Introduction

You will all agree that the award winning `Train 10,000 Teacher (T10KT)' programme has been very successful. We would like to use this important resource for nationally important projects. As a first demonstration of this concept, we would like to run a large-scale one day workshop on `Training on Koha and Library Automation' through the 550+ Remote Centres (RCs) of T10KT. This important activity will be carried out for the project '**National Virtual Library of India'**(NVLI), funded by the **Ministry of Culture,** Government of India.

A pilot workshop on `Koha' was successfully conducted at IIT Bombay on 4 August 2018, where 60 librarians and library science students participated. They used the award winning Spoken Tutorial methodology of self-learning, developed at IIT Bombay. Based on this validation, we are now ready to take this methodology to train all librarians throughout the country.

Above said training will be provided to three kinds of participants:

I.   **Librarians and Library staff**: They will be given training on the creation of library, records, MARC 21 standard, conversion of excel data into MARC 21 format, etc. More details of this are given below.

II. **System administrators**: They will be given training on how to create a Koha installation, and how to use it in Windows and Linux operating systems. They may also be trained on the use of Koha virtual machines to be made available by IGNOU.

III. **Library administrators/Senior executives (CEO)**: These decision makers will be given a training on the automation of their library. They will learn what all are required to automate their libraries, and how it will benefit them. We will also tell them what resources may be made available through the NVLI project, T10KT RCs and other friends and well-wishers.

All the three types of participants will undergo parallel training programmes during the main workshop, scheduled for **Friday, 12 October 2018.** This will be a blended training programme that uses AVIEW for live interactions and Spoken Tutorials to learn to use Koha. Details of the main workshop will be announced later.

Methodology of the Coordinators' Workshop

The coordinators' workshop will be conducted at IIT Bombay on **Saturday, September 29, 2018.** If any existing Remote Centre of IIT Bombay is interested in hosting this Koha training workshop, they should first express their willingness to participate. It is mandatory for each participating Remote Centre to send two people from their Remote Centre:

1. A librarian, who will act as the "domain expert" for the main workshop, and
2. A system administrator, who will take care of all software/hardware related work, including installing of 'Koha' software in the local server,

The participating RC should take care of the travel expense of the above mentioned **two people** who would be coming to IIT Bombay for the Coordinators' workshop. The NVLI project will provide free accommodation and lunch/refreshments for all the participants. The participants of this workshop should go back to their respective centres and help organize the main workshop.

Teaching faculty:

This workshop will be conducted using Spoken Tutorial methodology. Participants will learn 'Koha' by listening to Spoken Tutorials and practicing them on live 'Koha' software.

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

Koha is 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.

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.

Criteria for Certification

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

Who should attend?

It is mandatory for each participating Remote Centre to send **two people** from their Remote Centre (1) A **librarian,** who will act as the "domain expert" for the main workshop and (2) A **system administrator**, who will take care of all software/hardware related work, including installing of 'Koha' software in the local server.

Duration and Venue

The Coordinators' workshop will be conducted at **IIT Bombay on Saturday, 29 September 2018 from 9.30 AM to 6.00 PM.** The workshop venue is Software lab 201, 2nd floor, New CC Building, Adjacent to KReSIT Building, IIT Bombay, Powai - 400076.

Course fee

The course fee for the Coordinators' workshop is **Rs. 200/-,** which has to be paid at the time of online registration. The librarian and the systems administrator will have to register separately.

How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for coordinators' workshop will start on **10 September 2018.** The last date of registration is **17 September 2018.** The URL for registration is:
https://www.it.iitb.ac.in/lakshya/announcements.html

Note

-IIT Bombay will NOT bear the travel expense of the participating representatives. RCs have to bear the travel expenses.

-The NVLI project will provide **free accommodation, lunch and refreshments** for all the participants during the workshop.

- Participants are required to bring **earphones,** as they will have to listen to video tutorials. For those who don't have, low-cost earphones will be made available at the venue for a cost of Rs. 50/- each.

- Participants are encouraged to bring their own **laptops**, if possible. This is recommended, as they can take back Koha installed on their systems. If participants cannot bring a laptop, they should bring **one 8 GB pen drive.**

Address for communication

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One Day Coordinators' Workshop

Under 'National Virtual Library of India'(NVLI), funded by the **Ministry of Culture, Government of India**

on

Koha and Library Automation

29 September 2018

Conducted by

IIT Bombay

Course Coordinator
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