

One Day Online Workshop

Organized by

FOSSEE Project, NMEICT

(Free/Libre and Open Source Software for Education)

funded by the

**Ministry of Education
Government of India**

on

**Hands-on Workshop on Koha and
Library Automation for beginners**

16 June 2025



Course Coordinator

Professor Kannan Moudgalya

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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 FOSSEE, funded by the Ministry of Education with the support from the Spoken Tutorial project.

The FOSSEE (Free/Libre and Open Source Software for Education) project at IIT Bombay (<https://fossee.in>) has been

promoting Moodle, and other FLOSS, such as OpenFOAM, Scilab, Python, eSim, Osdag, OpenModelica, R, Drupal and Linux, and open source hardware, such as Arduino and OpenPLC. The FOSSEE Project is funded by NMEICT, Ministry of Education, Govt. of India.

Methodology of the Workshop

This workshop will be an online hands-on workshop. It will be conducted using pre-recorded spoken tutorial videos with side by side learning. There will be live 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. During the workshop, participants will get an opportunity for live interaction with the experts at IIT Bombay.

All participants will get access to the Spoken Tutorials on Koha.

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 the time of processing of library items

- effectively manage Library through automated collection of data
- manage budgets effectively
- Get a certificate for attending the Koha workshop

Course content

Following topics will be covered in this workshop:

- Create a Superlibrarian
- Create and Edit Library
- Create Patron Category and Patron
- Create Item type
- Create MARC Framework
- Add Budget and Fund Allocation
- Cataloging
- Circulation
- OPAC
- Access to Library account
- Catalog serials
- Add subscription for serials
- Receive serial
- Claim serial
- Check expiration and Renew serial
- Add patron image
- Create spine label

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

Teaching Faculty

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

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

FOSSEE and Spoken Tutorial Project, IIT
Bombay

Who should attend?

Anyone who is interested in getting hands-on training on Koha software.

Duration and Venue

The workshop will be conducted online on **16 June 2025** from **10.00 AM to 5.00 PM**. This workshop will be conducted online through a blended mode, using both live video conferencing facilities and hands-on sessions.

Course fee

This Koha beginner workshop will be free of cost.

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?

The application will be strictly online, and no other mode of application will be entertained.

The registration form will be available until **13 June 2025, 04.00 pm**.

Registration URL:-

<https://shorturl.at/r29Di>

In case of difficulty in registration:

Email us on: 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:
 - i. Windows 8/10 OS 32/64 bit
 - OR**
 - ii. 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