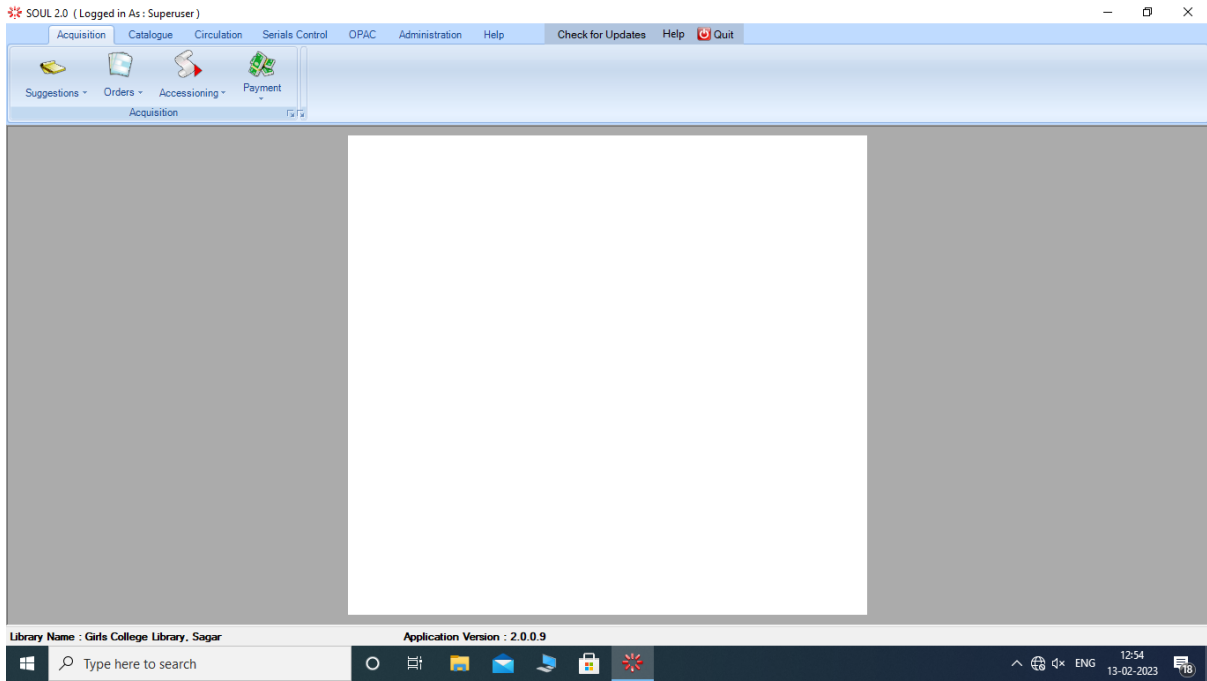
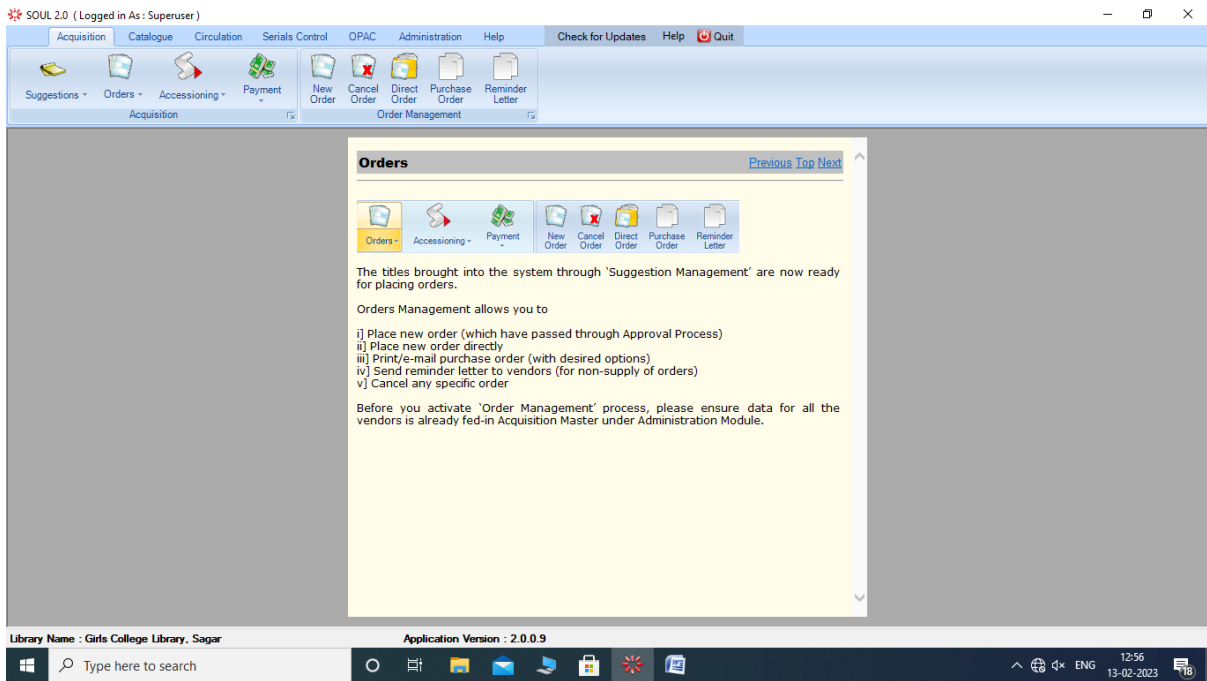


Soul Software Modules

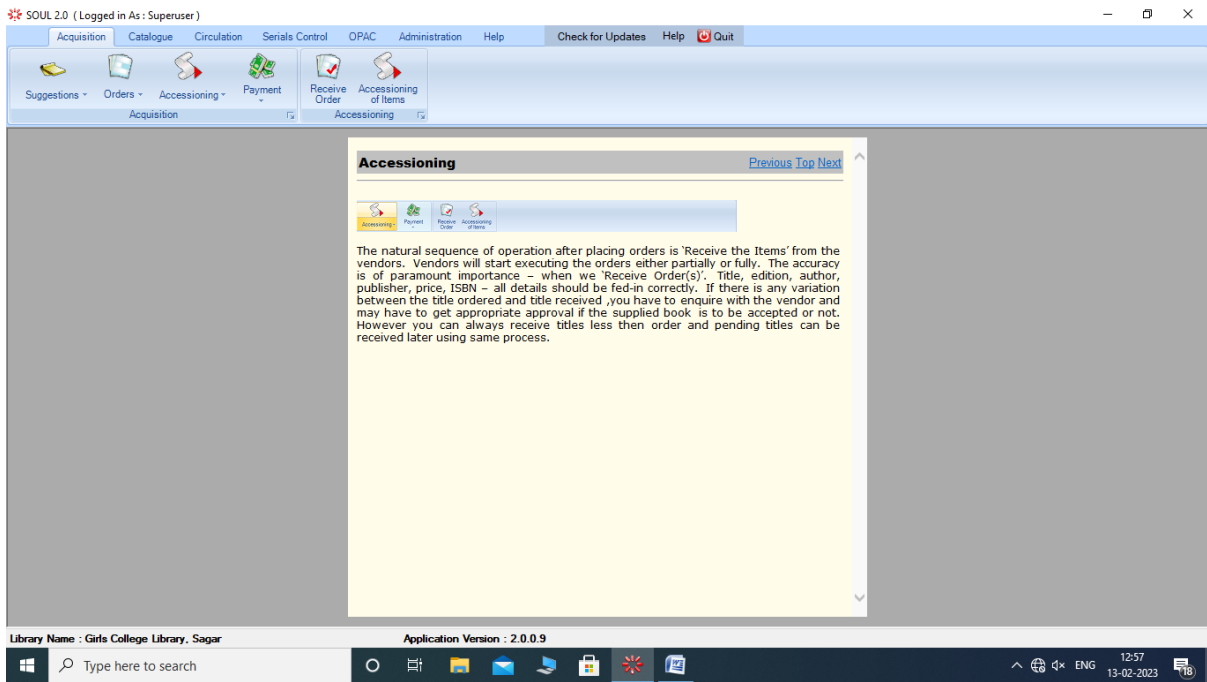


Acquisition Modul

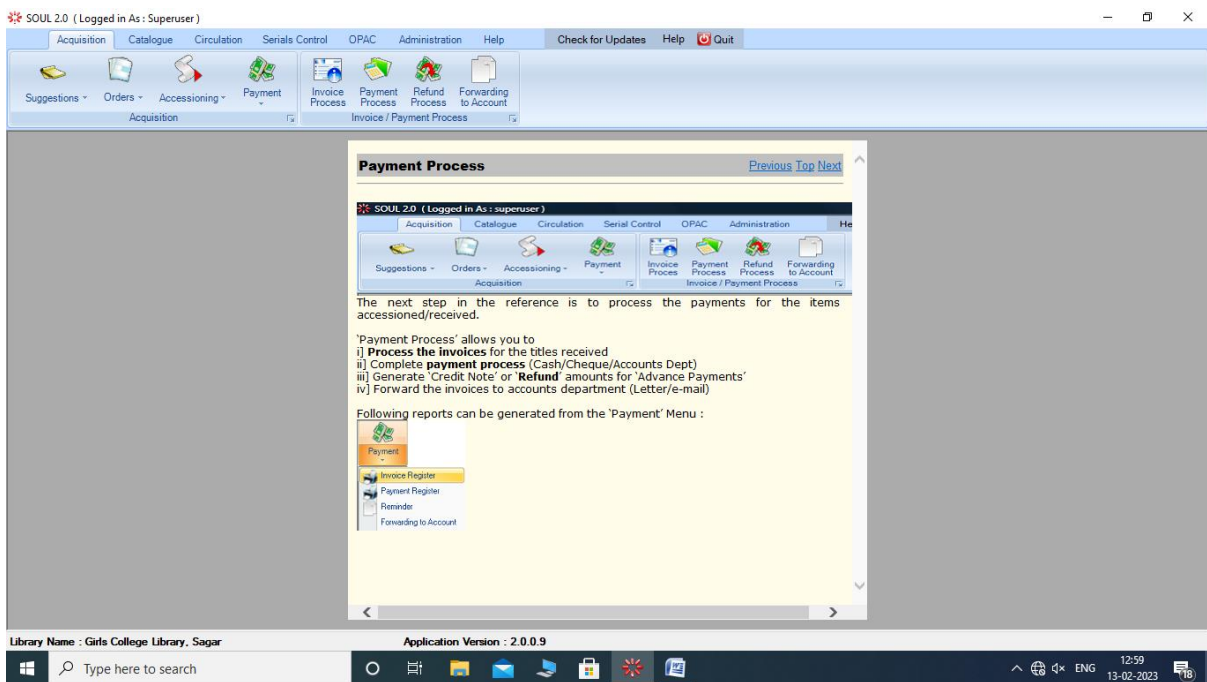
1. Order



2. Accessioning

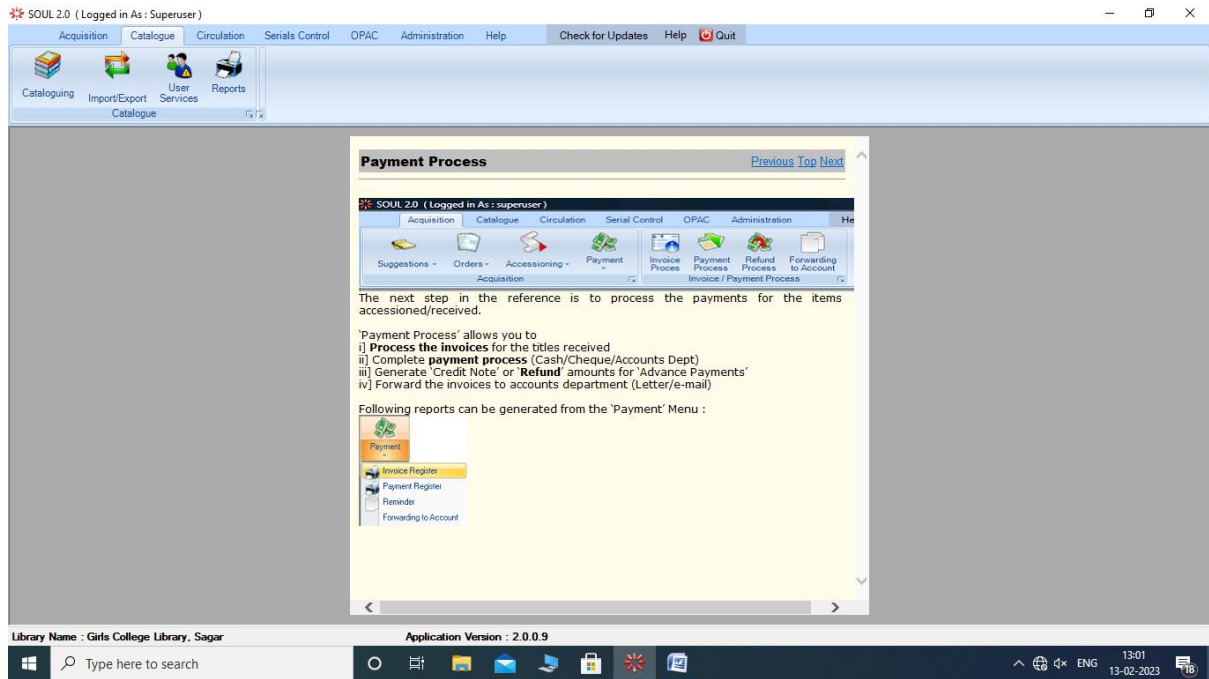


3. Payment

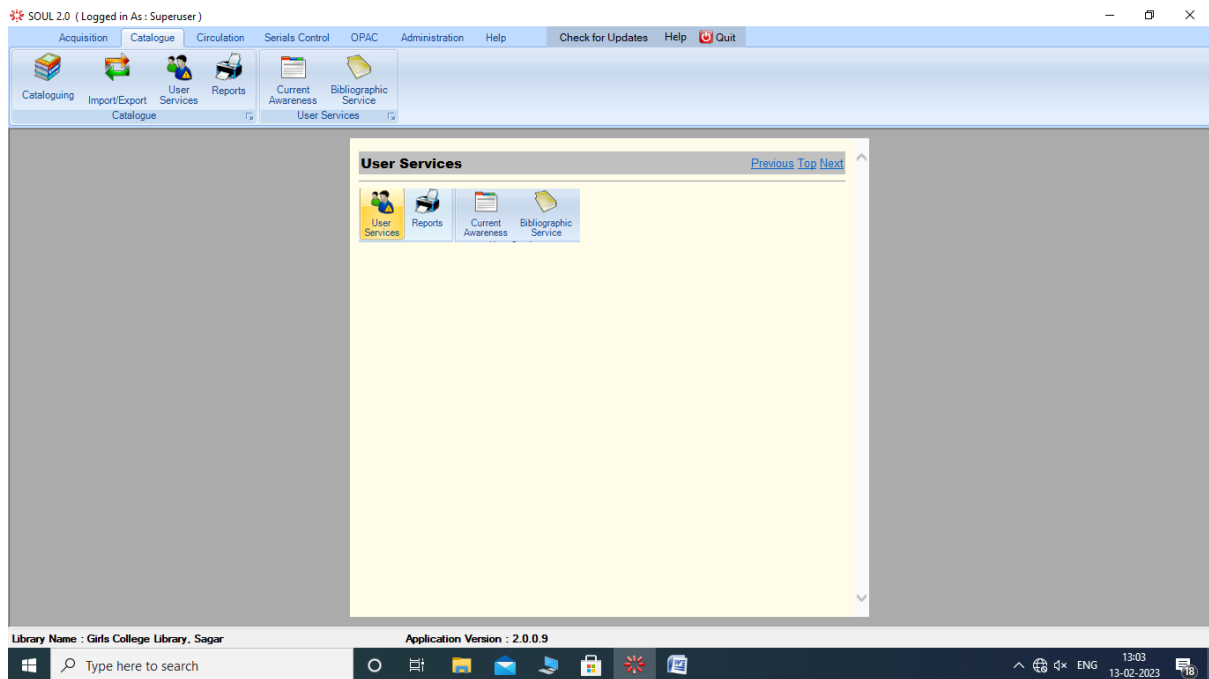


Cataloguing module

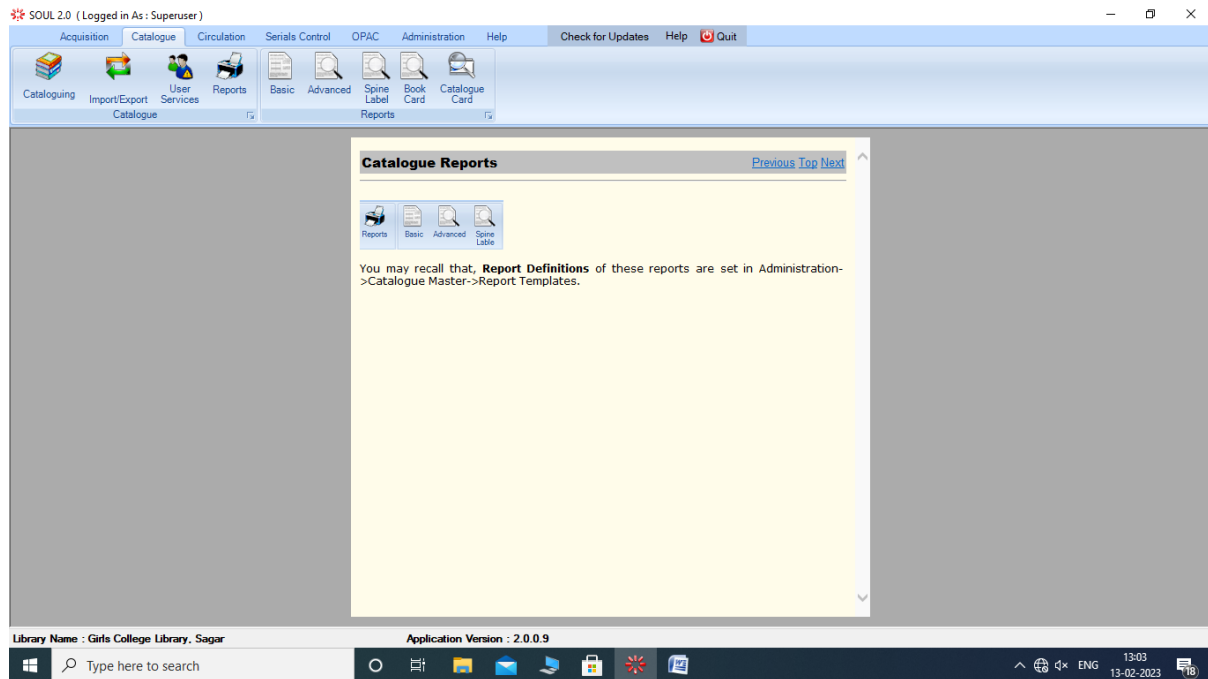
1. Cataloguing



2. Import/Export

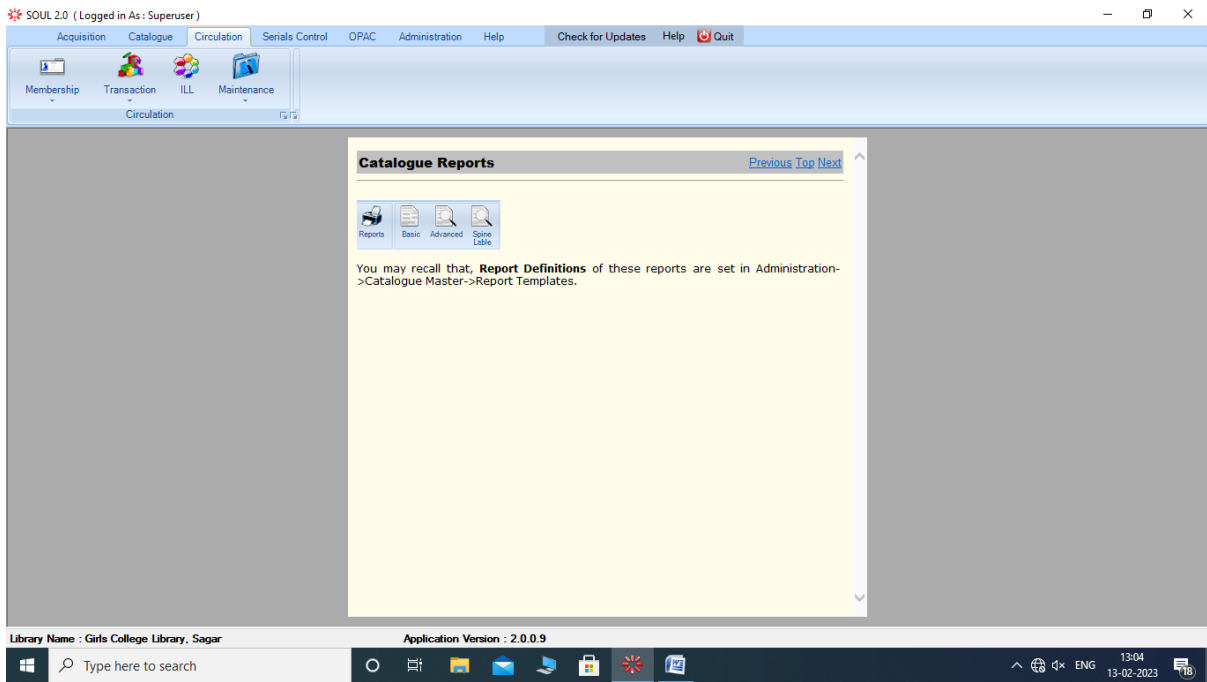


3. Reports

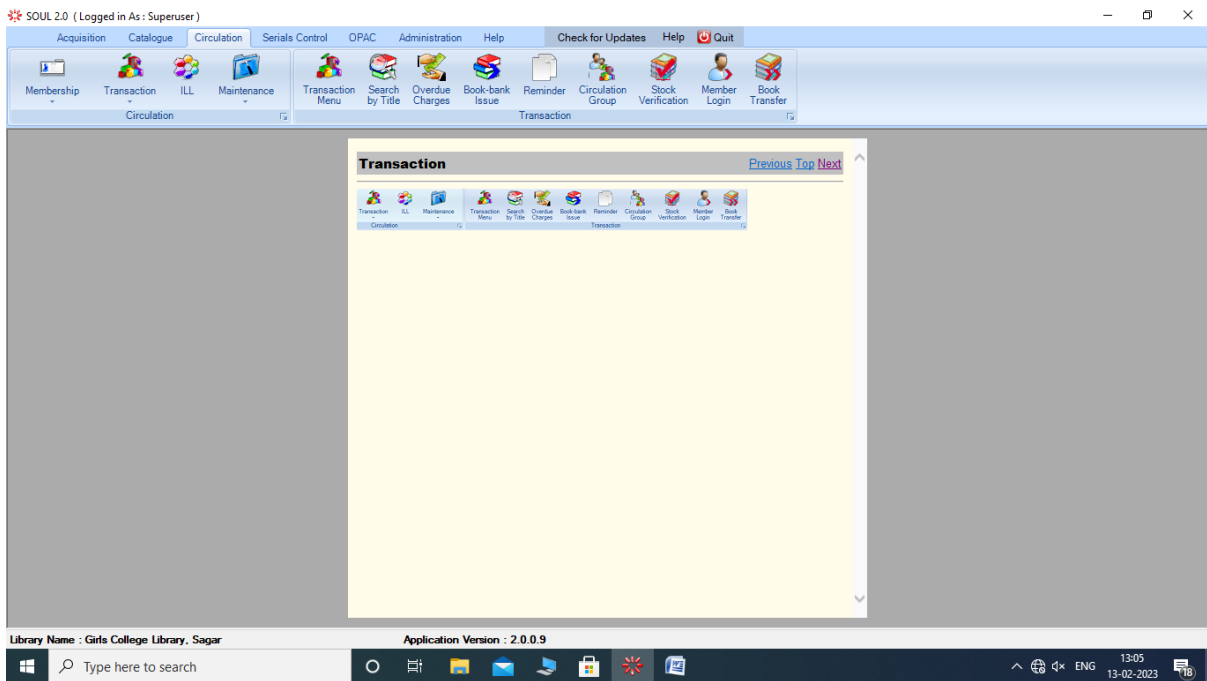


Circulation Module

1. Membership



2. Transaction



SOUL 2.0 (Logged in As: Superuser)

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

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

Circulation Transaction

Transaction

Book/Member Details

Accession No. Member Code/Member ID

Member Details

Member ID Member Code Current Due

Member Name Department Category Item(s) Issued

Print Issue Slip

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

Remove Item Remove All Item(s)

Issued / Reserved book Details

Borrowing Member Reservation Details

Issued Book Details

Member Code Issue Date

Member Name DueDate

Department Category

Privileges Details

Issue Privileges Reserve

Library Name : Girls College Library, Sagar Application Version : 2.0.0.9

Type here to search

13:07 13-02-2023

SOUL 2.0 (Logged in As: Superuser)

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

Titles Suggestions Subscription Payment Check-In Commercial Binding In-House Binding Schedule Generation Non-Received Process Check In Details Remove Received Reminder Letter

Serials Control

Check-In [Previous](#) [Top](#) [Next](#)

Schedule Generation Non-Received Process Check In Details Remove Received Reminder Letter

The next logical step is to receive the issues of subscribed serials. But before we proceeding further, ensure that all the records for the serials in database have correct details in MARC format. To initiate check-in process, first step is to generate schedule of ordered title.

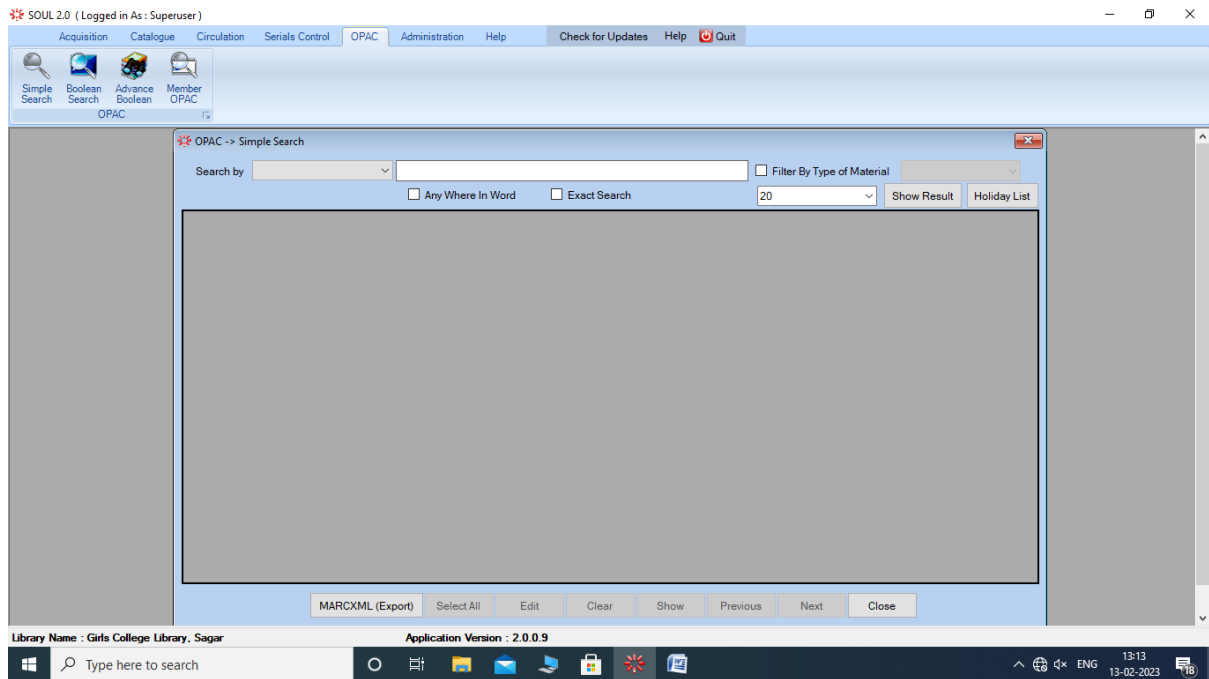
Library Name : Girls College Library, Sagar Application Version : 2.0.0.9

Type here to search

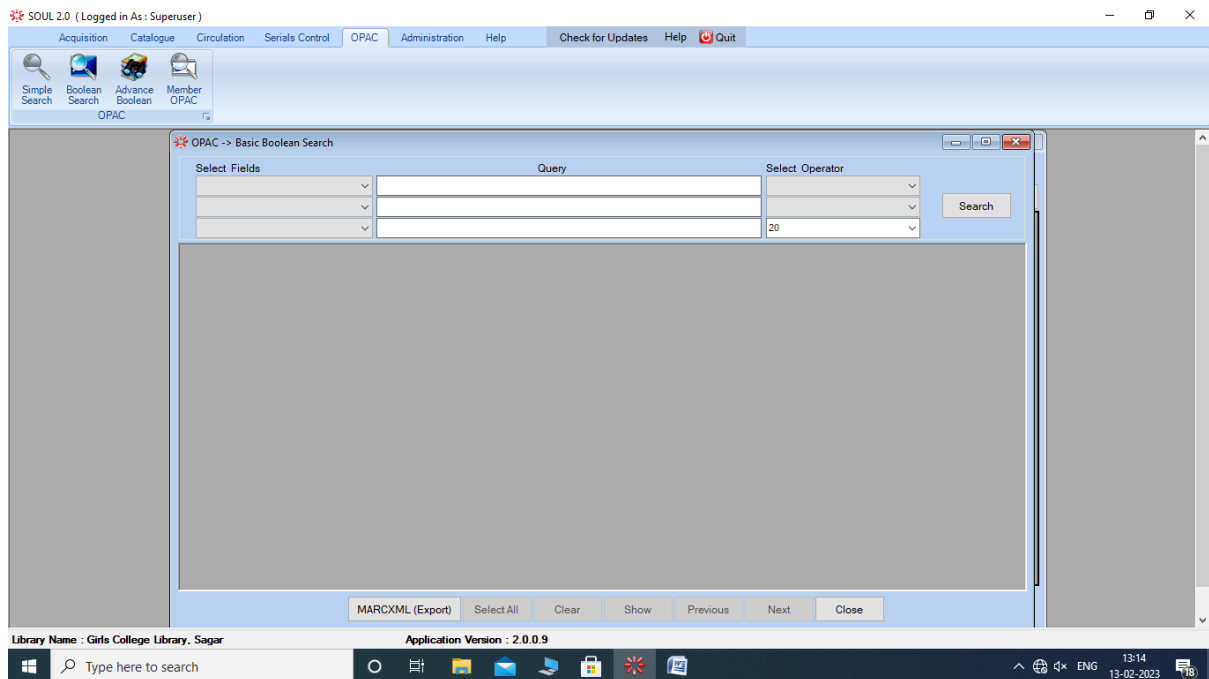
13:10 13-02-2023

OPAC Module

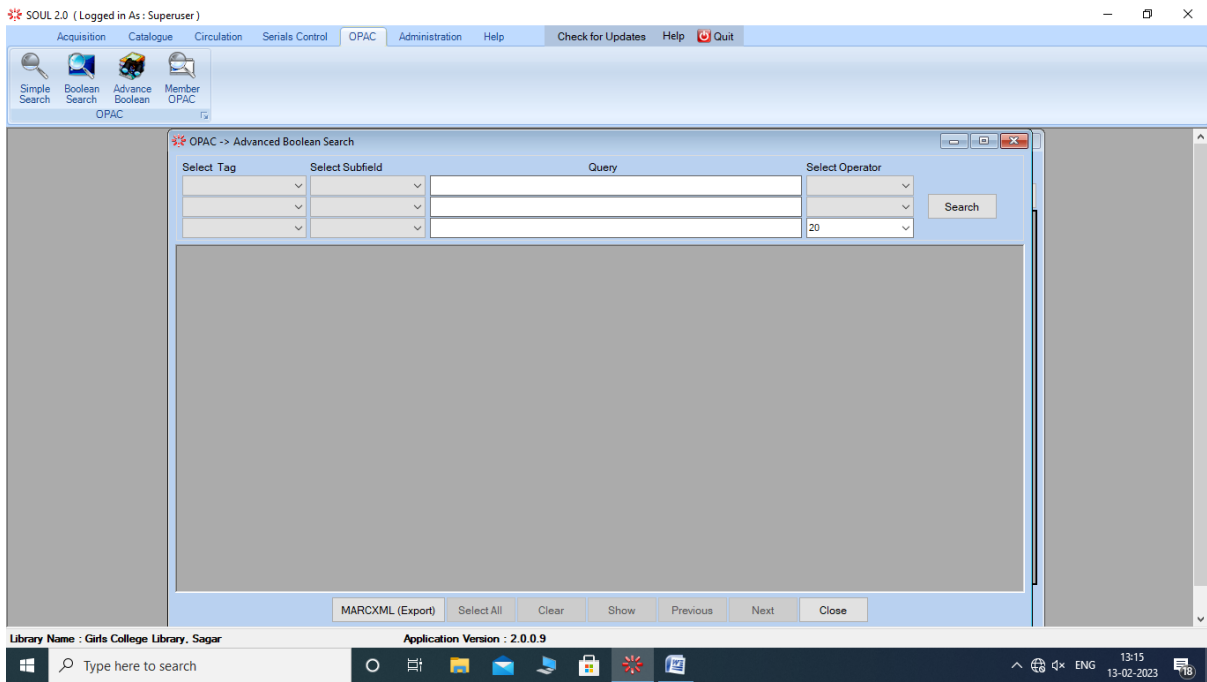
1. Simple Search



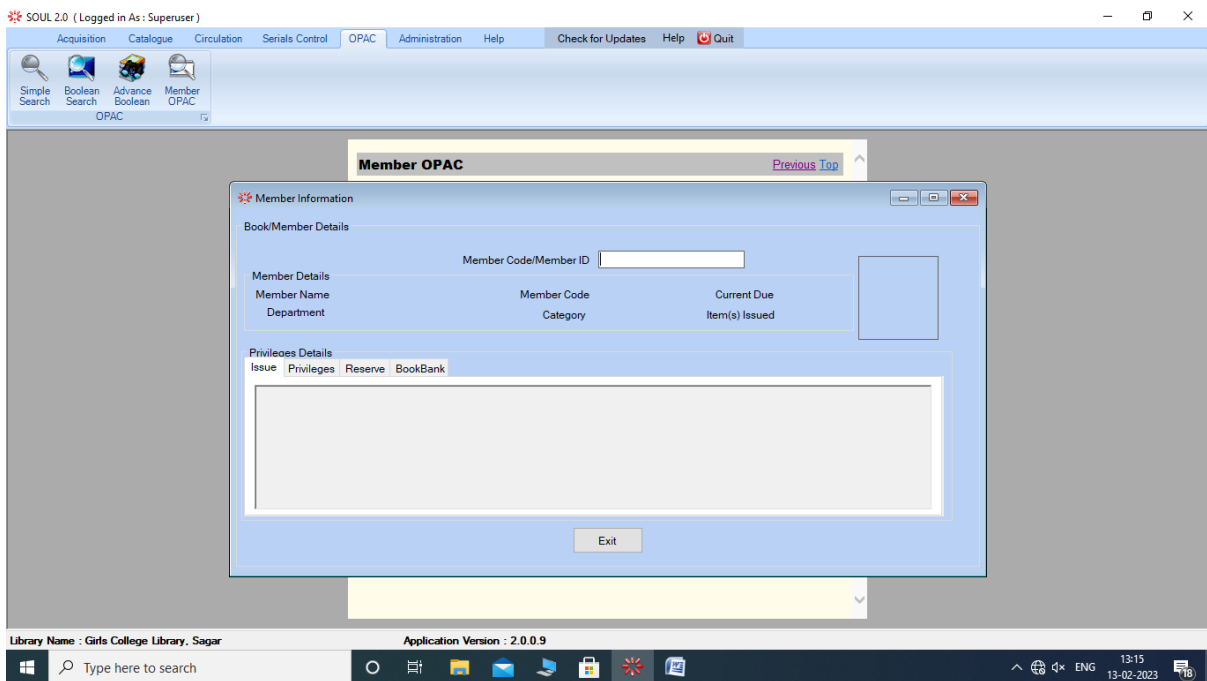
2. Boolean Search



3. Advanced Search

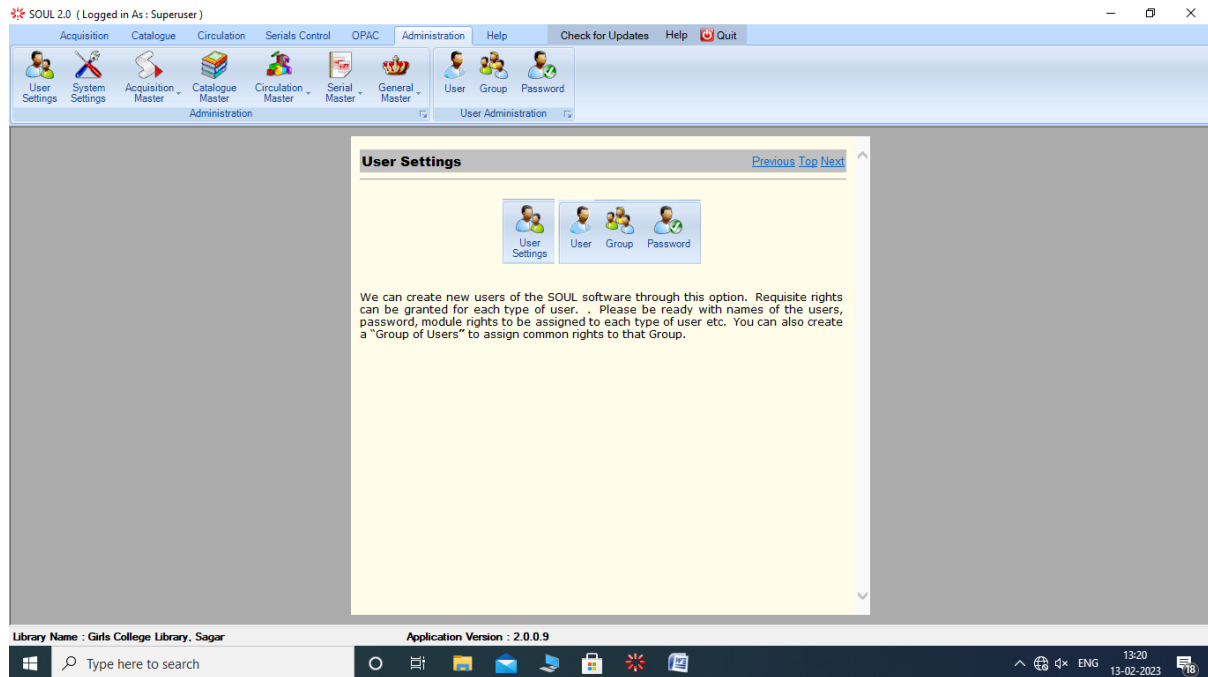


4. Member Search



Administration Module

1. User Setting



2. Cataloguing Master

SOUL 2.0 (Logged in As: Superuser)

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 Leader Field Classification Scheme Data Entry Template Report Template Global Search and Delete Bibliography Catalogue Master

Catalogue Master

SOUL 2.0 (Logged in As: superuser)

SOUL uses the MARC format. Catalogue Administration needs knowledge of MARC standard and a bit of understanding how records are identified when they are searched for any purpose. Please refer to Appendix on MARC for understanding its mechanism.

Please DO NOT make any changes in the templates or values against any field, unless you are confident of the change you are making.

Values against each tag in the templates under Catalogue Master take care of identifying the records, separating or grouping them when the user (including staff) seeks any information from the system. These templates will be ready with values needed in a standard library practices. Please ensure you are familiar with the values against each tag in these templates.

Library Name : Girls College Library, Sagar Application Version : 2.0.0.9

Type here to search

ENG 13:24 13-02-2023

. Circulation Master

SOUL 2.0 (Logged in As: Superuser)

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 Circulation Master

Circulation Master

SOUL 2.0 (Logged in As: superuser)

Circulation Master will allow you to create structure of parameters needed to take care of circulation operation in the library. You should have data or your member categories and privileges, list of holidays etc. ready with you before you start filling in the Circulation Master.

Library Name : Girls College Library, Sagar Application Version : 2.0.0.9

Type here to search

ENG 13:26 13-02-2023

6.Serial Master

SOUL 2.0 (Logged in As: Superuser)

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 Vendor Frequency Delivery Mode Binding Type Edition

Serials Master

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

Serial Master General Master Vendor Frequency Delivery Mode Binding Type Edition

Serials Master needs standard/common data elements for the periodicals, journals, newspapers, magazines and serials that a library subscribes to. There are various types of collections – like Reference, Special Collection, and Bound Volumes of these periodicals.

Information needed for Serials Master includes Names of the vendors Frequency of the serials, Delivery Modes (Airmail, Surface Mail, Courier etc) Binding Agencies and types of Serials Collections (Reference, Special, BVS, Rare) etc.

Library Name : Girls College Library, Sagar Application Version : 2.0.0.9

Type here to search

13:30 13-02-2023