

4.2.1 Library is automated using Integrated Library Management System (ILMS)

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1	Functions of Integrated Library Management System	2



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Functioning of Library Software Libsuite Educational: Version 5

Menu Options for Cataloguing:-

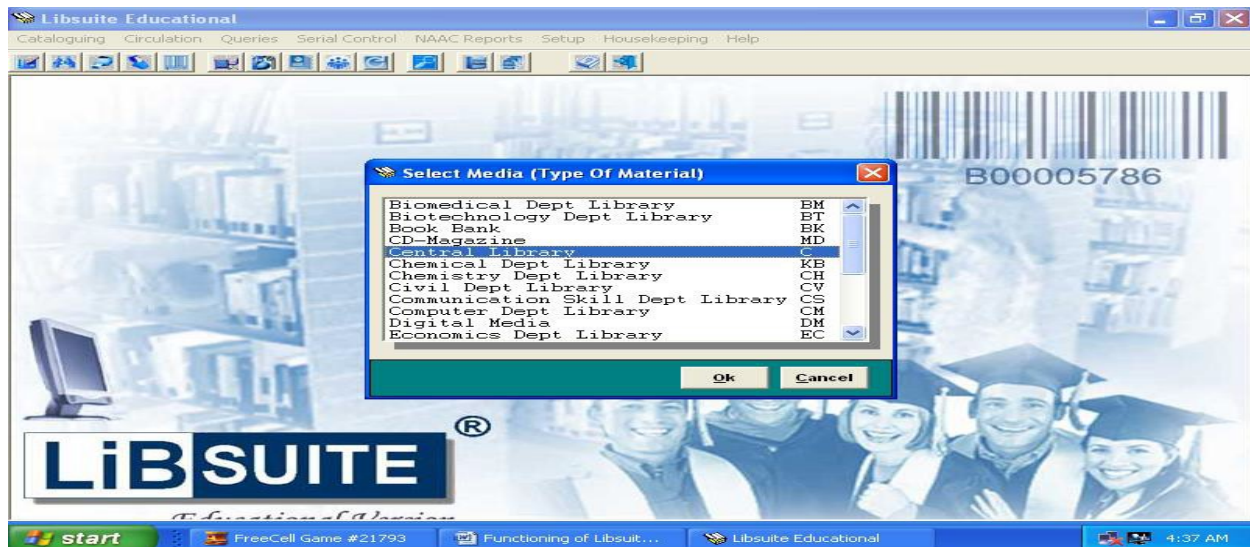
A|Accession Register:-

Data Entry into the Accession Register :

In the Cataloguing Module the first option has been provided for Data Updating in the Accession Register. From here you may either add new entries, update or edit existing data or delete data from the Register.

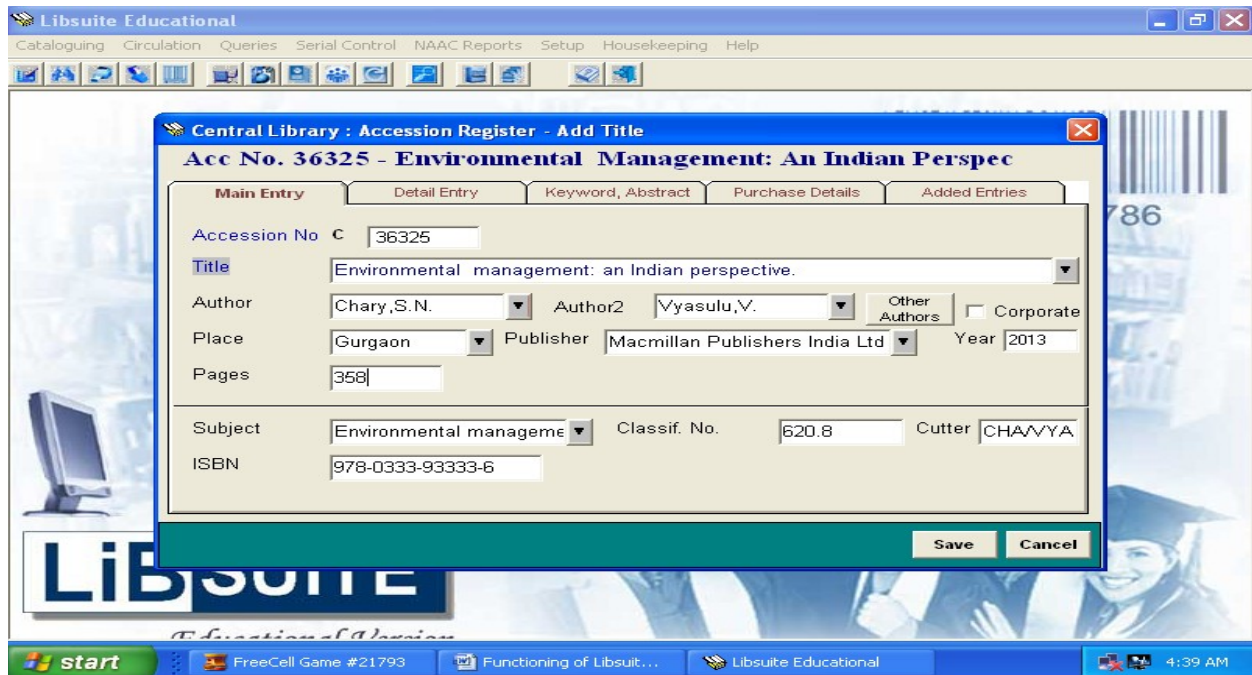
1.1|Add Document:-

On selecting this option, the Media or Material type is to be selected. As an example we shall select the Central Library option.



The Data entry screen shall appear depending on the template design in Setup Media for the selected Material type. The next Accession number for the selected material type is automatically derived from the existing data and the data entry screen is displayed. This screen has been designed so as to separate information on different categories depending on their content and is shown as different tabs on this screen.

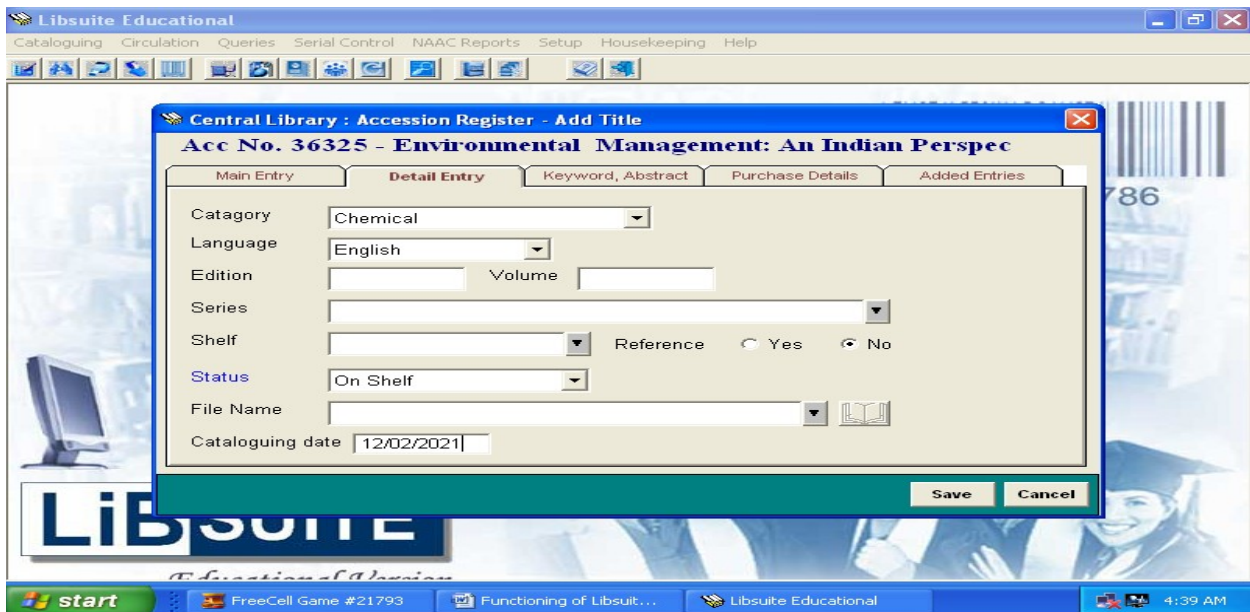
Place Publisher, Pages, Subject, Classification Number and ISBN Number. Here the Accession Number and Title are mandatory field and cannot be left blank. The other data have a button next to it to display a list of similar words in the corresponding Authorityfiles.



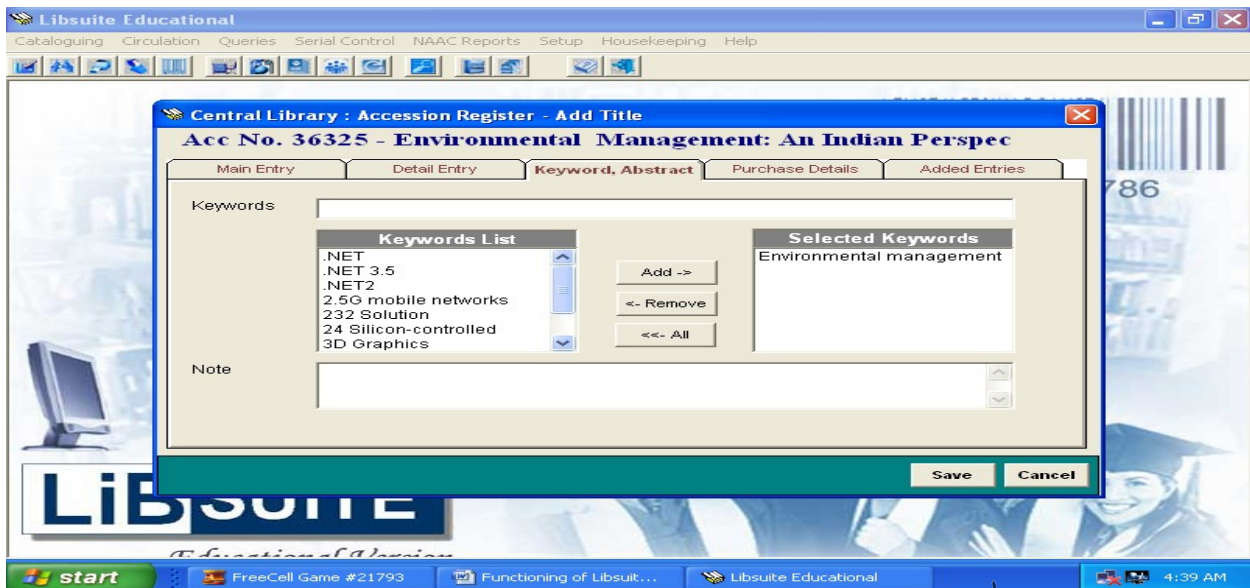
The Detail Entries are to be provided in the next tab where information on Sub-media type, Language, Edition, Volume, Series, Shelf, Status and Reference options are to be initialized. Here too the Authority files are checked to minimize data entry errors. The detail entry screen is shown below.


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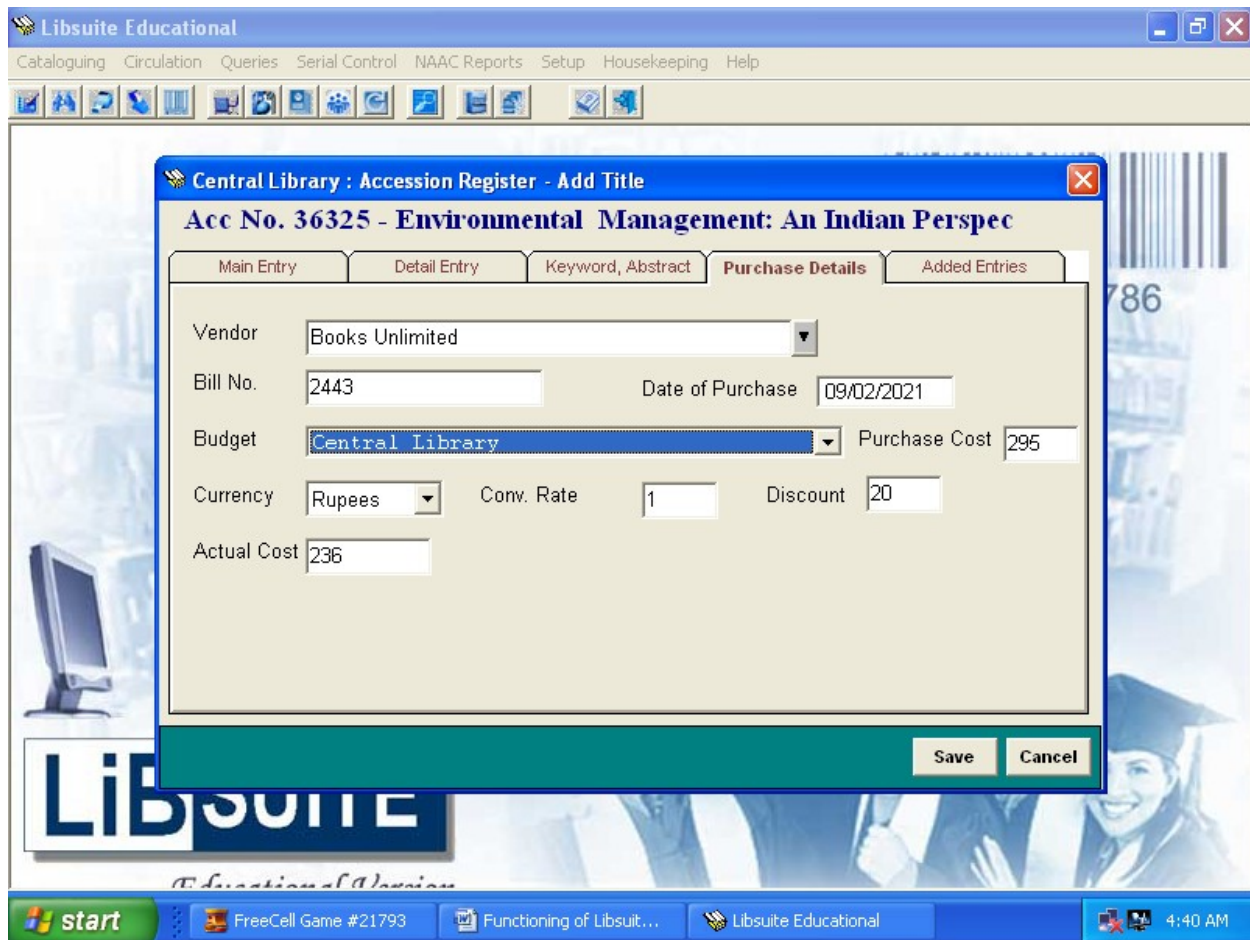
The Keyword and Abstract are to be provided in the next tab where a lucid interface allows selection of Keywords from the left window to the right. The Abstract of the document is to be provided in the lower half of the form.



The financial details regarding the procurement are to be given in the next tab. Here you have the Vendor, Bill, Budget under which the document has been procured.


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1.2] Edit Document:

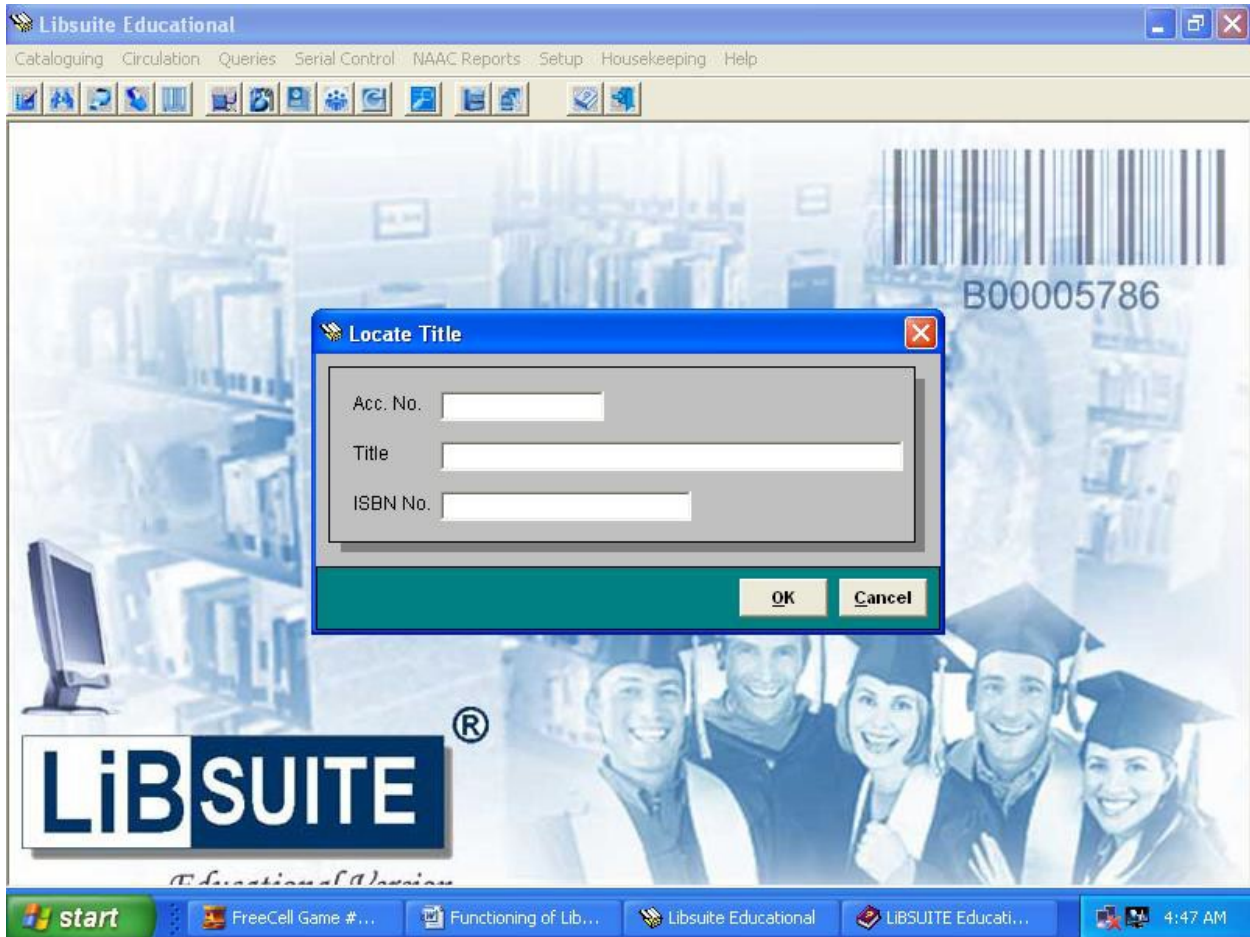
For editing or updating data of the documents select this option. A locatewindow is shown where you may select the document either by Accession Number, Title or ISBN. The contents of the document are displayed in the tab format described in Add Document. On confirmation, the data along with the Authority files are updated.


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1.3] Delete Document:

Select this option to delete data from the Accession Register. A locate window is shown where you may select the document either by AccessionNumber, Title or ISBN.

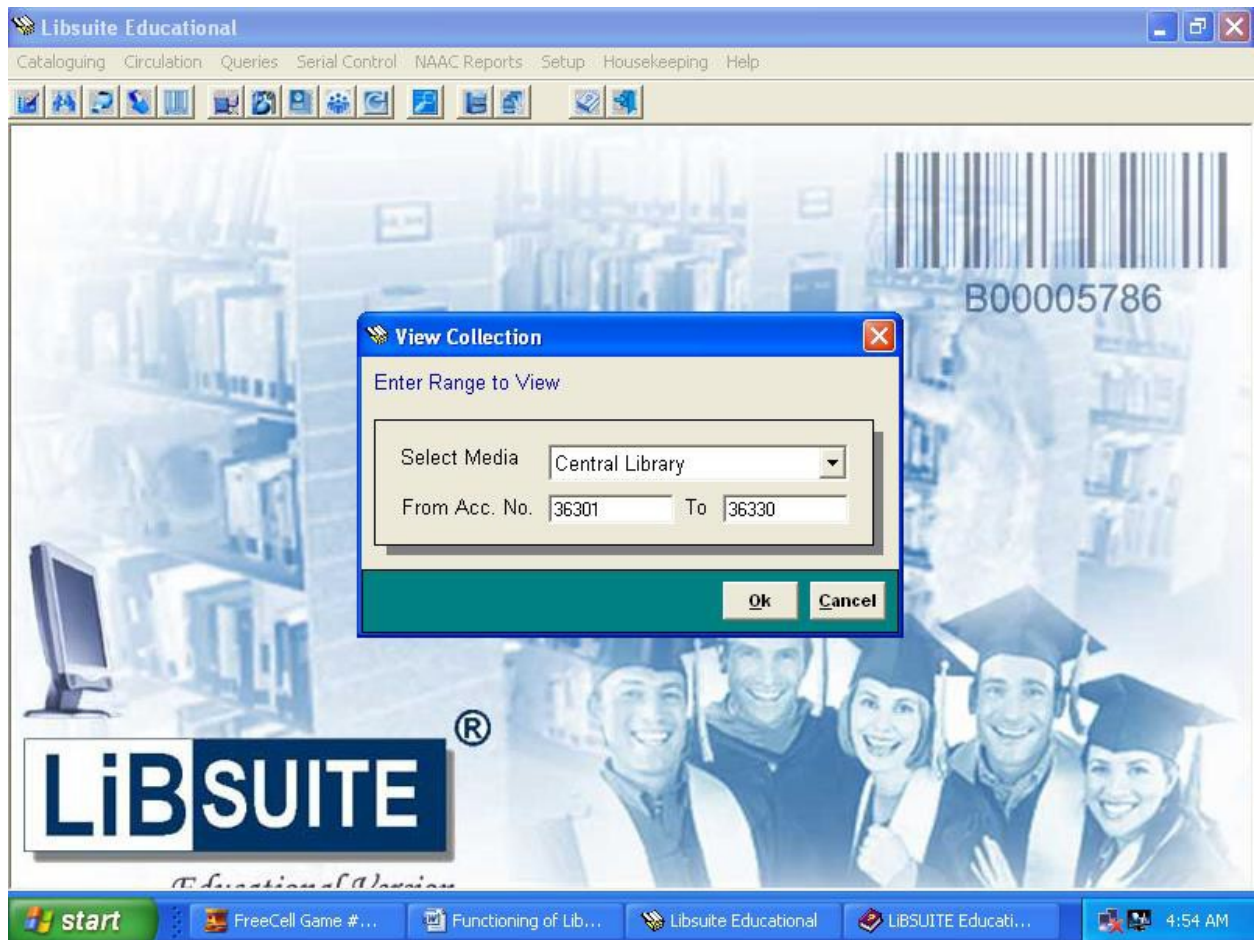



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2] View Catalogue: -

This option you to scan through the entire catalogue one document at a time. On selecting this option, the media type is to be selected along-with the range of Accession numbers. The entire catalogue in this manner may be scanned through. This feature is useful for the librarian to check data within a range of accession numbers for correctness or completeness after data entry has been carried out.

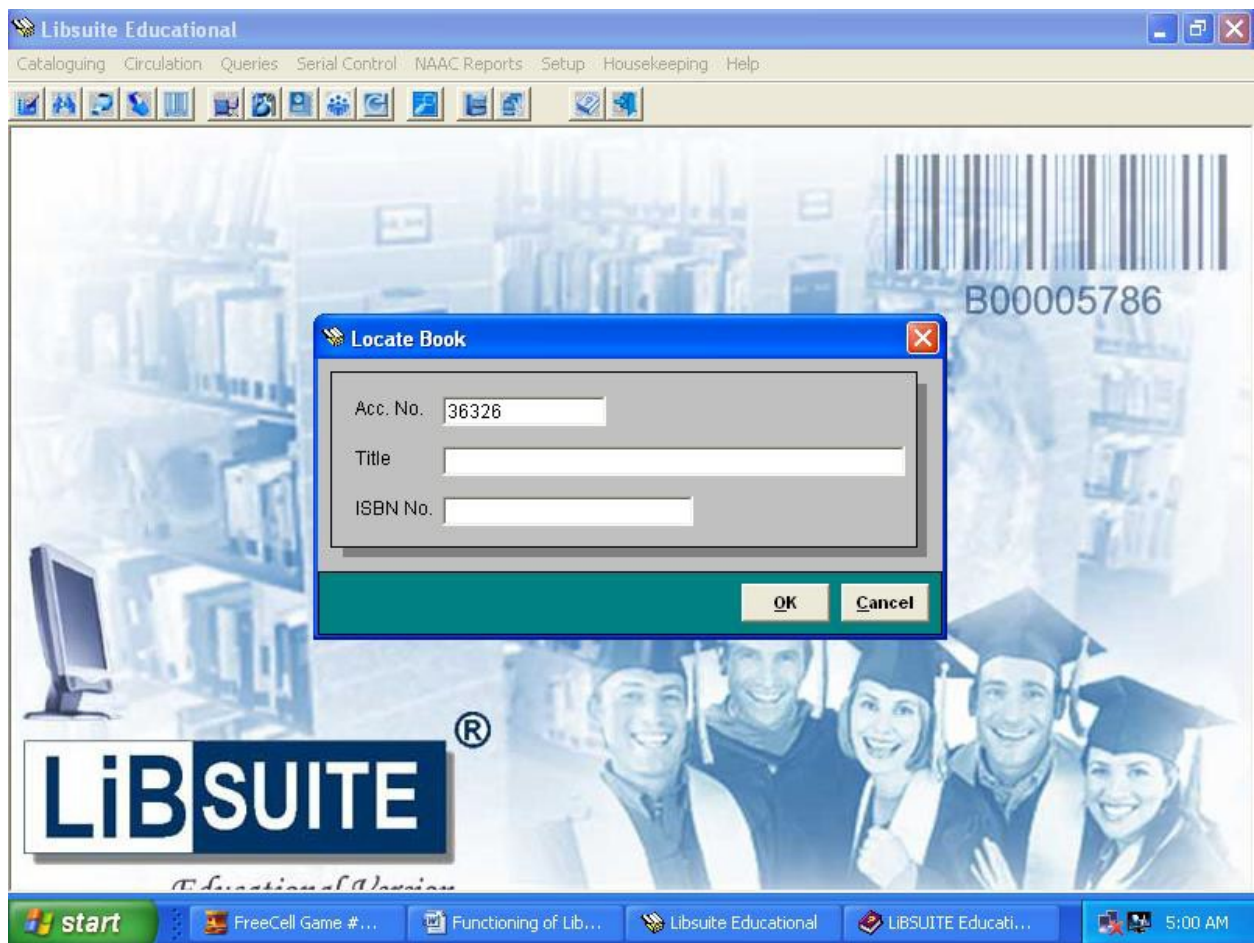



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3] Add Copy of Document:

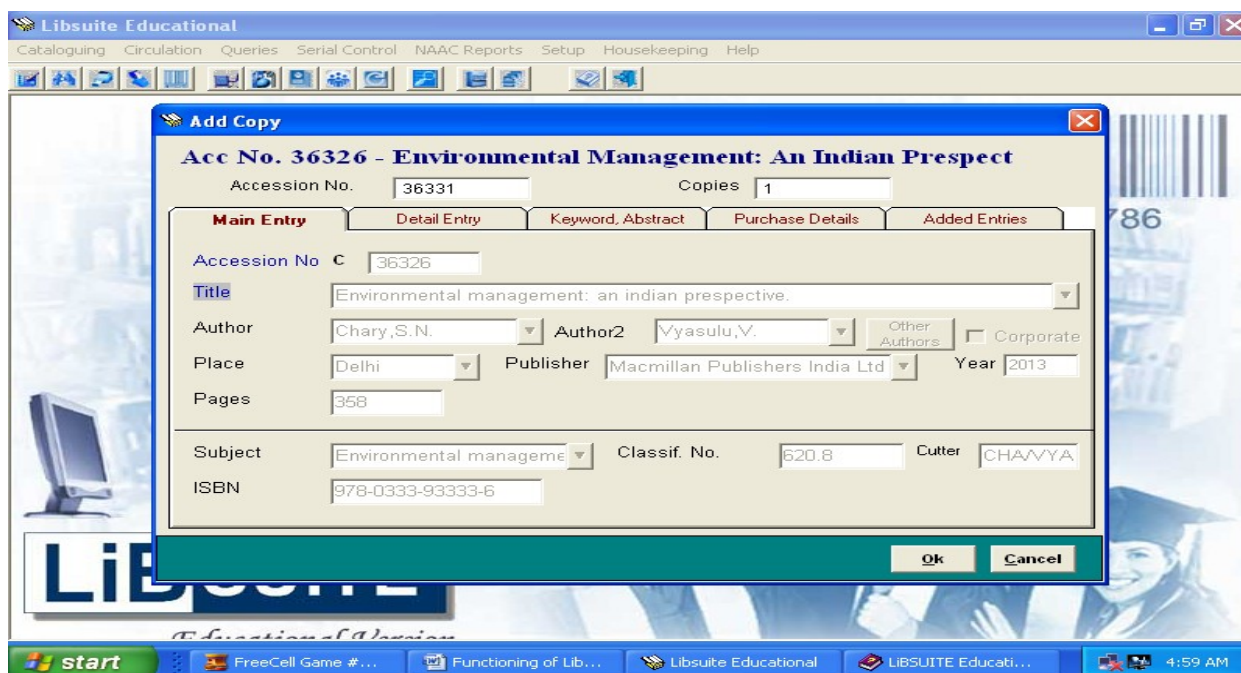
To Add Multiple Copies of a document, select this option. Firstly, the document whose copies are to be added has to be selected or searched for. This can be done either by providing the Accession Number, Title or ISBN.



Once the document is found, the document details are displayed in the same Catalogue Format. On the top part of the screen, you can provide the number of copies and the starting Accession Number. Copies of the document are appended to the database and all the relevant indexes are updated.



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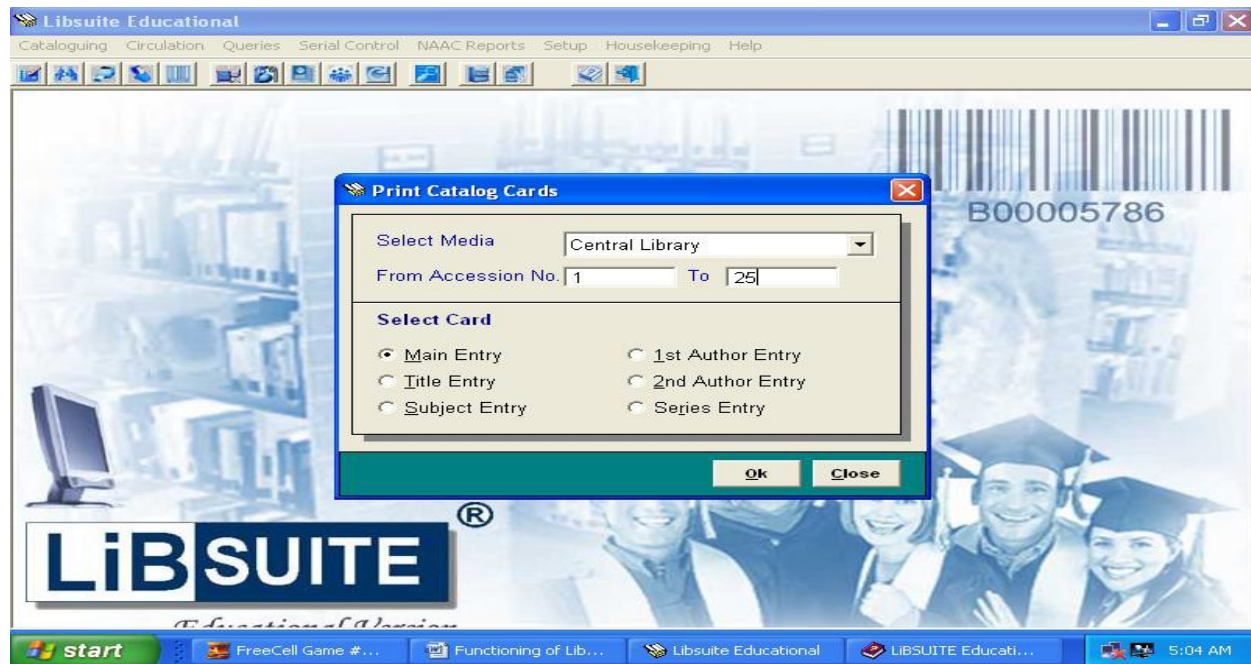
4] Change Accession Number:

Normally, an accession number once allotted to a document should not be changed. However due to typographic or data entry errors this may have to be changed and hence this feature has been provided. On selecting this option the data is displayed with the old accession number and the new number is asked for, which on confirmation is updated in the database.

Catalogue Cards are printed as per Anglo American Cataloguing Rule guidelines. The Material type or Media can be selected from the pull down menu.

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The range of Accession numbers are then to be provided. The following Cards can be generated :

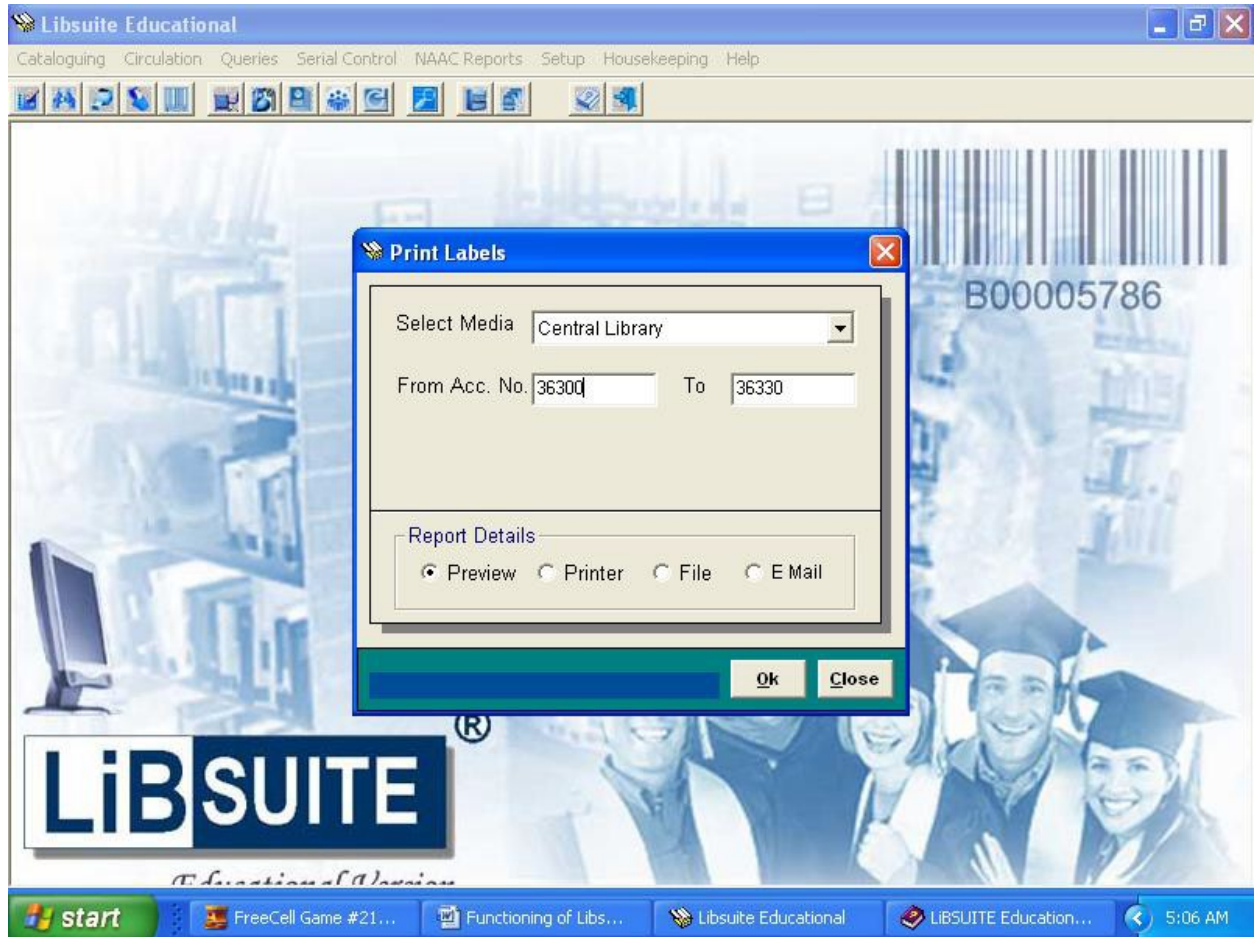
- Main Card
- Title Card
- Subject Card
- Main Author Card
- Second Author Card
- Series Card

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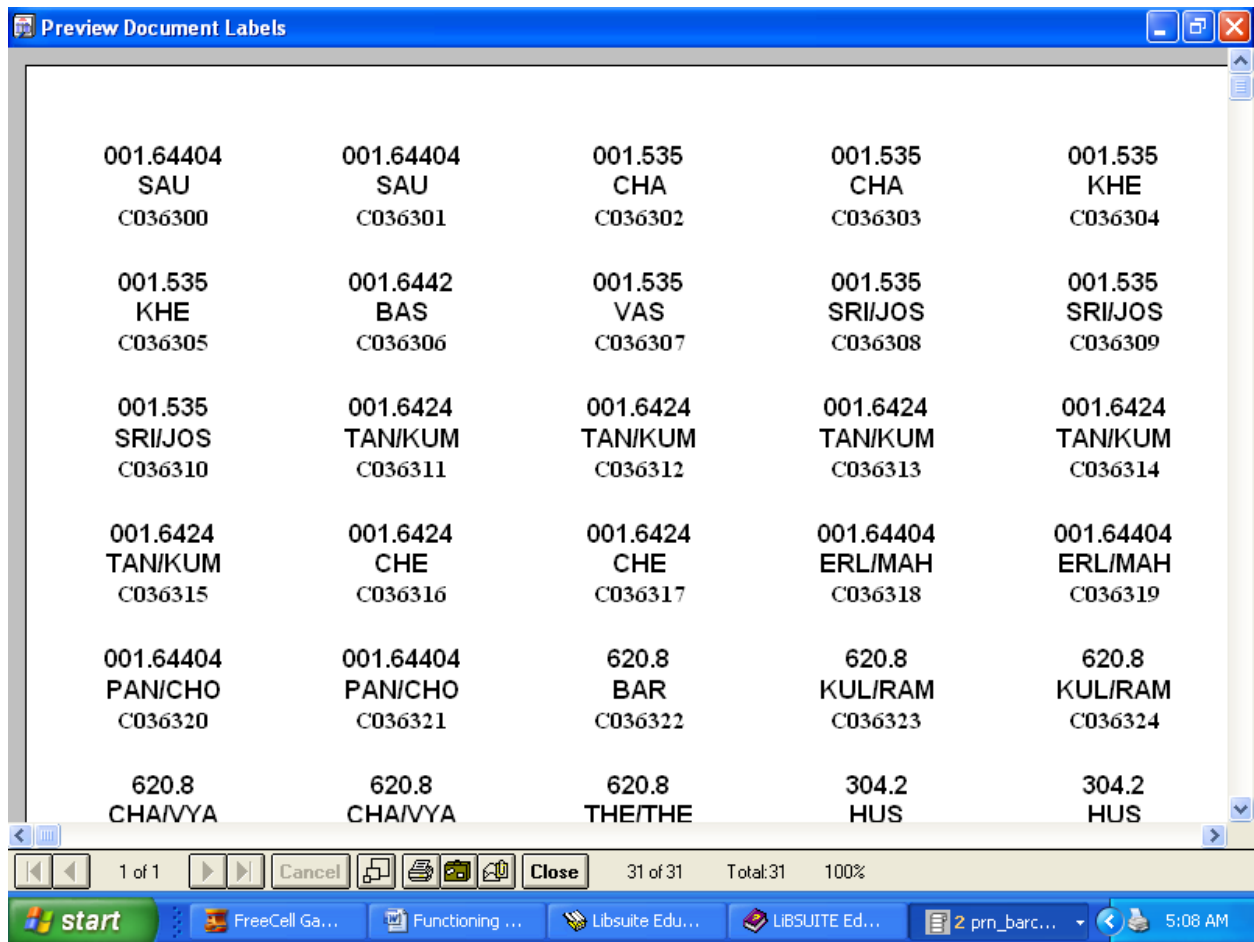


5] Print Labels :

For this option the following screen shall appear on the screen where the Media and Range of Accession Numbers are to be provided.

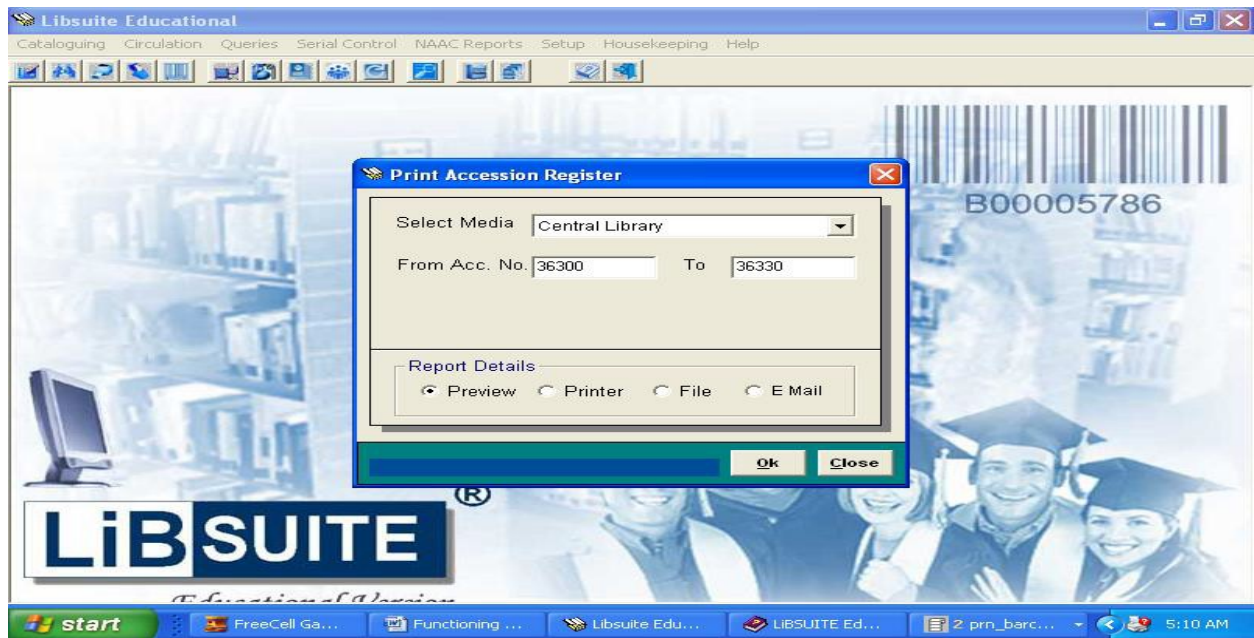


The spine labels can be previewed or printed from here.

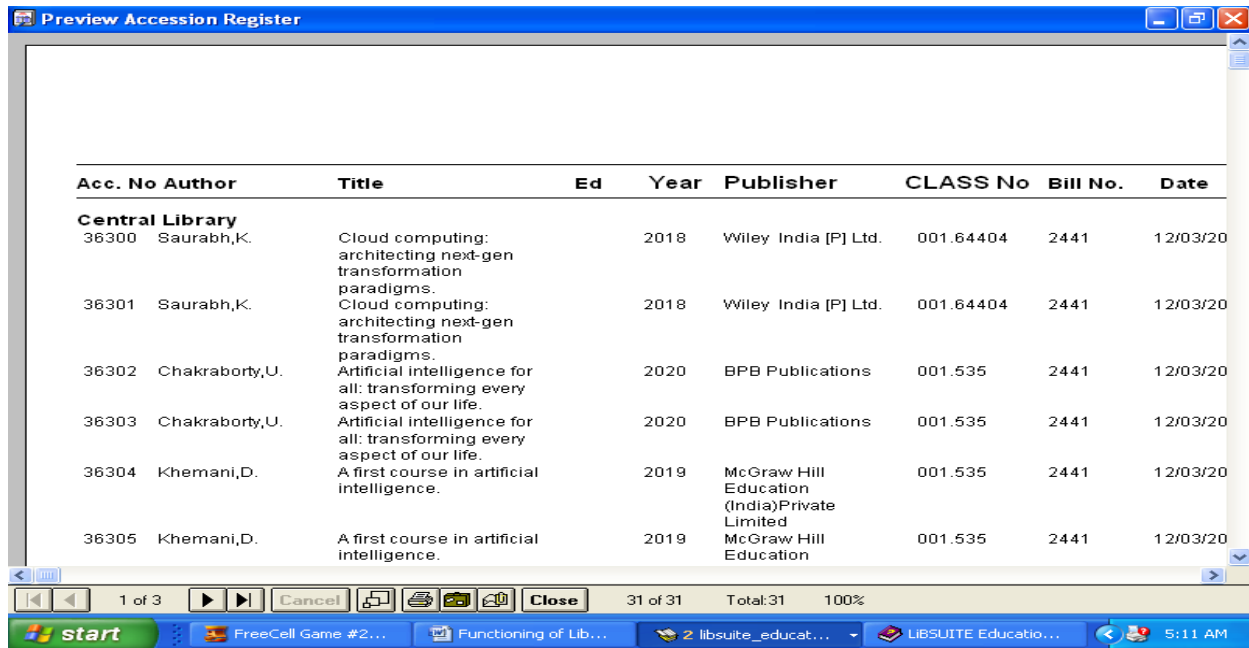


6] Print Accession Register :

The Accession register can be obtained from this option. As is shown below, the Media and the range of Accession numbers are to be provided in the screen shown below.



The Accession Register can be regularly printed and appended to themaster ledger of the library

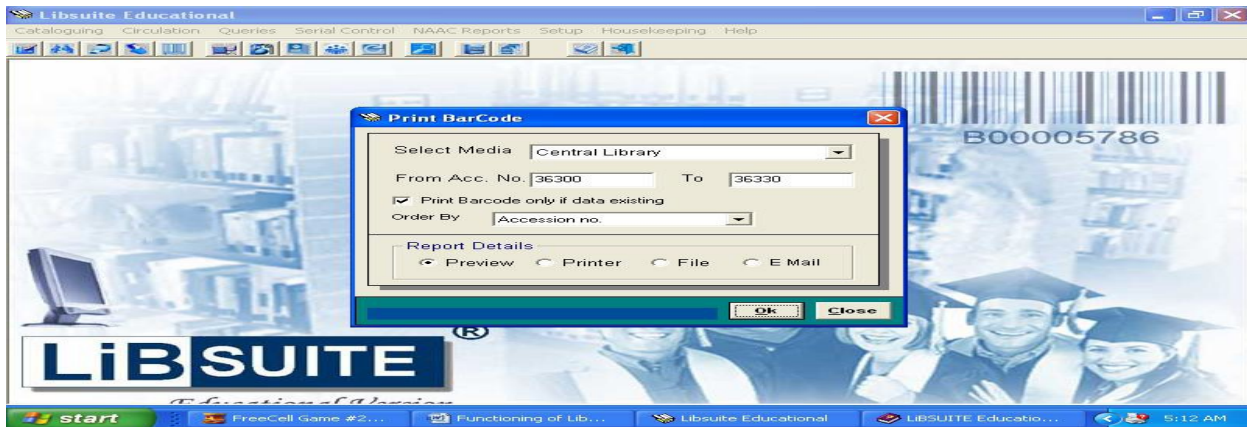


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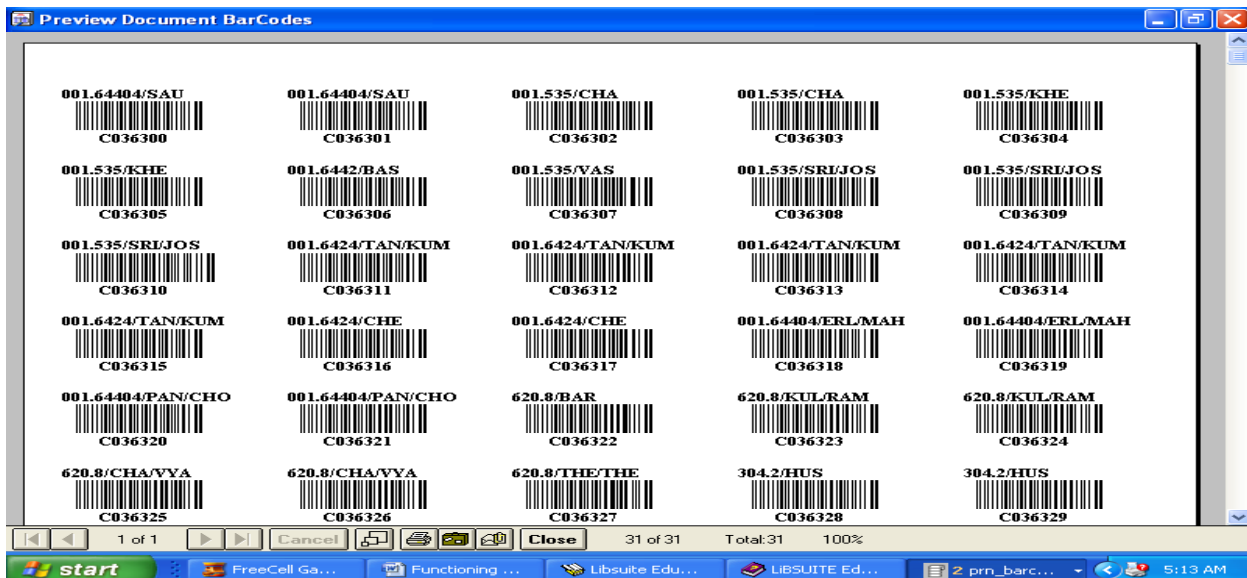
7] **Print Bar Code :**

Bar Codes can be generated from this option . The inputs of Media and Accession Number are to be provided



The Bar Codes can be affixed to each document and with a bar codereader Circulation becomes very fast and easy.

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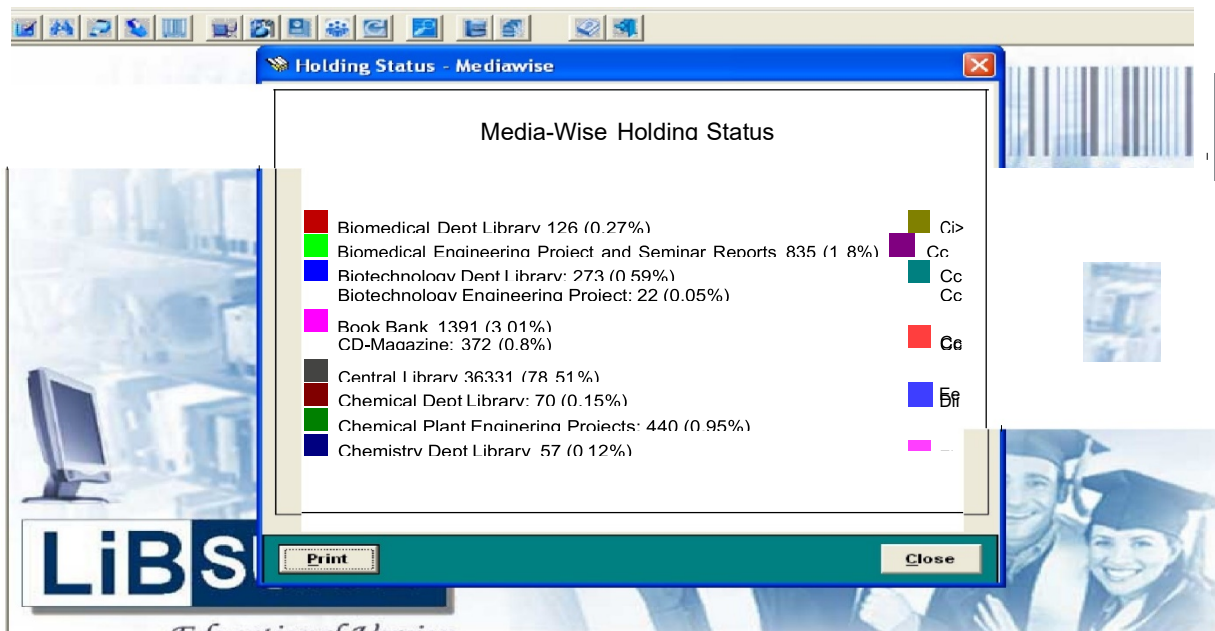


B] Cataloguing Reports:- 1] Holding

Status:-

1.1) Media-wise :

The Holding Status media-wise is a pie chart showing the media-wise comparative distribution of documents in the Library. This graph gives an instant picture of the inventory of the Library.



1.2) Subject-wise :

A tabular report of the entire catalogue, subject-wise can be generated from this option. This feature is useful for financial planning, budget allocation and procurement.

Sr. No.	Subject	Classification No.	Docs.
1	.net	001.64404	17
2	.net2	001.64404	1
3	2.5g Mobile Networks	0	1
4	3d Graphics		1
5	3ds Max 2010	001.6443	50
6	3g Networks	384.5	8
7	3g Networks	0	2
8	80386 Book	001.6424	1
9	80386 Dx Microprocessor	001.6404	11
10	8051 Microcontroller		1
11	8051 Microcontrollers	001.6404	59
12	8086 Book	001.6404	10
13	8086 Microprocessor	001.6404	5
14	8086/8088	001.6404	2
15	Absorption	660.2842	1

2) Budget:-

Number of documents Vs year :

This option generates a bar graph of year-wise size of the inventory or the Library resources. This graph gives an idea of how the library collection has grown over the years.


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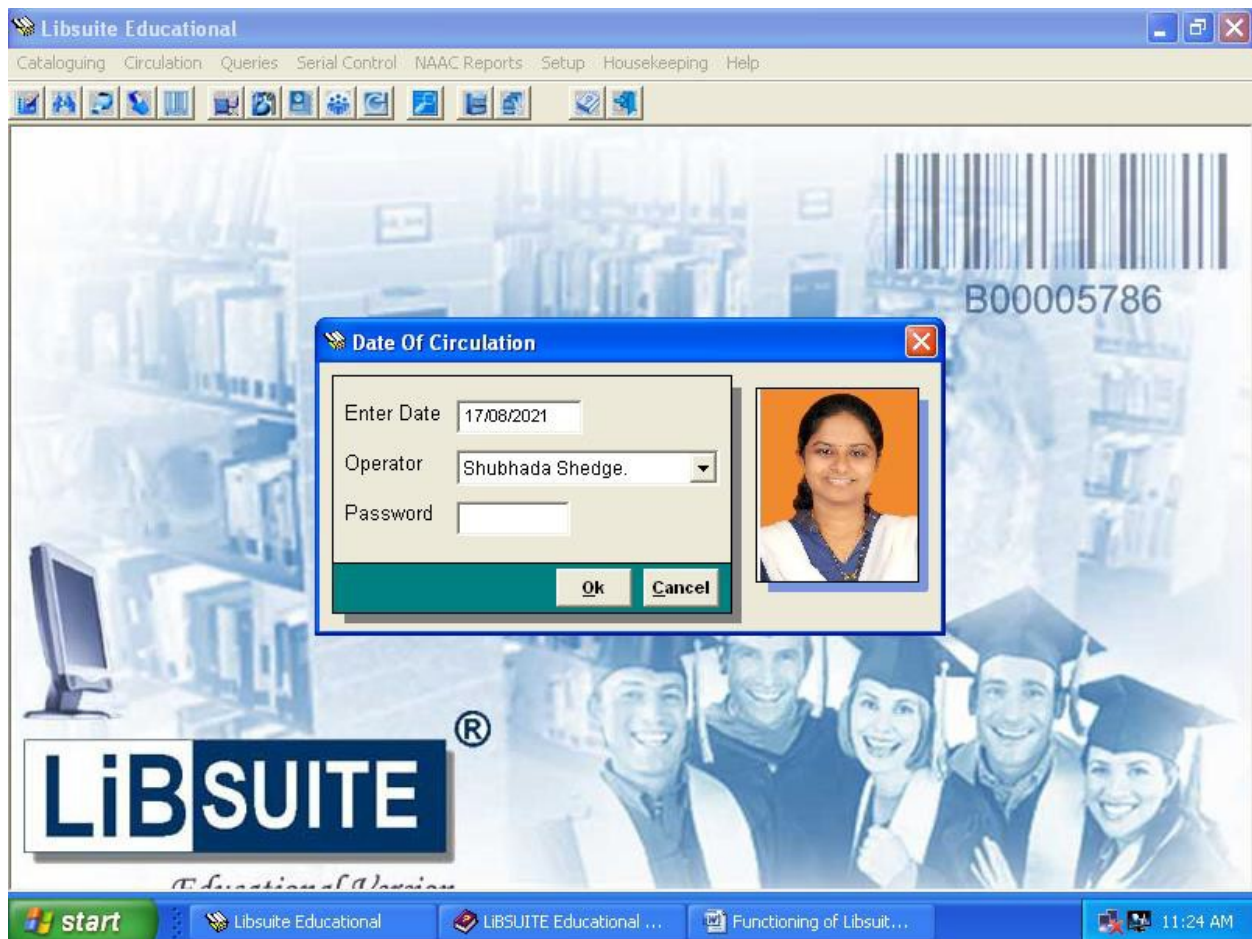


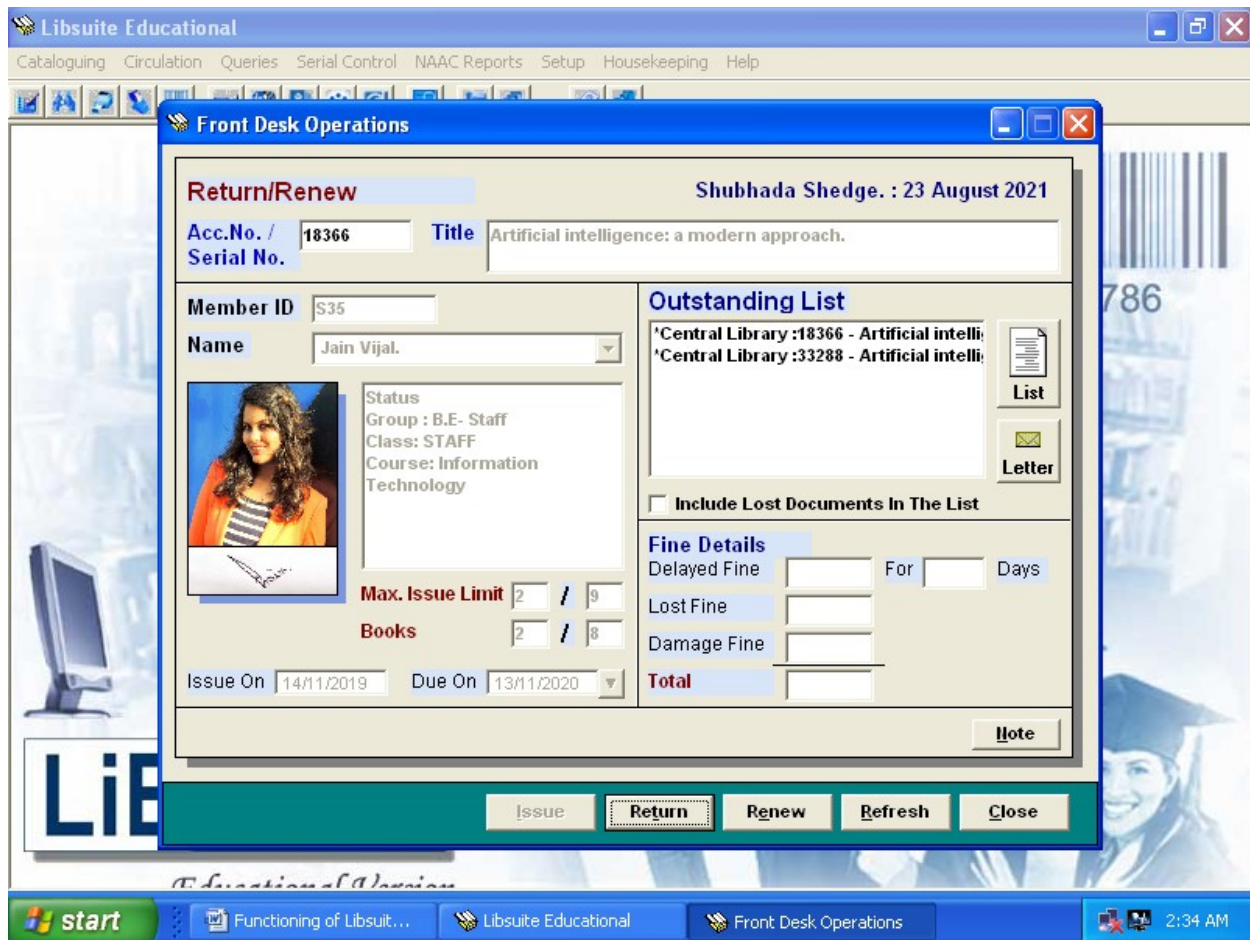
Circulation:-

Menu Options

A] Front Desk Operations:-

On selecting Front Desk Operations, from Circulation module the following screen is displayed.





On the top right hand corner the Operators name and date of Circulations are displayed. The top part of the screen you see the Accession/ Serial Number which is the first data to be provided. This may also be scanned in using a Bar Code Reader. The title of the document is displayed on the right hand white box provided it is On Shelf.

For issuing the document the Members Code/Name can be provided or scanned in. The Group to which this member belongs is checked to see his issue limits. If permission exists then his name along with his outstanding list is displayed in the middle portion of the screen. The due date for the media type of the document is calculated on the basis of the calendar setup for the current year and the next working date is displayed. The operator however has the freedom to extend this due date appearing below.



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For Return, as soon as the Accession/Serial Number is provided, the IssueLedger is checked and if the document is found, all the details of circulations corresponding to this document is displayed. If the return is delayed, the Fine is automatically calculated based on the fine logic setup. Additional fine for Damaged/Lost documents are to be entered by the operator manually at this point.

Renewals are also handled in the same manner where the existing transaction is closed and the document issued afresh as on date.

B] Queries:-

1) Search If Issued:-

This is the first Circulation based query. On providing the accession number of the document, you can view the issue slip, in case it is issued.



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Issue List of Any Member :

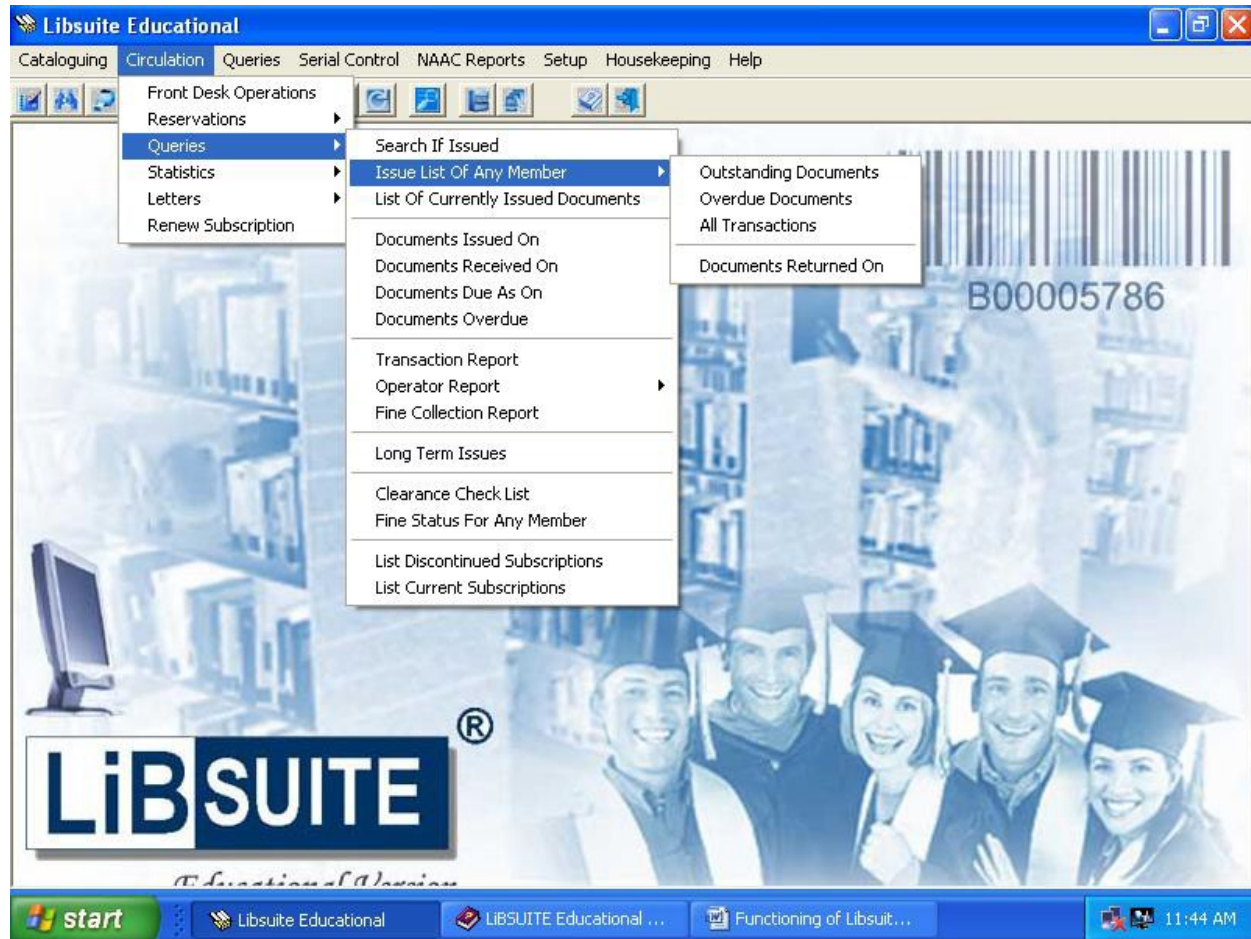


From this option you can obtain a list of all documents issued to any member. This list may be all outstanding documents as on date.

Secondly you can obtain a list of only Overdue Documents. The All Transactions option generates a list of all documents issued from the library irrespective if they are currently returned or not. This list is useful to view a particular member's usage of the library resources.

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1) Lst of Currently Issued Docs :

Use this list to obtain a list all documents currently issued.

Acc. No.	Title	Issued To	Issue Date	Due Date
13557	Structural analysis.Vol.1.	Sonawane Gopal.	17/04/2007	03/05/2007
14813	Basic electro-optics for electrical e ...	Kulkarni C.S.	27/08/2008	27/08/2009
2873	Manual of electrocardiography.	Kulkarni C.S.	27/08/2008	27/08/2009
20699	Digital signal processing demystified ...	Kulkarni C.S.	02/09/2008	02/09/2009
2775	Understanding electrocardiography.	Kulkarni C.S.	16/09/2008	16/09/2009
14510	Contemporary communication systems	Kulkarni C.S.	16/09/2008	16/09/2009
13602	Database-driven web sites.	Chandran Sunil.	06/08/2009	06/08/2010
20456	Mechatronics ;Electronic control syst ...	Chandran Sunil.	24/08/2009	24/08/2010
15948	Applied mathematics-I.	Ladha Uma J.	28/08/2010	13/09/2010
16125	Engineering drawing.	Gurnani Dipika Y.	18/06/2011	04/07/2011
11195	Engineering drawing.	Gurnani Dipika Y.	18/06/2011	04/07/2011
15413	Let us C.	Shedge Shubhada.	23/09/2011	22/09/2012
18137	Introduction to chemical engineering ...	Sathe Sameer C.	28/05/2012	12/06/2012
19857	Electrical networks.	Ochani Mitan T.	09/10/2012	25/10/2012

2) Documents Issued On :

This report is useful for effective inventory management where the daily transactions are maintained as a hard copy.


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 Cataloguing Circulation Queries Serial Control NAAC Reports Setup Housekeeping Help

Documents Issued On 14/08/2019 : Viewing 1 - 14 of 42

Acc. No.	Title	Issued To	Due Date
10683	The 8086 / 8088 family: d ...	Bodha Rahul L.	29/08/2019
11705	Concepts of modern physics.	Kaku Jay S.	29/08/2019
14017	Introduction to automata ...	Singh Surbhi M.	29/08/2019
14243	Chemical reaction enginee ...	Rai Shubham Kumar M.	29/08/2019
16514	Digital circuits and logi ...	Bhagchandani Anushka S.	29/08/2019
16724	Principles of anatomy and ...	Dubey Kusum O.	29/08/2019
17638	Heat transfer.	Nayani Jay B.	29/08/2019
18401	Digital signal processing.	Shinde Nikita C.	29/08/2019
18403	Digital signal processing.	Parekh Dhrumil Y.*	29/08/2019
18472	Cryptography and network ...	Sharma Hritik N.	29/08/2019
18719	Cryptography and network ...	Setpal Rishi J.	29/08/2019
19117	E-Business and E-Commerce ...	Shah Ayushi T.	29/08/2019
19130	E-Business and E-Commerce ...	Sharma Mahima.	29/08/2019
19836	Modern digital electronics.	Sharma Rahul Kapil	29/08/2019

Print Top Prev Next Bottom Close

start Libsuite Educational LIBSUITE Educational ... Functioning of Libsuit... 11:49 AM

3) Documents Received On :

This list would be useful to the library staff for shelving.

Libsuite Educational
 Cataloguing Circulation Queries Serial Control NAAC Reports Setup Housekeeping Help

Documents Received On 14/08/2019 : Viewing 1 - 14 of 28

Acc. No.	Title	Issued To	Issue Date
7406	Design of electronic circ ...	Pal Rajan Ramjanam.	13/08/2019
10683	The 8086 / 8088 family: d ...	Bodha Rahul L.	30/07/2019
14243	Chemical reaction enginee ...	Rai Shubham Kumar M.	29/07/2019
16514	Digital circuits and logi ...	Bhagchandani Anushka S.	26/07/2019
18403	Digital signal processing.	Parekh Dhrumil Y.*	30/07/2019
18472	Cryptography and network ...	Sharma Hritik N.	29/07/2019
18719	Cryptography and network ...	Setpal Rishi J.	26/07/2019
19379	Programming with Java: a ...	Sharma Rahul Kapil	29/07/2019
19411	Applied mathematics-I.	Palv Chinmay S.	13/08/2019
19840	Modern digital electronics.	Sawant Poornartha P.	31/07/2019
19853	Electrical networks.	Naik Vallari C.	13/08/2019
19887	Chemical reaction enginee ...	Shete Tejas Dipak	26/07/2019
19888	Chemical reaction enginee ...	Patel Yash P.	26/07/2019
23399	Mark Stamp's information ...	Setpal Rishi J.	26/07/2019

Print Top Prev Next Bottom Close

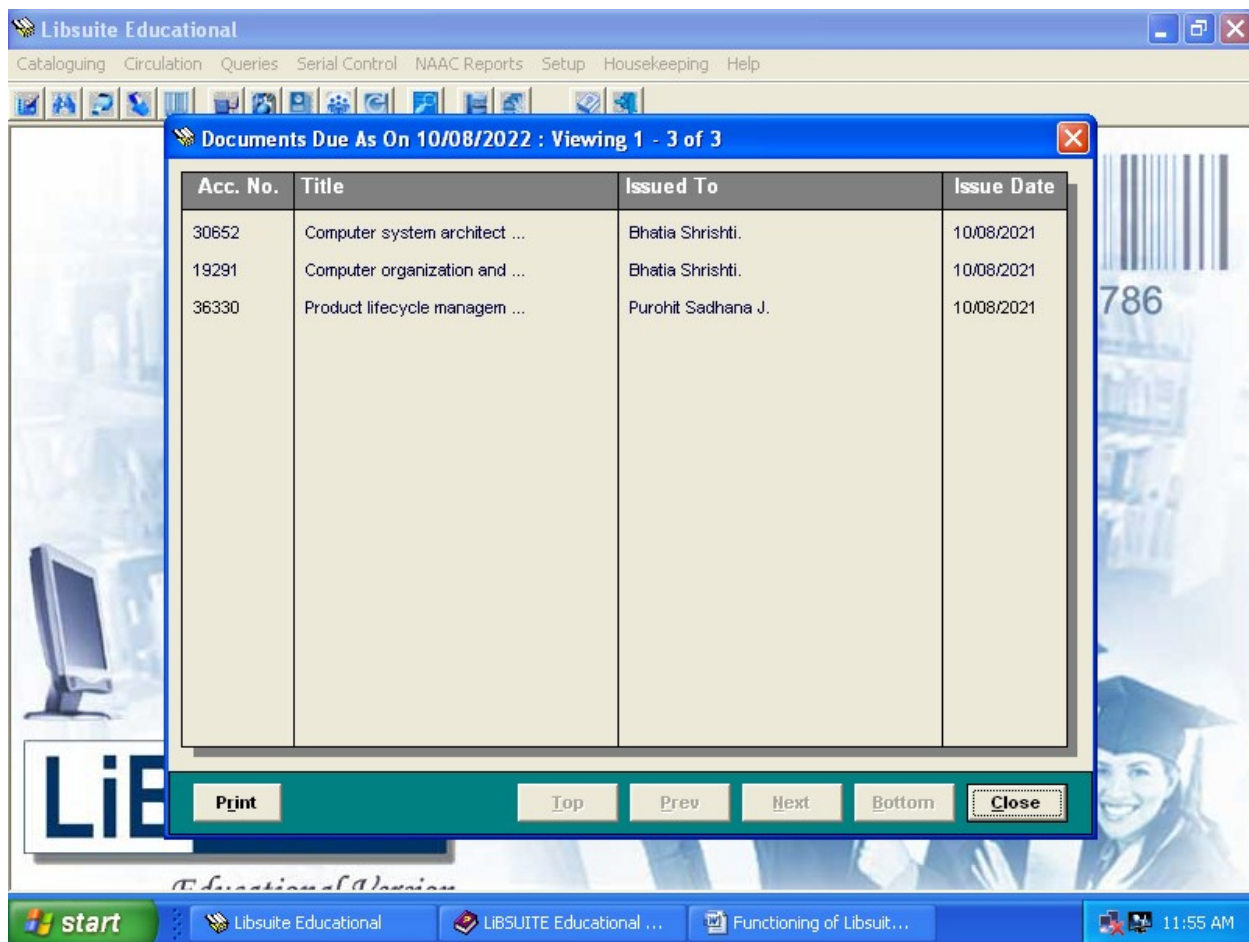
start Libsuite Educational LIBSUITE Educational ... Functioning of Libsuit... 11:50 AM



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4) Documents Due As On :


This report can be referred to at the beginning of a day to remind themembers of the documents due.



6) Documents Overdue :

This is a list of all documents overdue upto date.


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Acc. No.	Title	Issued To	Issue Date	Due Date
13557	Structural analysis.Vol.1.	Sonawane Gopal.	17/04/2007	03/05/2007
2873	Manual of electrocardiography.	Kulkarni C.S.	27/08/2008	27/08/2009
14813	Basic electro-optics for electrical e ...	Kulkarni C.S.	27/08/2008	27/08/2009
20699	Digital signal processing demystified ...	Kulkarni C.S.	02/09/2008	02/09/2009
2775	Understanding electrocardiography.	Kulkarni C.S.	16/09/2008	16/09/2009
14510	Contemporary communication systems	Kulkarni C.S.	16/09/2008	16/09/2009
13602	Database-driven web sites.	Chandran Sunil.	06/08/2009	06/08/2010
20456	Mechatronics ;Electronic control syst ...	Chandran Sunil.	24/08/2009	24/08/2010
15948	Applied mathematics-I.	Ladha Uma J.	28/08/2010	13/09/2010
16125	Engineering drawing.	Gurnani Dipika Y.	18/06/2011	04/07/2011
11195	Engineering drawing.	Gurnani Dipika Y.	18/06/2011	04/07/2011
15413	Let us C.	Shedge Shubhada.	23/09/2011	22/09/2012
18137	Introduction to chemical engineering ...	Sathe Sameer C.	28/05/2012	12/06/2012
19857	Electrical networks.	Ochani Mitan T.	09/10/2012	25/10/2012

1) Transaction Report :

The Transaction Report gives you the list of all documents transacted from your library between a range of dates.

Acc. No.	Title	Issued To	Issue Date	Return Date
30652	Computer system architecture and orga	Bhatia Shrishti.	01/01/2009	10/08/2021
19291	Computer organization and architectur	Bhatia Shrishti.	01/01/2009	10/08/2021
9981	Biomaterials: an introduction.	Shukla Gauri.	11/07/2019	07/08/2021
23125	Wireless and mobile networks: concept	Bhatia Shrishti.	06/11/2019	10/08/2021
35222	Core Python programming.	Jethani Haresh A.	08/11/2019	11/08/2021
35281	Introduction to computing and problem	Jethani Haresh A.	08/11/2019	11/08/2021
33813	Big data, big analytics: emerging bus ...	Jethani Haresh A.	08/11/2019	11/08/2021
33510	Food microbiology.	Sharma Jethani Haresh A.(S142)	02/02/2020	03/08/2021
29401	C++ programming in easy steps.	Desai Mihir	14/02/2020	02/08/2021
23212	Object oriented programming in C++ [w	Desai Mihir	14/02/2020	02/08/2021
19388	Mass transfer-II.	Ansari Mohd Arfat S.	25/02/2020	11/08/2021
14242	Chemical reaction engineering.	Ansari Mohd Arfat S.	25/02/2020	11/08/2021
15244	Food microbiology.	Santani Kashish N.	28/02/2020	06/08/2021
8414	Principles of control systems.	Sharma Shraddha R...	28/02/2020	03/08/2021

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2) Long Term Issues :

Obtain a list of documents issued long term basis.

Acc. No.	Title	Issued To	Issue Date	Due Date
14813	Basic electro-optics for electrical e ...	Kulkarni C.S.	27/08/2008	27/08/2009
2873	Manual of electrocardiography.	Kulkarni C.S.	27/08/2008	27/08/2009
20699	Digital signal processing demystified ...	Kulkarni C.S.	02/09/2008	02/09/2009
2775	Understanding electrocardiography.	Kulkarni C.S.	16/09/2008	16/09/2009
14510	Contemporary communication systems	Kulkarni C.S.	16/09/2008	16/09/2009
13602	Database-driven web sites.	Chandran Sunil.	06/08/2009	06/08/2010
20456	Mechatronics.;Electronic control syst ...	Chandran Sunil.	24/08/2009	24/08/2010
15413	Let us C.	Shedge Shubhada.	23/09/2011	22/09/2012
30100	Applied chemistry - I.	Sawant Anupama J.	24/09/2013	24/09/2014
29571	Java: in easy steps.	Tekwani Bhanu.	10/07/2014	10/07/2015
9562	Elementary engineering drawing.	Nalaskar Sachit G.	25/08/2015	24/08/2016
29251	Problems and solutions in engineering ...	Nalaskar Sachit G.	29/02/2016	28/02/2017
7269	Engineering mechanics.	Nalaskar Sachit G.	29/02/2016	28/02/2017
16294	Programming with Java: a primer.	Shaikh Taherim.	11/07/2016	11/07/2017

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3) Clearance Check List :

View list of all members who have documents against them.



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4) Fine Status of any Member :

View fine details of any member from this option.


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C] Statistics:-

1) Hourly Report for a Day :

Statistical analysis for a particular day can be carried out from this option. The date and the time interval within which you wish to view the statistics is to be selected. As evident from the graph below the hourly report can be viewed and brings out the peak period at the Circulation Desk during any day.

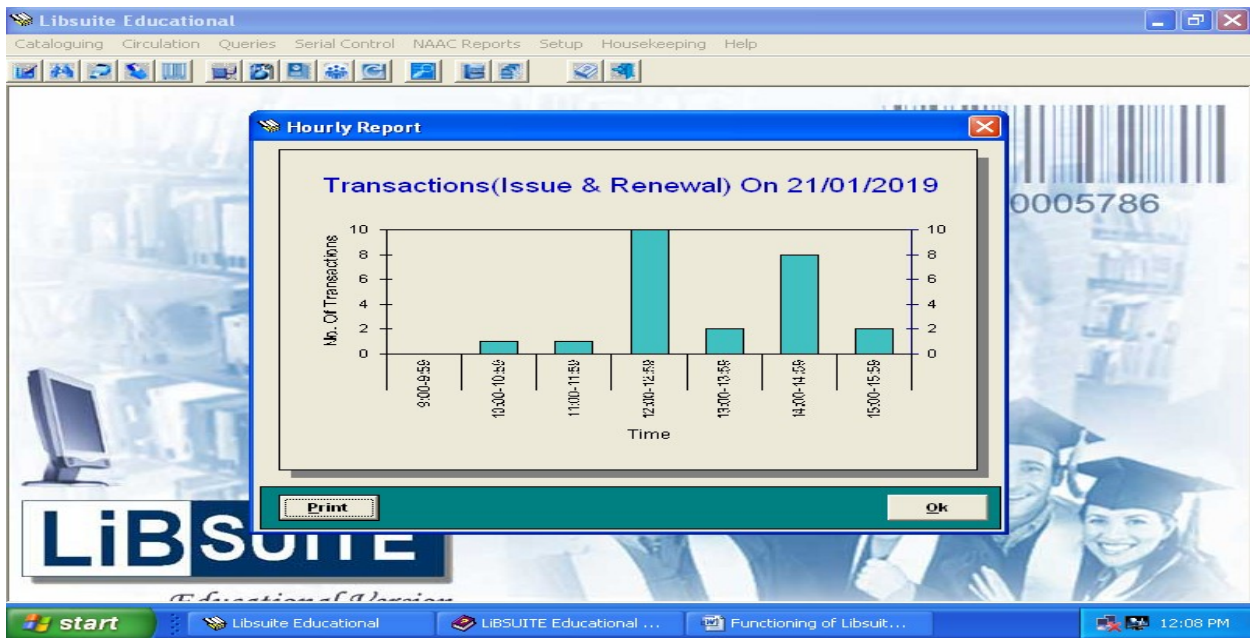


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2) Daily Report for a Month :

By providing the month and year the daily volume of transactions can be graphically viewed from this option. This graph reveals the monthly pattern of Circulations of your library.

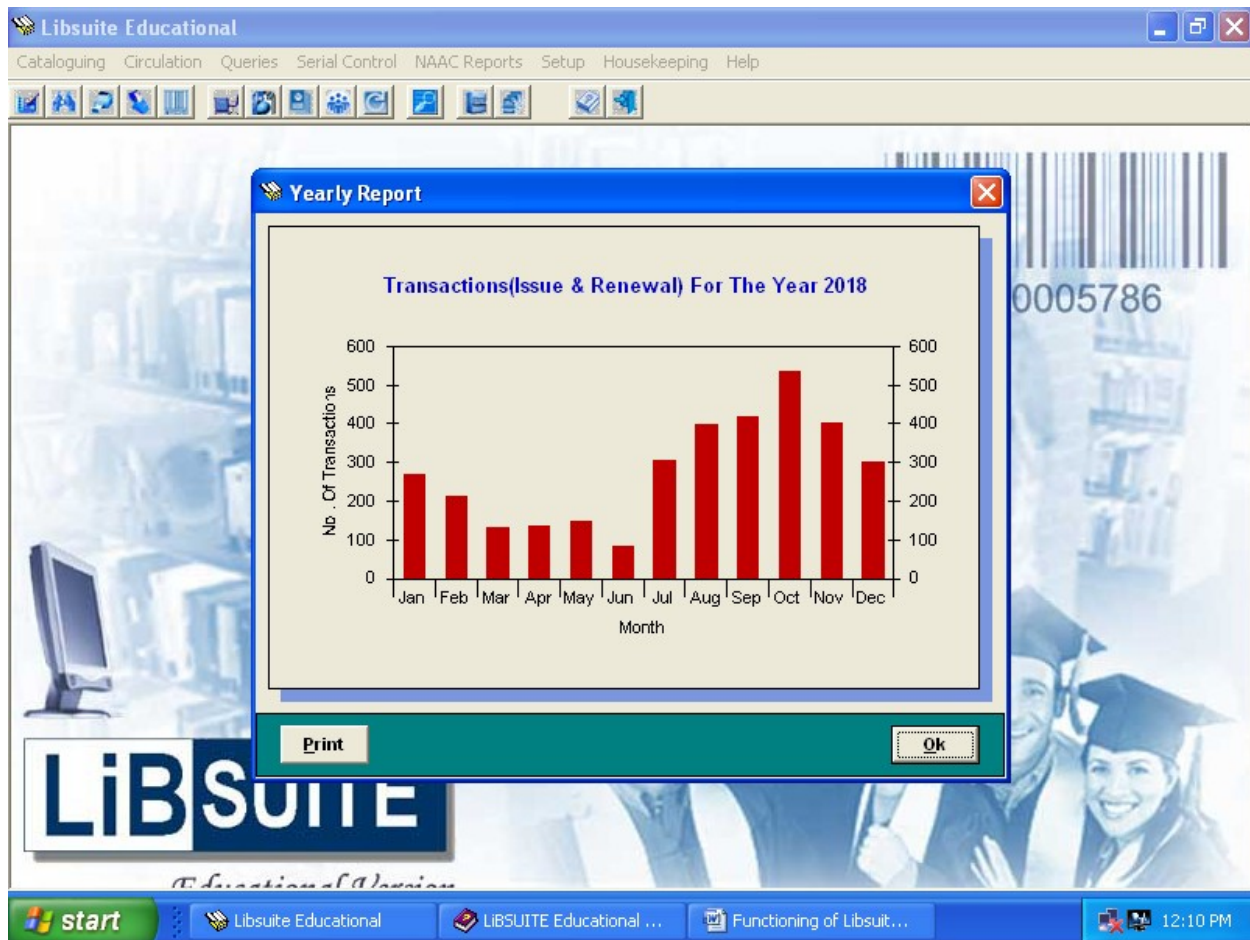


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3) Monthly Report for a Year :

This graph plots the monthly transaction volume for a particular year. This graph gives the distribution of the number of transactions month-wise.





4) Frequently Issued Documents :

This is a report of frequently issued documents. You can select the media type and frequency. E.g. You can get a list of all Books which are issued more than 10 times. You can also analyse the dead stock by seeing which Books are not issued at all. This report is useful for planning the procurement or reordering copies of an existing document.

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Frequently Issued Documents

Frequency	Equal To	10
Media	Central Library	
Acc From		
From Date	01/01/2015	To 17/08/2021

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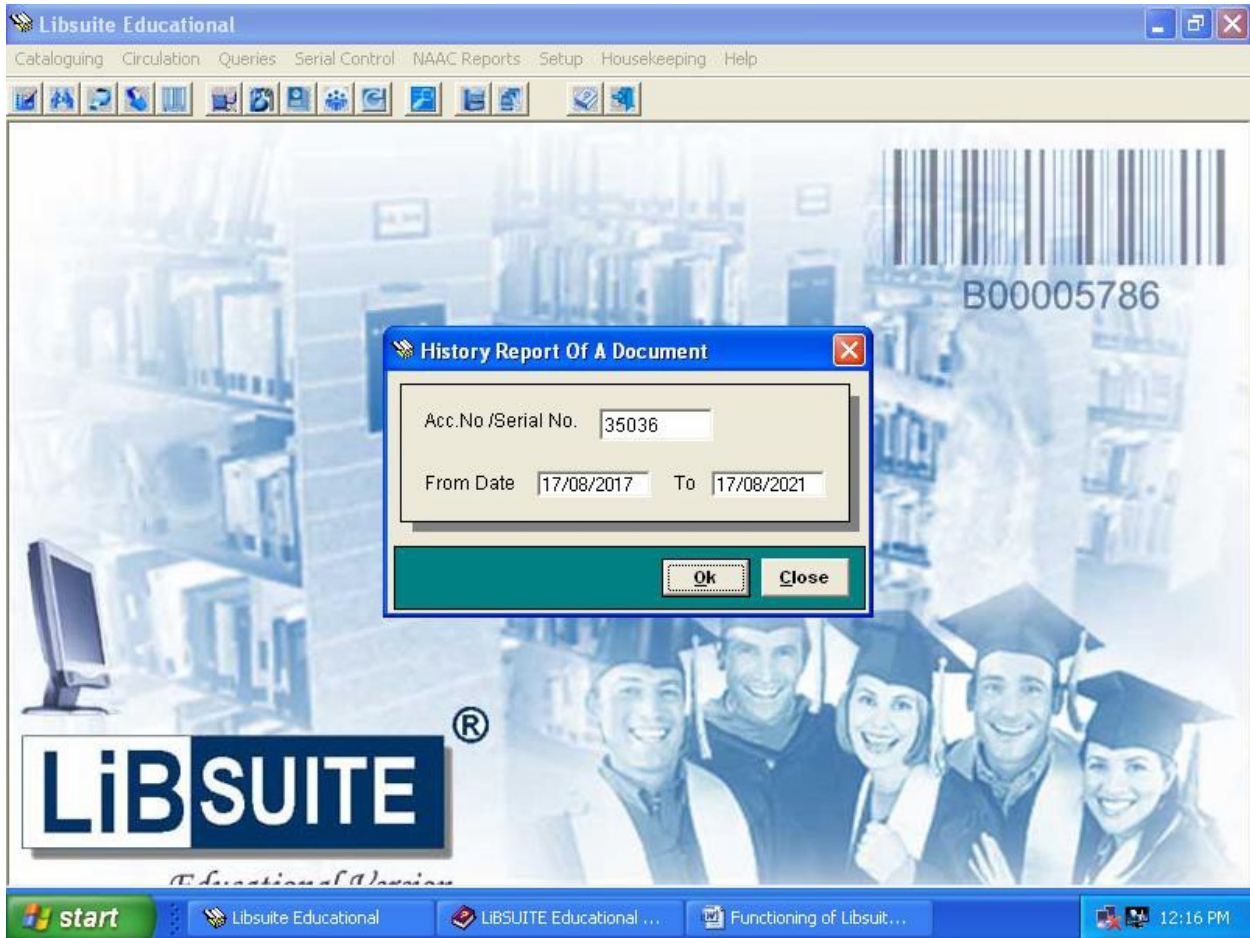
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5) History Report of a Document :

Using this option you get a report of all the members who have issued a particular document and for what period. This report is useful for housekeeping.



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History Report of Accession No.
 Central Library
 35036 Modern digital electronics.
 Jain,R.P.

Issued To	Issue Date	Due Date
Pahuja Tushar,R.* (M345)	07/09/2018	24/09/2018
Pahuja Tushar,R.* (M345)	25/09/2018	10/10/2018
Pahuja Tushar,R.* (M345)	10/10/2018	25/10/2018
Salvi Shubham L. (M652)	11/02/2019	26/02/2019
Mhatanaik Moin A. (L180)	10/07/2019	25/07/2019

1 of 1 | Cancel | Close | 5 of 16207 Total:16207 100%

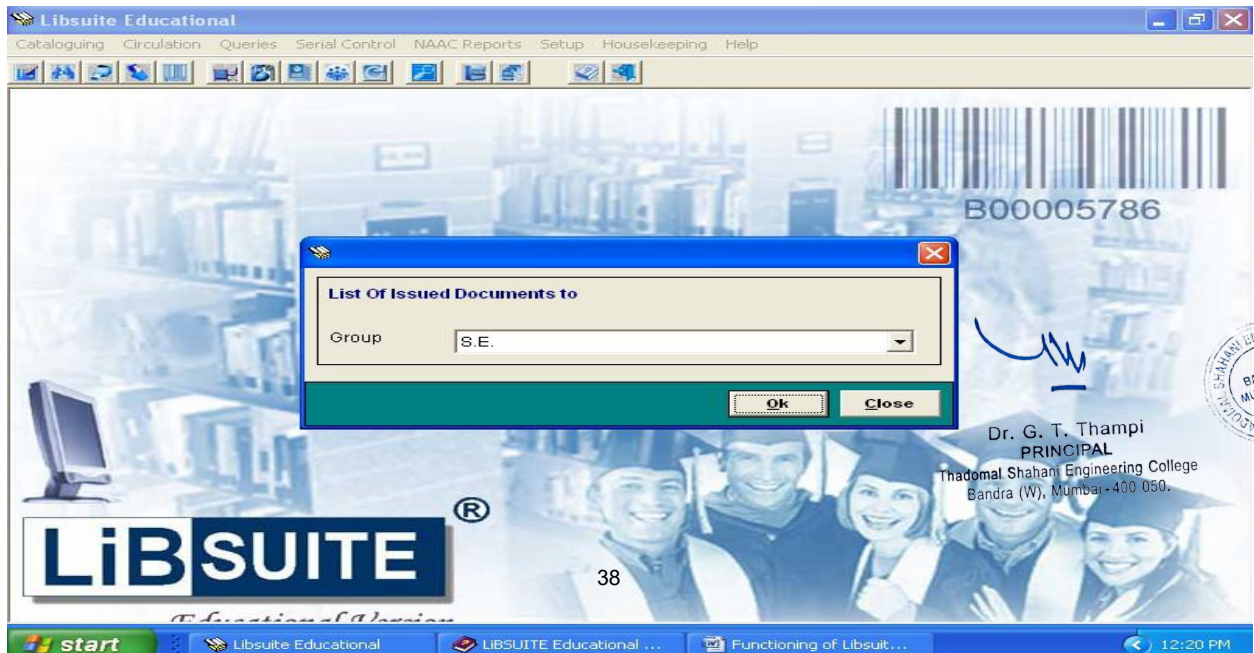
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6) Best User of the Library :

Using this option you can get a report of the best user or the member-wise transactions carried out within a span of time. This may be generated on either a monthly or yearly basis and awards given to the members for utilizing the library resources.



7) ocuments Issued to any Class:



Here you can provide the departments name and get a list of all documents issued to it. This is useful during stock taking operations in alibrary.

Acc. No.	Title	Issued To	Issue Date
Central Library			
2480	* Engineering electromagnetics.	Punjabi Gopal	23/08/2019
7097	* Digital image processing.	Rane Krushna D	19/03/2021
10548	* Plant design and economics for chemical engineers.	Khandare Chaitanya D.	27/02/2020
10967	* Medical instrumentation: application and design.	Patil Pranav P.	28/02/2020
11195	* Engineering drawing.	Gurnani Dipika Y.	18/06/2011
11837	* Introduction to algorithms.	Parab Parag P.	04/03/2020
15539	* Kuby immunology.	Chavan Prajakta S.	26/02/2020
15542	* Kuby immunology.	Vithalani Sahil M.	13/03/2020
16125	* Engineering drawing.	Gurnani Dipika Y.	18/06/2011
16315	* Kuby immunology.	Patel Fenil S.	16/03/2020
16340	* Computer organization and architecture: designing for performance.	Khathurani Mahek S.	18/02/2020
16476	* Op-amps and linear integrated circuits.	Shetty Nidhi Y.	26/02/2020
17095	* Principles and techniques of biochemistry and molecular biology.	Gupta Udit.	28/02/2020
17687	* Process equipment design and drawing-I.	Singh Givinder D.	04/03/2020
19248	* Principles of communication engineering.	Adani Aneri.	03/03/2020
19646	* Applied mathematics-IV.[Electronics And Telecommunication]	Pal Rajan Ramjanam.	11/03/2020
19667	* Applied mathematics-IV.[Computer Engineering]	Vaswani Meher N.	02/03/2020
19828	* Operating systems: internals and design	Samantara Mahima R	02/03/2020

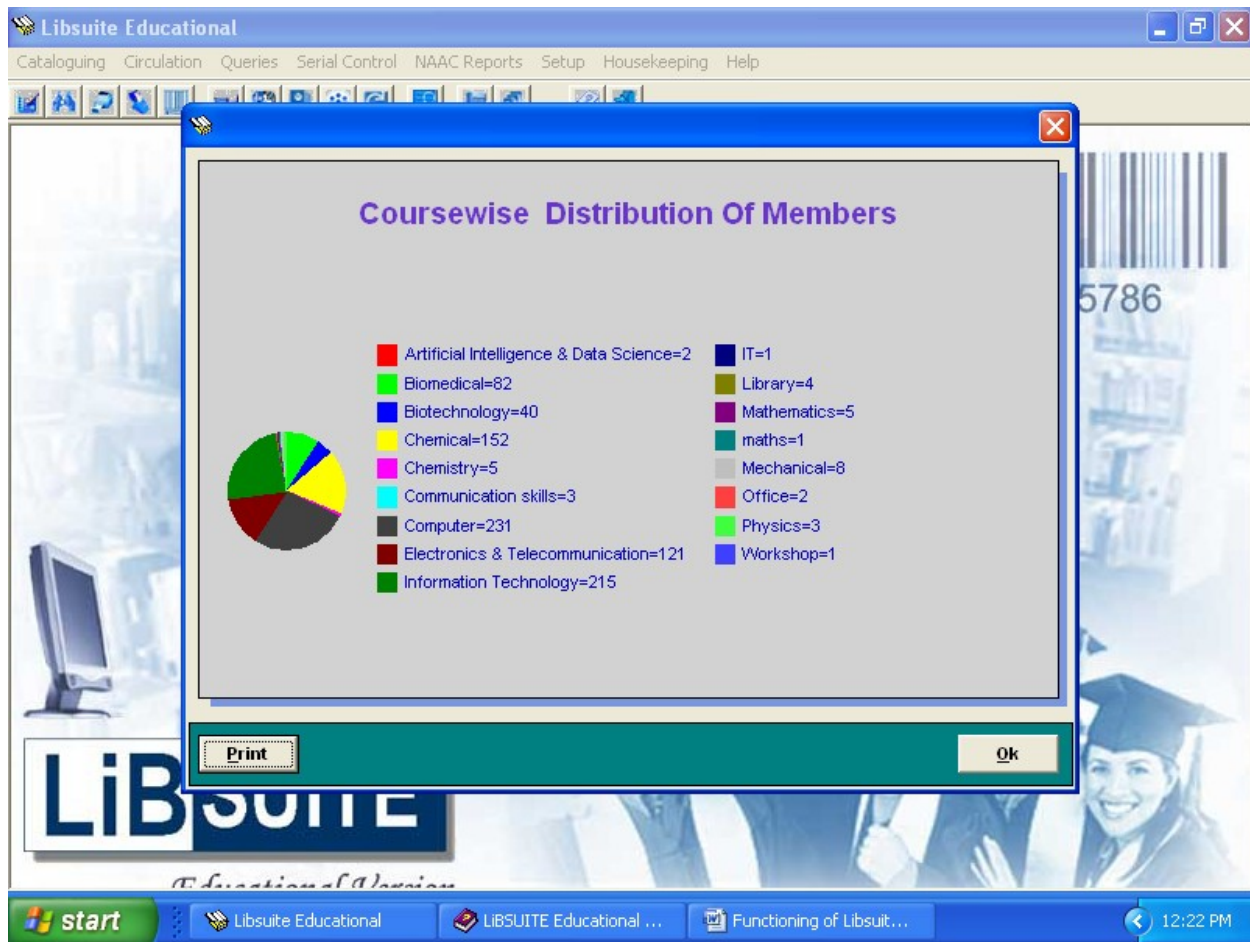
8) Class-wise distribution of Members :

This option gives you a graphical distribution, in the form of a pie chart, of the employees in your Organisation, designation-wise.

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9) Course-wise of distribution of Members :

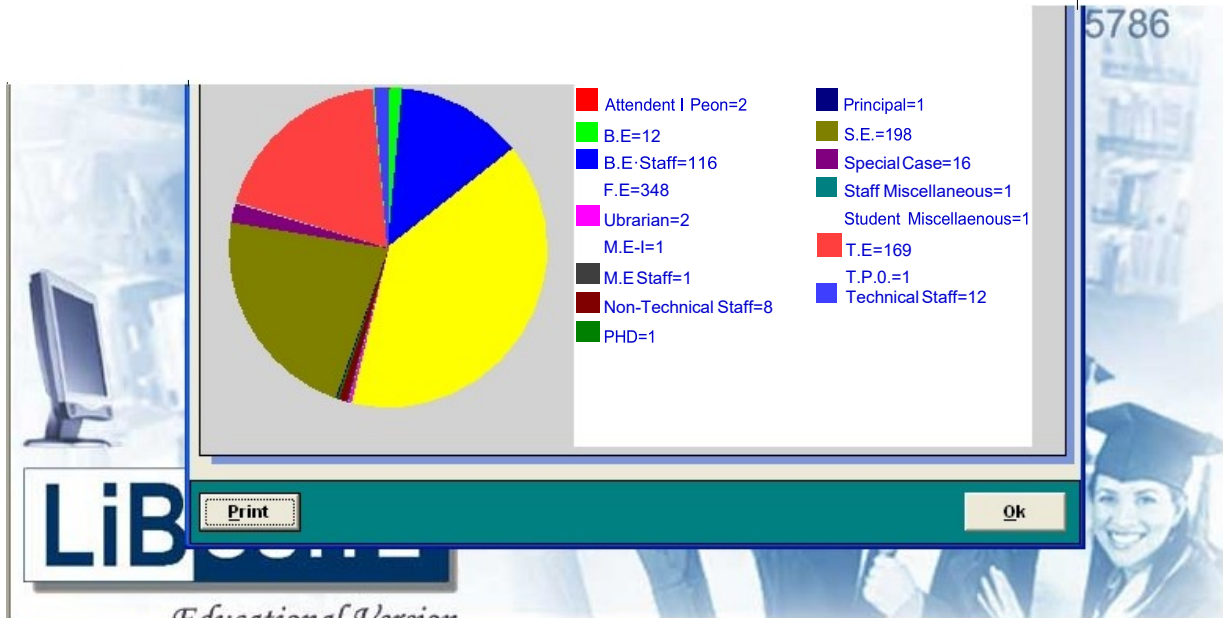
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Groupwise Distribution of Members

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