

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

**Compiled by Afroz Ahmad, Mob. 9006658740**

### **Introduction**

Software for University Libraries (SOUL) is an 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 SOUL 2.0 software was released in January 2009 and the latest version of the software i.e. **SOUL 3.0 released in February 2021**. 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 and SIP 2 based protocols for electronic surveillance and control.

### **Major Features of SOUL are as follows:**

- ✓ UNICODE based multilingual support for Indian and foreign languages.
- ✓ Compliant to International Standards such as MARC21, AACR-2, MARCXML.
- ✓ Compliant to NCIP 2.0 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 My SQL, MS-SQL or any other RDBMS (for SOUL 2.0 only).
- ✓ 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.
- ✓ Support online copy cataloguing from MARC21 supported bibliographic database;
- ✓ Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents
- ✓ 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, vigorous 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 Word, PDF, Excel, MARCXML, etc.
- ✓ Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results in to PDF, MS Excel, and MARCXML format.
- ✓ Supports authority files of personal name, corporate body, subject headings and series name.
- ✓ Supports data exchange through ISO-2709 standard.
- ✓ Provides simple budgeting system and single window operation for all major circulation functions.
- ✓ Strong region-wise support for maintenance through regional coordinators. Strong online and offline support by e-mail, chat and through dedicated telephone line during office hours.

### There are six modules in SOUL

1. Acquisition
2. Cataloguing
3. Circulation
4. Serial control
5. OPAC
6. Administration

1. **Acquisition:** The Library Acquires sources based on suggestions/recommendations made by its user's faculty/library committee members/students. Main task of the LIS staff is to input the suggestions/recommendations received into the system along with the name of the person who has requested for. This helps the librarian to inform the requester as soon as the suggested item is added in the library or its current status.

#### Functionalities of Acquisition module

- Request
- Gratis items
- Select for approval
- Approval process
- Direct Approval
- Letter of approval

The Soul Acquisition module provides a way for the library to record orders placed with vendors and manage purchase budgets.

#### 2. Cataloguing:

Cataloguing is the most important module of the LMS from the point of view of retrieval of information. In soul 3.0 bibliographic details such as Title, Author, Publisher, Edition and ISBN etc are able to enter in marc21 format. Once this information saved record is generated. It is also compliant to international

standards such as AACR-2, MARCXML. Records can be added using online copy cataloguing. Using Catalogue module user can add bibliographic and authority records in the library catalog, the database of books, serials, sound recordings, moving images, cartographic materials, computer files, CD/DVDs-resources etc. that are owned by a library.

### Functionalities of cataloguing module

- Cataloguing
  - Title in progress
  - Data operation
- Import / Export
  - Import from Marc
  - Export to Marc
  - CCF to Marc
  - Add Acc. No. to imported data
  - MARCXML to SOUL
- User services
  - Current Awareness
  - Bibliographic service
- Report
  - Basic
  - Advance
  - Spine Label
  - Book card
  - Catalogue card

Import/export function is used to directly import or export bibliographic details in MARC, MARCXM and CCF format directly from soul application. Using this module user can generate accession report, barcode generation, catalogue card, etc.

3. **Circulation:** The Circulation module allows us to to create/edit/delete/search User records, renew membership and also establish relationship between the user and resources by creating transaction records (Issue/Return/Renew),Reserve the item(s),issue the item on ILL, Book bank transaction facility and get number of routine reports and some management reports. The module deals with all operation related to library members i.e. creation, deletion and modification of members. Apart from this user may copy an existing membership record update it with a new membership code? User can search membership records by using the option search member by using different searching parameter such as code, name, department, designation, entry date, category and if user want to delete any

member that there are two options to delete membership record, either single member or Group member deletion.

#### Functionalities of Circulation module

- Transaction process of material
- Book bank Issue / Return
- Group Issue return
- Member login / Logout facility
- Stock verification
- Inter Library Loan

Membership renewal can be also done using this module. Member barcode and member card is also generated in this module. After completion of academic course user can issue no dues to the students/members in bulk as well as in individual.

4. **Serial control:** Serial control module of soul 3.0 provides streamline access to the users from Title entry to schedule generation and receiving order. It offers easy creation and maintenance of Article indexing database and thereby help in providing the services according to the user's need.

#### Functionalities of Serial control

- Titles (Serial)
- Suggestions
- Subscription
- Payment
- Check in
- In-House binding

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.

5. **OPAC:** One of the major attraction of Soul 3.0 is its robust On-line public Access Catalogue (OPAC). The OPAC has simple and advanced search facility with the minimum information for each item including author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item.

#### Functionalities of OPAC (Online Public Access Catalogue)

- Simple Search
- Boolean Search
- Advanced Boolean Search
- Displaying and Downloading of records in MS Excel, PDF or MARCXML.
- Search support for the items that are in the acquisition process in the library.

6. **Administration:** In addition to the features available in the Administration Module of the Soul 2.0, some more features have been added to this module of the SOUL 3.0 as per the inputs from the various SOUL users and requirements of the library staff. The module has been divided into three major sub modules for accommodating the new features. These three sub-modules are User Management, System Parameters and Masters.

#### **Functionalities of Administration**

- Grouping of users
- Transactional rights over the systems
- Transaction level security to user
- Various configurations setting such as labels, email and other parameter relating to the software use.
- Common master database being used in modules.

**Compiled by Afroz Ahmad**  
**Khuda Bakhsh Oriental Public Library, Patna**  
**Mob. 9006658740**

