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## **An Observation of Housekeeping Operations in Library: SOUL 2.0**

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### **Abstract:**

The paper succinctly describes the use of application of library software (SOUL 2.0) at Arts and Commerce College Library, Ralegaon with resources, services, users of library, use, users, purpose, and positive impact on library functioning and information services 75% etc. It has been found that the software is quite useful in housekeeping activities of library in cataloguing 56%, circulation 77%, serial control 65%, OPAC 82% for the better development of library and users. It is concluded that the users are getting better and accurate information by saving their time and money, use of library increased and the library staff is rendering efficient and effective services by showing their own interest due to application of software recommended for orientation and guidance centers and also finance provision from appropriate agencies.

**Key Words :** SOUL, Users, Services, Impact

### **Introduction :**

Arts and Commerce College Library is functioning from 1990 in an integrated college building at Ralegaon Dist. Yavatmal, in backward and tribal region of Maharashtra. The library is rendering efficient and effective information services to the users to fulfill the aims and object of college and institute i.e. education, research and extension education. In changing scenario the software is the

powerful weapon to fight against the information explosion and medium for storage and retrieval of information to the users. As such, considering the need of house keeping operations of library and users, the library has procured version of SOUL 2.0 during the year 2017 for the computerization of library. It has been found that there is a positive and quantitative impact of library software on library activities and information services to the users.

## **2. About SOUL Software**

Software for University Libraries (SOUL) is specially developed by INFLIBNET, Gandhinagar, Ahmedabad for the automation of academic libraries. Information and Library Network Centre is an autonomous inter university centre of University Grants Commission, New Delhi. It is a major national programme initiated by the UGC in 1991 at Gujarat University campus, Ahmedabad. Development of SOUL is an important activity of the centre and the first version 1.0 was released during CALIBER 2000 and latest version 2.0 released 29<sup>th</sup> January 2009.

### **2.1. Selection of SOUL Software :**

- Developed by UGC which is totally dedicated to the automation of academic libraries in India.
- Free training and hospitality facility for the users.
- Free updating and modification
- Facility of financial assistance through UGC
- Cost is affordable to compared with others

## 2.2 Features of latest version of SOUL 2.0



## 3. Present Status of Library

### 3.1. Library Resources, Services, Facilities and Users

The library resources like infrastructure, collection development, financial and human resources are given in Table 3.1 and information services and users are given in Table 3.2. There is a separate unit of computer and reprography to provide Internet and Reprography services to the users.

Infrastructure			Equipments	Collection Development	Financial Resources	Human Resources
Building		Status				
Status	Carpet Area					
2	3	4	5	6	7	
Inegrated Library building	750 Sq.ft.	Computers 2 Printers 1 Scanner 1 Software 1 SOUL 2.0	Books 2800 Ref. Book 100 Periodicals 06 News Paper 06	Rs. 00.45 Ths.	Librarian 1 Library Attendant 1	

Source: Information

**Table: 3.2. Library Services and Users**

Manual Services	Computerized Services	Users of Library
Reference Service	Reference Service	Students 180
Current Awareness Service	Internet service	College Student 050
S.D. I. Service	E-mail Service	Teaching Staff 018
Press Clipping Service	<u>S.D.I. Service</u>	Scientist 08
Inter Library Loan service		Others 35
Referral service		
Reprography service/sharing		

Source: Through discussion

**Table: 3.3 Details of Existing Hardware and Server**

Sr. No.	Hardware	Server
4 1	Processor Type PIV or higher ; Processor Speed 1.6 GHz or higher ; RAM 512 MB (1 GB) ; Free Hard Disk Space 400 MB ; <b>Operating System Platform</b> Windows Server 2008 ;	CPU Speed : PIV Dual Core 2.6 GHZ RAM : 2 GB HDD Capacity : 200 GB Operating system : Windows Server 2003 Service Pack 2 XP 07, VISTA SP 3

Source: Record of Library

The library has been automated with the application of SOUL2.0 software. The software covers all the library activities with the help of modules like acquisition, cataloguing, circulation, serial control, OPAC and administrative modules. There is positive impact of application of SOUL 2.0 on various angles in library functioning, services, human resources and users of library.

#### 4.1 Library Functioning

The acquisition of reading material is the continuous and important process of library and is always behind the screen. The process comprises recommendations and suggestions of users, selection of reading material, access to list and indexes, ordering, cancellation, reminder, budget, vendors and payments etc., and due to

automation there is heavy impact on this functioning.

**Table 4.1.1 Acquisition module**

Sr No	Group of functioning Acquisition	Impact Due to Application of Software			Impact on functioning and services
		Nature	Software%	Saving %	
1	Suggestions management, ordering, receiving books, documents, payments, Fund control, budget, Venders, publishers contact etc.	Time Library.	40	60	Improvement in Library functioning due to technical work of accessing, fast Process, Accuracy in maintaining budget and fund control, Coordination & cooperation maintained with venders. Improvement in access to database
		Time Readers	07	93	
		Human Resources	65	35	
		Ordering	22	78	
		Fast Process	11	89	
		Accuracy Budget	32	68	
		Publisher contact	09	91	
		Improvement in functioning	12	88	
		Total average		25 %	

Assumption: 100 % time used manually before application of software

### Observations

The Table 4.1.1 shows the positive impact on library functioning due to the application of software by processing information much faster way (89%) than the human being can and permits better work flow through library. This computer based system has saved the time of library staff (60%) and efforts involved in producing the information products. From user point of view, the system saves the searching time (93%) and information can be made available by various combinations of desired key terms with the least possible time.

It is useful in selecting latest books and the orders are placed directly to the publishers through e-mail and also getting the information regarding subscription, payments, receipts, reminder etc. The library is using mostly e-mail for correspondence and

expenses on STD and postage are avoided. The Internet has made the whole acquisition process much faster, cheaper and easier for library.

It has been also possible to maintained accuracy in budget, expenditure and fund control and ultimately saved 75% time of library machinery.

**Table 4.1.2 Cataloguing module**

Sr No	Group of functioning <b>Cataloguing</b>	Impact on saving time %		Impact on functioning and services
		Application software	Saving of time	
1	Creation of bibliographic database and retrieval of information, customized spine label and bar code generation.	44% time	56 %	Useful in creation of bibliographical database as well as retrieval of information, saved the time and manpower
Total average		44% time	56 %	

Assumption 100 % time before application of software

### Observations

It is found from the table 4.1.2 that there is quite use for creation of bibliographic database and to retrieval the same with saving time of 56 percent of the staff of library. It is also easy to check the stock and generate the report and with the help of bar code functioning of circulation has become comfortable which save the time of library staff and user.

**Table 4.1.3 Circulation module**

Sr No	Group of functioning <b>Circulation</b>	Impact on saving time %		Impact on functioning and services
		Application software	Saving of time	
1	Membership management and transaction like issue and return of books etc.	23% time	77 %	Easy to maintained the record of membership and to update the same. Fast process and renewal. Search member and issue of reminder, to maintain the record.
Total average		23% time	77 %	

Assumption 100 % time before application of software

## Observations

It is found from the table 4.1.3 that it has become easy and positive to entered the data of members of library and to maintain their record for issue and return of books and reading material. It is also comfortable to search the record of the member and status to issue the reminders for return of books. It is also better to calculate the over dues and fines of the members.

**Table 4.1.4 Serial Control module**

Sr.No	Group of functioning <b>Serial Control</b>	Impact on saving time %		Impact on functioning and services
		Application software	Saving of time	
1	Title entry, suggestion management and ordering, payment, check in process, binding, Subscription, renewal, vendor, budget, reminder, control etc.	35% time	65 %	Possible to control the subscription, arrival of issues, non receipt of issue, reminder
Total average		35% time	65 %	

Assumption 100 % time before application of software

It is found from the table 4.1.4 that there is positive impact on the functioning of serial control and it is possible to enter the subscription with in time and also to call the bill from the society with in due date. It is also possible to control the non receipt of the issue

**Table 4.1.5 OPAC module**

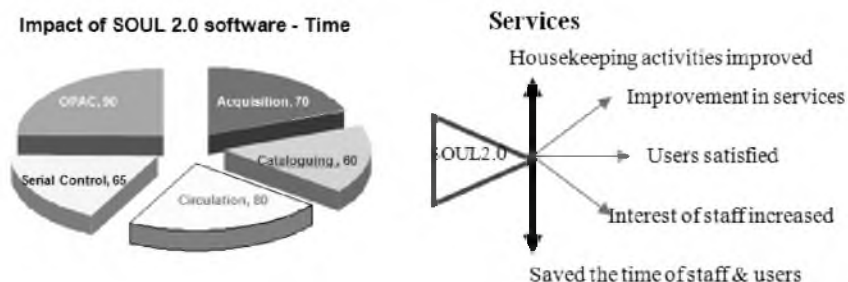
Sr.No	Group of functioning <b>OPAC</b>	Impact on saving time %		Impact on functioning and services
		Application software	Saving of time	
1	Facilitates to search bibliography, databases by author, title, corporate body, conference names, subject headings, including call numbers etc, provides information regarding updating of collection and list of latest arrivals	18% time	82 %	Save the time of the user and also library staff for searching the required documents
Total average		18% time	82 %	

Assumption 100 % time before application of software

It is observed from the table 4.1.5 that the users are getting information of required reading material with the help of OPAC and therefore it is very easy to the users to search their information than manual and in this process their time is saving with convenience.

#### 4.17. Increasing the number of daily visits of Users

Library software and internet has become the most powerful tool for housekeeping activities and providing information services to the users and has profound impact on services and functioning of library. The Internet has made possible the whole process of generation and manipulation of information a cheaper ratio. The impact is increasing the number of daily users for their required information and for easy access to save the time. The OPAC is mostly used by the users and as such visit of users increased to the library.



#### 5 CONCLUSIONS

It is concluded that there is positive and good impact of application of SOUL 2.0 Library software on the housekeeping activities like acquisition, serial management, circulation and OPAC etc., functioning and services of the library. The most important impact is that the software has saved the time of library machinery and users. The users are getting better information through Internet on education, research, extension education, allied sciences and general information for their teaching and research work and for their



better development in their profession by saving time. The library staff is rendering efficient and effective services by showing greater interest due to application of information technology. The users are using mostly OPAC to search the desired reading material and comparatively the use has been increased.

The service of SOUL2.0 software has been found quite satisfactory to us. There is also dire need of guidance centers for installation and orientation. The status of software has been verified from three Libraries i.e. Anand Niketan College of Agriculture, Anandwan, Warora, Dist. Chandrapur, Gondwana University, Gadchiroli and Arts Commerce College, Ralegaon Dist. Yavatmal. The UGC, New Delhi should think positively towards the financial resources about the private college libraries in India for their better development in changing scenario.

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