

## Introduction

Koha is a state of the art library management software. It is open source software and hence one can use it free of cost. Koha allows total customization and complete control of library data at a fraction of the cost of a proprietary system. Its main strength is its web accessibility and ease of use. Libraries do not have to install the software on staff and user terminals. Koha supports all library housekeeping activities such as Acquisition, Cataloging, Circulation, Serial Control, Patron Management, and OPAC. It also supports Web 2.0 tools. Thus, Koha can be readily configured to the needs of each library and is updated with new features frequently.

Koha training is generally provided over a period of a few days at an expense of several thousand rupees. We offer the same training in one day at a cost of **Rs. 500**, using the award-winning Spoken Tutorial methodology. The IIT Bombay Team has created high-quality Koha Spoken Tutorials, especially suitable for self-learning. Participants will learn 'Koha' by listening to Spoken Tutorials and practising them on live 'Koha' software, at a Remote Centre conveniently located. There will be live interactions between the participants at the Remote Centres and Koha experts at IIT Bombay or IGNOU or both. Thus, this workshop will be conducted through a blended mode. This workshop is organised under the aegis of the National Virtual Library of India, funded by the Ministry of Culture.

## Methodology of the Main Workshop

It will be a one day workshop, on **12 October 2018**. All participants have to go to their chosen remote centre (RC). There will be live video interaction through A-VIEW at the beginning. After that, all participants who will join this course from a remote centre will learn Koha, using the computers at that RC. In the evening, we shall connect through A-VIEW again, carry out discussions and end the programme. There will be about 4 hours available for Koha training and 2 hours for interactions. Participants at each Remote Centre will be helped by a course coordinator who would have attended a Coordinators' workshop at IIT Bombay on 29 Sept. 2018.

## Teaching faculty:

**Prof. Kannan Moudgalya**, PI, NVLI and Spoken Tutorial Project, IIT Bombay

**Prof. Uma Kanjilal**, Director Library Sciences, IGNOU

**Dr. Manju Naika**, Central Library, IIT Bombay

**Ms. Nancy Varkey**, Spoken Tutorial Project, IIT Bombay

**Dr. Bella Tony**, Spoken Tutorial Project, IIT Bombay

## Course content

Following topics will be covered in this workshop:

- Overview of Koha
- Installation of Koha
- Create a Library
- Create a Super librarian
- Add an Item type
- Create MARC Framework
- Set Currency
- Add Budget & Fund allocation
- How to place an order for a Book
- Cataloging
- Circulation
- Catalogue Serial subscriptions
- Add subscription in Serials
- Receive Serials
- Close a Budget
- Global system preferences
- OPAC
- Access to self-Library account in OPAC

**Please note that the medium of instruction for this workshop is English.**

## Who should attend?

This workshop will be provided to two types of participants:

(1) **Librarians** who will need training on the use of Koha software

(2) **System Administrators**, who will need training on the installation and maintenance of the Koha software

**Please note:** If your designation is not the same as system administrator then please select 'technical assistant' as your designation at the time of registration

## Duration and Venue

The workshop will be conducted at various remote centres in the country on **Friday, 12 October 2018 from 9.30 AM to 6.00 PM**. This workshop will be conducted through a blended mode, using both live video conferencing facility (A-VIEW) and Hands-on sessions at remote centres.

## Course fee

Every participant (both Librarian and the System Administrator) has to pay **Rs. 100** as the course fee to IIT Bombay at the time of online registration. On the day of the workshop, i.e., on **12 October 2018**, they have to **pay Rs. 400** to the **Remote Centre** that they would be attending, to defray the cost of organising the workshop, lunch and coffee/tea.

Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

## Criteria for Certification

**E-certificate** will be provided to the participants after successful completion of the workshop and filling up the feedback form.

## How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for Koha workshop will start on **20 September 2018**. The last date of registration is **8 October 2018**.

### Registration process for this workshop:

- [Sign up](#) using your valid email id. Remember your email id and password for future programs.
- After verification of your sign up, your account will be created on the NMEICT website.
- Login on the website with the verified account.
- Go to Announcements, select the course, and register.
- After successful registration, you will receive an automated email.

**Registration URL:-** <http://www.it.iitb.ac.in/nmeict>

## Note

- Neither IIT Bombay nor the Remote Centre will bear the travel expense of the participating representatives. There shall also be no accommodation provided to the participants.
- All participants are required to bring **earphones**, as they will have to listen to video tutorials. Without earphones, the workshop will not at all be effective. All Participants are also encouraged to bring their own **laptops**, if possible. If participants cannot bring a laptop, they should bring one 8 GB pen drive.
- As this workshop is mainly hands-on, it is **mandatory** for all System Administrators to bring a **laptop** and **earphone** when they come for the workshop. System administrators will be required to install 'Koha' software on Ubuntu Virtual Machine (VM) during the workshop.

## Address for communication

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### Registration URL:

<http://www.it.iitb.ac.in/nmeict>

## One day main workshop

Conducted by

**National Virtual Library of India (NVLI),**

funded by the

**Ministry of Culture, Government of India**

on

**Koha and Library Automation**

**12 October 2018**



### Course Coordinator

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