



पंडित रविशंकर शुक्ल विश्वविद्यालय, रायपुर छत्तीसगढ़ भारत
Pt. Ravishankar Shukla University, Raipur Chhattisgarh, India
Estd-1964 – recognized by UGC U/s 2(f) and 12 (B)
NAAC “A” Grade

CRITERION-IV

EVIDENCE(S), AS PER SOP

METRIC No. 4.2.1	Library is automated using Integrated Library Management System (ILMS) and has digitisation facility.
<ul style="list-style-type: none">• Soul Module Supporting Document	

Suggestions - Orders - Accessioning - Payment
Acquisition

Membership [Previous](#) [Top](#) [Next](#)

This module deals with all operation related to library members, i.e. creation, deletion and modification of members.

SOUL 2.0 (Logged in As: user6)

Acquisition Catalogue Circulation Serials Control OPAC Administration Help Check for Updates Help Quit

Cataloguing Import/Export User Services Reports Titles In-Process Data Operation Cataloguing Process

Catalogue

[Previous](#) [Top](#) [Next](#)



Cataloguing is the most important module of the LMS from the point of view of retrieval of information. **Retrieval of accurate/correct information** depends upon how much care was taken while **feeding accurate bibliographic data**. Please ensure you follow international standards (like AACR) for field values and selection of keywords, subject-headings etc. SOUL uses MARC21 format to create records for the resources. MARC format will help us exchange information to and from other databases. MARC format supports several data field. Depending upon the size of the library and user-needs, you may choose selected important fields for your database. SOUL allows you to import data in MARC21 format too. This will also help you in saving data-entry effort and maintain accuracy (MARC records can be downloaded from LC (Library of Congress), IndCat (INFLIBNET Centre's Union database) or other OPACs for most of the foreign publications) - the mechanism is discussed later in this section.

The logical step after accessioning is to catalogue the documents received from the suppliers. There are two ways to technically process these resources - one is to import MARC records from other OPACs available from well-known National Libraries like Library of Congress or IndCat (INFLIBNET) . You only will have to check accuracy of the imported data and may have to customise certain field-values to your needs (like key-terms, price, ISBN - which might be of international/foreign edition, in few cases Class Numbers to suit local users need, etc) before it becomes a part of SOUL database. The second is to manually input all the necessary data elements into appropriate fields of the options available.

You may remember that under Administration Module, you have created necessary data-entry templates needed for your library (you may use readily available MARC template with all the fields or the one customised for your library). Be consistent in using either of them.

SOUL 2.0 (Logged in As: user6)

Application Catalogue Circulation Serials Control OPAC Administration Help Check for Updates Help Quit

Membership Transaction ILL Maintenance Transaction Menu Search by Title Overdue Charges Book-Issue Renewal Circulation Group Stock Verification Member Login Book Transfer

Transaction

- Reminder
- Item Issued over a Period
- Item Returned over a Period
- Item Reserved over a Period
- Overdue Item List
- Fine Payers
- Pending Dues
- Other Issue
- Group Issue Report
- Stock Verification
- Member Log List
- Issue/Return History
- On-Premises Issue Return

Book/Member Details

Accession No: Member Code/Member ID:

Member Details

Member Name	Member ID	Member Code	Current Due
Department		Category	Item(s) Issued
Remove Item Remove All Item(s)			

Print Issue Slip

Issue [F3]
Return [F4]
Renewal [F6]
Reserve [F7]
Lost
Missing
Damage
Withdraw
Reminder
Overdue
Issue (On-Premises)
Return (On-Premises)
Exit

Issued / Reserved book Details

Borrowing Member Reservation Details

Issued Book Details

Member Code	Issue Date
Member Name	Due Date
Department	Category

Privileges Details

Issue Privileges Reserve

Library Name : SUNDARLAL, RAIPUR Application Version : 2.0.0.12

1:15 AM 01/01/2000

Titles Suggestions Subscription Payment Check-In Commercial Binding In-House Binding

MARC 21 Entry/Edit Title Entry Title Update Article Indexing

Serials Control Titles

Titles

[Previous](#) [Top](#) [Next](#)

Titles

MARC 21 Entry/Edit Title Entry Title Update Article Indexing

All the serial titles (mainly those which are subscribed to by the Library), in all the formats (like print, electronic, CD-ROMs, online etc) are **entered into the database in MARC21 format.**

Abridged functional version of MARC21 is available in Title Entry option. Please ensure that title details entered in either formats.



OPAC -> Simple Search

Search by Filter By Type of Material

Any Where In Word Exact Search 20

- Title
- Title + Subject
- Title + Series
- Author
- Accession No
- Corporate Name
- Meeting Name
- Uniform Title
- Subject
- Class No
- ISBN/ISSN
- Publisher
- Note
- Series
- Year of Publication
- All Fields

Acquisition Catalogue Circulation Serials Control OPAC Administration Help Check for Updates Help Quit

User Settings System Settings Acquisition Master Catalogue Master Circulation Master Serial Master General Master Category Calendar Member Type Customise MemberCard Reset Transaction Reset Item(s) Import Members

Administration Circulation Master

Import Members in SOUL 2.0

Select Files To Import

Folder Path

Category Mapping

Institute Mapping

Department Mapping

Course_Designation Mapping

Close