



A Report on Hands – On Training (Online) for Koha for Library Staff

Mr. Sunil from M/s Best Book Buddies Technologies Pvt. Ltd. gave Hands – On Training (Online) to Library Staff members on 18.10.2021, 20.10.2021 and 21.10.2021. The Training sessions are described below:

Mr. Sunil gave a brief introduction regarding Koha software. Koha is an Integrated Library System with a range of features including: Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items. He also elaborated about key features of Koha such as Free/open-source software, Customizable Web-based Interfaces, Full MARC support (MARC 21 and UNIMARC), contains all Core Modules (cataloguing, circulations, acquisitions, serials, reporting etc.), enhanced patron services.

He told about the Acquisition section which is an important section in a library. Acquisition sections includes selection of item, duplicate checking, selection of vendor, ordering, general order request letter, receiving, fund control etc.

About Circulation, the resource person told that Circulation section which is an important section in a library. The main circulation feature for a better software are check out, Check in, renewal, reservation, use of barcode technology, patron and item information, fines, report generation, (E-mail Overdue Notifications) etc.

About Cataloguing, the resource person told how books are catalogued in the software, how copies are added, author, title, publisher, year of publication, edition, place of publication, no. of copies, subject heading, class number, etc. were enumerated by the resource person.

About patron management, he told how users categories are created, how patron data is managed by the software to the library staff. Database of Library users is maintained in patron management.

Further resource person told about the Serial module of the software, serial control features are fund control, ordering, receipting, claiming, binding, import/export, management of serials i.e. subscription, renewals etc. Managing serials is the most complicated job for a library. The module should capable to keep tracks of serials in the library effectively and efficiently.

Report is very important part of the software, the resource person told that how various report are generated in various modules such as no. of books entered in the software in a month, no. of books purchase by the library, how books are searched using various searching techniques which includes comprehensive advance search, circulation statistics, issue and return of books, how changes can be made as per our requirement of the library, Barcode Printing: Koha can be used to print barcodes and spine labels Barcode scanning: Koha works in a web browser.

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Address: G.T. Road, Shahdara, Delhi - 110032

Phone: 011-22324086, Fax No. 011-22322201,

Email: slcm@shyamlal.du.ac.in Website: www.slc.du.ac.in



Resource person also mentioned about the Web-based OPAC which has simple and advanced search facilities with the minimum information for each item including author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item. He elaborated about the major functions provided in the OPAC module are: Simple Search, Boolean Search, Advanced Boolean Search, Displaying and Downloading of records. He told about the Zebra support in the Koha which has increased the speed of searches as well as improving scalability to support tens of millions of bibliographic records. Koha uses a full text indexing engine to allow for fast and powerful searching of all of metadata. Various Web 2.0 facilities like tagging, comment, social sharing and RSS feed were also enumerated by the resource person.

He further told about the Koha tools mainly used for MARC records for Bibliography and patron information import and export, many functions such as label, patron card creator, uploading patron image, overdue notices etc.

In the Hands – On Training (Online) all modules were discussed practically with all the Library Staff.

Dr. V. K. Bajpai, Librarian gave a vote of thanks.



V. K. Bajpai
(Dr. V. K. Bajpai)
Librarian

[Signature]
(Prof. Rabi Narayan Kar)
Principal