Chapter 4
Library Software Packages with reference to Serial control module: Koha, Libsys and SOUL

4.1 Introduction

Different approach and requirement of end users has led to development of a number of software packages for management and dissemination of information in libraries. Some have been developed by commercial agencies; others have been indigenously developed by reputed institutes for in-house use. There’s another category of library software where customized applications are developed based on existing software. Some of this software is guided by the open source philosophy, which makes its source code available and freely modifiable for anyone.

With the development in information technology, traditional library has gradually changed its shape in different steps, traditional, electronic, digital and finally virtual. This transition is powered by the single most powerful tool used in libraries today, the library software. The library software itself is changing with time in order to incorporate various new features and applications as per need of the end users or to make traditional jobs of a librarian easier. While they make information dissemination and management easier, the software itself is becoming more sophisticated.

4.2 Features and facilitates of Library Management Software (LMS) Packages

The following features are taken for the survey to study the features of different library software packages used by the Institutes of Higher Learning.

- Addition/Deletion of records
- Backup facility
- Budget management
• Compatibility of the software with all kinds of systems and applications like Microsoft Office, structured query language (SQL) and DBMS.
• Data import-export
• Ease of installation
• Import/export of records in standard format MARC/CCF/ISO2709
• Maintenance & support
• Network facility
• Notification to users regarding up gradation of software
• Price affordability
• Provision for internet connectivity
• Provision of keeping all sorts of reports
• Remote login
• SDI & CAS
• Searching facilities
• Secured user management
• Support multiple platforms windows, Linux
• Support to bar coding/RFID
• Support to stock verification
• Support to Surveillance System
• Support to UNICODE
• Training provision
• Transaction statistics
• User friendly
• Web OPAC

Today a number of Library Management software is available. Handful commercial firms also have developed library software, but these are very costly, again some of the firms with collaboration with government have created library software packages which are affordable but seem lacking some attributes and most of the libraries can be seen converting their library software to an open source library management software packages like Koha.
The study covers only Koha, Libsys and SOUL library software, because most of the institutes of Higher Learning in Assam are using either Koha or Libsys or SOUL.

Koha is the first free LMS package which makes it one of the most widely used software in libraries around the world. Features like multilingual and translatable, full text searching, library standards compliance, web-based and friendly user interface and no vendor lock-in makes it preferable for all kinds of libraries. According to koha community wiki page, 8 (eight) number of reputed libraries in Assam are using Koha.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name of Institution</th>
<th>Software</th>
<th>Installed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Central Library, Bajali College, Assam</td>
<td>Koha</td>
<td>Implemented By Aditi Library Services, Using Koha 16.05.05 Version with Cloud Hosting Service.</td>
</tr>
<tr>
<td>2.</td>
<td>Central Library, West Goalpara College, Assam</td>
<td>Koha</td>
<td>Implemented By Aditi Library Services, Using Koha 16.05.05 Version with Cloud Hosting Service.</td>
</tr>
<tr>
<td>3.</td>
<td>Central Library, Digboi Mahila Mahavidyalaya, Digboi, Assam</td>
<td>Koha</td>
<td>Implemented By Aditi Library Services, Using Koha 16.05.05 Version with Cloud Hosting Service.</td>
</tr>
<tr>
<td>4.</td>
<td>Central Library, Arya Vidyapeeth College, Guwahati: Assam</td>
<td>Koha</td>
<td>Implemented and Maintained by Hirak Jyoti Hazarika and Using Koha Version 16.05.02.00 on Ubuntu 14.04</td>
</tr>
<tr>
<td>5.</td>
<td>The Assam Valley School, Sonitpur, Assam</td>
<td>Koha</td>
<td>Supported by Avior Technologies Pvt. Ltd.</td>
</tr>
<tr>
<td>7.</td>
<td>Indian Statistical Institute, North-East Centre, Tezpur, Assam</td>
<td>Koha</td>
<td>Supported by Avior Technologies Pvt. Ltd.</td>
</tr>
<tr>
<td>8.</td>
<td>Rabindra Library, Assam University, Silchar, Assam</td>
<td>Koha</td>
<td>Koha 3.20.05 on Ubuntu 14.04 LTS</td>
</tr>
</tbody>
</table>

Table 4.1: Koha users in Assam

Libsys is one of the pioneers among library software developed in India. Support at local level and indigenous lineage has made this software one of the prominent one in the last three decades since its inception. The following 8 libraries in Assam are using Libsys software.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Institution</th>
<th>Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assam Administrative Staff College, Guwahati, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>2.</td>
<td>Assam Valley School, Balpara, Guwahati, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>3.</td>
<td>Delhi Public School, Numaligarh, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>4.</td>
<td>Indian Institute of Technology Guwahati, Guwahati, Assam</td>
<td>Libsys7</td>
</tr>
<tr>
<td>5.</td>
<td>Regional Research Laboratory, Jorhat, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>6.</td>
<td>Regional Medical research Centre, Dibrugarh, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>7.</td>
<td>Tezpur University, Tezpur, Assam</td>
<td>Libsys4</td>
</tr>
<tr>
<td>8.</td>
<td>Jorhat Engineering College, Jorhat, Assam</td>
<td>Libsys4</td>
</tr>
</tbody>
</table>

Table 4.2: Libsys users in Assam

Software for University Libraries (SOUL) is library management software developed by the INFLIBNET Centre based on requirements of college and university libraries. There are 42 installations of SOUL 2.0 software in the Universities, Institutions and Colleges in Assam. (SOUL Status. Retrieved January 3, 2017 from http://www.inflibnet.ac.in/soul/downloads/SOULStatus_March_2014.pdf 1st April, 2000 to 31st March, 2014)

An attempt is made to discuss the serial control features available in library software packages like Koha, Libsys and SOUL.

Developing a module for serials control is the most difficult job for a developer and the use of this module is most difficult for the staff of library. Software vendors receive highest number of complaints from the clients regarding the serials control. This happens because of several idiosyncrasies involved in the serials publications. In the early years of automation, the main application of the computer with respect to serials control was the updating and printing of serials list (Reynolds, 1985). Historically, the concept of applying data processing techniques to serials began to attract attention as early as 1949 when punch-cards were used in serials procurement at the University of Texas Library (Steward, 1968). Later on, during 1960s, several libraries in the US attempted to automate many procedures involved in serials control. One of the first to do so was the University of California.
Ravichandra Rao stated that an automatic serials control should perform the following functions:

- Ordering new journals
- Renewals of journals
- Discontinuation of journals
- Receiving the journals
- Sending the reminders
- Preparation of a list of received journals
- Keeping track of amount spent on the subscription of journals

(I.K Ravichandra Rao, 1996)

Fig 4.1: Flow chart of serial control
4.3 Koha

Koha is the first Open Source library management system and it was initially developed by Harowhenua Library Trust, New Zealand in 2000. The history of development of Koha itself is quite interesting. Towards the end the year 1999, the whole computer world was anxious over the forthcoming Y2K bug. HTL in an effort to avoid millennium bug, decided to shift from their existing proprietary LMS to open source software. However during that time none were readily available. It leads to new LMS, Koha. They decided to keep the software under open source software licence. The project has grown substantially over the years with supports from volunteers from all over the world today. It has grown to be a fully featured LMS and remains one of the most scalable systems due to its open source hereditary. Currently maintained and being developed for addition of customized features by a team of developers from all over the world, Koha has adopted “Joint Ownership” strategy with its customers. In the “Joint Ownership” approach, a customer has the liberty of installing latest version of the software freely or provides financial support for development, if they wish to, or even develop customised features themselves.

The official download links for Koha are available at http://koha community.org/download-koha/. As per Koha community, the bug fix updates are released every month whereas new features are incorporated in to the software in half yearly cycles. Debian based platform and Ubuntu are actively being supported as on date by the developer community. A typical Koha installation requires apache web server, MySQL database engine and Perl/python as main language for development.

Being guided by open source philosophy, Koha is definitely primary choice for organisations prioritizing source code transparency as well as information security. Moreover, stability and scalability is another two strong features of Koha, like most other open source software. That’s why hundreds of libraries of various size and types across the world have chosen Koha as their LMS solution. Since Koha is a community driven project, participating libraries benefit from the solutions already developed by other libraries. Moreover the software support and development is

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not limited by resources available to a single developer company unlike proprietary software, thus making Koha eligible for long term.

- **Koha salient features**
  - Fully featured LMS licensed under open source software philosophy, no license fee required.
  - Web-based access interface for clients. Hence no additional software required at client end.
  - Server software is supported on variety of operating systems, i.e. Linux, Unix, mac.
  - Supports MARC21/UNIMARC.
  - Compliance to Z39.50 and SRU (Search/Retrieval via URL) standard for information searching and retrieval from server over TCP/IP network.

- **Koha software modules**

Koha is fully featured library management software having web-based interface and contains all necessary library modules like-

- OPAC
- Circulation
- Patron Management
- Cataloging
- Serials
- Acquisitions
- Custom Reporting
4.3.1 Serial Control of Koha 16.11

For missing issues of serials, retrieval, search, customization, management, Koha plays as one of the influential open source library management tool that deals with all the above basic. Journals can be easily access from Koha OPAC. Koha has all the features like manage late issues, skipped issues, and claims with the suppliers. Koha also expertise in handling classifications, it allows the library personnel to deal with various publication terms whether is a regular newspaper or year-end publishing, delayed publications.

The following sub categories in serial administration of Koha help the library personnel to make the module more functional. The serial collection can be displayed differently in OPAC.

- Create Vender
- Create MARC Framework for Journal
- Create MARC structure for Journal
- Fill bibliographic information through Cataloguing model
- Create and modify Subscription Information
• Receive of journals
• Check/Search on OPAC

Serial control module’s main page can be accessed from the drop down menu under “more” inside the main toolbar located on the top of the Koha home page. The serial control module take care the tasks like keeping track of journals, newspapers, periodicals and other serials. A number of system configuration setting available inside the “serials system preferences” and “cataloguing system preferences” need to be set before serial control module can be used in Koha. The Koha manual specifies a list of implementation checklists describing these settings in detail.

Koha being open source software can be customised according to the library’s requirement. That’s why it’s difficult to put forward any definite list of features for Koha. The researcher has however used the version of Koha software available in koha-community.org website i.e. Koha 16.11.05.000 because it is found to be used by some libraries during the study. Serial control module itself is quite large and features tens of customizable options. A few of the salient features in serial control module of Koha 16.11 are discussed here.

• Manage Serial Frequencies
• Manage serial Numbering Patterns
• Custom Subscription Fields
• Subscription addition
• Creation of Routing List
• Subscription in Staff Client
• Subscription in OPAC
• Claim Late Serials
• Searching Serials
• Check Serial Expiration
• Renewing Serials
• Searching Serials

4.3.1.1 Manage Frequencies

With the help of this feature options like daily, weekly, monthly, bimonthly and yearly can be selected. Periodicity of serials can be maintained with this option available in serial control of Koha.

<table>
<thead>
<tr>
<th>Frequencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>2/month</td>
</tr>
<tr>
<td>2/day</td>
</tr>
<tr>
<td>1/day</td>
</tr>
<tr>
<td>3/week</td>
</tr>
<tr>
<td>1/week</td>
</tr>
<tr>
<td>1/2 weeks</td>
</tr>
<tr>
<td>1/3 weeks</td>
</tr>
<tr>
<td>1/month</td>
</tr>
<tr>
<td>1/2 months</td>
</tr>
<tr>
<td>1/3 months</td>
</tr>
<tr>
<td>2/year</td>
</tr>
<tr>
<td>1/year</td>
</tr>
<tr>
<td>1/2 year</td>
</tr>
<tr>
<td>Irregular</td>
</tr>
</tbody>
</table>

Screenshot 4.3 New frequency of Serial control module in Koha
4.3.1.2 Manage numbering pattern

Numbering pattern in serials is reusable. They can be accessed from the “manage numbering pattern” page in Koha. The same can be accessed by following the drop down menu inside “More” then selecting “serials” link. On the serials homepage, “manage numbering pattern” link is available towards the left side of the page. Followed by this link, a new page lists the user defined numbering pattern appear.

<table>
<thead>
<tr>
<th>Number patterns</th>
<th>Description</th>
<th>Numbering formula</th>
<th>Display order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Rollover</td>
<td>Vol [X], No [Y]</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Volume, Month, Issue No.</td>
<td>Vol [X], Number [Y], Issue [Z]</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Volume, Number (for weekly pub)</td>
<td>Vol [X], No [Y]</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Vol, No (Daily newspaper)</td>
<td>Vol [X], No [Y]</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Volume, Number (for fortnightly)</td>
<td>Published 2 issues per Month</td>
<td>Vol [X], No [Y]</td>
<td>Edit</td>
</tr>
<tr>
<td>Number</td>
<td>Simple Numbering method</td>
<td>No [X]</td>
<td>1</td>
</tr>
<tr>
<td>Volume, Number, Issue</td>
<td>Volume Number Issue 1</td>
<td>Vol [X], Number [Y], Issue [Z]</td>
<td>2</td>
</tr>
<tr>
<td>Volume, Number</td>
<td>Volume, Number</td>
<td>Vol [X], No [Y]</td>
<td>3</td>
</tr>
<tr>
<td>Seasonal</td>
<td>Season Year</td>
<td>[X] [Y]</td>
<td>4</td>
</tr>
<tr>
<td>Volume, Number (for bimonthly pub.)</td>
<td>(For Bimonthly pub.)</td>
<td>Vol [X], No [Y];</td>
<td>5</td>
</tr>
</tbody>
</table>

Screenshot 4.4 New numbering pattern of Serial control module of Koha

4.3.1.3 Custom subscription field

One key characteristic of serial is its uniqueness of each subscription. So creation of each serial subscription demands customized subscription fields. Koha allows creation of custom subscription field specific to each serial subscription for better reporting and search ability. The “Add subscription field” link is available at the left side of the serial main page/ Add “New fields” button inside the “Add subscription field”, this allows addition of custom subscription field.
4.3.1.4 Add a new subscription

New serial subscription tab is directly added from the main page of the serial control module in Koha. Clicking on the “New subscription” button brings up the subscription details from where various subscription details like vendors, records, call number, library selection, public and non-public notes, location, patron notification, first issue publication date, frequency of publication, subscription length and subscription end date need to be filled. After filling up all these data, Koha generates a prediction table for future serials which can be viewed by clicking the “Test prediction pattern” button.

Add a new subscription (1/2)

Screenshot 4.5 New subscription sub module of KOHA

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4.3.1.5 Creation of routine list

A routing list is defined as a list of patrons who can access a serial before it’s made available to the public in the library shelf. In Koha routing lists can be created from the serial subscription summary page. Hence at least one subscription need to be created in Koha before defining a routing list. However, once routing lists are created, serial subscription can be selected from “Patron Notification” menu.

4.3.1.6 Subscription in Staff Client

Bibliographical records of serial subscriptions appear in the “subscription” tab. The summary of subscription can be viewed by following the “subscription details” link.

4.3.1.7 Subscription in OPAC

OPAC web view in Koha offers customised view for serial subscriptions. It offers two views, compact view and full view. The compact view of subscriptions shows only the basic information about the subscription, whereas the full shows complete details regarding the subscription to OPAC users.

4.3.1.8 Claims Journals

After addition of a subscription, Koha accurately calculates future dates of serial issues, based on frequency of publication and subscription end date. The system can issue a notification for late delivery of a serial subscription to the vendors as well as the staff users.

The staff user can decide to send one message to the vendor informing late delivery of an issue by clicking “claims” link available on the left side. Koha also displays status of all the serials subscribed from the same vendor after sending the notification.
4.3.1.9 Check serials expiration

At the time of adding a subscription, Koha requests for subscription end date. Thus the system can check and display the list of serials which are about to expire subscription. The staff use of Koha can use the subscription expiration check tool available in the serials menu by clicking the link “Check expiration”.

- Claims
- Check expiration
- Manage frequencies
- Manage numbering patterns

**Check expiration**

![Screenshot of Check expiration interface]

No results for your query

Screenshot 4.7 Check expiration of serial control module of Koha
4.3.1.10 Renewing serials

Koha also has serial subscription renewal option to ensure timely receipt of subscriptions without fail due to expiration of subscription. Subscriptions can be renewed by clicking on the “Renew” available at the top of the subscription detail page. The “Manage frequency” link inside the serial control module also offers option to renew subscription.

4.3.1.11 Searching serials

A basic search box is available in the serial control module of Koha located at the top of the page. The serial title, ISSN, keywords is usually sufficient to search any serial. However the feature also offers an advanced search option for serials where publisher name, vendor name, location and call number can be used for searching.

![Screenshot 4.8 Searching Serial section of Koha](image)

4.3.1.12 Receive issues

After receiving an issue of a subscription, it is marked as received in the system. It can be done from three different ways in Koha. The first two methods require the staff user to search for serial from the search box. The serial search results are displayed in tabular format showing important basic information about the serial
like ISSN, Title, Ntes, Call Number and routing list along with an option “Serial Receive”. Clicking on the link marked the current issues of the serial received. Alternatively the staff user can click on the subscription title that displays the subscription information of the serial. The third method of issue receive is actually an indirect one. It can be reached by following the “Serial Collection” link under “Subscription Summary” page. (http://koha community.org 16.11).

4.4 Libsys

Libsys is a New Delhi based software company which is known as Infotech Consultant Pvt. Ltd. which has a mission of Library Automation. This company is engaged in providing software solution since the year 1984. Libsys is integrated library management software that caters to the need of an advanced library and information professionals. It is a group of integrated multi user library management system. It runs on platforms such as UNIX, NOVELLIAN, WINDOWS NT, WINDOWS XP etc. Libsys is built around its own bibliographic database following ANSI Z-39 format. It is software written in C/C++ and Java providing user friendly interface during operation. It is also available for ORACLE, SQL server, MYSQL as backend RDBMS. Full graphical user Interface (GUI) front end provided for windows clients. The company is now known as Libsys Ltd. and leading provider for library management system across India.

In 2000 client server Libsys4 was released which became the most popular version in India. In 2008 Libsys7 the state of the art globally competitive web based LMS was launched. Libsys7 provides the competency with GWT based GUI with multitasking feature. The Libsys7 fully supports Unicode and provides Federated Searching with customizable look & feels User notification through E-mail and SMS, RSS feeds and integration with Google Books, BookFinder, etc. It has Interactive features like online reviews, ratings, renewals, reservations etc. to deliver patron satisfaction.

- Modules
- Acquisition
- Cataloguing
- Circulation
- Serials
- Article Indexing
- OPAC
- Administration
The Acquisition System deals with ordering of library material, receipts monitoring, invoice processing and accessioning. It also maintains expenditure and budget analysis by respective account head.

The cataloguing system makes available various catalogues/indexes online for instant reference. It has a powerful data entry facility. The Standard compliance of Libsys7 are as follows:

- MARC21
- Unicode
- SRU/SRW
- Z39.50
- NCIP (NISO)
- SICI Barcode

(Source -http://www.libsys.co.in/offerings-libsys7.html)

This system provides facilities to generate bibliographies, current awareness services, SDI (Selective Dissemination Information), and import/export of bibliographic data in standard exchange formats, meeting specific requirements of a library.

The circulation system update membership records and the latest status of collection meant for circulation. It performs all the functions related to circulation providing suitable checks at every stage. The serial system provides control of periodical subscription and subsequent monitoring of the scheduled arrival of individual issue. It maintains record of budget sanctioned for serials under different categories, amount encumbered and expended, thus providing complete budgetary control. This also handles serials, which may be received on grants or exchanged.

The article indexing and abstracting provides facility to create separate article database. Apart from addition, modification and deletion of article records in the
database, it has options to provide different services like SDI, documentation, bibliographies, etc. from article database.

The OPAC (Online Public Access Catalogue) provides online facility to search the bibliographic database extensively, which also includes words word based search facility using Boolean operations. The OPAC also provides the periodic list of recent additions to library collection and allows users to find the material issue out to them as well as to put material on reserves, etc.

### 4.4.1 Serial control module of Libsys7

Serial system of Libsys provides control to the periodical subscription and subsequent monitoring of the schedule arrival of individual issues. It maintains records of the budget section for serials under different categories. Thus provides complete budgeting control. It maintains records of serial titles, vendors, publishers, budget heads, currencies, and exchange rates etc. that are vital for maintenance of serials database. It also handles serials which are received on gratis or in exchange.

After logging on to Libsys select the serial control system module then select system setup. A screen with the heading ‘parameters (serials)’ opens displaying current set up.

- **Default values**: Data is entered in the fields of parameters screen. Once the parameters are defined, that is, the default values are entered at the same information whenever/wherever these fields have to be filled during the course of routine work. The options at the bottom of the screen such as vendors, currencies and budget heads, discount, acquisition mode, delivery mode, approval authority, publisher address, serial location, overdue reminder inclusion etc. Every time one has to place a new subscription, the system will have automatically filled the relevant data in these fields. It is one time operation to facilitate the daily work.
4.4.1.1 New Subscription

A new periodical subscription may be processed and subsequently monitored until its first issue is received. The functions related to new subscriptions are as follows:

- **New serial details**

The subscription process for a new serial is initiated by entering its title and other details. On selection of this function, the system prompts you to enter the details. The title, country of publication and the subscription year are mandatory field. Starting year refers to the year the journal started publication. The subscription process of a new serial cannot be initiated, unless these are entered.
Screenshot 4.11 New subscription section of serial control of Libsys7

- **Request specimen copy**

  This generates a request to be mailed to a vendor asking for specimen copies of the new serials. Once a request, new or existing one, is selected, the options like add, delete, list, process, update request, quit are available.

- **Initiate approval process**

  Initiate approval process is necessary only in libraries where the practice of getting approval from an authority exists.

- **Approval status update**

  When approval lists come back, the status of the serials as approved or rejected is updated through this function. Subsequently, only the approved serials are considered for ordering.
Screenshot 4.12 Initiate approval process section of Libsys7

Screenshot 4.13 Initiate approval process section of Libsys7
• **Ordering subscription**

On selection of this function, the system asks for an order number to initiate new order in the system, select ‘New Order’.

• **Update subscription details**

This option is used to change details such as the order type, the order date, and the vendor.

• **New serials status**

On selection of this function, new serials initiated in the system are listed out alphabetically, along with subscription period and respective status, which may be one of the initiate, sent approval, approved/rejected, ordered, invoiced, paid for, received.

• **Duplicate subscription**

On selecting this function and specifying the subscription year, the system allows you to order duplicate subscriptions for a periodical through a different vendor, or through the same vendor with a new subscription no. Add, Remove and List options are available.

**4.4.1.2 Subscription renewal**

The process of renewing the subscription to serials currently being received, involves the following functions:

• **Initiate approval**

The renewal process is initiated by printing an approval list that contains the details of the serials for which renewal is sought. The list of current subscriptions due for renewal is displayed.
• Approval Status update

The status of serial is updated as approved or rejected through this function.

• Ordering

An order is listed by including titles from a list of current serials, which have been approved for renewal. Select renewal order type for renewals.

• Update subscription details

Prior to receiving the first issue of the renewed subscription the following details should have been entered: Volumes, issue number, date/period. All the details regarding the serial need to be updated in this section.

• Status of renewed subscription

This lists out the serials for which the process of subscription renewal has been initiated, displaying their current status.

4.4.1.3 Invoice processing

The processing of invoices, received from vendors against orders placed with them, involves the following functions:

• Invoicing

An invoice received from a vendor is initiated in the system by entering its details and identifying the individual serials that are billed in it.

• Payment request

When the invoice amount matches the total cost of the serials billed in it, after taking into account miscellaneous charges and discounts, the invoice may be
processed for payment. On selection of this function, the system asks for a Request no.

- **Payment updates:**

Payment details may be posted against the corresponding vendor and invoice after each is processed by the Account Section. Select List Requests to see the list of current requests. Once the payment request is selected the system displays vendors and the respective invoice amount and currency.

### 4.4.1.4 Issue management

- **Registering Issues**

There is a simple procedure to record issues of serials received from time to time, depending on their frequency. The system keeps up to date record of the holdings of the issues received. The function for recording regular issues is different from that of recording index issues.

![Screenshot 4.14 Issue management process section of Libsys7](image-url)
On selection of either of the functions, the system asks for the serial whose receipt has to be recorded. This may be done by entering any one of the following:

- Alpha code
- Title
- ISSN

- Additional issues

The system allows receiving additional issues of journals, if a part or supplement is received.

- Annual Issues

This option allows receiving annual issues.

![Screenshot of Library Management System](image)

**Screenshot 4.15 Additional issue section of Issue Management**
4.4.1.5 Claim monitoring

The monitoring of each issue to be received, as per the respective frequency of the serial, involves basically generating notices which could be mailed directly to the vendors or publishers in case of non-receipt. The purpose is to notify the no arrival or, arrival of a defective/damaged copy of the periodical. The following functions are used in monitoring the receipt of individual issues of a serial.

- Schedule Updates
- Reminders
- Reminders(Specific Serial)
- Missing/Overdue/Replaceable Issue
- List Reminders

4.4.1.6 Bindery management

The following functions are related to the management of loose issues of serials.

- Binding/Bound volumes collection
- Binding Update
- Bindery order
- To Collection
- Accessioning
- Accessioning (Back Volumes)
- Change Accession number
- Status Update

4.4.1.7 Record keeping

Record keeping is an important function of serial control. It maintains records of serial titles, vendors/publishers, budget heads, currencies, exchange rates, etc. that are vital for maintenance of the serial database.
Screenshot 4.16 Update loose issues section of record keeping

Screenshot 4.16 (A) Update loose issues section of record keeping
This section covers all records that are required to be kept for any library’s serial control. These records should be created in the system before the serial process starts. Record keeping helps add, modify, or delete these records, thereby keeping them up to date. Both the acquisition and the serial systems of libsys share the same records of vendors, budget-heads, and currencies. On selection of the Record Keeping Function from the main menu of the serial system, the following options are available:

- Serial details
- Update loose issues
- History status
- Vendor/publisher
- Budget heads
- Currencies
- Exchange rates
- Budgets
- Serial languages
- Serial types
- Types of binding
- Acquisition modes
- Notice text
- Routing details

### 4.4.1.8 Enquiries

Generally, queries pertaining to serials are about titles, vendors, budget, the issues that have been checked out etc. When queries is select from the Serial Menu, the system lists out the criteria and prompts to select one of them.

- **Titles**

Quires, based on titles, may be further distinguished as follows:
Serial details

To see details of any single periodical, select Serial Details. The system asks for the title of the serial, whose details are to be seen. This may be done by entering any one of the Alpha code, Title, ISSN

Screenshot 4.17 Serial details of Enquire section of Libsys7

- New Serials

In response to this query the system lists out the new serials initiated in the system giving their current status which may be any of these like Initiated, Sent for approval, Approved/ Rejected, On order, Billed, Paid, Received.

- Renewed Serial

This option allows seeing the periodicals for which subscription have been renewed.
- Current Serials
- Missing/Overdue/Replacement Issues.

Screenshot 4.18 Renewed serial section of Enquires of Libsys7

- Vendors

Following vendor based queries are possible:
- Vendors’ directory
- Current Serials by vendor
- Orders with Vendor
- Invoices from Vendor

- Budget-Head

Budget head based analysis of library funds is possible with this query. Here Budget-Head-Expenditure Head needs to be selected.
• **Check out Journal**

Following queries may be made on journals which are checked out:

- By Member
- By Title
- Journals checked out

• **Miscellaneous**

Other serials related queries include:

- Periodicals in bindery
- Recent arrival
- Unbilled serials
- Subject wise serials
- Serials List
- Special Issues

### 4.4.1.9 Reports

The management of Serials necessitates generation and printing of various reports, such as Current periodicals and Approval Lists, Subscription and Binary orders, Reminder notices, Bill or Invoice Register, etc. These are listed in the Reports Menu grouped under Serials, Notices, Check-outs, and Miscellaneous.

• **Serial Based Reports**

- These are alphabetical lists of
- Title
- Current Serials
- List by Publisher/Country
- Special Issues
- Duplicate Issues
• **Notices**

Following are notices which can be generated:

- Approval List
- Order Form
- Payment Request
- Check Delivery Notice
- Bindery Order

• **Check out**

The following reports related to check out of single issues of journals may be printed:

- By Member
- By Title

• **Miscellaneous**

Other Reports related to serials which may be generated are:

- Vendors’ directory
- Recent arrivals
- Invoice Register
- Request for specimen copy
- Serials by location
- Bound volumes
- Serials for Approval
- Serials for ordering
- Unbilled serials
- Supply Order
- Subscribed Serials
- Binding details
- Exception Serials
- New serials
4.4.1.10 Circulation

The following functions are used to keep track of journals loaned to members:

- **Check out**: This function is used to record the journals issued out to a member. On selection of this function, the system asks for the member ID which may either be entered or scanned by bar code reader.

- **Check in**: This function is used to record the journals returned by a borrower. Like check out it asks for the member ID. Following exception condition may arise-
  - No member
  - No check-outs

4.4.1.11 Article indexing

The Article Indexing system provides the facility to create and maintain a separate article database. It facilitates special services like SDI, listing of current articles, bibliographies etc. It permits the indexing of the contents of serials in a way that they are easily retrieval with the help of the online searches, documentation or bibliographic options. The function of this sub module can be categorise as Maintenance, Retrievals and Miscellaneous.

4.4.1.12 Housekeeping

The serial system provide for the following house-keeping operation:

- Redevelop Receipt File
- Remove Invoice record
- Print Holdings summery
4.4.1.13 Stock verification

Another important function of the library which Libsys facilitates is stock verification of the Serial system and generation of its reports. On selecting this function the system displays three options:

- **Initiate stock Verification**

  On selecting the first option, the system asks to confirm that it should be set for stock verification. It should be kept in mind that the system is not being used by anybody.

- **Verification**

  After Initiation of Stock verification the system now set for verification. There are two ways of doing it. By bringing a trolley full of books, enter Accession number
of each. The title, status, date, last verified etc., are all automatically filled by the system.

- **Verification Report**

Print the report of records with “Exception” status. Update the system with actual status of volumes and journals.

Libsys7 contains some value added features like browser based web client, GWT compliant web interface, Full Unicode support, Federated search, RSS feed, OPAC enrichment services, User reviews, User feedback & recommendation, multitasking support, Net cataloguing, Automatic registration of journal issues through SICI barcode makes it more suitable for library personnel to operate library functions pleasingly. (Libsys Manual).

### 4.5 SOUL

Software for University Libraries (SOUL) is an indigenously developed integrated library management software (LMS) developed by INFLIBNET. Although it has been developed keeping in mind the requirements of college and University libraries, it is suitable for all types and sizes of libraries. The software system is very easy handling and based on server-client environment. It is also compliant to various international standards for bibliographic formats, networking and circulation protocols. The software is capable of automating all housekeeping operations of a library. Initial version of the software i.e. SOUL 1.0 was designed to work with MS-SQL database server version 7.0 or higher. However, now the software has been further improved to be compatible with not only MS-SQL but also MySQL and various other popular RDBMS systems too. The latest version of the software, i.e., SOUL 2.0 is compliant to international bibliographic standards like MARC 21, supports multilingual bibliographic records by inclusion of Unicode-based Universal Character and NCIP 2.0/ SIP2 based protocols for electronic surveillance and control.
• **Modules**

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

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

### 4.5.1 Serials Control module of SOUL 2.0

Serials/Journals are very important resources. SOUL is equipped with wide-ranging serial control module to manage diversity of issues related with these types of resources. It should be ensured that the master data (Administration – Serial Master) is up-to-date in terms of data-entry window. Information like name of vendors, frequency of serial, delivery mode, binding agencies and types of serial collections are need to be entered in serial master of administration.

Serial Master option is available in the administration module of SOUL 2.0 where the serial master requests standard/common data element for the periodicals, journals, newspapers, magazines that a library subscribes. The name of the vendors, frequency of the serials, delivery modes, binding agencies and type of serial collections-reference, special, bound volumes etc. are need to enter in serial master. The process of selections of titles, approval process, placing orders etc. remains more or less the same as the Books. The serials control module has following sub modules. The serial system of SOUL is designed to maintain data about serials.

The serials control module has following seven sub modules

- Titles (Serials)
- Suggestions
- Subscription
- Payment
- Check-in
- Commercial Binding
- In-House Binding

Screenshot 4.20 Administration Module of SOUL 2.0

Screenshot 4.21 Serial master of administration of SOUL 2.0
4.5.1.1 Titles (Serials)

MARC21 format has become the standard format for titles record keeping in modern library management software. In SOUL 2.0 too, data entry for all formats of serial titles including print, electronic and online formats are done in MARC 21 format. A record in MARC 21 format has to have entry/edit leader and fixed field elements.

SOUL allows users to use only essential fields of a record while making titles entry into the database. Further processing of serials like, Ordering, Renewal of Order, Schedule Generation etc. can only be done once titles record entry is properly done. The titles data entry screen in SOUL has provisions for entering Title, bound/indexed status, type of subscription, Language, Department, Subject, Class No, ISSN, Coden, Location, Publisher and supplier details, mode of receipt, price details etc.

Screenshot 4.22 Main entry of serial control of SOUL2.0
• **Title Entry**

This feature enables users to use only important fields. For any of the functions like Ordering, Renewals of Order, and Schedule Generation etc. titles must be entered. Title entry facilitates for entering Title, whether it is bound/ indexed or not, type of subscription, Language, Department, Subject, Class No, ISSN, Coden, Location, Publisher and supplier details, mode of receipt, price details, etc.

• **Title Update**

This option is available for making any improvements in the information of a definite record. The option will open screen for Browsing Titles. Double-click on a specific title from the list that needs to update.

• **Article indexing**

This feature helps to display articles from the serials. The article can be scanned and the documents can be attached to the related records of the title with MARC 21 format.

![Screenshot of Title Entry](image.png)

**Screenshot 4.23 Title entry of serial control of SOUL 2.0**
• **Title Report**

This option allows creating report on titles. The report parameters are Location, Department, Subscription, Publisher, Supplier, Frequency, Delivery Mode, Class Number, Language and Subject.

• **Title Holding Report**

This option allows creating report on holding of titles; the report parameters are Location, Department, Subscription, Publisher, Supplier, Frequency, Delivery Mode, Class Number.

4.5.1.2 Suggestions

The suggestions come from its users (faculty, students, research scholars and experts). To go in to the details of the suggestions received suggestion option need to be selected.

• **New Request**

After getting in to suggestion option there is another option available “New Request”. Requests received from the user can be entered by clicking “New Request” button. Basic details can be entered in this option.

• **Update Request**

For updating any kind of request that has been already entered the option “Update Request” is available. By clicking Update request any modification can be done in previously entered request.

• **Select for Approval**

As soon as the whole request has been entered, the list needs to be sent to Approval Committee or to the authorities for approved. After serials are approved, order can
be placed with suppliers to subscribe the journals as explained in “Subscription” section.

- **Re-Approve Rejected Titles**

Reapprove-Rejected List option can be used if some of the titles get rejected or set aside on hold. Rejected titles will appear by clicking on “Re-Approve Rejected”.

- **Merge into Database**

This feature can be used by selecting the boxes and giving tick mark against the titles and click the Merge Button. Once records are merged MARC records for approved titles will be generated.

- **Request Report**

This option allows printing of all the request lists by opting filter criteria it may be budget wise, department wise or date wise.

**4.5.1.3 Subscriptions**

This feature allows placing the order or renewing either directly with the publisher or a supplier.

- **New Order**

This feature is used to raise order in the name of specific publisher/supplier. This menu also allows renewing the subscription for the existing serials collection.

- **Cancel Order**

This option can be performed by clicking on the “Cancel Order”. As soon as the cancel order screen appears it asks the order number to be cancelled, the title can be cancel from the order. In case of cancelling the entire order the option “Cancel Whole Order” can be used.
• Purchase Order

This option allows creating “Purchase Order” by Order No, Order Date or Supplier. Then it can be printed by filling up appropriate values.

• Order Report

List of order can be created according to all orders, generated orders, completed orders and cancelled orders.

Screenshot 4.24 Order report of subscription of serial control module in SOUL 2.0

4.5.1.4 Payment

As soon as order is placed with publishers/suppliers, publisher/vendor would promote their invoices. Generally for subscription of serials publishers/suppliers asks for advanced payment. Invoice can be initiated by selecting ’Payment’ option from the menu. The following are the sub section under Payment option.
• **Invoice Process**

For invoice process all the details regarding the invoice against each order should be entered for which payment needs to be processed. Here one should click the search button from the publisher/supplier option; list of orders related to the publisher/supplier will appear. All the other details need to be checked after filling up Invoice No.

• **Payment Process**

This option requires to be used for entering payment details for invoices that are received.

• **Refund Process**

In case of non-supply of some issues of periodicals and in case when the publisher/vendor stops to publish the certain periodical the publisher/vendor refunds the amount to the institution. In such circumstances this option can be used.

• **Forwarding Letter to Account/Vendor**

With the help of this option forwarding letter can be created to Account Section requesting to issue the payment.

• **Invoice Report**

Invoice report can be generated either budget wise or range of dates. This report provides position of each invoice.

• **Payment Report**

This option provides report of payment list created against each order. This report gives list of all the payments generated against each order and received invoice, one can generate this report by supplier, date and budget as report parameters.
• Refund Report

This report gives user list of refunded amount between specific dates.

Screenshot 4.25 Invoice report of payment of serial control module in SOUL 2.0

4.5.1.5 Check-in

Generally after payment the library receives the issues of subscribed serials. Here it is to ensure that all the records for the serials in database have correct details in MARC format. The first task here is to create schedule of ordered title.

• Schedule Generation

It should be ensured that all the details like volume no., issue from to, number of days to receive copy after publication, publication date range. Now whichever is required tick mark the required boxes. After clicking on the “Generate Schedule” button it needs to be saved.
• **Non Received Process**

Here reports regarding Non-received issues can be generated based on the date of publication and date of receipt can be expected.

• **Check-in Details**

This option performs the task of filling in check in details for each issue of the subscribed serial. List of journals in alphabetical order will appear after clicking on “Check in” button.

• **Remove Received Issues**

This feature allows the user to remove all received issues in the past. To perform this operation click on “Remove Received” button. One gets the list of all received issues. It is advisable to use filter like title or received dates.

• **Reminder for Non-receipt / Missing Issues**

Reports can be sent to the supplier/publisher when the titles were not received for long time and some are not arriving at all.

![Screenshot 4.26 Check in details of serial control module in SOUL 2.0](image-url)
• **Check-In Report**

This feature enables the user to take out the lists of issues with diverse parameters like expected issues, received issues, non-received issues, binder issues.

**4.5.1.6 Commercial Binding**

Normally when a library received one complete volume it sends them for binding. Binding feature help to send the issues of a specific journal for getting them appropriately bound. Generally in case of commercial binding and in-house binding the procedure of selection of title remains same.

• **Preparation of Sets**

In this feature after identifying the titles the sets of each volume published in a given period should be prepared. After filling up the details like set number, ISSN no., binding type the record should be saved.

• **Order Process**

This option helps to generate the order for the set prepared for binding. This option enables the user regarding all the un-ordered sets which need to send for binding.

• **Receiving / Accessioning**

With the help of this feature the user can receive the sets which were ordered for binding. One need to select the order numbers for which they want to receive the sets then it is required to enter the requisite details like Accession No, date, class number and location.

• **Invoice Process**

This feature helps to process the invoices for binding orders. This feature allows the user to create the invoices for all the orders regarding binding.
• Payment

This feature allows the user to process the payment for received invoices. Here selection of the binder for whom the payment need to release can be done. The user can enter information like receipt no. and date, payment mode, bank details etc.

• Binding Reports

This option enables the user to generate binding reports, reminder to binder, purchase order, bound volume labels, these are very important to manage the Bound Volume well.

SOUL 2.0 is very user friendly as well as cost effective library management software. The developer of this software INFLIBNET often upload the updates of SOUL 2.0 on its website, the clients need to download the updates for better function. Moreover since it is free for the colleges of North-East India under 12B and 2F section of UGC 1956 Act. Therefore most of the librarians prefer SOUL because of its price issue and easy handling.

User friendliness and low cost these are two important features which makes Koha a good competitor for other two LMS like Libsys and SOUL. But here it is also important to note that SOUL is free for the college libraries of North East India under 12B and 2F section of UGC 1956 Act. Koha’s browser-based feature again allows the software to perform multiple operations at a time. Since Koha has the facility to customise its module as per library’s requirement with the help of the “Tool” module so the library may avoid the entire unnecessary feature to avoid confusion. Serial control itself is very complicated as it involves mainly the advanced payment issue and irregular issue of serial. Therefore only skilled and specialised professionals with proper knowledge about LMS software can operate such functions. This chapter discussed the serial control module and its subsections with screenshot of each LMS packages, i.e. Koha, Libsys and SOUL. (https://www.inflibnet.ac.in/soul/).