

Sri Adichunchanagiri First Grade College
Channarayapatna -573116
Library and Information Centre



Date:- 01-04-2024

Report on e-Granthalaya Training

On Monday, April 1st, 2024, the Library and Information Centre and Collaboration with IQAC to hold e-Granthalaya Training for Library Staff.

Mrs. Kavitha J.N., Librarian, welcomed Dr. Naveen C.L., Senior Grade Librarian, Govt. First Grade College, Udayapura, and Mrs. Kavitha B.L., Librarian, Sri Adichunchanagiri College of Arts & Commerce, to the training session.

Dr. Naveen C.L. took the trainees through a step-by-step demonstration of the e-Granthalaya-4 software.

Update User Profile and Update Library Profile: First, he proposed creating a profile of the library and the librarian.

Manage Library User Accounts:- He demonstrated how to create an account in the software for library patrons. Described how to manage and establish a subcategory for user details.

Add logo:- He showed the logo insert in the database

Letter Templates:- He explained this module and created NDC approval templates and told us to create different letter templates for NDS, order copy, reminder letters etc.

Books Acquisition Module:- This module is used to automate the purchase process of books in the library and is an optional module, data entry of new books is done through various steps implemented in this module. If the user does not want to use this module, the data entry of books can be done directly in the 'Retro-Conversion' form under the Cataloging module. While using this module - user has to use all the forms - one by one - to complete the purchase process of books, user cannot skip any step.

Add New Title
Manage Approvals
Manage Orders

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Accessioning

He pointed out some limitations to this.

Cataloguing Module:- This module offers "Direct Data Entry" for both new and existing library collections, and it is used to enter all cataloguing information for books purchased under the BOOKS ACQUISITION module.

Retro-conversion – For direct data entry of Books and Monographs.

Change Copy Status – To change / update of the copy status in bulk. Stock Verification

Generate Barcode Labels

Circulation Module:- The management of member registration and the loaning out and returning of library materials is handled by this module. Utilising the module is required following the completion of book and monograph data entry.

Creation of Member Categories and Sub-Categories

Member Registration

Issue/reserve/return and renew

Circulation Transactions Management

Reminder for Over-due issues

Fine /Receipt Management

Import Member Data from EXCEL

Issue/Return Inter Library Loan requests

Between SAFG College, Channarayapatna and Sri Adichunchanagiri Arts, Commerce and Science College, Nagamangala suggested interlibrary loan.

To preserve the gate entry report, he instructed the principal to set up a barcode reader.

He has offered several recommendations for enhancing the management of libraries.

Resource Person Details:

Dr Naveen C L

Selection Grade Librarian

Government First Grade College, Udayapura

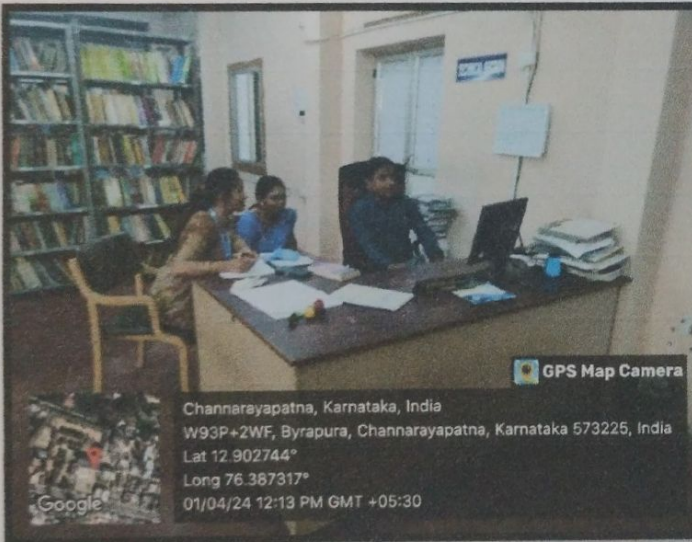
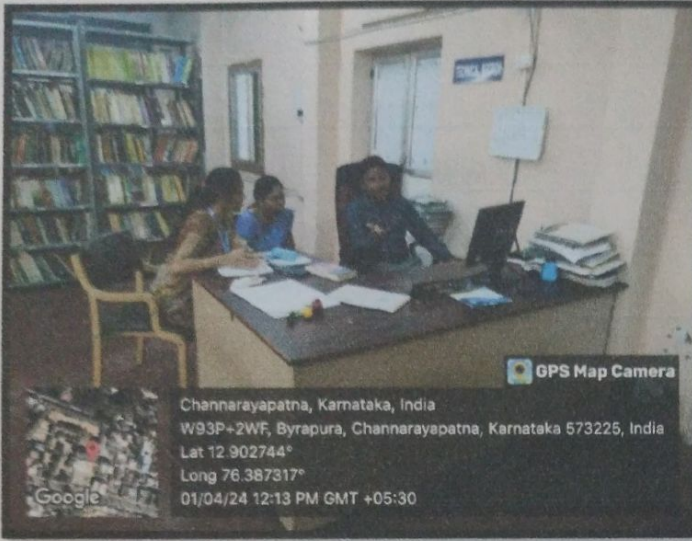
Channarayapatna Taluk

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Phone No.:- 9449213879



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Librarian
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Principal
Sri Adichunchanagiri First Grade College
Channarayapatna.