

Automated Serials Control at the B. G. S. Institute of Technology Central Library: An Overview

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Abstract

Serial management module is a main subsystem of library automation in engineering college libraries in India. Its includes the following processes: new subscription, place firm order, receive subscription invoice, subscription invoice payment details, register serial issue, serial routing list, serial binding management (prepare logical binding list, place binding order, receive binding order, accession bound items) and add to renewal list. B. G. S. Institute of Technology central library started the automation of serial management section with the help of NewGenLib 3.1.2. It is very user friendly library management software.

Keywords: *Serial management, subscription management, binding management, B. G. S. Institute of Technology, central library, NewGenLib 3.1.2.*

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INTRODUCTION

The serials module in any library automation software is usually the most complicated in terms of development effort. The functionality in this module requires that the software must deal with several idiosyncrasies of the serial as a form of publication. Equally, there are issues related to the cataloguing of newly subscribed serial titles, registration, display of serials holdings in the online public access catalogue (OPAC) and the prediction of the receipt of regular serials issues as well as that of supplements and indexes. Managing the subscriptions to serial titles in such a way that there is no interruption in the supplies is another important requirement. The binding of serials issues when the volume for a particular serial title has been fully received and ensuring that these are sent to binder; are other tasks that the module must help library staff to accomplish.

B.G.S. IT CENTRAL LIBRARY

B.G.S. Institute of Technology Central Library was established in the year 2005. Presently, the library have more than 28000 books in all the departments, more than 1200 books under the government book bank scheme, 256 bound volume of journals, 68 periodicals, 1150 CDs and DVDs etc. Library has also subscribed VTU consortium and its includes seven e-

databases. College purchased NewGenLib library automation management software in October 2009 and upgraded the NewGenLib 2.0 by NewGenLib 3.1.2. Version in November 2016. The library automation begins from administration and acquisition module, because the main library automation sub-system is administration and acquisition system. All library functions are done in NewGenLib 3.1.2.

BACKGROUND OF STUDIES

Balnaves and Chegade focused on the project of a proof-of-concept implementation of a smart client application for digital archive research which comprised a survey of libraries in the area of electronic journal archiving and software development research [1]. It demonstrates the feasibility of simple solutions suitable for special libraries to implement local e-journal archives. The approach differs from current, peer-to-peer approach by implementing a central metadata server and a simple easy to deploy desktop archiving agent. Furthermore, limitations imposed by copyright restrictions are the principal impediment libraries. Doraswamy discusses that the engineering college users are using information in different way from teaching and research purposes are assessed [2]. Several hypotheses about professors using information

resources including books, journals, theses and dissertations, government publications, conference proceedings and reference sources in their teaching and etc. have been given. Ghosh and Panda say that collection development of information resources is done as per the requirements of the users [3]. The central libraries of IITs have for long recognized their responsibility to support the study and research of their parent institutions with the rich collection development of information like print and non-print in Indian institute of technology and having good collection of serials. Williams conducted a study on use of serial management in engineering college libraries, preservation, bibliographic control, and the criteria for decision-making process among the librarians in academic libraries [4]. Sekar and Majeed investigated library automation position in engineering college libraries and also determined services through the same [5]. Library automation is playing very important role in engineering college libraries in India.

OBJECTIVES OF THE STUDY

The main research objectives are:

- 1) To study the functions of the serials management module.
- 2) To know the process of new subscriptions in serials management module.

- 3) To find out the ordering of subscriptions in serials management module.
- 4) To know the how useful is the NewGenLib 3.1.2. serials management module.
- 5) To find out the cancel and reorder subscriptions in serials management module.
- 6) To find out the processing of subscription invoices in serials management module.
- 7) To know the register serials issues in serials management module.
- 8) To know the binding management in serials management module.

SUB-SYSTEMS OF AUTOMAT IN SERIALS MANAGEMENT MODULE

This involves the addition of the new titles to an existing list of subscriptions, ordering these with vendors, processing subscription invoices, receiving and registering issues and binding these into suitable physical volumes.

The Figure 1 shows the menu options that are available in this module.

Process of New Subscriptions

The following options are under the process of new subscription menu option (Figure 2): Click this menu option under process of new subscriptions to see the screen shown below (Figure 2):

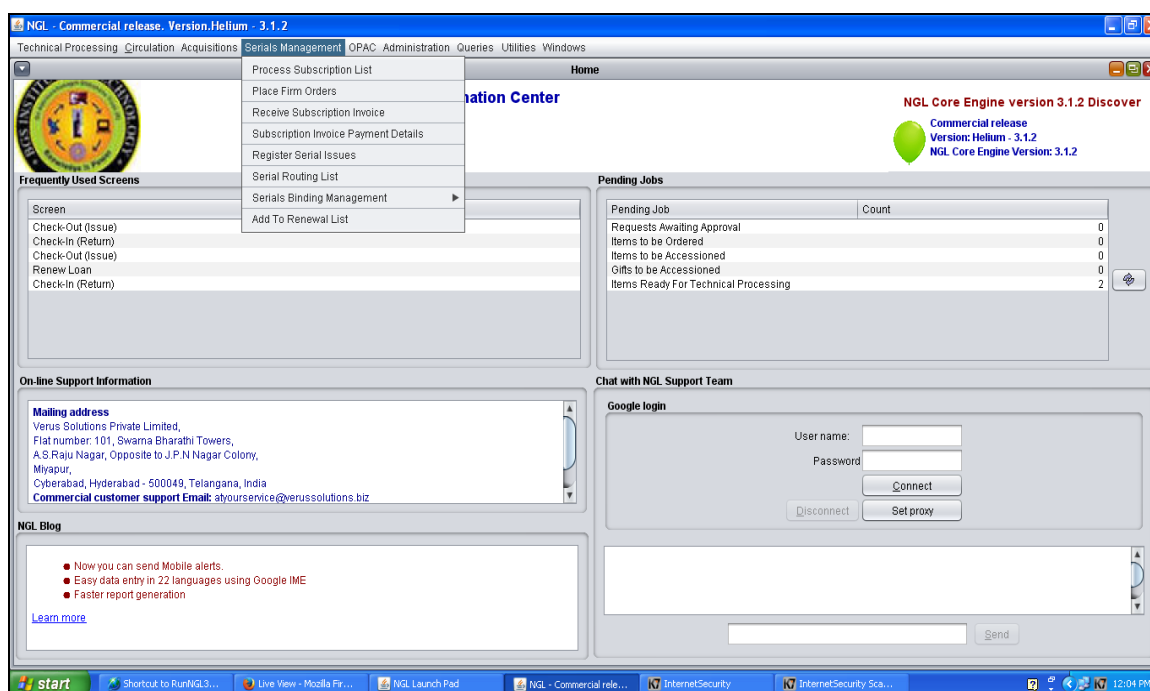


Fig. 1: Menu Options in Serials Module.

At the top left the screen, there are four icons as follows:

- New icon: Click this to add a new subscription.
- Edit icon: Click this icon after selecting a row in the table to open another screen in which you edit the details of the serial title including the details in the associated serials master file records for the serial.
- Refresh icon: Click this icon to refresh the screen after you have modified the records in the different rows.
- Delete icon: To delete a serial title from the list of new subscriptions, select the row for the title by clicking the row and then click the delete icon, you will be asked to confirm the deletion after which the serial is deleted from the list of new subscriptions.

Place Firm Subscription Order

This menu option is clicked to invoke processes that will enable the creation of order for one or more new subscriptions. When this menu option is clicked, you will see the following screen (Figure 3).

- First, select a vendor from the drop down box at the top of the screen and then click the Green 'Go' button next to the drop down box. You will soon see a list of serials titles in a table for which firm orders are required to be generated.

- Next to the table, showing the titles are two vertically placed icons. The first allows you to create a new order for the subscription by clicking the 'New' icon or add the order to an existing order by clicking the 'Select existing order for vendor' button. If there are pending orders for the vendor, the subscription in question will be added to the pending order. The second icon (a hand-pointing icon) allows you to enter and/or edit the master file details of the serial in the row you select in the table of orders. The master of delivery required (e.g., air mail), claims to be sent for missing issues, frequency of serial, etc.
- Select a row in the table of titles.
- Click the 'Down' arrow button to add the selected subscription to either a new order or an existing order. A new window opens, this window allows you to enter details of the volume number, issues number and year from which the new subscription should be entered, and the volume number, issue number and year from which the new subscription should end (usually for a calendar year or a volume). The new window shown also allows you to enter the cost of the subscription, period of subscription in months, etc.

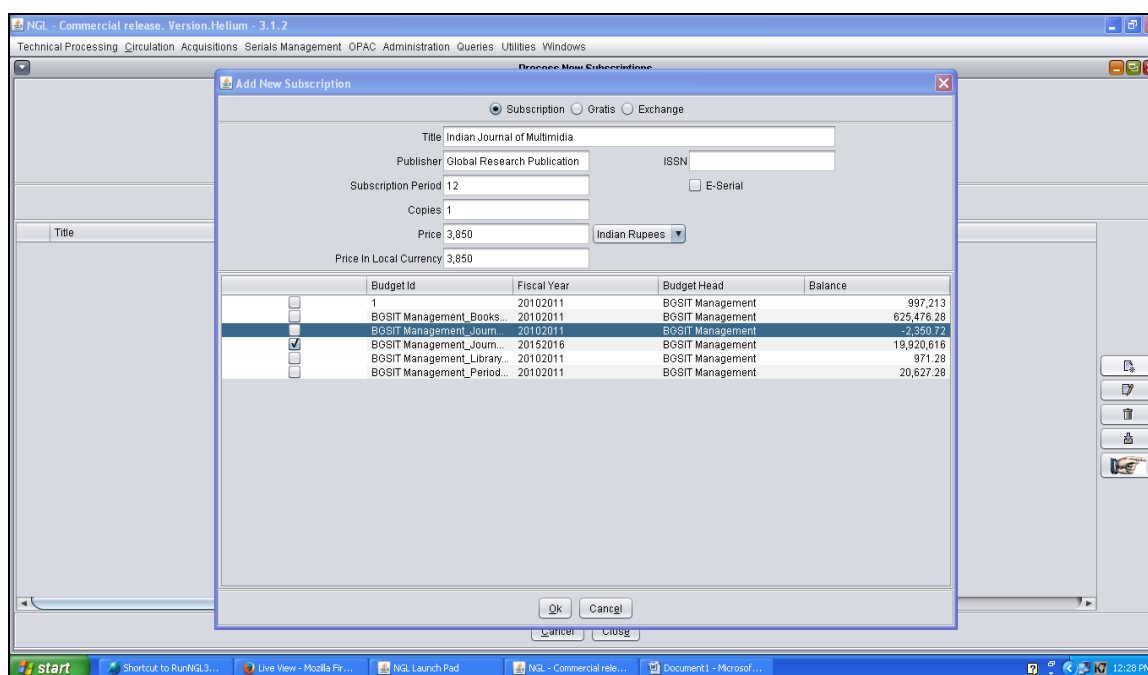


Fig. 2: Menu Options under Process of New Subscription.

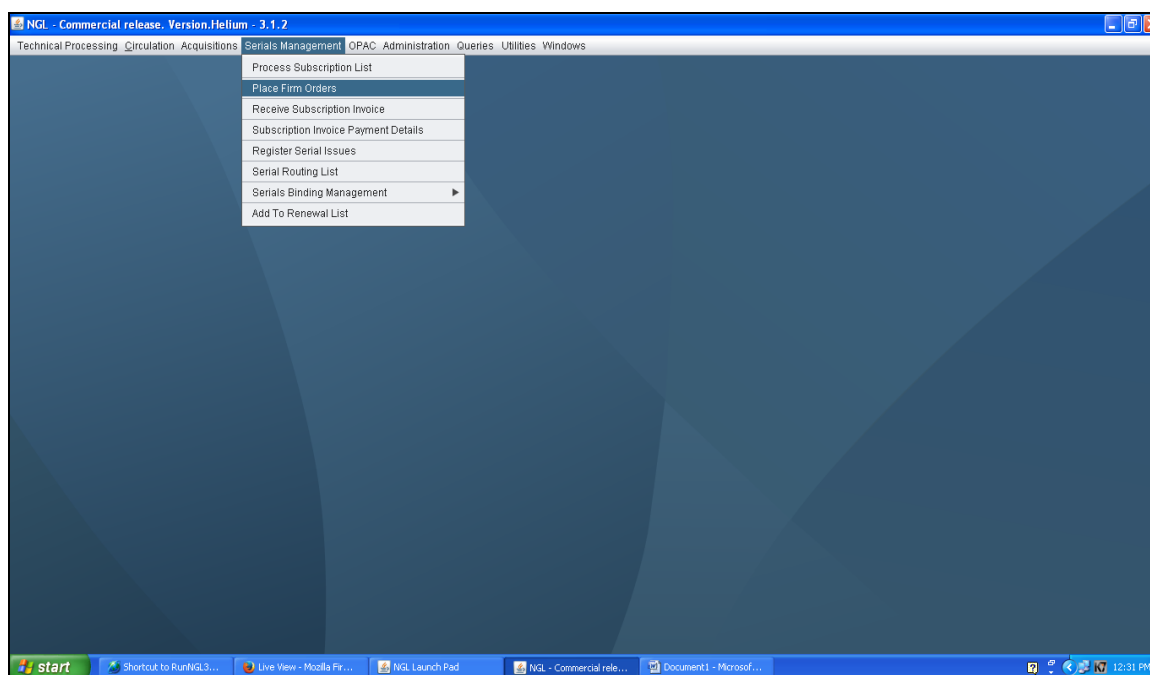


Fig. 3: Place Firm Subscriptions Order Screen.

- A green arrow (NewGenLib desktop module) next to each of the text areas labeled start volume and end volume when clicked opens an embedded window (illustration 9) where you specify the details of the start and end volumes and issues required to be subscribed. In the new window, you are actually entering the serial's caption and patterns. By captions we mean the specification of the name by which a serial volume is called (usually the abbreviation 'vol' or just V., in a German library it may be called Band or Bd.) and the caption for issues (usually 'issue' or 'iss' or 'number' or just no.) and if there are other designations, e.g., sections or parts, along with the captions, it is also necessary to enter the values for volume, issue, part, etc., in the embedded window. This data is called enumeration. Similarly, it is necessary to specify the chronology of a serial, by this is meant the designations (usually years, months or seasons, day and in some rare cases even time). For instance, a newspaper has a volume number, issue number, and may have section or edition (e.g., Metroplus or Hyderabad edition) and a date. These are specified in the window that opens. In addition to the caption and enumeration you need to enter also the known frequency of the serial. This is called its patterns. For instance, and September. The specification of such patterns allows the library automation system to make predictions about when the next issue of a serial is likely to be received. The captions and patterns embedded window is shown below.
- In the window shown above, there are several levels of enumeration, where you need to enter numbers for volumes, issue, etc., of the new subscription such year, issue, part, etc. Some default values for the caption that are normally used (vol, issue, part) are already entered. These may be changed. For instance in a German library, the caption for volume may be Band or Bd. You may change the captions or leave them as it is and enter the actual data in the text boxes. For instance, if you wish to add a new subscription to a serial starting with volume 36, you would enter the figure 36 in the text box next to the first level enumeration drop down box.
- In the embedded window, you also see another panel labeled chronology. There are several levels of chronology (normally

as year, month (or season), day). In the chronology panel you enter the designations for the year, month, etc. For instance, if you wish to add a new subscription to a serial starting with volume 36 of year 2007, you would enter 2007 in the text box.

- Once you fill-in the details of the start volume's enumeration and chronology, click the OK button in the embedded window. You will be returned to the main window.
- Click the Go button next to the text area labeled End Volume of the main window. This will again open the embedded window for you to enter the enumeration and chronology of the end volume
- In the main window, you also enter data on the subscription period and cost, whether there is an advance payment, a deposit to be paid and the amount. After entering the subscription cost and selecting the currency of the cost, click the green Go button. This will convert the cost to the budget currency and show the amounts including the balance available for the budget that was selected for the item. Once captions (enumeration and

chronology) and subscription data is entered, click add to order button in the window to return the main window.

- The above mentioned steps may be repeated as many times as needed for the titles required to be ordered. Click the 'close current order' button for the order to be placed immediately, otherwise the order will remain open and other items can be added to it.
- On the screen for placement of firm orders, you also see a hand-pointing icon. If you wish to edit or create the master file records for a serial title selected in the table, click this icon. The master file of a serial record has information about the library's subscription to the serial. Information such as volume, issue and year of start and end volume of the subscription, the publisher, how and the frequency of claims for missing issues, binding specifications, etc. This information is required before serial issues can be registered and before the software can make good prediction of when next issues of a serial title may be expected to arrive.

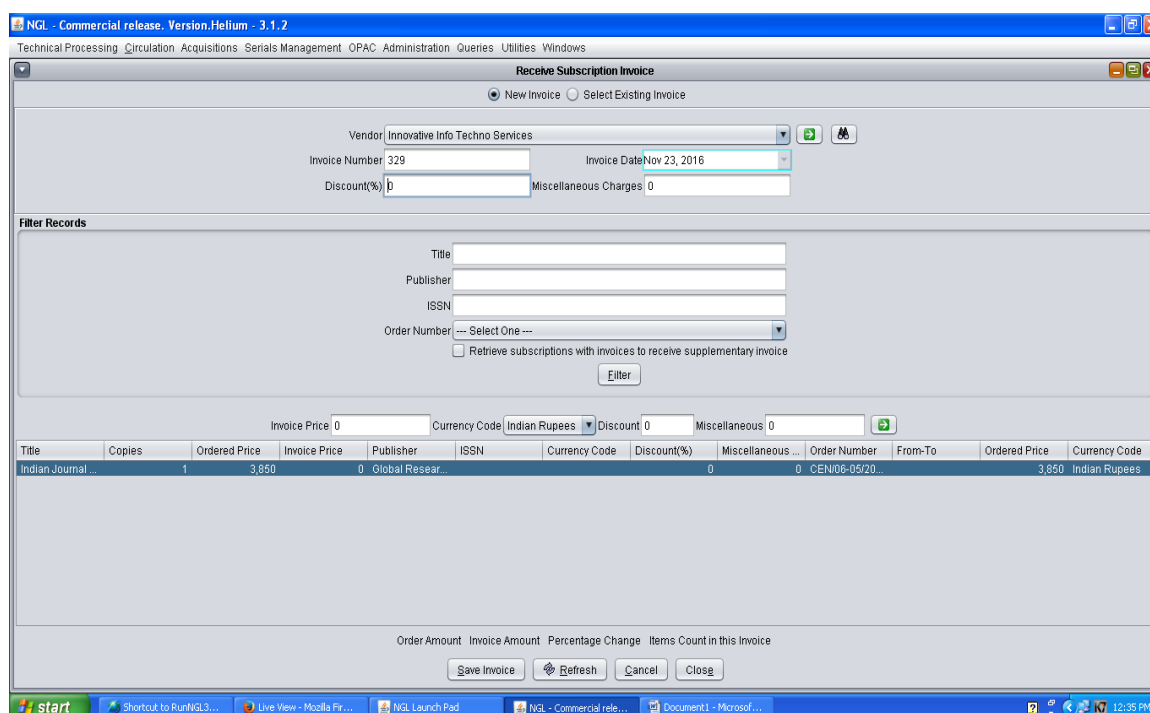


Fig. 4: Receive Subscription Invoice.

Receive Subscription Invoice

Click the menu option receive subscription invoice to see the screen shown below (Figure 4).

- The screen shows order, order date, invoice number and vendor text boxes with a search icon placed on the right of the screen. Click the search icon.
- You will now see an embedded window with two radio buttons, one for order number and another for vendor with the vendor radio button already selected (Figure 4). Just below the radio buttons you will see a drop down box for vendor. Select the vendor whose invoice has been received and click the go button.
- You will now see a table of orders placed with the vendor. Select any one of these for which you wish to receive the invoice and click the 'OK' button in the embedded window. This will return you the main window and show you a table of titles ordered with the vendor by the selected order number.
- If you know the order number for which you are receiving the invoices, enter it in the text box and click the green Go button.
- In the main window, enter the invoice number in the text box provided for this and select the invoice data from the calendar component provided.

- Select a row in the table. This will populate the rows in the two tables with columns 'library name', 'Copies', 'Amount' and the tabbed pages at the bottom of the screen for Budget Id, Budget Head, Balance, Ordered Amount, Invoice Amount.
- Click the 'OK' button to commit the receive invoice transaction to the database. You will soon see that the transaction was successful and a form letter passing the invoice for payment will open. This may be printed immediately or postponed for printing as an end-of-day process.

Received Supplementary Invoices

It is not uncommon for vendors to submit supplementary invoices for serial subscription ordered with them. This happens when the first invoice is raised based on an estimate cost. The actual cost is then recovered by the vendor, when he receives the publisher's invoice for the current subscription rate.

Click the Receive supplementary invoice menu option to see the screen shown below (Figure 5).

The screen shows text boxes for subscription titles, publisher, order date, etc. with a search icon placed on the right of the screen. Click the search icon.

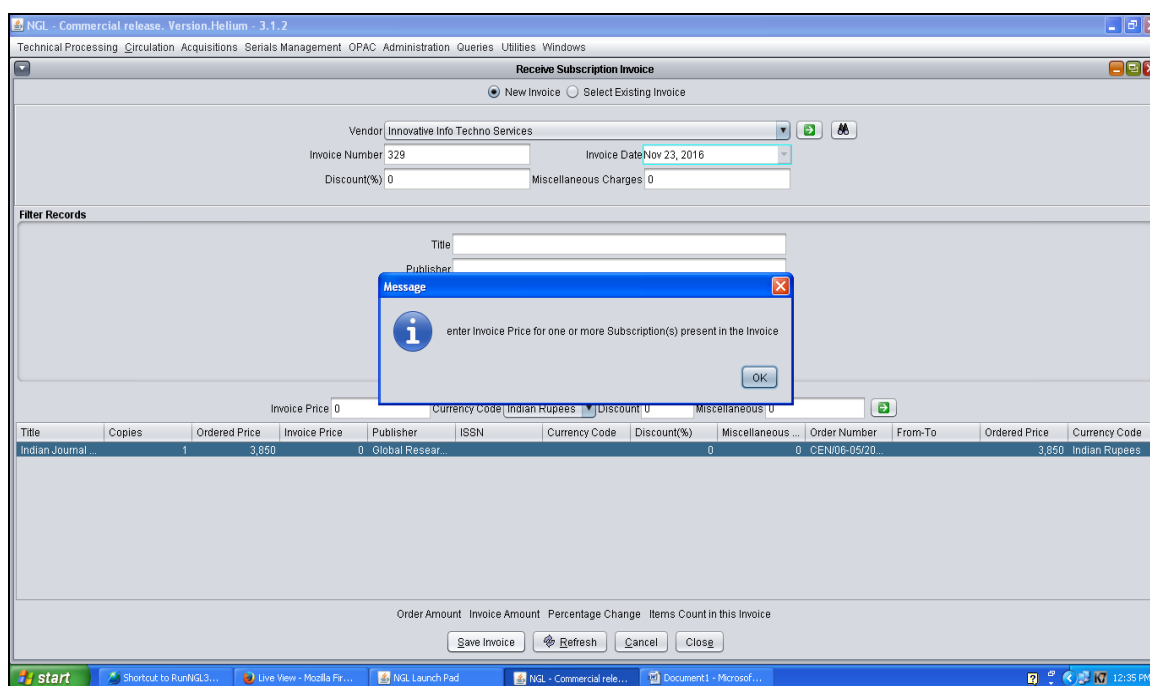


Fig. 5: Receive Supplementary Invoice.

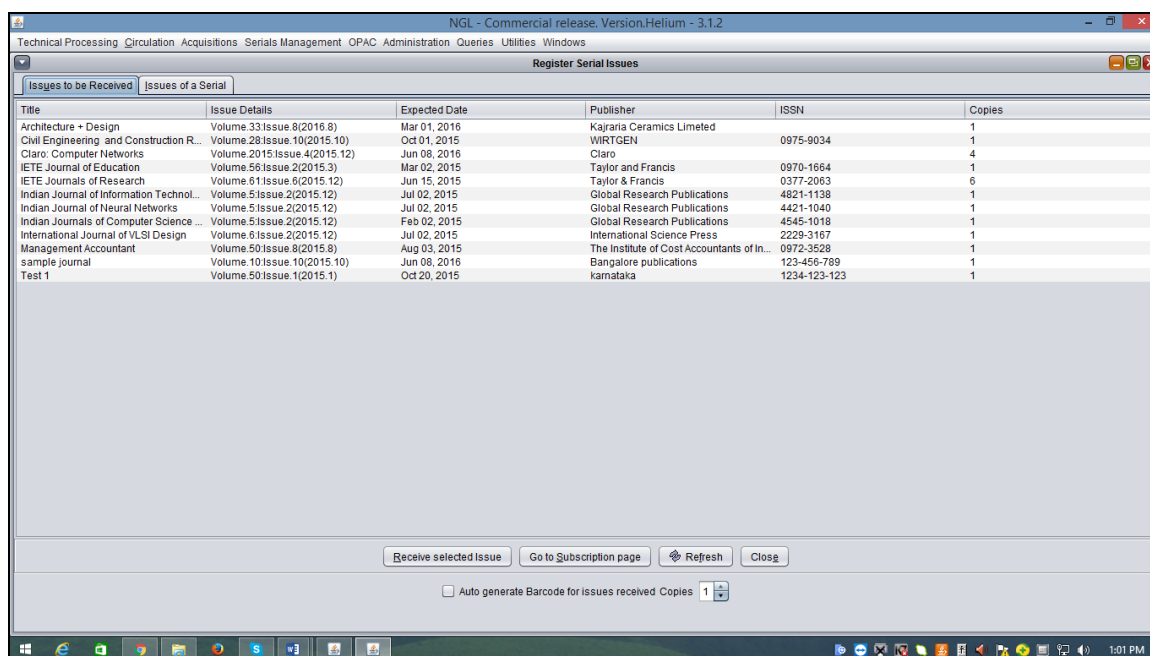


Fig. 6: Register Regular Issue of Currently (or A Previously) Subscribed Serial Title.

- You will now see an embedded window showing titles of subscribed serials in a table. Click the title for which a supplementary invoice has been received.
- This will populate the other two panels to show the previously paid invoice details and the budgets debited for the earlier payment.
- You will also see a panel to enter the details of the supplementary invoice, viz., invoice number, amount in supplementary invoice, currency of invoice, etc. Enter these details and click the OK button.
- You will be notified of a successful transaction and the form letter panel open where you can either print the letter to a text file, or open an Open Office document or relegate to end-of-day process.
- The above steps may be repeated for each title for which there is a supplementary invoice payment.

Register Serials Issues

Click the register serials menu option to see the screen shown below in Figure 6.

- The screen shown above has a button titled select type of issue to view, a search icon and a hand-pointing icon. Click the search icon. This opens another window with two radio buttons, current subscriptions and previous subscriptions.
- Click the current subscriptions button to see the current list of subscriptions in an

embedded window. Select the title who's issued are to be registered. If you wish to see previous subscriptions, click the previous subscriptions radio button. You will be asked to select the years from and to during which you need to see previous subscriptions. When you click the button select type of issue to view another window opens which shows the different types of issues that can be registered, usually regular (or basic bibliographic units or supplements or special issues). The hand-pointing option allows you to edit the master file details of the selected serial.

- Select a little from the list of current or previous subscriptions shown and click the 'OK' button.
- If the issue being registered is serial title that has not yet been catalogued, the system will automatically take you to the technical processing module where you can catalogue the serial (either using primary cataloguing or via import from an external MARC-21 data source) before registering the issue received.
- If the serial is already catalogued, you will now see a Kardex-like or a spread-sheet like or Kalamazoo-like interface with several columns and rows for the selected serial title. The serial title is given in bold at the top and the columns are for volume,

issue number, issue details, year, copies received, predicated data, registered data, etc.

- The row for the predicated issue and the data on which the issue is already selected is highlighted. If the issue on hand to be registered is the predication one, then simply click the 'ok' button at the bottom of the screen. This will open an embedded window asking you to confirm that you wish to register the predicted issue and predict when the next issue is due. Click OK in the embedded window asking you to confirm the registration. This will commit the registration transaction and simultaneously predict the next issue's due data. The details are then displayed in the Kardex-like interface.
- On the other hand, the issue to be received may be an out-of-turn issue, i.e., a later issue, e.g., issue No.7 instead of issue No.6 which may be the predicated issue. If this is the case, click the 'out of turn receipt' button and then the 'ok' button. This will open the same embedded window in which you will see a top panel showing the predicated issue and a lower panel where you can enter the issue number of the out-of-turn issue that was received. You can also click the 'generate missed issues' button in the embedded window and this will generate a list of all intervening missed issues in the Kardex-like interface and also generate claim letters for replacement copies for the missed issues. The procedure also predicts the next issue due and the data on which it is due.
- It is also possible to receive supplements or special issues. For instance, if say issue 4 of a serial title has a supplement, then click the row for that issue and then click the 'supplement' button and then the 'OK' button. This will open an embedded window which shows entries for different types of supplementary issues (ad hoc or regular supplements, e.g., annual buyers guide) that you may have already defined. If the type of supplement to be registered is already listed in the embedded window, click the OK button. If it is not listed, you will need to define the captions and patterns for this type of supplement. Click the define caption button. You will now be presented a wizard to define captions and patterns for the supplement. By this we mean, the definition of the title of the supplement, whether it is a regular supplement (e.g., annual buyers guide) or an ad-hoc supplement, whether it bears the volume only or volume and issue of the serial title, etc. Once you define the captions of the supplement, click the OK button. A new window opens asking for confirmation that you will be registering a supplement for the issue selected. If it is a regular supplement, you can also click the predict next issue button and click 'OK' in the window just click the OK button. The supplement will be registered screen.
- It is also possible to receive combined issues, e.g. a physical issue which combines one or issues, e.g., 4, 5 and 6. To do this, select the first of the combined issues and click the 'combined issue' button and then the 'OK' button. This will open an embedded window in which you can enter the details of one or more issues that constitute the combination of issues. This is done by depressing the shift key and selecting all the issues (contiguous) that have been combined. Once you enter the required data you click 'OK' in the embedded window to register the combined issue. This fact is then displayed in the Kardex-like interface. Further, the next issue is predicted and displayed and shown in the interface.
- If more than one copy of a serial title has been subscribed to, and the number of copies received is less than the number subscribed, you can register the fact that there has been a shortage of supplies in copies. To do this, click the row for the issue and then click the 'short supply' button. This will open an embedded window in which you enter the extent of shortage of supplies. Click the 'OK' button to commit the transaction. The data is posted and this is also reflected in the Kardex-like interface.
- Sometimes, in spite of several claims, an issue replacement does not become available because supplies from the publisher are exhausted. In such a case, they might inform the library that the issue

is no longer available. This fact can be recorded. To do this, select the row for the issue and click the radio button for 'No Longer available' in the last line of the register serials screen.

- Similarly, the publication of a particular issue may have been delayed due to some causes and the publisher may intimate the library of this. This fact can be recorded. To do this, select the row for the issue and click the radio button for 'Delayed' in the last line of the register serials screen.
- Click the button labeled select type of issue to view. This opens an embedded window. In this, you will see a list of the different types of issues.

Binding Management

Preparing Logical Binding Lists

In the screen shows above there are two disabled text boxes labeled serial and library (Figure 7). Next to the serial text box is a search icon. Click the search icon. This will open a window with two radio buttons, current Subscriptions and previous subscriptions. The current list of subscriptions is already selected and shown. If you wish to see a list of previous subscriptions, click the previous subscriptions radio button.

- Select a title from the list of current or previous subscriptions shown and click the 'OK' button. If you choose previous subscriptions you will be asked to enter from and to years in text boxes between

which you wish to see the list of previous subscription. Enter the years and click the green Go button next to the year's text box to see the list of previous subscriptions between these years.

- You will now be returned to the main screen which has three panels labeled, issues to be bound, supplements, and indexes. Details of issues, supplements and indexes already received are in the three panels. Each of the issues, supplements or indexes received has a check box next to them. Click the check box to select the issue, supplement or index. All checked items will be added to a logical list.
- The serials librarian in-charge of binding is expected to review the tables described in NewGenLib windows and if he or she is satisfied, the 'OK' button is clicked. When this is done, the systems then prepares a form letter to the circulations librarian requesting that the issues in the logical list be isolated for binding and also that these should not be circulated and if any of these are out on loan, that they should be recalled.
- Once the OK button is clicked, the issues, supplements and indexes selected in the screen are added to the logical list of items ready for binding [6].

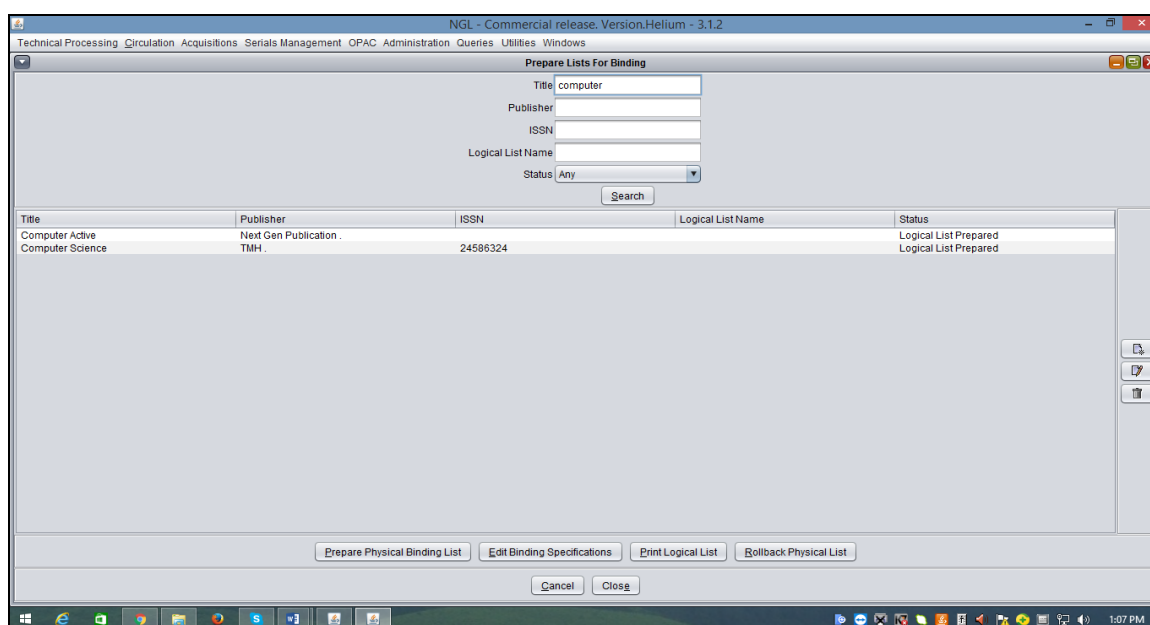


Fig. 7: Prepare Physical Binding List.

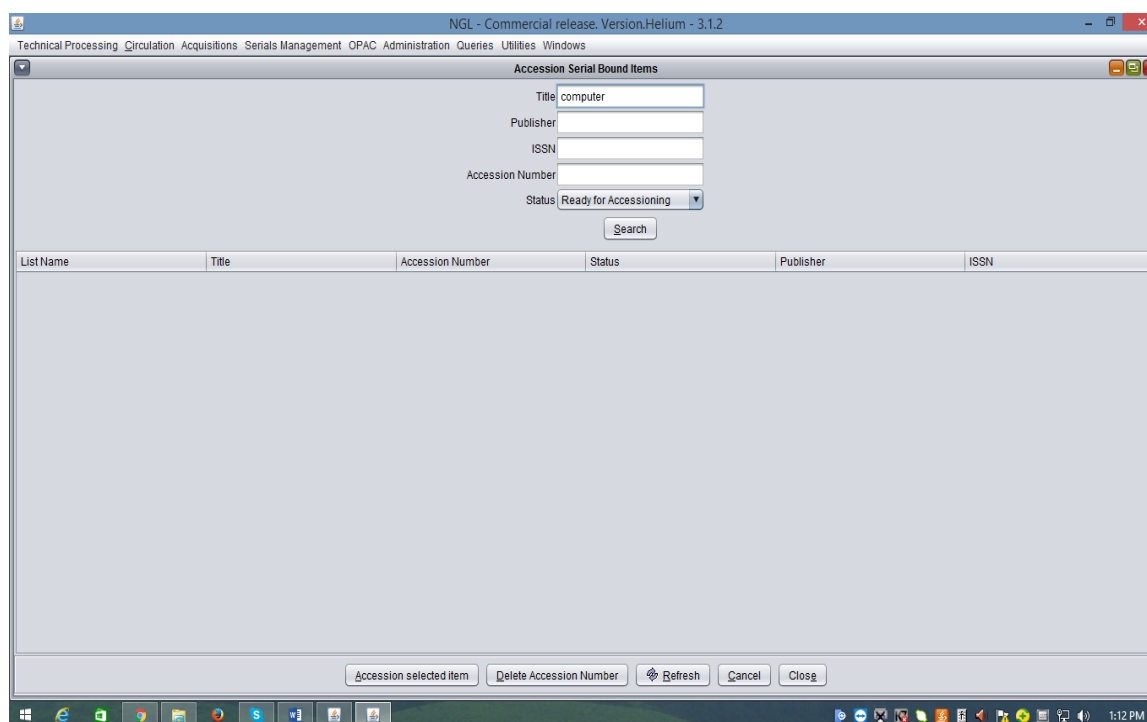


Fig. 8: Accessioning Bound Serial Volumes.

Accession Bound Serial Volumes

Click the accession bound volumes menu option. The window shown below will be seen (Figure 8).

- Select a row in the table in the top half of the screen by clicking the row. Now, enter the barcode or if you wish the system to automatically assign a barcode, click the blue icon next to the res V icon. If you manually enter a barcode, click the red V icon to validate the barcode, i.e., ensure that it is not duplicated. Enter an accession number (if it is different from the barcode), enter the classification number, book number, book number, and select the location where the bound volume will be physically located from the drop down box labeled 'location'.
- Click the 'OK' button to confirm the accession operation.
- Steps 3 and 4 (In NewGenLib Desktop) may be repeated as many times as needed to accession of the serial volumes in the table in the top half of the screen.

CONCLUSION

This study is a novel approach in the field of library and information science in India, it may be concluded that the B. G. S. IT central library is making an effort to do well in

overcoming the serial management towards using library collection. It may be noted that very few authors have studied the automation of serials management module in engineering college libraries. The most of the engineering colleges are networked, it is essential for modern library automation system to take advantage of the connectivity that networks provide the interaction between the user and the library are becoming computer-mediated. Automation of serials management module is very important for engineering college libraries, time saving, avoidance of duplication, ordering, time and many more functions are done through NewGenLib library management software.

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