automated but ‘serials control’ and ‘acquisition’ module are not fully automated in the many of the libraries because these are the complex modules to fully automate. Hence, the automated acquisition module through SOUL 3.0 from users perspective is discussed in this paper.

Keywords:

automation, computerization, automated acquisition, library software, SOUL 3.0, technology.

1. Introduction:

Library computerization process has now gained a lot of speed due to advent of technology and soft skills developed by librarian’s community. University and college libraries have been fully or partially automated in the last decade. They are making use of either commercial software by subscribing them or through open source software’s like KOHA, Greenstone, E- Granthalaya etc.

SOUL i. e. Software for University Libraries is developed by INFLIBNET to automate college and University libraries. . The educational libraries are automating their libraries very fast and systematically through this software. This software is useful for large libraries for their automation. But, automated acquisition module is not fully utilized by many of the libraries and is excluded by replacing it with manual

method of acquisition and starting their automation by accessioning the books acquired. This is done because the automated acquisition system consists of complexity of technical and financial activities. . All library administration solutions are available in SOUL 3.0 software. Thorough and

Complete automated acquisition process is available in this software with specific formatting.

2. Meaning and Definitions:

2.1 Automation:

As per Harrods's Librarian's Glossary the meaning of Automation is '*the organization of machine handling of routines as operations requiring minimal human interventions*'. [1]

2.2 Acquisition:

As per Harrods's Librarian's Glossary Acquisition means '*The process of obtaining books and other documentations for a library, documentations center or archive*'. [2]

From the above two definitions, we can define 'automated acquisition' as "the process of obtaining books and other documentations for a library, documentations center or archive through the organization of machine handling of

routines as operations requiring minimal human interventions."

It is explained in this research paper.

3. Objectives:

The general objective of this paper is to describe the automated Library acquisition system using SOUL 3.0.

The specific objectives are:

1. To introduce work flow of automated acquisition system using SOUL 3.0
2. To explain the automated acquisition system so that routing, clerical and respective tasks are handled by professional staff through automation of this module for qualitative and better work.

The process for recommendations, book ordering and receiving of books in an automated acquisition system through SOUL 3.0 is conceivable and the manual acquisitions process in the libraries with a lot of papers files and registers can be effectively replaced.

4. Basic components of an automated acquisition system Using SOUL 3.0:

"Haryes, R. M. has given 8 steps in automated acquisition as mentioned below:

- a. *Objective*
- b. *Verifications of bibliographic data for new order*
- c. *Centralizations and integrations of order and in process information*
- d. *Generation of printed and electronic purchase order and in process information*
- e. *Online Vendor file*
- f. *Automated review of order record for claims or cancellation*
- g. *Recording of receipt in information and Payment invoice*
- h. *funding accounting and management reports”*

In the light of the steps given above, the feasibility of SOUL 3.0 software is explained below:

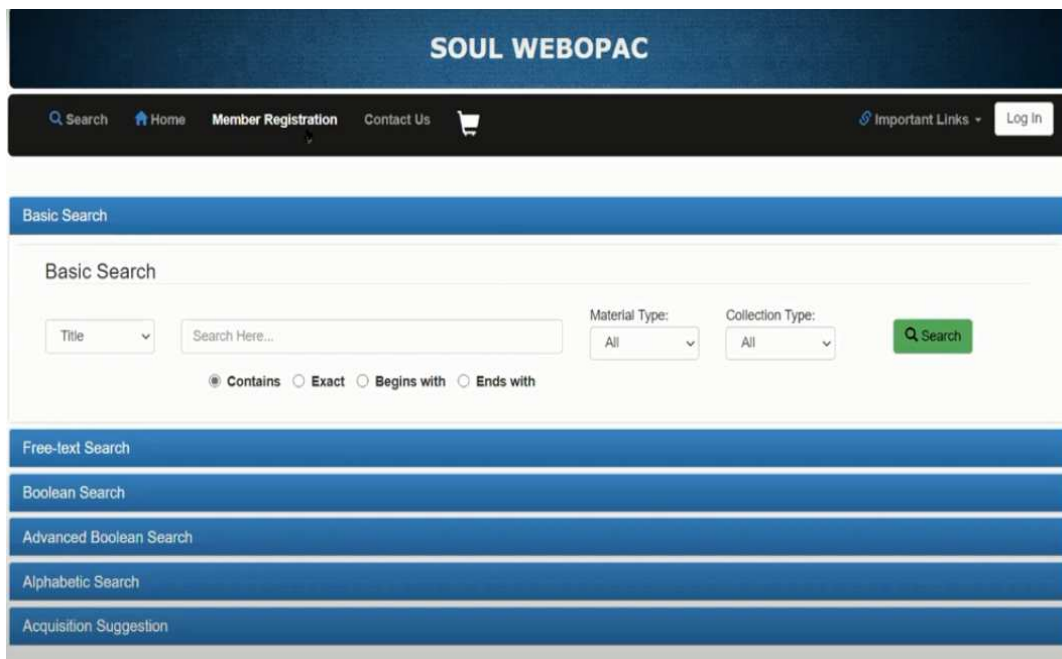
The steps in the automated acquisition system are explained below with the role of SOUL 3.0 in each activity.

4.1. Objective:

Acquisition of reading material is an important part of library routine activity. Acquisition of books is a fundamental function which lays the establishment of libraries and foundation of all other activities carried out by libraries. Library books acquisition is a library activity through which we obtain the required books and other all type of reading materials to satisfy the user's informational requirement. An essential and specific formatting of an acquisition policy in SOUL 3.0 software is available as an effective module for all types of reading material to be acquired in a library through purchase, gifts, and exchange.

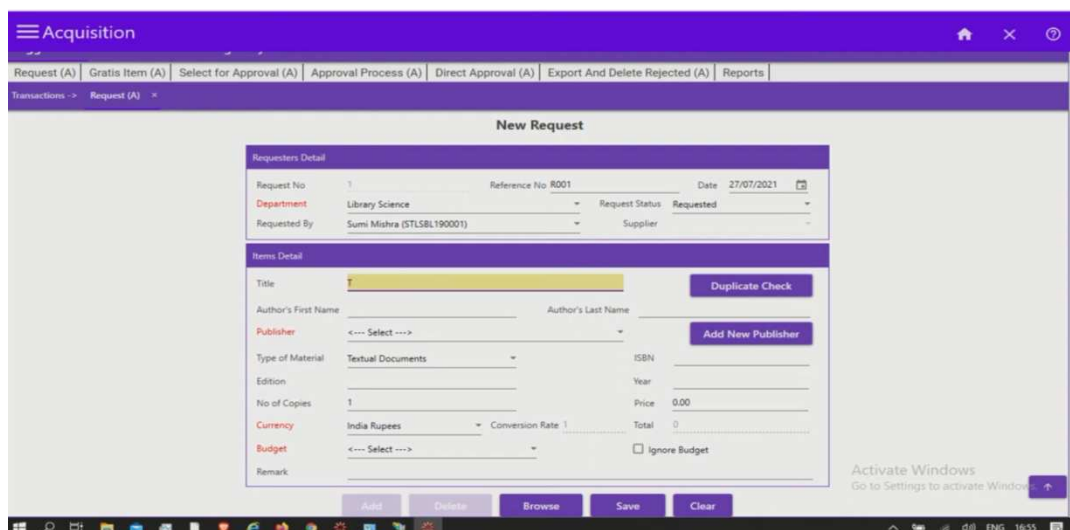
4.2. Verifications of bibliographic data for new order :

SOUL 3.0 software is amenable to produce WEBOPAC through a cataloguing module which facilitates searching for books or any reading material which are available or not in the library in a few seconds. You can search many fields like basic search, Boolean search, alphabetical search and acquisitions suggestions which are available in this module. It helps to avoid duplication of books, to know old editions of books, and the status of collection. This pic is as below:



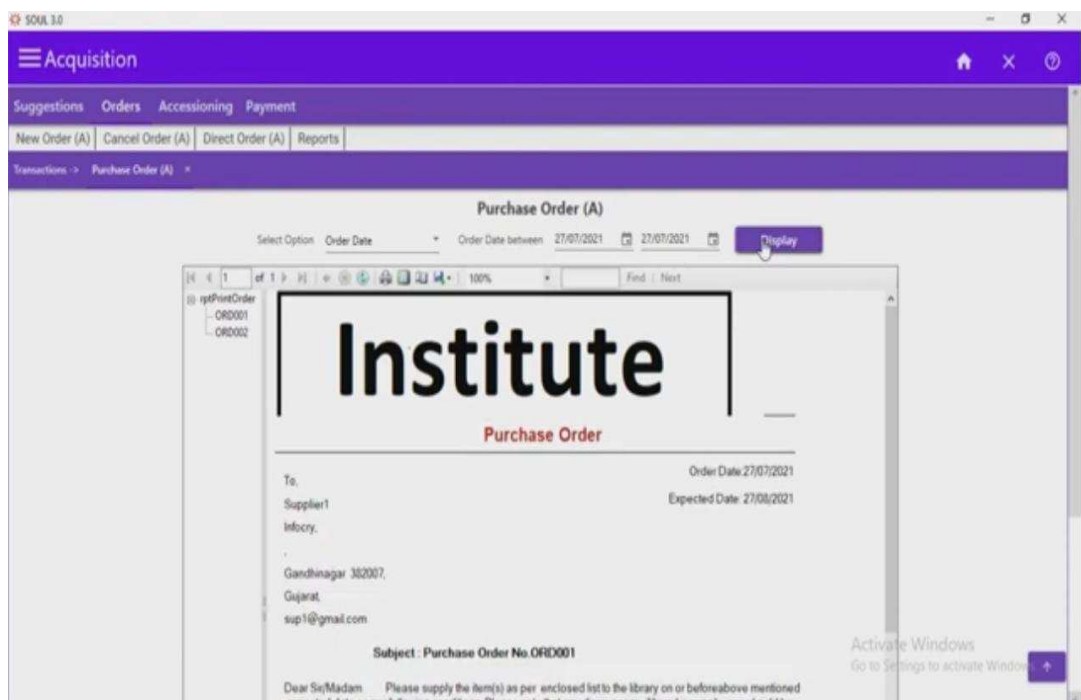
4.3. Centerlizations and integrations of order and in process information :

SOUL 3.0 softwares first module of acquisitions is very useful for the library acquisitions process. There are verious field available in acquisitions module. records fields for duplications is available in this software.. In additions to the record and files, new request, monitoring of expenditures and allocation of budgets, receiving of books order, passing invoices for books and all reading materials and accessioning of items are available .



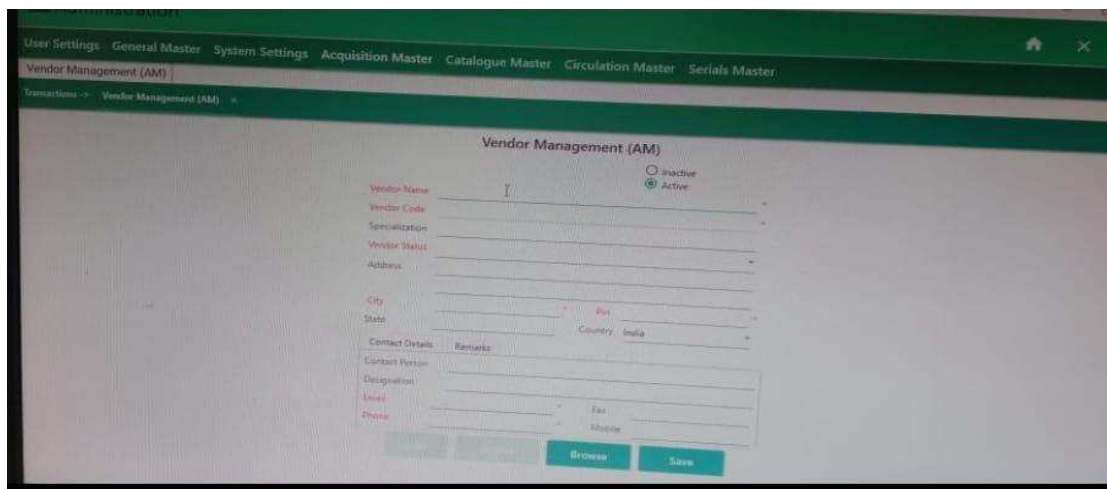
4.4. Generation of printed and electronic purchase order and in process informations :

This SOUL 3.0 is capable of generating purchase orders in specific electronic format. You can also take printouts of this order through the software. When the library acquires books and any reading materials as per the recommendations of users, it can generate the report of all details. You are expected to fill up the correct information regarding Book title, author, price, ISBN, Imprint etc. SOUL 3.0 automatically allocates system generated sequence no. .



4.5. Online Vendor file :

This software helps to maintain each vendor record. It stores and provides an index of vendors with a variety of information associated with it including orders placed, their address, name, contact no. etc. The vendor creating format in this software needs to be filled up with the correct information by hand.

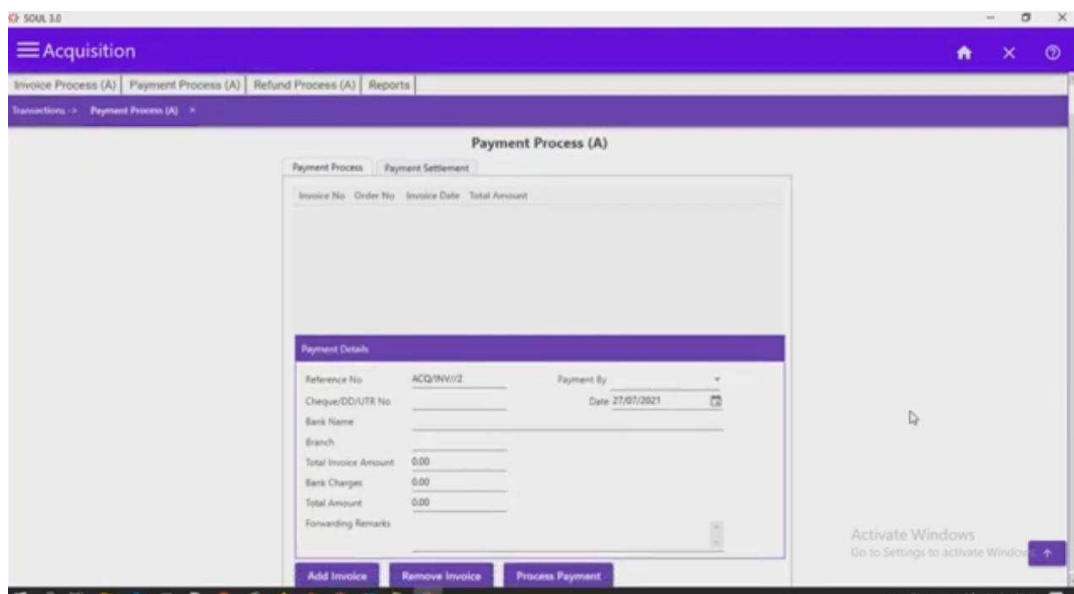


4.6. Automated review of order record for claims or cancellation :

SOUL 3.0 software has made a provision of a separate field of cancellation order for books or all reading material. It follows the steps as - Acquisitions-suggestions-Export and Delete Rejected .

4.7. Recording of receipt in information and Payment invoice :

Acquisition module has provided the payment field options. Once upon a invoice process is done depending upon the practice followed in your library , you have to make a payment either in cash or by a cheque / demand draft process within the library. At last the process invoice report along with accessioning report in sent to the main accounting section in your institution for payment. After select payment , go to process and at click invoice process.



4.8. Funding , accounting and management reports:

SOUL 3.0 included including a fund record file with capability of handling all other funds needed by library. This software provides all facilities in accounting and generate automated reports useful for managerial recording, reporting useful for further decision making.

5. Conclusion :

The functionalities of acquisition module includes request, gratis Item, Select for approval, approval process, direct approval and letter of approval. All types of reports and necessary documentation systems are available in the SOUL 3.0 software. It facilitates speed in library work, helps to save time with quality service, it is more suitable for library cooperation , collection development, resource sharing and networking, it's simplicity in library management practices to meet the objectives, proper use of human resources for development of the new library services, Management of computerized systems and as an effective tool for budgetary control of librariesSOUL 3.0 serves better for the librarians and professionals to automate the libraries effectively.

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