

## One Day Online Workshop

Organized by

National Virtual Library of India (NVLI),

funded by the

Ministry of Culture, Government of India

on

One day Hands-on Workshop on Koha  
and Library Automation for beginners

10 December 2024



Course Coordinator

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## Introduction

Koha is state of the art library management software. It is an 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 will be offered 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 practicing them on 'Koha' software. There will be live interactions between the participants and Koha experts at IIT Bombay. Thus, this workshop will be conducted through a blended mode. This workshop is organized under the aegis of the National Virtual Library of India, funded by the Ministry of Culture with the support from the Spoken Tutorial and the FOSSEE projects.

## Methodology of the Workshop

This beginners workshop is conducted for **Librarians from public libraries**. To participate in this workshop, invited participants have to register online. Virtual classroom systems will be used to interact with participants. There will be live video interactions and Spoken Tutorial sessions during the workshop. During the Spoken Tutorial sessions, participants are expected to learn Koha using the side by side method.

## Benefits of the Workshop

On successful completion of the workshop, librarians will be able to use Koha and

- Provide easy access to information for library staff and users
- Reduce time of processing of library items
- Effectively manage Library through automated collection of data
- Manage budgets effectively

## Course content

Following topics will be covered in this workshop:

- Web installation and Onboarding
- Library: create and edit
- Patron Category: create and edit
- Create a Superlibrarian
- Item type: create and edit
- Create MARC Framework

- Add Budget
- Fund allocation
- Cataloging
- Circulation
- OPAC
- Access to Library

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

### Teaching Faculty

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

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

**Mrs. Samruddhi Vishal Hawaldar**, Sr. Library Info. Asst., Central Library, IIT Bombay

**NVLI, FOSSEE and Spoken Tutorial Project**, IIT Bombay

### Who should attend?

**Librarians from public libraries**, who are interested in getting hands-on training on Koha software.

### Duration and Venue

The workshop will be conducted online on

**10 December 2024 from 10.00 AM to 5.00 PM.** This workshop will be conducted online through a blended mode, using both live video conferencing facility and hands-on sessions.

### Course fee

The workshop is completely free of cost for the participants from the Ministry of Culture organizations.

This workshop is an activity of the National Virtual Library of India, a project funded by the Ministry of Culture.

### Criteria for Certification

Participation certificates, in an electronic format, will be provided to all participants after successful completion of the assigned tasks given as part of the workshop to a satisfactory level.

### How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for the Koha workshop will start on **19 November 2024**. The last date of registration is **8 December 2024**.

### Registration URL:-

<https://tinyurl.com/9u5emh9t>

In case of difficulty in registration:

Email us on: [eoutreach@cse.iitb.ac.in](mailto:eoutreach@cse.iitb.ac.in)

Call us on: +91 81048 58575

### Note: Technical Requirements:

1. A laptop/desktop (with the following recommended Hardware/Software configurations)
  - Operating system: Windows 8/10 OS 32 bit/64 bit OR Ubuntu 18.04 or higher
  - At least 30 GB disk space
  - Minimum 4 GB RAM
  - 2 GHz dual-core processor or above
2. A good bandwidth internet connection.
3. An earphone