

Authentication and Security

#	NGL Feature	Is this feature present in your ILS?
1.	IP Based restricted login for library staff clients	
2.	LDAP Login	
3.	Customizable login to authenticate users against an external database. For example: Authenticate user's credentials against the ERP database	
4.	Smart card authentication linking up to Smart card database	

Technology

#	NGL Feature	Is this feature present in your ILS?
1.	Programming language – Platform used	
2.	Web Server/Application server used	
3.	Other application servers which can be supported	
4.	Database server used	
5.	Other database servers that can be supported	
6.	Enterprise scale technologies used	

Core functionalities

Cataloguing

#	NGL Feature	Is this feature present in your ILS?
1.	Catalogue record import formats supported – MARC21	
2.	Catalogue record import formats supported – MARCXML	
3.	Catalogue record import formats supported – MARC Tagged	
4.	Batch import of Catalogue records: Formats supported – MARC21	
5.	Batch import of Catalogue records: Formats supported – MRK (Marc Edit)	
6.	Batch import of Catalogue records: Formats supported – CSV (Excel sheets)	
7.	Catalogue record creation – Ready made data entry templates for different material types	

#	NGL Feature	Is this feature present in your ILS?
8.	Customizable data entry templates	
9.	Support for attaching digital content	
10.	Quick categorization of digital content like: Book Cover, Table of Contents, Full Text, Preview	
11.	Adherence to MARC21 for Bibliographic Data, Authority Data and Holdings Data	
12.	Provision to add or update a range of Accession numbers in a single transaction	
13.	Support for multiple accession series. For example: Different accession series for Text Books, Gifts, Reference, Book Banks, Complimentary, UGC and so on	
14.	Auto generation of accession numbers based on Accession Series.	
15.	Any restrictions or changes required to support RDA	
16.	Printing Spine Labels	
17.	Printing customizable barcode labels	
18.	Linking catalogue records based on Editions, Translations, Serial → Article, Book → Book Chapter	
19.	Unicode version supported	
20.	Suggestive list support. Defining a list of pre-defined terms for a field. And quick reuse of the terms defined while cataloguing	
21.	Customizable indexes while searching the catalogue	

Circulation

#	NGL Feature	Is this feature present in your ILS?
1.	Defining circulation privileges for different user categories v/s different material categories	
2.	Circulation Privileges: Provision to define loan period in hours especially for material like Reference material	
3.	Circulation Privileges: Provision to define loan period(due date) as a fixed date(Month and day). For example: Book bank material must be returned at the end of each semester irrespective of the day of check-out date	
4.	Circulation Privileges: Provision to include or exclude holidays while calculating due date	
5.	Circulation Privileges: Defining ceiling of over dues	

#	NGL Feature	Is this feature present in your ILS?
6.	Circulation Privileges: Defining Overdue rates based on range of over due days. For example: 1 – 10 days 50 paise; 11 – 20 days 1 Rupee	
7.	Circulation Privileges: Excluding or Including holidays while calculating Overdues	
8.	Circulation Privileges: Defining a common loan limit across multiple material types	
9.	Alerts at Circulation Desk for Delinquent users at time of Check outs	
10.	User Photograph display at the Circulation desk	
11.	Provision to override overdues at the time of Check-ins	
12.	Auto-updation of reservation queues at the time of Check-in	
13.	Auto-intimation to the first user in the queue about item availability	
14.	Rapid Check-ins and Check-outs without multiple and complex clicks	
15.	Reserve material On-line – Web OPAC	
16.	Access to librarian to rearrange circulation queues	
17.	Auto-updation of reservation queues based on new additional copies added to catalogue	
18.	Renew items Online – Web OPAC	
19.	Restrict certain user categories to renew items Online via Web OPAC but still allow renewals at the circulation desk	
20.	Handle Binding Management of books that need repair	
21.	Manage Budgets during Budget Management	
22.	Recall Items on loan	
23.	Separate screen to collect Overdues and also to override them	
24.	Workflow for Weeding out Books	
25.	Quick weed out management for handling large volumes of items	
26.	Inter-Library Loan management	
27.	Loss (Lost by the User when Item is on loan) item management	
28.	Reference material usage and statistics of their usage. Since Reference material are not checked-out, a functionality to handle reference material usage separately	
29.	Request for Check-outs. Provision for users to hold an available item for a couple of hours till they come to library to check out the item. This is different from Reservation. Reservation is placing hold on items that are not available in the library	

Acquisitions

#	NGL Feature	Is this feature present in your ILS?
1.	Users can raise requests/suggestions to acquire new books to the library	
2.	Customizable workflow to handle user suggestions	
3.	Handle On-Approval supplies from Vendors	
4.	Handle Pre-approved On-Approvals from Vendors	
5.	Bulk import of On-approval items from Vendor	
6.	Workflow management of items received as On-approvals	
7.	Firm Order management	
8.	Handle Advance Payments	
9.	Cancel Order	
10.	Re-order Orders	
11.	Item Processing at the time of Receiving Orders	
12.	Invoice Processing at the time of Receiving Orders	
13.	Processing Solicited Gifts	
14.	Processing Unsolicited Gifts	
15.	Accessioning and Batch Accessioning of all copies of a title. Functionality very effective when 30 to 40 copies of a title are ordered	
16.	Accessioning and Batch Accessioning of all copies of Gifts	
17.	Processing payments of an Invoice	
18.	Recording payment details of a Invoice. For example: Cheque number and date, Bank details, and even courier dispatch details	
19.	Reminders/Claims generation for pending firm orders	
20.	Generate requests for Quotations to Vendors	
21.	Quick/Rapid recording of quotes from Vendors	
22.	Generate Comparative statements for quotations title wise	
23.	Generate Comparative statements for quotations order wise	
24.	Budget Management handled through out the Acquisitions module	

Serials Management

#	NGL Feature	Is this feature present in your ILS?
1.	User suggestions for new Serials subscriptions and a similar workflow as in Acquisitions	

#	NGL Feature	Is this feature present in your ILS?
2.	Exhaustive Serial master	
3.	Cancel and Reorder orders for subscriptions	
4.	Subscription Invoice Processing and Payment process	
5.	Handle supplementary invoices	
6.	Subscription Invoice payment details. For example: Cheque number and date, Bank details, and even courier dispatch details	
7.	Receiving Serial Issues: Rapid check-in of serial issues	
8.	Receiving Serial Issues: Check-in Ad-Hoc supplement issues, Regular Supplements, and Index/Title pages	
9.	Receiving Serial Issues: Handle delayed, dispatched, duplicate, no-longer available and combined issues	
10.	Routing lists	
11.	Claim generation	
12.	Barcoding and circulation of individual issues	
13.	Binding Management workflow: Preparation of Logical List	
14.	Binding Management workflow: Preparation of Physical List	
15.	Binding Management workflow: Binder Order management	
16.	Binding Management workflow: Accessioning bound items	
17.	Serial Subscription Renewals	

OPAC

#	NGL Feature	Is this feature present in your ILS?
1.	Customizable Web pages	
2.	Faceted Search	
3.	Discovery tool	
4.	Users can mark records as favourites	
5.	Users can rate titles	
6.	User can write reviews	
7.	Users can post Comments	
8.	Does system display other books in the rack?	
9.	Display of New Arrivals in the home page	

#	NGL Feature	Is this feature present in your ILS?
10.	Book covers and Book reviews fetch from external sources	
11.	User's circulation information	
12.	Can users submit records along with digital attachments, which upon approval can be part of the catalogue database	
13.	Can the system search User profiles (Experts database) of the organization	
14.	Can the system allow the users to initiate general discussion or discussion with a Expert	
15.	Are the discussions with Experts and general discussions/forums available for search	

Search Engine

#	NGL Feature	Is this feature present in your ILS?
1.	Does the system perform a RDBMS search or Search engine search?	
2.	What Search Engine is used?	
3.	Does the system perform full text searching of digital documents?	
4.	Are search indexes customizable?	
5.	What documents/file types are supported for full text search?	

Communication with users, vendors, binders, publishers

#	NGL Feature	Is this feature present in your ILS?
1.	Emails	
2.	SMS	
3.	Twitter direct messages	
4.	Print format for paper printing	

Application for library kiosks (Without RFID or EM technology)

#	NGL Feature	Is this feature present in your ILS?
1.	Does the system have an interface or an application for library self help kiosk?	

#	NGL Feature	Is this feature present in your ILS?
2.	Can the users Check out books through the kiosk application?	
3.	Can the users Check-in books into a drop box through the kiosk application?	
4.	Does the application have a smart card facility for logging in into the kiosk application?	
5.	Can the users view their circulation information in the kiosk?	
6.	Can the users renew the items from Kiosk	
7.	Is the Kiosk application designed for Touch screen Taps?	
8.	Customizable form letters? So that Check-out and Check-in slips can be printed from POS printer in the Kiosk	

Application for library security personnel at the library entrance

#	NGL Feature	Is this feature present in your ILS?
1.	An application or an interface for the personnel at the library entrance to identify users coming in and going out of library?	
2.	Does the system assist the personnel to identify the user with Photo	
3.	Does the system allow the personnel to record Visitor's material so that it can be verified when the visitor is leaving the library	
4.	Does the system list out the books checked out by the user at the circulation desk when going out of the library?	
5.	Does the system integrate with biometric scanners for unmanned entrance?	
6.	System interface is so simple that the personnel operating the system need not have any sophisticated training to use it	
7.	System produces detailed and statistical reports of the visitors to the library	
8.		

Self Check-out and Self Check-ins from Smart Phones

#	NGL Feature	Is this feature present in your ILS?
1.	Can users check out items from their smart phones instead of waiting near the circulation desk?	

#	NGL Feature	Is this feature present in your ILS?
2.	Can users check in items from their smart phones in the drop boxes	
3.	Security check for Users to be physically in the library for check outs	
4.	Quick Enable/Disable of Self Check-out and Self Check-in functionality. So that librarian can enable this feature only during peak circulation hours	
5.	QR Codes for Users to quickly open this site on their Smart Phones through their cameras	
6.	Compatibility across all Mobile platforms	
7.	Does this application work in co-ordination with application at Security personnel's check for security of material being checked out	
8.	Does the application allow quick printing of check-out slip from circulation desk in case the Security desk does not scrutinize items through system	

Makeshift/Temporary Circulation Desks

#	NGL Feature	Is this feature present in your ILS?
1.	Does the system allow adding new makeshift/temporary circulation desks during peak circulation hours through Smart phones/Pads?	
2.	Apart from Password authentication does the system also support IP authentication for the makeshift system	
3.	Does the system assist with MIS reports for peak hour patterns? So that during these timings makeshift circulations desks can be enabled	

Cron Tasks/Deamon Process

#	NGL Feature	Is this feature present in your ILS?
1.	Does the system support daily maintenance/support/function auto execute tasks?	
2.	Daily tasks: Does the system take automatic backup of database?	
3.	Daily tasks: Does the system take automatic backup of customized and other system configuration files?	
4.	Daily tasks: Does the system auto delete old backups retaining only latest files?	
5.	Daily tasks: Auto-Block patrons who hold overdue material or overdues	
6.	Daily tasks: Close unclaimed reservations	

#	NGL Feature	Is this feature present in your ILS?
7.	Daily tasks: Database maintenance like de-fragmenting for increasing database performance. Also delete any temporary files to free up hard disk space	
8.	Daily tasks: Generate and dispatch claims for unreceived serial issues	
9.	Daily tasks: Reminders to librarian about subscription renewals	
10.	Daily tasks: Remind users to renew items on loan	
11.	Daily tasks: Remind users to return overdue material	
12.	Daily tasks: Email fortnightly/monthly/configurable frequency dispatch of library newsletters to users' email boxes	

MIS Reports

#	NGL Feature	Is this feature present in your ILS?
1.	Report: Accession Register	
2.	Report: Budget expenditure	
3.	Report: Vendor performance	
4.	Report: Statistical reports based on items acquired Department wise, Year wise, Material type wise, Accession series wise.	
5.	Report: Preparing list of titles budget wise, classification number wise, department wise, course wise, date wise	
6.	Report: List of new additions in the library	
7.	Report: Documentation list – List of new articles and analytics added	
8.	Report: Checked-out material	
9.	Report: Current reservations	
10.	Report: Detailed circulation transactions	
11.	Report: Overdue material	
12.	Report: Users list	
13.	Report: Lost items	
14.	Report: Daily statistical/graphical reports for circulation	
15.	Report: Items under binding	
16.	Report: Heavily used material	
17.	Report: Overdue collection	
18.	Report: Weeded out material	

#	NGL Feature	Is this feature present in your ILS?
19.	Report: Unpaid Overdues	
20.	Report: Items in other sub-locations	
21.	Report: Overdue material in demand	
22.	Report: Requests for check-out	
23.	Report: Never used titles	
24.	Report: Library usage statistics	
25.	Report: Day wise, Month wise, Year wise circulation statistics as text and graphical reports	
26.	Report: Library visitors statistics	
27.	Report: Current serial subscriptions	
28.	Report: Duplicate serial issues received	
29.	Report: Missing serial issues	
30.	Report: Unfulfilled serial subscriptions	
31.	Report: Current serial arrivals	

Other important utilities

#	NGL Feature	Is this feature present in your ILS?
1.	Rapid Stock verification	
2.	Printing catalogue cards	
3.	Export data in MARC Communication format	
4.	Batch import of User data from CSV (Excel sheets)	
5.	Batch import of User data from XML files. Especially useful to export from HR systems/ERP systems	
6.	Batch import of Catalogue records from MARC files	
7.	Batch import of Catalogue records from MRK(Marc Edit) files	
8.	Batch import of Catalogue records from CSV (Excel sheets)	
9.	Generate barcodes with organization logo, classification number	
10.	Support for multiple barcode standards like Code 39, 128 and so on	
11.	Print customizable User Id cards	
12.	Generate QR Codes for new arrivals	
13.	Users can easily check the details of a new arrivals on their Smart	

#	NGL Feature	Is this feature present in your ILS?
	phones by scanning the QR codes	
14.	Define and dispatch customizable library newsletters. Also provision to add new arrivals(including newly received serial issues) in the news letters	