

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 in-person. The details are as follows:

- Date: 08 March 2025
- Time: 09.00 AM to 1:30 PM
- Venue: Software Lab 2, New Computer Centre Building, IIT Bombay

How to apply?

All interested in participating in the Koha training workshop have to first express their willingness to participate. Please filling the form available at <https://shorturl.at/On08q> or scan the QR Code



Eligible participants will receive an invitation email to participate in the workshop from eoutreach team, IIT Bombay. To confirm your participation you must follow the instructions given in this and fill up the registration form.

After you submit the registration form for the workshop, you will receive an automated confirmation email.

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for the Koha workshop will start on **11 February 2025**. The last date of registration is **02 March 2025**.

Course fee

The workshop is free of cost for the participants.

Criteria for Certification

Participation certificates, in an electronic format, will be provided to all participants after successful completion of the workshop.

Note: Technical Requirements

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.

In case of query, email us on:
eoutreach@cse.iitb.ac.in

You can also call us on:
+91 81048 58575

Hands-on Workshop
Organized by

National Virtual Library of India (NVLI), IIT Bombay

funded by the
Ministry of Culture,
Government of India
on
Koha and Library
Automation for beginners
08 March 2025



Course Coordinator

Professor Kannan Moudgalya

Principal Investigator
NVLI, FOSSEE and Spoken Tutorial Project
Indian Institute of Technology Bombay
Mumbai – 400076

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

The Koha beginners' workshop will be conducted at IIT Bombay on **Saturday, March 08, 2025**. There will be face-to-face interactions and Spoken Tutorial sessions during the workshop. During the Spoken Tutorial sessions, participants are expected to learn Koha using spoken tutorials through the side-by-side method.

Benefits of the Workshop

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

- 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

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

Teaching Faculty

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

Dr. Samruddhi Vishal Hawaldar, Sr. Library Info. Superintendent, Central Library, IIT Bombay

Prof. Kannan Moudgalya, Principal Investigator, NVLI, Spoken Tutorial and FOSSEE Project, IIT Bombay

NVLI, FOSSEE and Spoken Tutorial Project teams