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15 January 2019

Dear Remote Centre Coordinator,

Greetings from IIT Bombay!

Recently, we had successfully conducted a pilot **workshop on Koha**, in coordination with 100 remote centres. About 2500 participants attended the workshop in these remote centres. These participants were from various institutes and public libraries.

With the positive response from the pilot workshop, we are glad to announce that we are organising a one day workshop on '**Open Source Library Software Koha**', under **National Virtual Library of India (NVLI)** project that I am leading. I am writing this mail to request your help in conducting/organising this workshop.

Details of this programme are given below:

**Coordinators' Workshop (1 day):** Friday, 8 February 2019 in IIT Bombay

**Main Workshop (1 day):** Saturday, 9 March 2019 at various participating remote centres

**How the main workshop will be conducted:**

It will be a one day workshop, on **9 March 2019**. There will be interactions through A-VIEW at the beginning. After that, all participants at your remote centre will learn Koha, using your computers, at a location in your RC. In the evening, we shall connect through A-VIEW again, carry out discussions and end the programme. There will be about 4 hours available for Koha training and 2 hours for interactions, a detailed schedule of which will be sent later to you. The participants of the main workshop will pay Rs. 100 as a course fee to IIT Bombay, and Rs. 400 to the RC directly, from which, you will have to provide lunch and tea/snacks. The balance amount can be kept as a partial compensation for the use of your infrastructure.

**IIT Bombay will pay Rs. 2,000 as an honorarium to the following people, from each participating remote centre:**

(1) RCC (2) Librarian who is the course coordinator (3) Computer systems person, who will help with your computers. In this way, each participating RC will receive a total of Rs. 6,000 from IIT Bombay.

**Coordinators' workshop:**

If you want to offer your RC for this course, you will have to send two of your representatives i.e. a **librarian** and a **system administrator**, to IIT Bombay for the Coordinators' Workshop.

We will provide free accommodation, lunch and refreshments to these representatives from your institution. There will also be a certificate of participation. We will NOT pay their travel expense, however. You will have to bear it. In addition, there is a nominal **course registration fee of Rs. 200** from each of your two representatives.

### **Procedure to participate in the Coordinators' Workshop:**

If you are likely to participate in this workshop, please login to the website (<https://www.it.iitb.ac.in/nmeict/>) using your RCC email id credentials and express your willingness by filling the seating capacity **before 5 pm by Friday, 23 Jan. 2019**. Please also send an email to [eoutreach@cse.iitb.ac.in](mailto:eoutreach@cse.iitb.ac.in) with the names, email addresses, and phone numbers of the two representatives (librarian and system administrator) that you will be nominating.

Please also ask your librarian and system administrator to register on our website between **24 January and 1 February 2019**. The registration website is here:

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

If your remote centre has already participated in the pilot workshop then you need not send your Workshop Coordinator and a System Administrator for the Coordinators' workshop, but we request you to please fill the seating capacity of your RC. This will help us know your institute willingness to participate in the Main workshop (of 9 March) and your RC name will then appear in the online registration page.

There are many reasons why you should offer your RC and participate in this workshop, but I will list only one: This workshop is the first step in the computerisation of all the libraries in India, especially the public libraries. Without your participation, we cannot complete this nationally important mammoth task.

Regards,



Prof. Kannan Moudgalya  
PI, National Virtual Library of India