

## One Day Online Workshop

Organized by

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

funded by the

**Ministry of Culture, Government of India**

on

**Koha and Library Automation**

**25 March 2022**



**Course Coordinator**

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## Introduction

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.

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.

## Methodology of the Workshop

This workshop is limited to the invited users only, IIT Bombay will send the invitation link for the online registration. This workshop is conducted for **Librarians/ library staff**. To participate in this workshop, invited participants have to register online. All the registered participants will attend the workshop from their homes, offices or any other convenient place. 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 a side by side method.

## Benefits of the Workshop

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

- 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:

- Overview 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.**

## Teaching faculty

**Prof. Kannan Moudgalya**, PI, NVLI and Spoken Tutorial Project, IIT Bombay  
**Dr. Manju Naika**, Central Library, IIT Bombay  
**NVLI and Spoken Tutorial Team**, IIT Bombay

## Who should attend?

**Librarians**, who will need training on the use of Koha software.

## Duration and Venue

The workshop will be conducted online on **25 March 2022** 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.

The 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 form, 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 **4 March 2022**. The last date of registration is **22 March 2022**.

## Registration process for this workshop:

- To participate in this workshop, you need to have an invitation email from eoutreach team, IIT Bombay. To receive the invitation for the workshop fill the form : <https://forms.gle/uTmKStSWLDwftHdN6>
- After clicking the invitation link you will get the registration form. If you wish to attend the workshop you must fill up the registration form.
- After you submit the registration form for the Koha workshop, you will receive an automated confirmation email.
- Press the “Decline” button, if you are not participating in the workshop.

## Registration URL:-

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

In case of difficulty in registration contact Pankaj Patil +91 9987047845  
Office : +91 89281 68675

## Note

It is mandatory to have a desktop/laptop with an internet connection.