INFLIBNET Centre (An IUC of UGC) Ahmedabad – 380 009

SOUL 2.0

Flow Chart for Circulation Module

• Administration \rightarrow General Master \rightarrow Institute Details

- \circ **Institute Details** \to Add \to Enter the details of institute on right \to Save
- Select Institute by clicking on the left cell before Institute Name
- o **Department Details** → Add → Enter Details & save
- Add Branch(Course/Designation Master) → Add course/designation & save
- o Course & Designation → Add → Select Branch Name from Dropdown List → Save

• Administration → Circulation Master

- Category
 - \circ Add \rightarrow Fill the Category Name & Details \rightarrow Save
 - Select Category from Category Details for assigning Privileges
 - \circ Add \rightarrow Select Material Type and fill other details \rightarrow Save
- Calendar
 - Add \rightarrow Date & Occasion Name \rightarrow Save
 - Update \rightarrow Select the weekly off Day \rightarrow Save
- **Member Type** (Only For Book-bank issue/return)
 - Add \rightarrow Member Type & other Details \rightarrow Save
- Customize Member Card → Design the template by dragging the required fields →
 Save

• Circulation → Membership

- New Member → Add (From the options listed below the form)
 - Select category, Institute, department & course/Designation from Dropdown
 - Fill the Details of members in Personal Information, Payment Information, Contact Information & picture(photograph of member) → Save
- Copy Member → For copying member details if enrolled in other courses at the same time
- ∘ **Search Member** → For searching member details
- Delete → Delete Single member by entering member id or group by institute, department and other options
- Renewal → Renew Single member by entering member id or group by institute, department and other options

• Circulation → Transaction

Transaction Menu

- Enter Accn. no.(or selecting by barcode reader) & Member code/Member ID
- Click issue for issuing book
- Click return for return
- Reserve for Reserving issued book etc.
- **Search** by Title for searching any book for issue
- Overdue charges for calculating fine amount and collecting fine.
- **Book Bank Issue** → To be issued based on member type (assigned in master)
- **Reminder** → For sending reminder letter to return book

- Circulation Group (Optional) only for issuing books to group members
 - Add Group \rightarrow Enter member code/id \rightarrow Save
 - Group Issue/Return → Same as issue return
- Stock Verification → Select Shelving Location → Enter accession Number (or import the list of accession numbers) → Save
- **Member Log in**(Acts as the daily visitors register) → Enter member code → click log in
- **Book Transfer** → Select Source library → select destination library (addition can be done at Administration → General master → New Library)
 - Enter the accn no. \rightarrow Transfer

• Circulation \rightarrow ILL

- Borrowing Book
 - Request \rightarrow Add details of requested book \rightarrow Save
 - Request to Library → Select the ILL Library Name & click show → select the book & save
 - Receiving Items on ILL \rightarrow Select Library Name \rightarrow select book \rightarrow click save
 - Issue → Enter member code → Select book & Issue
 - **Return** \rightarrow Send to Library
- **Lending Book** → Enter book Details → Select library → save

• Circulation → Maintenance

- Lost → Replace book → Replacing Document → Enter details & Replace
- Lost → Amount Recovery → Slip Generation → Enter details → Payment → Receipt Generation → Enter Details & Save
- Binding → Enter Accession No → Click Binding → Order for Binding → Enter details
 & Save → Invoice & receiving → Payment → Add details & Save
- \circ **Damaged** \rightarrow Enter Accn. No \rightarrow Damage
- \circ Missing \to Missing Process \to Enter Member code & Accession No \to Save
- \circ Missing \to Found Process \to Enter Accn No. & other Details \to Save
- ∘ **Withdrawal** → Withdrawal Process → Enter Accn. No → Withdraw
- ∘ **Withdrawal** → Re-Introduce → Select title clicking on check box → Available