



CENTRAL LIBRARY

REPORT ON SOUL 3.0 FIVE-DAY TRAINING PROGRAM

PREPARED BY:

CENTRAL LIBRARY TEAM

Date: 21st to 25th July 2025

Venue: INFLIBNET Centre

Attendee: Ms. Heena Parmar

Introduction:

Ms. Heena Parmar, Library Assistant at GTU Central Library, attended the SOUL 3.0 Five-Day Training Program organized by the INFLIBNET Centre, Gandhinagar, from 21st to 25th July 2025. This training was designed to provide in-depth knowledge of the various services and modules of the SOUL 3.0 Integrated Library Management System (ILMS), aimed at streamlining library operations. The program also included a visit to the INFLIBNET Library and Centre, which enhanced the learning experience.

Day 1: Introduction and Administrative Module:

The first day began with an introductory session led by Dr. H. G. Hosamani, who provided an extensive overview of INFLIBNET's activities and services. He discussed the history of INFLIBNET's establishment, key services like E-ShodhSindhu, N-List, and the INFLIBNET Mobile App, and various initiatives such as Shodhganga, IRINS, e-PG Pathshala and Vidwan.

Following this, Mr. Vijay Kumar Shrimali conducted a session on the Administrative Module. We learned how to manage general masters, including Adding institution, country, and currency details. Configuring budget management, language settings, and label layouts. Selecting and adding collection types and subject categories.

This session also provided an insight into system configuration and user management.

Day 2: Catalogue and Circulation Modules:

Ms. Roshni Yadav led the session on the Catalogue Module. We learned how to create data entry templates and report templates. Enter new book data using the new approval process. Apply metadata standards and indexing principles.

The second part of the day, led by Ms. Hema Cholin, focused on the Circulation Module. We were trained on how to create new users, both individually and through bulk uploads. Manage book check-outs, returns, renewals, and fine collections.

Day 3: Acquisition and Serial Control Modules:

The third day began with Dr. Hosamani, who taught us about the Acquisition Module. The training covered the entire procurement workflow, from request creation to final approval and cataloguing. We learned how to create user requests and manage them through the SOUL approval process. Create new orders, add supplier details, and manage subscriptions. Generate volume schedules and enter direct or selected orders.

The afternoon session, led by Mrs Arti Sawale, focused on the Serial Control Module. This session covered how to manage serial publications, such as journals and periodicals. We learned how to add titles and suggestions. Manage subscriptions and payments. Handle check-in data.

Day 3: Practical Application and Reporting:

The fourth day was dedicated to hands-on practice. We applied the knowledge gained from the previous days by performing various tasks within the SOUL 3.0 system, including Budget Management: Practicing budget allocations and tracking expenses. Report Generation: Creating different types of reports in the Circulation and Cataloguing modules. Accession Register: Generating accession registers based on various criteria. Vendor and Invoice Management: Handling vendor entries and the invoice payment process. Other Tasks: Managing stock verification, entering details for gratis items, and generating collection reports based on location and expenses.

Day 5: System Installation, OPAC, and Backup:

The final day of training started with Mr. Divyakant Vaghela, who guided us through the installation of SOUL 3.0. We learned about the differences between SOUL server versions and SQL Server editions. Creating index paths and user groups. Installing the SOUL and SIP servers.

The final session was led by Mr. Swapnil Patel and focused on the Web OPAC and system maintenance. We were trained on how to set up and use the Web OPAC, including creating new users and managing administrator logins. Use advanced search features. Generate member ID cards and barcodes. Update the administration version in the Web OPAC.

The session concluded with an emphasis on the importance of data security and backup procedures, teaching us how to restore database files from a system backup.

INFLIBNET Services and Library Visit:

A detailed introduction to INFLIBNET services, including research support, resource sharing, and digitization. A visit to the INFLIBNET Library, where various practices and library management systems were demonstrated.

Glimpse of the Training Programme



Conclusion:

This five-day training program was highly beneficial, offering a complete understanding of the SOUL 3.0 software. . The knowledge and skills gained will significantly contribute to the optimization of library functions at GTU Central Library. This training has enhanced my ability to manage library resources efficiently, support the academic community, and implement best practices across cataloguing, acquisitions, and circulation management. The technical insights gained will further improve user experience by streamlining library operations.

Overall, this training will play a pivotal role in enhancing the quality and efficiency of library.