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Advanced Information Technology (Practice)

Topics: Circulation Module of E-Granthalaya Library software (Practical)

Library Circulation - Library Circulation is the function of lending library materials (books, serials, sound recordings, moving images, cartographic materials, etc. that are owned by a library) to the users of the library. Library Circulation includes Issue / checking out library materials to library users, renewing the borrowed items, reserving checked out items for the patron

This module is used to automate the Circulation Desk activities and services such as making membership, issue and return of the documents, generating overdue reminders, etc. The module permission can be set using the USER form under ADMIN module.

There are various menu under this module which are given below:-

Add Member Groups/Faculties/Division/Categories of the Parent organization Add Designations / Sub-Categories Register Members Issue / Reserve Return / Renew View Circulation Transactions Generate Over due notice Import Members Data.

1. Add User Categories (GROPUPS / FACULTIES / DIVISIONS)

This form is used to add/edit/delete/view/print all the Groups/Faculties/Divisions exist in the Parent organization to which library is serving. In case of Government libraries, divisions, in case of Academic libraries, Faculties are the main elements which can be added here.

Add New Records To add the new Category record, follow the steps given below:-

1. Click the “Member Categories” menu from the CIRCULATION module
2. Press the **ADD NEW** button to activate the fields
3. Enter the data in the corresponding fields
4. Press **SAVE** the record
5. The field(s) in Red color is/are mandatory
6. ID field is system generated, automatically filled on saving the new record

2. Add Member Sub Categories (Designation)

To add the member categories and designations, follow the steps:-

1. Press the **ADD NEW** button to activate the new and blank form
2. Type the contents in the corresponding fields

NAME:	Name of the Categories/Designations
ENTITLEMENT:	No. of documents will be issued to this category (numeric)
DUE DAYS:	For no. of days, documents will be issued (numeric)
FINE Rupee(s):	fine every day (Currency)

3. The fields in Red are mandatory
4. Press **SAVE** the record

3. Member Registration (Add Member Records)

This form is used to add/edit/delete/print/retrieve the Membership Records to whom books will be circulated. To access the form, click the "Membership Record" menu from the CIRCULATION module.

To add new member record, follow the steps:

1. Press ADD NEW button to activate the new and blank form
2. Type the contents in the corresponding fields
3. Fields in Red color are mandatory
4. Press the SAVE button to save the record

CATEGORY Select from drop down (more can be added using GROUPS/DIVISION form in the current module)

SUB-CATEGORY Select from drop down (more can be added using DESIGNATION / CATEGORIES form under the current module)

GENDER Select from the drop down

OVERDUE Select from drop down (YES means circulation rules will be over-ride for this member, NO means no)

ADMISSION DATE: Date of Entry/Admission (Format = dd/MM/yyyy)

CLOSING DATE : Retirement/Leaving the organization (dd/MM/yyyy)

SUBJECT /KEYWORD: These are used for SDI service

AGE : Age of the Member

Note: Fields in RED color are mandatory.

How to Add Member Photo

To add member photo to the individual record (during the Add New or EDIT process), press the BROWSE button, select the photo/image file (jpg image) and SAVE/UPDATE the record.

Edit Member Record

To edit the existing member record, follow the steps:-

1. Click the desired member record from the Data Grid
2. Press the EDIT button
3. change / over write the contents
4. Press UPDATE button
5. Press YES button to confirm the up-dation

Print Member Cards

Member Cards can also be printed in e-Granthalaya just by pressing the PRINT CARDS button.

4. Issue / Reserve the Document

To issue or reserve the document, follow the steps:-

1. Type the "Membership No" in the field on the left top corner
2. Press TAB or ENTER button from the keyboard
3. Select the option button given on the top portion of the screen:- a. Books / Bound Journals b. Loose issue of the Journals c. Bar code number (if generated using BAR CODE field in the Database. If bar code is generated using ACCESSION NUMBER , then select first option i.e. Books/Bound Journals
4. Type Accession Number in the ACCESSION NO field
5. Press ISSUE or RESERVE button

NOTE: IF ISSUE / RESERVE button is not enabled, it meant that :-

- i. either the book belongs to "Reference" collection
- ii. book status in not "Available"
- iii. Member quota has been exhausted
- iv. Member date expired

How to Print Gate Pass or Send the Mail

On Successful Issue of the book, you can print Gate Pass for every issue of one Gate Pass for all the issues in one day. To get the Gate pass, select the check box from the bottom of the screen.

5. Return and renew

This form is used to "Return" the Issued documents. To hook the form, click the menu "Issue / Return" from CIRCULATION module, a blank form will appear which you can use for Return of the documents.

How To Return

To return the issued document (books, bound volumes of journals , loose issues of the journals), follow the steps:-

1. Select the appropriate type of document from the Radio button given on the top of the screen in Green color a. Book/Bound Journal (also for the Bar Code, if generated on Accession No) b. Loose Issues of the Journals c. Bar Code (when Bar code is generated on the field BAR CODE (and not on Accession No.)
2. Type the Accession No. of the book to be returned in the field ACCESSION NUMBER .
3. Press TAB or ENTER from keyboard
4. Check the fine to be collected, if any
5. Press RETURN button

6. View Circulation transaction

This form is used to view the circulation transaction done in the library. The circulation Transactions shows the details of various kinds about the transaction. The transactions can be filtered based on various inputs available on the screen as given below:-

1. Based on Materials Type
2. Accession No (in case of Books/bound Journals) and Loose Issue ID
3. Library Member
4. Library Staff
5. Book Circulation Status wise (Issued/Returned/Reserved)
6. Designation/Categories wise
7. Group wise
8. Date Wise
9. In various Combination

7. Generate Over dues notice

This form is used to generate the “Over Due Notice” or “Reminder” to the library member to request them to return the books in the Library. The Over due notice will be generated to the individual member, one by one, however, the overdue books can be seen in group.

To generate the Over Due Notice, follow the steps:-

1. First you must add the Text Message for Over Due Notice, once for all time, using the “Messages and Text” menu under “Master Data” in ADMIN module
2. This text message will be inserted automatically in the overdue notice
3. To generate the overdue notice for a specific member, type the “member Number” in the field “MEMBER NO”
4. Press TAB from the keyboard
5. The list of overdue books will be displayed in the Data Grid (if any)
6. Select the “Text Message Form” from the drop down of “TEXT MESSAGE”
7. Press PRINT button
8. The report will be generated which can be saved to hard disk and printed direct

Thanks

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