

STEP BY STEP GUIDE TO IMPLEMENT KOHA & PROCESS OF DATA MIGRATION

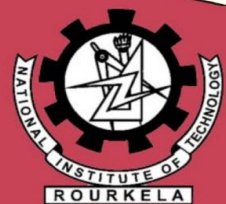
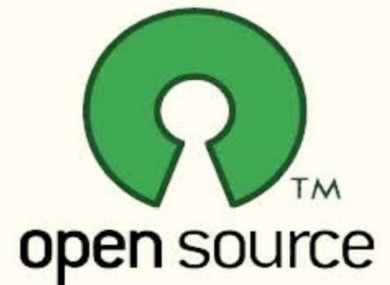
EMPOWERING LIBRARY PROFESSIONALS TO EMPOWER SOCIETY
SERIES - I

NATIONAL WORKSHOP ON LIBRARY AUTOMATION (Koha), CONTENT MANAGEMENT SYSTEM (Joomla) & DATA MIGRATION (CHALLENGES & PROSPECTS)

(May 2-5, 2014)



Joomla!™



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1. System Requirement:

Hardware Requirement:

Processor	Pentium-4, 2.6 GHz or higher
RAM	2 GB
HDD	80 GB
DVD Drive	

Software Requirement:

To install Koha for use we recommend

- A Linux server – Debian/Ubuntu is what most people use
- Apache
- MySQL
- Perl
- Root access to the server
- A better than average level of skill with the command line, Apache, and MySQL tools

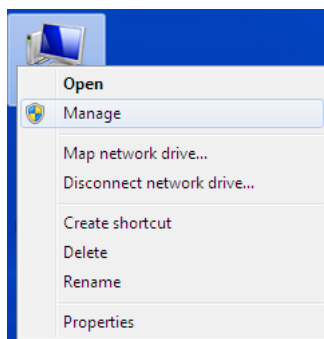
Manpower: The professionals having expertise in Linux operating system and knowledge of Local Area Network (LAN).

Internet Configuration: A high speed dedicated Internet link.

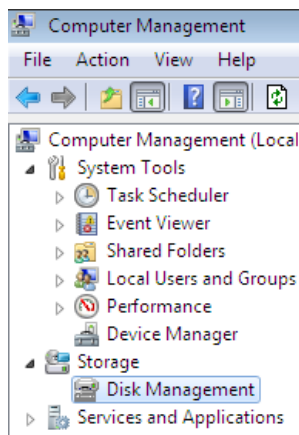
2. Creating free space in Hard Disk for dual booting (Windows + Linux)

For installation of Linux on system where one has already Windows pre-installed, you have to create free space so that Linux can be installed side by Windows Operating System without disturbing the Windows OS. And to do this, you have to follow the procedure given below:

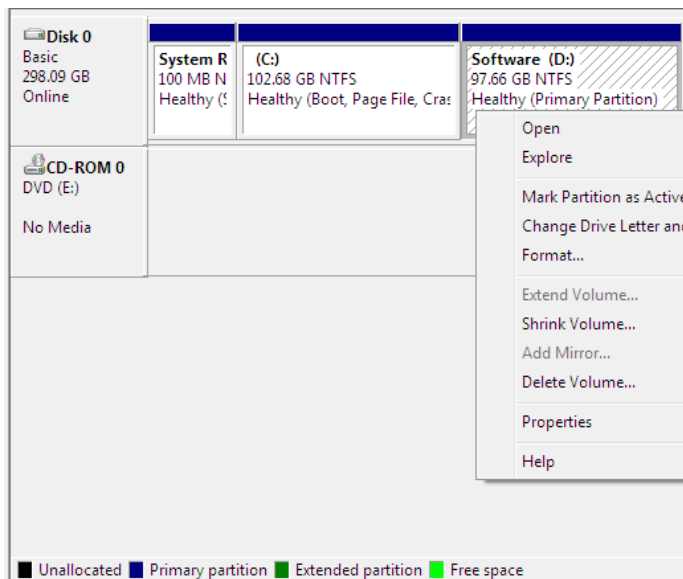
First, right click on My Computer and Click on Manage:




Second, Click on Manage and find out Disk Management Option



It will display the list of Hard Drive already created. Just select the partition to be divided and right click on it. It will display the option in which one has to choose delete volume.



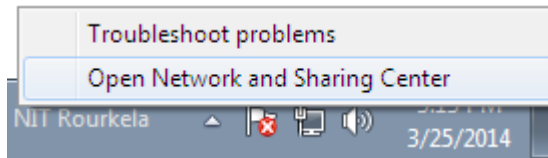
Once the partition is deleted, again right click on the same volume and choose create partition. Here, you have to enter the space to be used for new partition such 150000 (150 GB) and remaining size will be free space. It will be visible in light green color  Free space.

Note: This free space will be used for installation of Linux (Ubuntu 12.04 LTS)

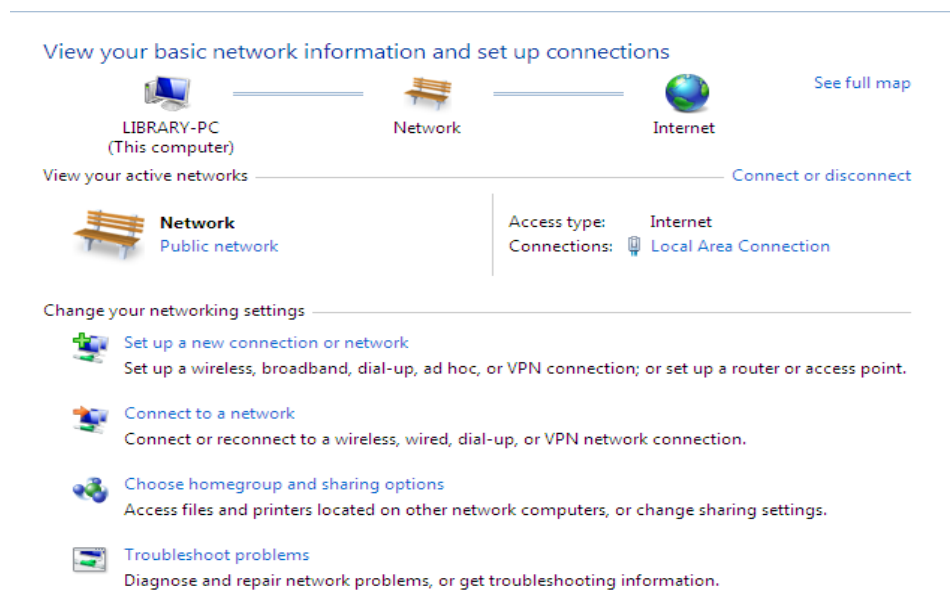
3. IP Address of the System:

After creating free space in the system, you have to note down the current IP address (Static not Dynamic) of the system so as to provide the same in Linux. So that, the Online Public Access Catalogue can be accessed from other system. Procedure to note down the IP address is given below for reference.

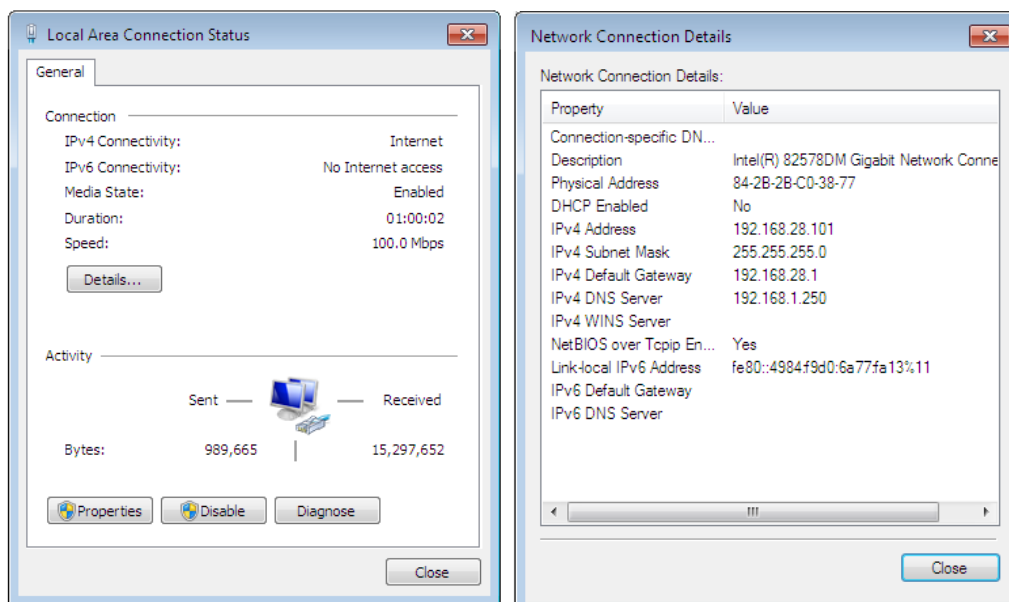
First, right click on the network icon given in right bottom corner of the window.



And then, click on Open Network and Sharing Center. It will open the Window with Local Area Connection Details.



Click on Local Area Connection, it will display the Local Area Connection Status. Just Click on Details... button to get the full details of IP Address of the System.



Note down the information about IP Address, Subnet mask, Default Gateway and DNS Server.

4. Installation of Linux (Ubuntu 12.04 LTS)

To install Ubuntu 12.04 you must have at least 10GB of free space as a pre-requisite. The steps given here can also be used to dual boot Ubuntu 12.04 and Windows 7. To dual boot Ubuntu 12.04 and Windows OS, first you got to empty any one of your drives having at least 10GB of total capacity. Then format it to make it free (shown as green in Disk Management in Windows). Ubuntu 12.04 can be dual booted with Window 7, XP or Vista. Given here are the step-by-step instructions to install Ubuntu 12.04 along with relevant screenshots.

Step by Step instruction for Ubuntu installation -

1) Boot from a bootable Ubuntu USB or CD (DVD is recommended).



Select Install Ubuntu

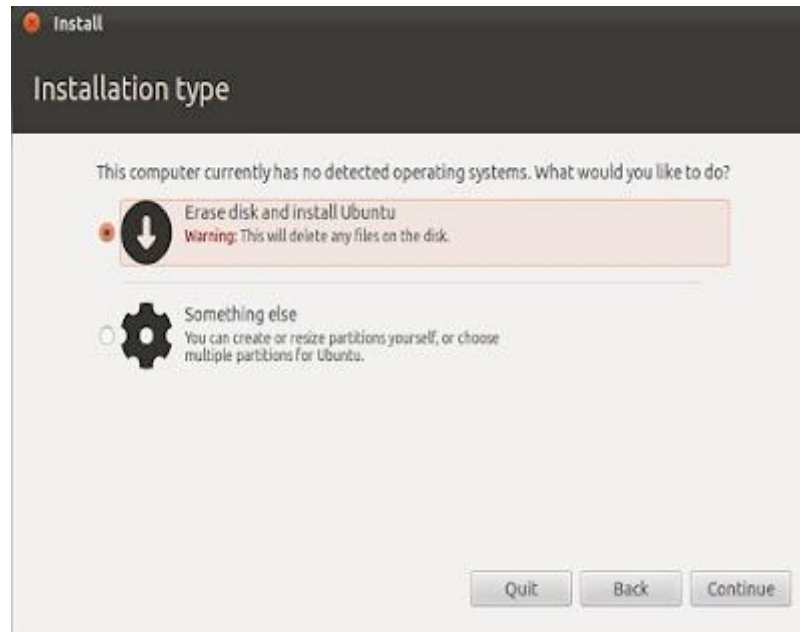
2) The following Ubuntu screen will appear.



Ubuntu 12.04 installation Step 2.

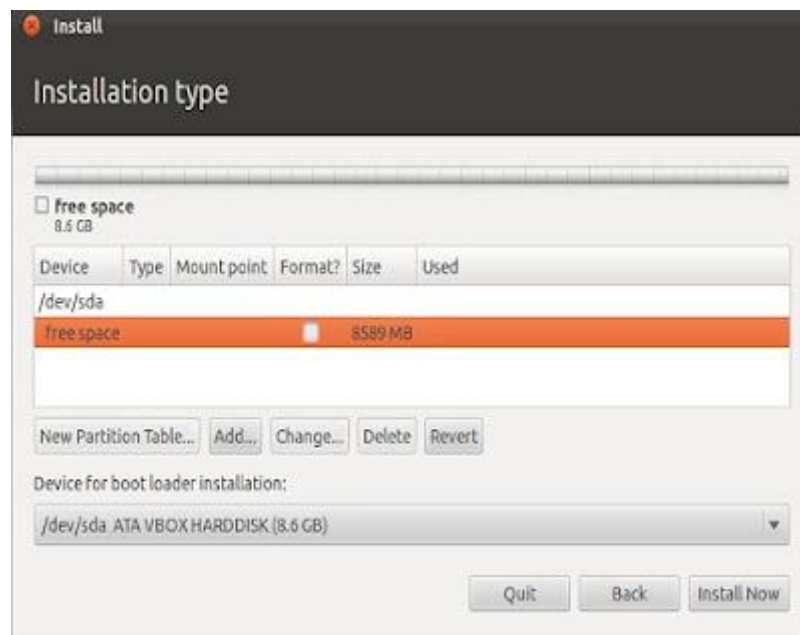
Leave the "Install this third party Software" option unchecked as you can download this software later on and Continue.

3) The following window will appear. If you select the option "**Erase disk and install Ubuntu**", the already installed OS gets deleted/erased and Ubuntu's installation gets underway. In case you want to dual boot Ubuntu 12.04 select the option "**Something else**".



Step 3 of Ubuntu 12.04 installation.

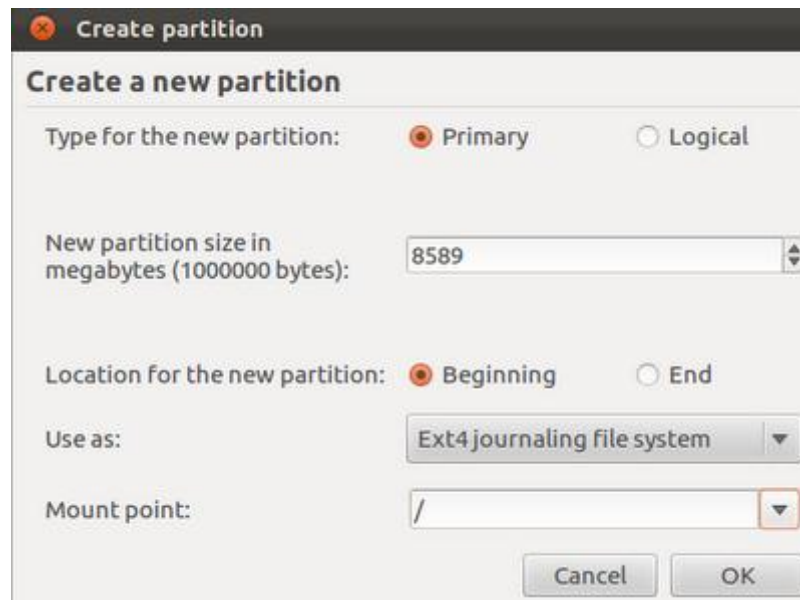
4) Then, the following window appears. In this window select the **disk drive** in which you intend to install the Ubuntu 12.04. In this window, a drive is shown as **free space**. Select the drive and click on **change** option.



Step 4: Select the drive in which Ubuntu has to be installed

In the options, "**Device for boot loader Installation**" select the **master hard-drive** of your system (usually it does not require any change).

5) After clicking on **change** option, the following window will appear.



Step 5: Set the drive size here.

Define the **size of the partition** (8GB is recommended). In the “**Use as**” option select “**Ext4 journaling file system**”, the latest file system in Linux and then select **mount point** as “/”. Press **OK**.

6) The next window which you will see, appears the same as the window in step 4. The only addition here the sticking up of the Ext4 and “/” at their respective positions i.e., in the **Type** and **Mount point** columns (corresponding to the drive you have selected). Make sure you have these options next to your selected drive else you got to check your taken steps again. Once sure, click on “**Install Now**”.

***Note:** The method shown above is a simple guide. You can also create additional partitions if you want, namely, /boot, /home, etc. In that case, you will have to divide your available free space accordingly. Normally, “/” should be given around 8GB space as all the installed packages go into it and remaining space can be given to other partitions.*

8) Now, you will be asked to select the time zone and keyboard layout of your system.

9) In the last window, give the name and password of your system (you need to give an alphanumeric password and obviously remember it for future use) and after this click “Next”.

10) With this your Ubuntu installation is done!!. Reboot and you shall see the Grub menu at the start, allowing you to choose the OS from which you want to boot up.

***Note:** About **the Swap partition**, now a day’s laptops and desktop come with a large RAM, it is not advisable to use swap partition. Just try to keep things simple, swap partition can be created later on.*

5. Setting IP Address in Ubuntu 12.04:

To setup new IP in Ubuntu you have to edit the IP address in Network Connections. It can be accessed by typing Network Connection in Dash Home. Select and click on icon

It will open one window, click on **Add button** which will open another window where you have to set the IP address for the system.

Connection Name: Wired Connection 1

IPv4 Settings (Select the Tab IPv4)

Method: Manual

Addresses:

IP Address: 192.168.28.200

Netmask: 255.255.255.0

Gateway: 192.168.28.1

DNS Server: 192.168.1.250

Note: This is the example given above. The same way you have to set the IP address for his/her system before installing Koha on the System.

Note: Once the setting is done successfully, you will get the message **“Connection Established”**. If you are already working with any other internet connection and to use the new one, you have to restart the network.

6. **Installation of Koha (Package Installation):**

Find Terminal and open it

1. Type **sudo su** then press enter
2. Enter your Ubuntu admin **Password**
3. Your locale should be set to UTF-8. This step is very important for a UNICODE compliant system, so execute the following commands in terminal.

sudo update-locale LANG=en_IN.UTF-8

Now check the Locale and enter the command **locale** then press enter, this will display lines ends in en_IN.UTF-8 now.

Installation of Koha

- **Enter the following command in terminal to get the signing key**

```
wget -O- http://debian.koha-community.org/koha/gpg.asc | sudo apt-key add -
```

- **To install the repository for the 3.14 release, use the following command:**

```
echo deb http://debian.koha-community.org/koha squeeze main | sudo tee /etc/apt/sources.list.d/koha.list
```

- **Use the following commands one by one in terminal it will take time to complete:**

```
sudo apt-get update
```

```
sudo apt-get upgrade
```

```
sudo apt-get clean
```

- **To Download Koha latest stable release enter following command and press enter:**

```
sudo apt-get install koha-common
```

- **Next, you will need to enable the Apache mod rewrite module for this enter:**

```
sudo a2enmod rewrite
```

- **Now install mysql-server so enter following command:**

```
sudo apt-get install mysql-server
```

- **Now Create database/instance in mysql for your library by following command:**

```
sudo koha-create --create-db library
```

- **To remove some security risk execute the following command:**

```
mysql -u root -p
```

```
> USE mysql;
```

```
> SELECT host,user FROM user;
```

```
> DELETE FROM user WHERE user="";
```

```
> SELECT host,user FROM user;
```

```
> FLUSH PRIVILEGES;
```

```
> QUIT
```

- **Configure Apache ports by following commands:**

```
sudo gedit /etc/apache2/ports.conf
```

Add line “**Listen 8080**” below the line Listen 80 then save the file and close

- **Disable the default site of apache:**

```
sudo a2dissite 000-default
```

- **To Enable modules and sites enter following commands one by one:**

```
sudo a2enmod rewrite
```

```
sudo a2enmod deflate
```

```
sudo a2ensite library
```

```
sudo /etc/init.d/apache2 restart
```

- **To know your default database password of “ library” enter below command:**

```
sudo xmlstarlet sel -t -v 'yazgfs/config/pass' /etc/koha/sites/library/koha-conf.xml
```

It will display your password, please note this properly because it is case sensitive

- **Now enter the 127.0.0.1:8080 in browser and enter your User name in koha client:**

User name: Koha_library

Password: as noted in step 12.

Then follow the on screen instructions to complete the installation of Koha.

- **Now set charset in mysql to do this enter following command in terminal:**

```
sudo gedit /etc/mysql/my.cnf
```

Now enter the following line below the [mysqld] section:

```
init-connect = 'SET NAMES utf8'  
character-set-server=utf8  
collation-server=utf8_general_ci  
character_set_client=utf8
```

Then restart mysql with: /etc/init.d/mysql restart

- **For Apache make sure you have these lines in your ubuntu in charset file and to open charset file enter “sudo gedit /etc/apache2/conf.d/charset” then add the below lines:**

```
AddCharset UTF-8 .utf8
```

```
AddDefaultCharset UTF-8
```

Then restart apache with: /etc/init.d/apache2 restart

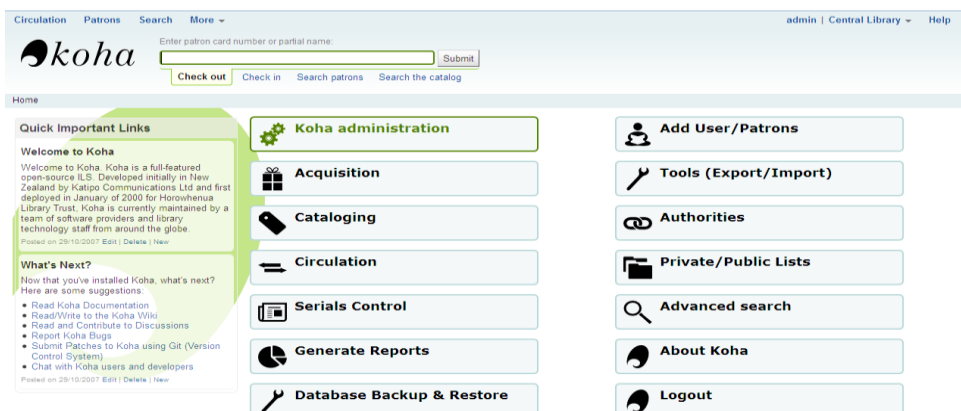
7. Parameter Settings in Koha:

Once the Koha is installed in the system, you have to set some parameters for smooth functioning of Koha. Most of the Koha work will depend on these settings. To set the parameters, you have to login with User ID and Password:

Click on Login and you will get the Koha Main Interface.



Now click on Koha Administration, it will open the parameters setting page.



On this page, you have to set the 'Global System Preferences' and their values. Just click on the link provided.

The screenshot shows the Koha Administration web interface. At the top, there is a navigation bar with links for Circulation, Patrons, Search, and More. Below this is a search bar with the Koha logo and a 'Submit' button. The main content area is titled 'Koha Administration' and features a 'Global system preferences' section. This section includes a search box and a list of various configuration options such as 'Basic parameters', 'Patrons and circulation', and 'Catalog'. The 'Global system preferences' section is highlighted with a green border and contains the following text: 'Global system preferences' in green, followed by 'Manage global system preferences like MARC flavor, date format, administrator email, and templates.' Below this is a search box with a 'Search' button. The 'Basic parameters' section includes 'Libraries and Groups', 'Item types / Document Types', and 'Authorized Values'. The 'Patrons and circulation' section includes 'Patron categories', 'Circulation and fines rules', 'Patron attribute types', 'Library transfer limits', 'Transport cost matrix', and 'Item circulation alerts'. The 'Catalog' section includes 'MARC bibliographic framework', 'Koha to MARC mapping', 'Keywords to MARC mapping', 'MARC Bibliographic framework test', 'Authority types', 'Classification sources', 'Record matching rules', 'OAI sets configuration', and 'Acquisition parameters'. The 'Acquisition parameters' section includes 'Currencies and exchange rates', 'Budgets', and 'Funds'. The URL in the browser's address bar is '192.168.28.215:8080/cgi-bin/koha/admin/preferences.pl'.

Koha Administration

Global system preferences
Manage global system preferences like MARC flavor, date format, administrator email, and templates.

Basic parameters

- Libraries and Groups**
Define libraries and groups.
- Item types / Document Types**
Define item types / document types used for circulation rules.
- Authorized Values**
Define categories and authorized values for them.

Patrons and circulation

- Patron categories**
Define patron categories.
- Circulation and fines rules**
Define circulation and fines rules for combinations of libraries, patron categories, and item types.
- Patron attribute types**
Define extended attributes (identifiers and statistical categories) for patron records.
- Library transfer limits**
Limit the ability to transfer items between libraries based on the library sending, the library receiving, and the item type involved. These rules only go into effect if the preference UseBranchTransferLimits is set to ON.
- Transport cost matrix**
Define transport costs between branches.
- Item circulation alerts**
Define rules for check-in and checkout notifications for combinations of libraries, patron categories, and item types.
- Cities and towns**
Define cities and towns that your patrons live in.

Catalog

- MARC bibliographic framework**
Create and manage Bibliographic frameworks that define the characteristics of your MARC Records (field and subfield definitions) as well as templates for the MARC editor.
- Koha to MARC mapping**
Define the mapping between the Koha transactional database (SQL) and the MARC Bibliographic records. Note that the mapping can be defined through MARC Bibliographic Framework. This tool is just a shortcut to speed up linkage.
- Keywords to MARC mapping**
Define the mapping between keywords and MARC fields, those keywords are used to find some datas independently of the framework.
- MARC Bibliographic framework test**
Checks the MARC structure. If you change your MARC Bibliographic framework it's recommended that you run this tool to test for errors in your definition.
- Authority types**
Create and manage Authorities frameworks that define the characteristics of your MARC Records (field and subfield definitions).
- Classification sources**
Define classification sources (i.e., call number schemes) used by your collection. Also define filing rules used for sorting call numbers.
- Record matching rules**
Manage rules for automatically matching MARC records during record imports.
- OAI sets configuration**
Manage OAI Sets.
- Acquisition parameters**
 - Currencies and exchange rates**
Define currencies and exchange rates used for acquisitions.
 - Budgets**
Define your budgets.
 - Funds**
Define funds within your budgets.

Global System Preferences:

In Koha Library Management System, you have to set the value for different preferences for different options before using the same.

1. Acquisition

The screenshot shows the Koha Administration interface for system preferences. The browser address bar shows the URL `192.168.28.215:8080/cgi-bin/koha/admin/preferences.pl`. The page title is "Koha Administration > System preferences". The Koha logo is visible on the left. A search bar for system preferences is present. The left sidebar contains a menu with "Acquisitions" selected. The main content area is titled "Acquisitions preferences" and includes a "Save all Acquisitions preferences" button. Below this, there are sections for "Policy" and "Printing".

Acquisitions preferences

Save all Acquisitions preferences

Policy

Preference	Value
AcqCreateItem	Create an item when receiving an order.
AcqItemSetSubfieldsWhenReceived	Set subfields for item when items are created when receiving (e.g. o=5[a="foo bar"])
AcqViewBaskets	Show baskets created or managed by staff member.
AcqWarnOnDuplicateInvoice	Warn when the librarian tries to create an invoice with a duplicate number.
BasketConfirmations	When closing or reopening a basket, always ask for confirmation.
CurrencyFormat	Display currencies using the following format 360,000.00 (US)
gist	Default tax rates are 0 (enter in numeric form, 0.12 for 12%. First is the default. If you want more than 1 value, please separate with)
UniqueItemFields	The following database columns should be unique in an item: barcode (separated by a space)

Printing

Preference	Value
OrderPdfFormat	Use pdfformat::layout3page when printing basket groups.

Save all Acquisitions preferences Cancel

2. Administration

Koha > Administration > System preferen... | 192.168.28.215:8080/cgi-bin/koha/admin/preferences.pl?tab=admin

National Institute of T... Science Quotes - Brain... Koha Migration Proces... Interdisciplinary Did you know Connecting... A. P. J. Abdul Kalam Q... BPCL Home Zimbra Web Client Sig...

Administration preferences

Save all Administration preferences

▼ **CAS Authentication**

Preference	Value
AllowFkiAuth	Use no field for SSL client certificate authentication
casAuthentication	Don't use CAS for login authentication.
casLogout	Don't Logout of CAS when logging out of Koha.
casServerUrl	The CAS Authentication Server can be found at https://localhost:8443/

▼ **Interface options**

Preference	Value
DebugLevel	Show lots of debugging information in the browser when an internal error occurs.
delimiter	Separate columns in an exported report file with semicolons by default.
KohaAdminEmailAddress	Use bimechworkshop@gn as the email address for the administrator of Koha. (This is the default From: address for emails unless there is one for the particular library, and is referred to when an internal error occurs.)
noItemTypeImages	Show itemtype icons in the catalog.
virtualsehelves	Allow staff and patrons to create and view saved lists of books.

▼ **Login options**

Preference	Value
AutoLocation	Don't require staff to log in from a computer in the IP address range specified by their library (if any).
IndependentBranches	Don't prevent staff (but not superlibrarians) from modifying objects (holds, items, patrons, etc.) belonging to other libraries.
SessionStorage	Store login session information in the MySQL database.
timeout	Automatically log out users after 12000000 seconds of inactivity. Adding d will specify it in days, e.g. 1d is timeout of one day.

▼ **Mozilla Persona**

Preference	Value
Persona	Don't Allow Mozilla persona for login

▼ **Search Engine**

Preference	Value
SearchEngine	Zebra is the search engine used.

Save all Administration preferences Cancel

3. Authorities

Home > Administration > System preferences

Authorities preferences

Save all Authorities preferences

▼ **General**

Preference	Value
AuthDisplayHierarchy	Display broader term/narrower term hierarchies when viewing authorities.
AutoCreateAuthorities	When editing records, generate authority records that are missing (BiblioAddsAuthorities must be set to "allow" for this to have any effect).
BiblioAddsAuthorities	When editing records, allow them to automatically create new authority records if needed, rather than having to reference existing authorities.
dontmerge	Do not automatically update attached biblios when changing an authority record. If this is off, please ask your administrator to enable the merge_authority.pl cronjob.
MARCAuthorityControlField008	Use the following text for the contents of MARC authority control field 008 position 06-39 (fixed length data elements). Do NOT include the date (position 00-05). Click to Edit
UNIMARCAuthorityField100	Use the following text for the contents of UNIMARC authority field 100 position (fixed length data elements). Do NOT include the date (position 00-05). Click to Edit
UseAuthoritiesForTracings	Don't use authority record numbers instead of text strings for searches from subject tracings.

▼ **Linker**

Preference	Value
CatalogModuleRelink	Do not automatically relink headings that have previously been linked when saving records in the cataloging module.
LinkerKeepStale	Do not keep existing links to authority records for headings where the linker is unable to find a match.
LinkerModule	Use the Default linker module for matching headings to authority records.
LinkerOptions	Set the following options for the authority linker (separate options with)
LinkerRelink	Do relink headings that have previously been linked to authority records.

Save all Authorities preferences Cancel

4. Cataloguing

- Acquisitions
- Administration
- Authorities
- Cataloging**
- Circulation
- Creators
- Enhanced content
- I18N/L10N
- Local use
- Logs
- OPAC
- Patrons
- Searching
- Serials
- Staff client
- Web services

Cataloging preferences

Save all Cataloging preferences

▼ Display

Preference	Value
authoritysep	Separate multiple displayed authors, series or subjects with --
hide_marc	Display <input type="checkbox"/> MARC tag numbers, subfield codes and indicators in MARC views.
IntranetBiblioDefaultView	By default, display biblio records in <input type="text"/> normal form.
ISBD	Use the following as the ISBD template: Click to Edit
LabelMARCView	Don't <input type="checkbox"/> collapse repeated tags of the same type into one tag entry on the display.
NotesBlackList	Don't show these <input type="text"/> note fields in title notes separator (OPAC record details) and in the description separator (Staff client record details). The fields should appear separated with commas and according with the Koha MARC format (eg 3.. for UNIMARC, 5.. for MARC21)
OpacSuppression	Don't hide <input type="checkbox"/> items marked as suppressed from OPAC search results. Note that you must have the Suppress index set up in Zebra and at least one suppressed item, or your searches will be broken. Restrict the suppression to IP addresses outside of the IP range <input type="text"/> (Leave blank if not used. Define a range like 192.168..)
OpacSuppressionByIPRange	
SeparateHoldings	Don't separate <input type="checkbox"/> items display into two tabs, where the first tab contains items whose <input type="text"/> home library is the logged in user's library. The second tab will contain all other items.
SeparateHoldingsBranch	
URLLinkText	Show <input type="text"/> as the text of links embedded in MARC records.
UseControlNumber	Don't use <input type="checkbox"/> record control number (\$w subfields) and control number (001) for linking of bibliographic records.

▼ Interface

Preference	Value
advancedMARCeditor	Display <input type="checkbox"/> descriptions of fields and subfields in the MARC editor.
DefaultClassificationSource	Use <input type="text"/> Dewey Decimal Classification as the default classification source.
EasyAnalyticalRecords	Display <input type="checkbox"/> easy ways to create analytical record relationships

▼ Record Structure

Preference	Value
AlternateHoldingsField	Display MARC subfield <input type="text"/> as holdings information for records that do not have items (This can contain multiple subfields to look in; for instance 852abh1 would look in 852 subfields a, b, h, and i.), with the subfields separated by <input type="text"/> .
AlternateHoldingsSeparator	
autoBarcode	Barcodes are <input type="text"/> incremental EAN-13 barcodes
DefaultLanguageField008	Fill in the default language for field 008 Range 35-37 (e.g. eng, nor, ger, see MARC Code List for Languages) <input type="text"/> eng <input type="checkbox"/> Empty defaults to eng.
item-level_itypes	Use the item type of the <input type="text"/> specific item as the authoritative item type (for determining circulation and fines rules, for displaying an item type icon on either opac detail or results page, etc).
itemcallnumber	Map the MARC subfield 082ab <input type="text"/> to an item's callnumber. (This can contain multiple subfields to look in; for instance 082ab would look in 082 subfields a and b.) Examples: Dewey: 082ab or 092ab; LOC: 050ab or 090ab; from the item record: 852h1
marcflavour	Interpret and store MARC records in the <input type="text"/> MARC21 format.
MARCOrgCode	Fill in the MARC organization code <input type="text"/> OST by default in new MARC records (leave blank to disable).
NewItemsDefaultLocation	When items are created, give them the temporary location of <input type="text"/> (should be a location code, or blank to disable).
PrefillItem	When a new item is added, the new item is not prefilled with last created item values. <input type="checkbox"/>
SubfieldsToUseWhenPrefill	Define a list of subfields to use when prefiling items (separated by space) <input type="text"/>
UNIMARCField100Language	Use the language (ISO 690-2) <input type="text"/> fre as default language in the UNIMARC field 100 when creating a new record or in the field plugin.
z3950NormalizeAuthor	Don't copy <input type="checkbox"/> authors from the UNIMARC 701,702,700 <input type="text"/> tags (separated by commas) to the correct author tags when importing a record using Z39.50.
z3950AuthorAuthFields	

▼ Spine Labels

Preference	Value
SpineLabelAutoPrint	When using the quick spine label printer, don't <input type="checkbox"/> automatically pop up a print dialog.
SpineLabelFormat	Include the following fields on a quick-printed spine label: (Enter in columns from the biblio, bibliotems or item tables, surrounded by < and >.) Click to Edit
SpineLabelShowPrintOnSibDetails	Display <input type="checkbox"/> buttons on the bib details page to print item spine labels.

Save all Cataloging preferences

Cancel

5. Circulation

- Acquisitions
- Administration
- Authorities
- Cataloging
- Circulation**
- Creators
- Enhanced content
- I18N/L10N
- Local use
- Logs
- OPAC
- Patrons
- Searching
- Serials
- Staff client
- Web services

Circulation preferences

Save all Circulation preferences

▼ Checkin Policy

Preference	Value
BlockReturnOfWithdrawnItems	Block returning of items that have been withdrawn.
CalculateFinesOnReturn	Do calculate and update overdue charges when an item is returned. NOTE If you are doing hourly loans then you should have this on.

▼ Checkout Policy

Preference	Value
AgeRestrictionMarker	Restrict patrons with the following target audience values from checking out inappropriate materials: [text] E.g. enter target audience keyword(s) split by (bar) FSK PEGI Age (No white space near). Be sure to map agerestriction in Koha to MARC mapping (e.g. 521\$a). A MARC field value of FSK 12 or PEGI 12 would mean: Borrower must be 12 years old. Leave empty to not apply an age restriction.
AgeRestrictionOverride	Don't allow staff to check out an item with age restriction.
AllFinesNeedOverride	Require staff to manually override all fines, even fines less than noissuescharge.
AllowFineOverride	Don't allow staff to manually override and check out items to patrons who have more than noissuescharge in fines.
AllowItemsOnHoldCheckout	Don't allow checkouts of items reserved to someone else. If allowed do not generate RESERVE_WAITING and RESERVED warning. This allows self checkouts for those items.
AllowNotForLoanOverride	Don't allow staff to override and check out items that are marked as not for loan.
AllowRenewalLimitOverride	Don't allow staff to manually override the renewal limit and renew a checkout when it would go over the renewal limit.
AllowReturnToBranch	Allow materials to be returned to [dropdown] only the library the item was checked out from.
AllowTooManyOverride	Allow staff to override and check out items when the patron has reached the maximum number of allowed checkouts.
AutomaticItemReturn	Do automatically transfer items to their home library when they are returned.
AutoRemoveOverduesRestrictions	Do not allow OVERDUES restrictions triggered by sent notices to be cleared automatically when all overdue items are returned by a patron.
CircControl	Use the checkout and fines rules of [dropdown] the library the item is from.
HomeOrHoldingBranch	Use the checkout and fines rules of [dropdown] the library the item was checked out from.
HomeOrHoldingBranchReturn	On checkin route the returned item to [dropdown] the library the item is from.
InProcessingToShelvingCart	Don't move items that have the location PROC to the location CART when they are checked in.
IssueLostItem	When issuing an item that has been marked as lost, [dropdown] require confirmation.
IssuingInProgress	Prevent patrons from checking out an item whose rental charge would take them over the limit.
ManInvInNoissuesCharge	Include MANUAL_INV charges when summing up charges for noissuescharge.

maxoutstanding	Prevent patrons from making holds on the OPAC if they owe more than 500 [text] INR in fines.
noissuescharge	Prevent patrons from checking out books if they have more than 500 [text] INR in fines.
OverdueNoticeBcc	Send all notices as a BCC to this email address: dptkvs@gmail.com
OverduesBlockCirc	Don't block when checking out to a borrower that has overdues outstanding
PrintNoticesMaxLines	Include up to 0 [text] item lines in a printed overdue notice. If the number of items is greater than this number, the notice will end with a warning asking the borrower to check their online account for a full list of overdue items. Set to 0 to include all overdue items in the notice, no matter how many there are.
RenewalPeriodBase	When renewing checkouts, base the new due date on [dropdown] the current date.
RenewalSendNotice	Send a renewal notice according to patron checkout alert preferences.
RentalsInNoissuesCharge	Include rental charges when summing up charges for noissuescharge.
ReturnBeforeExpiry	Require patrons to return books before their accounts expire (by restricting due dates to before the patron's expiration date).
ReturnToShelvingCart	Don't move all items to the location CART when they are checked in.
TransfersMaxDaysWarning	Show a warning on the "Transfers to Receive" screen if the transfer has not been received 1 [text] days after it was sent.
UseBranchTransferLimits	Don't enforce library transfer limits based on [dropdown] collection code.
BranchTransferLimitsType	
useDaysMode	Calculate the due date using [dropdown] the calendar to push the due date to the next open day.
UseTransportCostMatrix	Use Transport Cost Matrix for calculating optimal holds filling between branches.

▼ Course Reserves

Preference	Value
UseCourseReserves	Use course reserves

▼ Fines Policy

Preference	Value
finesCalendar	Calculate fines based on days overdue [dropdown] directly.
FinesIncludeGracePeriod	Include the grace period when calculating the fine for an overdue item.
finesMode	Calculate and charge fines (when misc/cronjobs/fines.pl is being run).
RefundLostItemFeeOnReturn	Refund lost item fees charged to a borrower when the lost item is returned.
WhenLostChargeReplacementFee	Charge the replacement price when a patron loses an item.
WhenLostForgiveFine	Don't Forgive the fines on an item when it is lost.

▼ Holds Policy

Preference	Value
AllowHoldDateInFuture	Allow ▾ hold requests to be placed that do not enter the waiting list until a certain future date.
AllowHoldPolicyOverride	Allow ▾ staff to override hold policies when placing holds.
AllowHoldsOnDamagedItems	Don't allow ▾ hold requests to be placed on damaged items.
AllowHoldsOnPatronsPossessions	Allow ▾ a patron to place a hold on a record where the patron already has one or more items attached to that record checked out.
AllowOnShelfHolds	Allow ▾ hold requests to be placed on items that are not checked out.
AutoResumeSuspendedHolds	Allow ▾ suspended holds to be automatically resumed by a set date.
canreservefromotherbranches	Don't allow (with independent branches) ▾ a user from one library to place a hold on an item from another library
ConfirmFutureHolds	Confirm future hold requests (starting no later than 0 <input type="text"/> days from now) at checkin time. Note that this number of days will be used too in calculating the default end date for the Holds to pull-report. But it does not interfere with issuing, renewing or transferring books.
decreaseLoanHighHolds decreaseLoanHighHoldsDuration decreaseLoanHighHoldsValue	Don't enable ▾ the reduction of loan period to <input type="text"/> days for items with more than <input type="text"/> holds.
DisplayMultiPlaceHold	Enable ▾ the ability to place holds on multiple biblio from the search results
emailLibrarianWhenHoldIsPlaced	Don't enable ▾ sending an email to the Koha administrator email address whenever a hold request is placed.
ExpireReservesMaxPickUpDelay	Allow ▾ holds to expire automatically if they have not been picked by within the time period specified in ReservesMaxPickUpDelay
ExpireReservesMaxPickUpDelayCharge	If using ExpireReservesMaxPickUpDelay, charge a borrower who allows his or her waiting hold to expire a fee of 0 <input type="text"/>
maxreserves	Patrons can only have <input type="text"/> holds at once.
OPACAllowHoldDateInFuture	Allow ▾ patrons to place holds that don't enter the waiting list until a certain future date. (AllowHoldDateInFuture must also be enabled).
OPACAllowUserToChooseBranch	Allow ▾ a user to choose the library to pick up a hold from.
ReservesControlBranch	Check the <input type="text"/> item's home library ▾ to see if the patron can place a hold on the item.
ReservesMaxPickUpDelay	Mark a hold as problematic if it has been waiting for more than 3 <input type="text"/> days.
ReservesNeedReturns	Don't automatically ▾ mark holds as found and waiting when a hold is placed specifically on them and they are already checked in.
StaticHoldsQueueWeight RandomizeHoldsQueueWeight	Satisfy holds from the libraries 0 <input type="text"/> (as branchcodes, separated by commas; if empty, uses all libraries) in that order. ▾
SuspendHoldsIntranet	Allow ▾ holds to be suspended from the intranet.
SuspendHoldsOpac	Allow ▾ holds to be suspended from the OPAC.
TransferWhenCancelAllWaitingHolds	Don't transfer ▾ items when cancelling all waiting holds.

▼ Interface

Preference	Value
AllowAllMessageDeletion	Don't allow ▾ staff to delete messages added from other libraries.
AllowOfflineCirculation	Do not enable ▾ offline circulation on regular circulation computers. (NOTE: This system preference does not affect the Firefox plugin or the desktop application)
CircAutocompl	Try ▾ to guess the patron being entered while typing a patron search on the circulation screen. Only returns the first 10 results at a time.
CircAutoPrintQuickSlip	When an empty barcode field is submitted in circulation <input type="text"/> open a print quick slip window ▾ .
DisplayClearScreenButton	Show ▾ a button to clear the current patron from the screen on the circulation screen.
ExportRemoveFields	The following fields should be excluded from the patron checkout history CSV or iso2709 export <input type="text"/> (separate fields with space, e.g. 100a 200b 300c)
ExportWithCsvProfile	Use the <input type="text"/> CSV profile when exporting patron checkout history (enter CSV Profile name)
FilterBeforeOverdueReport	Don't require ▾ staff to choose which checkouts to show before running the overdues report.
FineNotifyAtCheckin	Notify ▾ librarians of overdue fines on the items they are checking in.
HoldsToPullStartDate	Set the default start date for the Holds to pull list to 2 <input type="text"/> day(s) ago. Note that the default end date is controlled by preference ConfirmFutureHolds.
itemBarcodeFallbackSearch	Don't enable ▾ the automatic use of a keyword catalog search if the phrase entered as a barcode on the checkout page does not turn up any results during an item barcode search.
itemBarcodeInputFilter	Don't filter ▾ scanned item barcodes.
NoticeCSS	Include the stylesheet at <input type="text"/> on Notices. (This should be a complete URL, starting with http://)
numReturnedItemsToShow	Show the 20 <input type="text"/> last returned items on the checkin screen.
previousIssuesDefaultSortOrder	Sort previous checkouts on the circulation page from <input type="text"/> due date.
RecordLocalUseOnReturn	Don't record ▾ local use when an unissued item is checked in.
soundon	Don't enable ▾ circulation sounds during checkin and checkout in the staff interface. Not supported by all web browsers yet.
SpecifyDueDate	Allow ▾ staff to specify a due date for a checkout.
todayIssuesDefaultSortOrder	Sort today's checkouts on the circulation page from <input type="text"/> due date.
UpdateTotalIssuesOnCirc	Do not ▾ update a bibliographic record's total issues count whenever an item is issued (WARNING! This increases server load significantly; if performance is a concern, use the update_totalissues.pl cron job to update the total issues count).
UseTablesortForCirc	Don't enable ▾ the sorting of current patron checkouts on the circulation screen. NOTE: Enabling this function may slow down circulation time for patrons with many checkouts.
WaitingNotifyAtCheckin	Don't notify ▾ librarians of waiting holds for the patron whose items they are checking in.

▼ Self Checkout

Preference	Value
AllowSelfCheckReturns	Allow ▾ patrons to return items through web-based self checkout system.
AutoSelfCheckAllowed	Allow ▾ the web-based self checkout system to automatically login with this staff login self <input type="text"/> and this password selfissue <input type="text"/> .
AutoSelfCheckID	
AutoSelfCheckPass	
SCOUserCSS	Include the following CSS on all pages in the web-based self checkout: Click to Edit
SCOUserJS	Include the following JavaScript on all pages in the web-based self checkout: Click to Edit
SelfCheckHelpMessage	Include the following HTML in the Help page of the web-based self checkout system: Click to Edit
SelfCheckoutByLogin	Have patrons login into the web-based self checkout system with their Username and Password ▾
SelfCheckTimeout	Time out the current patron's web-based self checkout system login after 120 <input type="text"/> seconds.
ShowPatronImageInWebBasedSelfCheck	Show ▾ the patron's picture (if one has been added) when they use the web-based self checkout.
WebBasedSelfCheck	Enable ▾ the web-based self checkout system. (available at: /cgi-bin/koha/sco/sco-main.pl)

Save all Circulation preferences Cancel

6. Creators

Home > Administration > System preferences

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Creators preferences

Save all Creators preferences


▼ Patron Cards

Preference	Value
ImageLimit	Limit the number of creator images stored in the database to 5 <input type="text"/> images.

Save all Creators preferences Cancel

7. Enhanced Content

Circulation Patrons Search More admin | Central Library Help

 System preference search:

Home > Administration > System preferences

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Enhanced Content preferences

▼ All

Preference	Value
FRBRizeEditions	Don't show other editions of an item on the staff client (if found by one of the services below).
OPACFRBRizeEditions	Don't show other editions of an item on the OPAC.
NOTE: you can only choose one source of cover images from below, otherwise Koha will show the images from all sources selected.	

▼ Amazon

Preference	Value
AmazonAssocTag	Put the associate tag on links to Amazon. This can net your library referral fees if a patron decides to buy an item.
AmazonCoverImages	Don't show cover images from Amazon on search results and item detail pages on the staff interface.
AmazonLocale	Use Amazon data from its American website.
OPACAmazonCoverImages	Don't show cover images from Amazon on search results and item detail pages on the OPAC.

▼ Babelthèque

Preference	Value
Babeltheque	Don't include information (such as reviews and citations) from Babelthèque in item detail pages on the OPAC.
Babeltheque_url_js	Defined the url for the Babeltheque javascript file (eg. http://www.babeltheque.com/bw_XX.js)
Babeltheque_url_update	Defined the url for the Babeltheque update periodically (eg. http://www.babeltheque.com/.../file.csv.bz2).

▼ Baker and Taylor

Preference	Value
BakerTaylorBookstoreURL	Baker and Taylor "My Library Bookstore" links should be accessed at https:// isbn (this should be filled in with something like ocl.s.mylibrarybookstore.com/MLB/actions/searchHandler.do?nextPage=bookDetails&parentNum=10923&key=). Leave it blank to disable these links.
BakerTaylorEnabled	Don't add Baker and Taylor links and cover images to the OPAC and staff client. This requires that you have entered in a username and password (which can be seen in image links).
BakerTaylorUsername BakerTaylorPassword	Access Baker and Taylor using username and password .

▼ Google

Preference	Value
GoogleJackets	Add cover images from Google Books to search results and item detail pages on the OPAC.

▼ HTML5 Media

Preference	Value
HTML5MediaEnabled	Show a tab with a HTML5 media player for files catalogued in field 856 in OPAC and staff client.
HTML5MediaExtensions	Media file extensions {webm ogg log vlog vt} (separated with).

▼ IDreamLibraries

Preference	Value
IDreamBooksReadometer	Don't add a "Readometer" that summarizes the reviews gathered by IDreamBooks.com to the OPAC details page.
IDreamBooksResults	Don't add the rating from IDreamBooks.com to OPAC search results.
IDreamBooksReviews	Don't add a tab on the OPAC details with book reviews from critics aggregated by IDreamBooks.com.

▼ Library Thing

Preference	Value
LibraryThingForLibrariesEnabled	Don't show reviews, similar items, and tags from Library Thing for Libraries on item detail pages on the OPAC. If you've enabled this, you need to sign up, then enter in your ID below.
LibraryThingForLibrariesID	Access Library Thing for Libraries using the customer ID .
LibraryThingForLibrariesTabbedView	Show Library Thing for Libraries content in line with the bibliographic information.
ThingISBN	Don't use the ThingISBN service to show other editions of a title (when either FRBRizeEditions or OPACFRBRizeEditions is on). This is separate from Library Thing for Libraries.

▼ Local Cover Images

Preference	Value
AllowMultipleCovers	Don't allow <input type="checkbox"/> multiple images to be attached to each bibliographic record.
LocalCoverImages	Display <input type="checkbox"/> local cover images on intranet search and details pages.
OPACLocalCoverImages	Display <input type="checkbox"/> local cover images on OPAC search and details pages.

▼ Novelist Select

Preference	Value
NovelistSelectEnabled	Don't add <input type="checkbox"/> Novelist Select content to the OPAC (requires that you have entered in a user profile and password, which can be seen in image links).
NovelistSelectProfile NovelistSelectPassword	Access Novelist Select using user profile <input type="text"/> and password <input type="text"/> .
NovelistSelectView	Display Novelist Select content in an OPAC tab <input type="text"/> .

▼ OCLC

Preference	Value
OCLCAffiliateID	Use the OCLC affiliate ID <input type="text"/> to access the xISBN service. Note that unless you have signed up for an ID, you are limited to 1000 requests per day.
XISBN	Don't use <input type="checkbox"/> the OCLC xISBN service to show other editions of a title (when either FRBRizeEditions or OPACFRBRizeEditions is on).
XISBNDailyLimit	Only use the xISBN service 999 <input type="text"/> times a day. Unless you are paying for the xISBN service, you should leave this at the default of 999 (as detailed above).

▼ Open Library

Preference	Value
OpenLibraryCovers	Don't add <input type="checkbox"/> cover images from Open Library to search results and item detail pages on the OPAC.

▼ OverDrive

Preference	Value
OverDriveClientKey OverDriveClientSecret	Include OverDrive availability information with the client key <input type="text"/> and client secret <input type="text"/> .
OverDriveLibraryID	Show items from the OverDrive catalog of library # <input type="text"/> .

▼ Plugins

Preference	Value
UseKohaPlugins	Enable <input type="checkbox"/> the ability to use Koha Plugins. Note, the plugin system must also be enabled in the Koha configuration file to be fully enabled.

▼ Syndetics

Preference	Value
SyndeticsAuthorNotes	Don't show <input type="checkbox"/> notes about the author of a title from Syndetics on item detail pages on the OPAC.
SyndeticsAwards	Don't show <input type="checkbox"/> information from Syndetics about the awards a title has won on item detail pages on the OPAC.
SyndeticsClientCode	Use the client code 0 <input type="text"/> to access Syndetics.
SyndeticsCoverImages SyndeticsCoverImageSize	Don't show <input type="checkbox"/> cover images from Syndetics on search results and item detail pages on the OPAC in a <input type="text"/> size.
SyndeticsEditions	Don't show <input type="checkbox"/> information about other editions of a title from Syndetics on item detail pages on the OPAC (when OPACFRBRizeEditions is on).
SyndeticsEnabled	Don't use <input type="checkbox"/> content from Syndetics. Note that this requires that you have signed up for the service and entered in your client code below.
SyndeticsExcerpt	Don't show <input type="checkbox"/> excerpts from of a title from Syndetics on item detail pages on the OPAC.
SyndeticsReviews	Don't show <input type="checkbox"/> reviews of a title from Syndetics on item detail pages on the OPAC.
SyndeticsSeries	Don't show <input type="checkbox"/> information on other books in a title's series from Syndetics on item detail pages on the OPAC.
SyndeticsSummary	Don't show <input type="checkbox"/> a summary of a title from Syndetics on item detail pages on the OPAC.
SyndeticsTOC	Don't show <input type="checkbox"/> the table of contents of a title from Syndetics on item detail pages on the OPAC.

▼ Tagging

Preference	Value
TagsEnabled	Allow <input type="checkbox"/> patrons and staff to put tags on items.
TagsExternalDictionary	Allow tags in the dictionary of the ispell executable <input type="text"/> on the server to be approved without moderation.
TagsInputOnDetail	Allow <input type="checkbox"/> patrons to input tags on item detail pages on the OPAC.
TagsInputOnList	Don't allow <input type="checkbox"/> patrons to input tags on search results on the OPAC.
TagsModeration	Require <input type="checkbox"/> that tags submitted by patrons be reviewed by a staff member before being shown.
TagsShowOnDetail	Show <input type="text"/> tags on item detail pages on the OPAC.
TagsShowOnList	Show <input type="text"/> tags on search results on the OPAC.

Save all Enhanced Content preferences

8. I18N/L10N

Circulation Patrons Search More ▾ admin | Central Library ▾ Help

koha System preference search: Search

[Search system preferences](#) [Check out](#) [Search the catalog](#)

Home » Administration » System preferences

I18N/L10N preferences

[Save all I18N/L10N preferences](#)

Preference	Value
alphabet	Use the alphabet A B C D E F G H I J K L M N O P Q R S T U for lists of browsable letters. This should be a space separated list of uppercase letters.
CalendarFirstDayOfWeek	Use Monday as the first day of week in the calendar.
dateformat	Format dates like dd/mm/yyyy
language	Enable the following languages on the staff interface: English(en) <input checked="" type="checkbox"/>
opaclanguages	Enable the following languages on the OPAC: English(en) <input checked="" type="checkbox"/>
opaclanguagesdisplay	Allow patrons to change the language they see on the OPAC.
TimeFormat	Format times in 12 hour format (e.g. "02:18 PM")

[Save all I18N/L10N preferences](#) [Cancel](#)

9. Local Use

Circulation Patrons Search More ▾ admin | Central Library ▾ Help

koha System preference search: Search

[Search system preferences](#) [Check out](#) [Search the catalog](#)

Home » Administration » System preferences

[+ New preference](#)

Local use preferences

Preference	Explanation	Value	Edit	Delete
FrameworksLoaded	Frameworks loaded through webinstaller	sysprefs.sql auth_val.sql auth_values Save	Edit	Delete
INTRAdidyoumean	Did you mean? configuration for the Intranet. Do not change, as this is controlled by /cgi-bin/koha/admin/didyoumean.pl.	{{ "name": "ExplodedTerms", { "nam Save	Edit	Delete
NoZebraIndexes	Enter a specific hash for NoZebra indexes. Enter : 'indexname' => '100a,245a.500',index2 => ...	Click to edit	Edit	Delete
OPACdidyoumean	Did you mean? configuration for the OPAC. Do not change, as this is controlled by /cgi-bin/koha/admin/didyoumean.pl.	{{ "name": "ExplodedTerms", "enable Save	Edit	Delete
printcirculationslips	If ON, enable printing circulation receipts	<input checked="" type="radio"/> ON <input type="radio"/> OFF Save	Edit	Delete
Version	The Koha database version. WARNING: Do not change this value manually, it is maintained by the webinstaller	3.1404000 Save	Edit	Delete

10. Logs

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Logging preferences

Save all Logging preferences

Preference	Value
AuthoritiesLog	Log changes to authority records.
BorrowersLog	Log changes to patron records.
CataloguingLog	Log any changes to bibliographic or item records. Since this occurs whenever a book is checked in or out as well, it is not advisable to turn this on.
FinesLog	Log when fines are charged, paid, or forgiven.
IssueLog	Log when items are checked out.
LetterLog	Log when an automatic claim notice is sent.
ReturnLog	Log when items are returned.
SubscriptionLog	Log when serials are added, deleted or changed.

Save all Logging preferences Cancel

11. OPAC

- Acquisitions
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OPAC preferences

Save all OPAC preferences

Appearance

Preference	Value
AuthorisedValueImages	Don't show images for authorized values (such as lost statuses and locations) in search results and item detail pages on the OPAC.
BiblioDefaultView	By default, show bib records in simple form.
COinSinOPACResults	Include COinS / OpenURL / Z39.88 in OPAC search results. Warning: Enabling this feature will slow OPAC search response times.
DisplayOPACIconsXSLT	Show the format, audience, and material type icons in XSLT MARC21 results and detail pages in the OPAC.
hideLostItems	Show lost items on search and detail pages.
HighlightOwnItemsOnOPAC	Don't emphasize results from the patron's home branch by moving the results to the front and increasing the size or highlighting the rows for those results. (Non-XSLT Only)
HighlightOwnItemsOnOPACWhich	
LibraryName	Show Central Library as the name of the library on the OPAC.
OpacAddMastheadLibraryPulldown	Add a library select pulldown menu on the OPAC masthead.
OpacBaseUrl	The OPAC is located at http:// 127.0.0.1 . Do not include a trailing slash in the URL. (This must be filled in correctly for RSS, unAPI, and search plugins to work.)
opaccolorstylesheet	Include the additional CSS stylesheet colors.css to override specified settings from the default stylesheet (leave blank to disable). Enter just a filename, a full local path or a complete URL starting with http:// (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the css subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
opaccredits	Include the following HTML in the footer of all pages in the OPAC: Click to Edit
OPACDisplay856uAsImage	Display the URI in the 856u field as an image on: Both Details and Results pages Note: The corresponding OPACXSLT option must be turned on.
OpacExportOptions	List export options that should be available from OPAC detail page separated by : bibtext dc marcxml marc8 utf8 marcstd mods Note: Available options are: BIBTEX (bibtext), Dublin Core (dc), MARCXML (marcxml), MARC-8 encoded MARC (marc8), Unicode/UTF-8 encoded MARC (utf8), Unicode/UTF-8 encoded MARC without local use -9xx, x9x, xx9- fields and subfields (marcstd), MODS (mods), RIS (ris)
OpacFavicon	Use the image at for the OPAC's favicon. (This should be a complete URL, starting with http://.)
opacheader	Include the following HTML in the header of all pages in the OPAC: Click to Edit
OpacHighlightedWords	Highlight words the patron searched for in their search results and detail pages.
OpacKohaUrl	Show 'Powered by Koha' text on OPAC footer.

opaclayoutstylesheet	Use the CSS stylesheet <code>opac.css</code> on all pages in the OPAC, instead of the default <code>css</code> (used when leaving this field blank). Enter just a filename, a full local path or a complete URL starting with <code>http://</code> (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the <code>css</code> subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
OpacMaintenance	Don't show <input type="checkbox"/> a warning that the OPAC is under maintenance, instead of the OPAC itself. Note: this shows the same warning as when the database needs to be upgraded, but unconditionally.
OpacMainUserBlock	Show the following HTML in its own column on the main page of the OPAC: Click to Edit
OpacMainUserBlockMobile	Show the following HTML in its own column on the main page of the OPAC (mobile version): Click to Edit
OPACMobileUserCSS	Include the following CSS for the mobile view on all pages in the OPAC: Click to Edit
OPACMySummaryHTML	Include a "Links" column on the "my summary" and "my reading history" tabs when a user is logged in to the OPAC, with the following HTML (leave blank to disable): Note: The placeholders {BIBLIONUMBER}, {TITLE}, {ISBN}, and {AUTHOR} will be replaced with information from the displayed record. Click to Edit
OpacNav	Show the following HTML on the left hand column of the main page and patron account on the OPAC (generally navigation links): Click to Edit
OpacNavBottom	Show the following HTML on the left hand column of the main page and patron account on the OPAC, after OpacNav, and before patron account links if available. Click to Edit
OpacNavRight	Show the following HTML in the right hand column of the main page under the main login form: Click to Edit
OPACNoResultsFound	Display this HTML when no results are found for a search in the OPAC: Note: You can insert placeholders {QUERY_KW} that will be replaced with the keywords of the query. Click to Edit
OpacPublic	Enable <input type="checkbox"/> Koha OPAC as public. Private OPAC requires authentication before accessing the OPAC.
OPACResultsSidebar	Include the following HTML under the facets in OPAC search results: Click to Edit
OPACSearchForTitleIn	Include a "More Searches" box on the detail pages of items on the OPAC, with the following HTML (leave blank to disable): Note: The placeholders {BIBLIONUMBER}, {CONTROLNUMBER}, {TITLE}, {ISBN}, {ISSN} and {AUTHOR} will be replaced with information from the displayed record. Click to Edit
OpacSeparateHoldings OpacSeparateHoldingsBranch	Don't separate <input type="checkbox"/> items display into two tabs, where the first tab contains items whose <code>home library</code> <input type="checkbox"/> is the logged in user's library. The second tab will contain all other items.
OPACShowBarcode	Show <input type="checkbox"/> the item's barcode on the holdings tab.
OPACShowCheckoutName	Show <input type="checkbox"/> the name of the patron that has an item checked out on item detail pages on the OPAC.
OpacShowFiltersPulldownMobile	Show <input type="checkbox"/> the search filters pulldown on the mobile version of the OPAC.
OPACShowHoldQueueDetails	Don't show any hold details <input type="checkbox"/> to patrons in the OPAC.
OpacShowLibrariesPulldownMobile	Show <input type="checkbox"/> the libraries pulldown on the mobile version of the OPAC.
OpacShowRecentComments	Don't show <input type="checkbox"/> a link to recent comments in the OPAC masthead.

OPACShowUnusedAuthorities	Show <input type="checkbox"/> unused authorities in the OPAC authority browser.
opacsmallimage	Use the image at <input type="text"/> in the OPAC header, instead of the Koha logo. If this image is a different size than the Koha logo, you will need to customize the CSS. (This should be a complete URL, starting with <code>http://</code> .)
OpacStarRatings	Show star-ratings on <input type="checkbox"/> results and details <input type="checkbox"/> pages.
opacthemes	Use the <code>bootstrap</code> <input type="checkbox"/> theme on the OPAC.
OPACURLOpenInNewWindow	When patrons click on a link to another website from your OPAC (like Amazon or OCLC), do <input type="checkbox"/> open the website in a new window.
OPACUserCSS	Include the following CSS on all pages in the OPAC: Click to Edit
opacuserjs	Include the following JavaScript on all pages in the OPAC: Click to Edit
OPACXSLTDetailsDisplay	Display OPAC details using XSLT stylesheet at: <input type="text"/> <code>default</code> Options: <ul style="list-style-type: none"> • Leave empty for "no xslt" • enter "default" for the default one • put a path to define a xslt file • put an URL for an external specific stylesheet. {langcode} will be replaced with current interface language
OPACXSLTResultsDisplay	Display OPAC results using XSLT stylesheet at: <input type="text"/> <code>default</code> Options: <ul style="list-style-type: none"> • Leave empty for "no xslt" • enter "default" for the default one • put a path to define a xslt file • put an URL for an external specific stylesheet. {langcode} will be replaced with current interface language

Preference	Value
numSearchRSSResults	Display 50 search results in the RSS feed.
OpacAuthorities	Don't allow patrons to search your authority records.
opacbookbag	Allow patrons to store items in a temporary "Cart" on the OPAC.
OpacBrowser	Allow patrons to browse subject authorities on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to create the browser list)
OpacBrowseResults	Enable browsing and paging search results from the OPAC detail page.
OpacCloud	Show a subject cloud on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to build)
OPACFinesTab	Allow patrons to access the Fines tab on the My Account page on the OPAC.
OpacHoldNotes	Do not allow users to add a note when placing a hold.
OpacItemLocation	Show call number only for items on the OPAC search results.
OpacPasswordChange	Allow patrons to change their own password on the OPAC. Note that this must be off to use LDAP authentication.
OPACPatronDetails	Don't allow patrons to notify the library of changes to their contact information from the OPAC.
OPACPatronImages	Show patron images on the patron information page in the OPAC.
OPACPopupAuthorsSearch	Don't display the list of authors/subjects in a popup for a combined search on OPAC detail pages.
OpacTopicIssue	Allow patrons to access a list of the most checked out items on the OPAC. Note that this is somewhat experimental, and should be avoided if your collection has a large number of items.
opacuserlogin	Allow patrons to log in to their accounts on the OPAC.
QuoteOfTheDay	Disable Quote of the Day display on OPAC home page
RequestOnOpac	Allow patrons to place holds on items from the OPAC.
reviewson	Allow patrons to make comments on items on the OPAC.
ShowReviewer	Show full name of commenter with comments in OPAC.
ShowReviewerPhoto	Hide reviewer's photo beside comments in OPAC.
SocialNetworks	Disable social network links in opac detail pages
suggestion	Allow patrons to make purchase suggestions on the OPAC.

▼ Policy

Preference	Value
AllowPurchaseSuggestionBranchChoice	Allow patrons to select library when making a purchase suggestion
OpacAllowPublicListCreation	Allow opac users to create public lists
OpacAllowSharingPrivateLists	Don't allow opac users to share private lists with other patrons. This feature is not active yet but will be released soon
OPACFineNoRenewals	Only allow patrons to renew their own books on the OPAC if they have less than 500 INR in fines (leave blank to disable).
OpacHiddenItems	Click to Edit Allows to define custom rules for hiding specific items at opac. See docs/opac/OpacHiddenItems.txt for more informations
OPACItemHolds	Allow patrons to place holds on specific items in the OPAC. If this is disabled, users can only put a hold on the next available item.
OpacRenewalAllowed	Allow patrons to renew their own books on the OPAC.
OpacRenewalBranch	Use the item's home library as branchcode to store in the statistics table.
OPACViewOthersSuggestions	Don't show purchase suggestions from other patrons on the OPAC.
SearchMyLibraryFirst	Don't limit patrons' searches to the library they are registered at.
singleBranchMode	Allow patrons to select their branch on the OPAC or show branch names with callnumbers.

▼ Privacy

Preference	Value
AnonSuggestions	Don't allow patrons that aren't logged in to make purchase suggestions. Suggestions are connected to the AnonymousPatron syspref
AnonymousPatron	Use borrower number 0 as the Anonymous Patron (for anonymous suggestions and reading history)
EnableOpacSearchHistory	Keep patron search history in the OPAC.
OPACPrivacy	Don't allow patrons to choose their own privacy settings for their reading history. This requires opacreadinghistory and AnonymousPatron
opacreadinghistory	Allow patrons to see what books they have checked out in the past.
TrackClicks	Don't track links that patrons click on

▼ Self Registration

Preference	Value
PatronSelfRegistration	Don't allow library patrons to register an account via the OPAC.
PatronSelfRegistrationAdditionalInstructions	Display the following additional instructions for patrons who self register via the OPAC (HTML is allowed): Click to Edit
PatronSelfRegistrationBorrowerMandatoryField	The following database columns must be filled in on the patron entry screen: surname firstname (separate columns with)
PatronSelfRegistrationBorrowerUnwantedField	The following database columns will not appear on the patron entry screen: (separate columns with)
PatronSelfRegistrationDefaultCategory	Use the patron category code as the default patron category for patrons registered via the OPAC.
PatronSelfRegistrationExpireTemporaryAccountsDelay	Delete patrons registered via the OPAC, but not yet verified after 0 days.
PatronSelfRegistrationVerifyByEmail	Don't require that a self-registering patron verify his or herself via email.

▼ Shelf Browser

Preference	Value
OPACShelfBrowser	Show a shelf browser on item details pages, allowing patrons to see what's near that item on the shelf. Note that this uses up a fairly large amount of resources on your server, and should be avoided if your collection has a large number of items.
ShelfBrowserUsesCcode	Use the item collection code when finding items for the shelf browser.
ShelfBrowserUsesHomeBranch	Use the item home library when finding items for the shelf browser.
ShelfBrowserUsesLocation	Use the item location when finding items for the shelf browser.

Save all OPAC preferences Cancel

12. Patron

- Acquisitions
- Administration
- Authorities
- Cataloging
- Circulation
- Creators
- Enhanced content
- I18N/L10N
- Local use
- Logs
- OPAC
- Patrons**
- Searching
- Serials
- Staff client
- Web services

Patrons preferences

Save all Patrons preferences

Preference	Value
AddPatronLists	List <input type="text" value="specific categories"/> under the new patron menu.
AutoEmailOpacUser	Send <input type="text" value=""/> an email to newly created patrons with their account details.
AutoEmailPrimaryAddress	Use <input type="text" value="first valid"/> patron email address for sending out emails.
autoMemberNum	Don't <input type="text" value=""/> default the card number field on the patron addition screen to the next available card number (for example, if the largest currently used card number is 26345000012941, then this field will default to 26345000012942).
BorrowerMandatoryField	The following database columns must be filled in on the patron entry screen: <input type="text" value="surname cardnumber"/> (separate columns with)
borrowerRelationship	Guarantors can be the following of those they guarantee: <input type="text" value="father mother"/> (input multiple choices separated by). Leave empty to deactivate
BorrowerRenewalPeriodBase	When renewing borrowers, base the new expiry date on <input type="text" value="current membership expiry date"/> .
BorrowersTitles	Borrowers can have the following titles: <input type="text" value="Mr Mrs Miss Ms Dr"/> (separate multiple choices with)
BorrowerUnwantedField	The following database columns will not appear on the patron entry screen: <input type="text" value=""/> (separate columns with)
checkdigit	Don't <input type="text" value=""/> check and construct borrower card numbers in the Katipo style. This overrides autoMemberNum if on.
EnableBorrowerFiles	Don't <input type="text" value=""/> enable the ability to upload and attach arbitrary files to a borrower record.
EnhancedMessagingPreferences	Allow <input type="text" value=""/> patrons to choose which notices they receive and when they receive them. Note that this only applies to certain kinds of notices.
ExtendedPatronAttributes	Enable <input type="text" value=""/> searching, editing and display of custom attributes on patrons.
intranetreadinghistory	Allow <input type="text" value=""/> staff to access a patron's checkout history (it is stored regardless).
MaxFine	The late fine for all checkouts will only go up to <input type="text" value=""/> INR. Empty value means no limit. Single item caps are specified in the circulation rules matrix.
memberofinstitution	Don't <input type="text" value=""/> allow patrons to be linked to institutions (which must be set up as Institution patrons).
minPasswordLength	Login passwords for staff and patrons must be at least <input type="text" value="3"/> characters long.
NotifyBorrowerDeparture	Show a notice that a patron is about to expire <input type="text" value="15"/> days beforehand.
patronimages	Allow <input type="text" value=""/> images to be uploaded and shown for patrons on the staff client.
PatronsPerPage	By default, show <input type="text" value="20"/> results per page in the staff client.
SMSSendDriver	Use the SMS::Send::DeviceGsm <input type="text" value=""/> driver to send SMS messages.
StatisticsFields	Show the following fields from the items database table as columns on the statistics tab on the patron record: <input type="text" value="location type ccode"/> (separate fields with)
TalkingTechItivaPhoneNotification	Disable <input type="text" value=""/> patron phone notifications using Talking Tech i-tiva (overdues, predues and holds notices currently supported).
uppercaseurnames	Don't <input type="text" value=""/> store and display surnames in upper case.

Save all Patrons preferences

Cancel

13. Searching

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- Logs
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- Serials
- Staff client
- Web services

Searching preferences

Save all Searching preferences

▼ Features

Preference	Value
IncludeSeeFromInSearches	Don't include <input type="text" value="see from"/> see from (non-preferred form) headings in bibliographic searches. Please note: you will need to reindex your bibliographic database when changing this preference.
OpacGroupResults	Don't use <input type="text" value="PazPar2"/> PazPar2 to group similar results on the OPAC. This requires that PazPar2 is set up and running.
QueryAutoTruncate	Perform wildcard searching (where, for example, <i>Har</i> would match <i>Harry</i> and <i>harp</i>) automatically. <input type="text" value=""/> (The * character would be used like so: <i>Har*</i> or <i>*logging</i> .)
QueryFuzzy	Try <input type="text" value=""/> to match similarly spelled words in a search (for example, a search for <i>flang</i> would also match <i>flange</i> and <i>fang</i> ; REQUIRES ZEBRA).
QueryStemming	Try <input type="text" value=""/> to match words of the same base in a search (for example, a search for <i>enabling</i> would also match <i>enable</i> and <i>enabled</i> ; REQUIRES ZEBRA).
QueryWeightFields	Enable <input type="text" value=""/> ranking of search results by relevance (REQUIRES ZEBRA).
TraceCompleteSubfields	Don't force <input type="text" value=""/> subject tracings in the OPAC and Staff Client to search only for complete-subfield matches.
TraceSubjectSubdivisions	Don't include <input type="text" value=""/> subdivisions for searches generated by clicking on subject tracings.
UseICU	Not using <input type="text" value=""/> ICU Zebra indexing. Please note: This setting will not affect Zebra indexing, it should only be used to tell Koha that you have activated ICU indexing if you have actually done so, since there is no way for Koha to figure this out on its own.
UseQueryParser	Do not try <input type="text" value=""/> to use the QueryParser module for parsing queries. Please note: enabling this will have no impact if you do not have QueryParser installed, and everything will continue to work as usual.

▼ Results Display

Preference	Value
defaultSortField defaultSortOrder	By default, sort search results in the staff client by <input type="text" value="relevance"/> , <input type="text" value="descending"/> .
displayFacetCount	Don't show <input type="text" value=""/> facet counts. The relevance of these numbers highly depends on the value of the maxRecordsForFacets preference. Applies to OPAC and staff interface.
FacetLabelTruncationLength	Truncate facets length to <input type="text" value="50"/> characters, in OPAC/staff interface.
maxItemsInSearchResults	Show up to <input type="text" value="50"/> items per biblio in the search results
maxRecordsForFacets	Build facets based on <input type="text" value="50"/> records from the search results.
numSearchResults	By default, show <input type="text" value="50"/> results per page in the staff client.
OPACdefaultSortField OPACdefaultSortOrder	By default, sort search results in the OPAC by <input type="text" value="relevance"/> , <input type="text" value="descending"/> .
OPACItemsResultsDisplay	Show <input type="text" value=""/> an item's library, location and call number in OPAC search results.
OPACnumSearchResults	By default, show <input type="text" value="50"/> results per page in the OPAC.
UNIMARCAuthorsFacetsSeparator	Use the following text as separator for UNIMARC authors facets <input type="text" value=""/>

▼ Search Form

Preference	Value
AdvancedSearchTypes	Show tabs in OPAC and staff-side advanced search for limiting searches on the <input type="text" value="itemtypes"/> fields (separate values with). Tabs appear in the order listed. <i>Currently supported values:</i> Item types (itemtypes), Collection Codes (ccode) and Shelving Location (loc).
expandedSearchOption	By default, <input type="text" value="don't show"/> "More options" on the OPAC and staff advanced search pages.
IntranetNumbersPreferPhrase	By default, <input type="text" value="don't use"/> the operator "phr" in the callnumber and standard number staff client searches
OPACNumbersPreferPhrase	By default, <input type="text" value="don't use"/> the operator "phr" in the callnumber and standard number OPAC searches

Save all Searching preferences

14. Serials

Home > Administration > System preferences

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- Staff client
- Web services

Serials preferences

Save all Serials preferences

Preference	Value
opacSerialDefaultTab	Show <input type="text" value="Subscriptions tab"/> as default tab for serials in OPAC. Please note that the Serial Collection tab is currently available only for UNIMARC.
OPACSerialIssueDisplayCount	Show the <input type="text" value="3"/> previous issues of a serial on the OPAC.
RenewSerialAddsSuggestion	<input type="text" value="Don't add"/> a suggestion for a biblio when its attached serial is renewed.
RoutingListAddReserves	<input type="text" value="Place"/> received serials on hold if they are on a routing list.
RoutingListNote	Include following note on all routing lists: Click to Edit
RoutingSerials	<input type="text" value="Don't add"/> received serials to the routing list.
StaffSerialIssueDisplayCount	Show the <input type="text" value="3"/> previous issues of a serial on the staff client.
SubscriptionDuplicateDroppedInput	List of fields which must not be rewritten when a subscription is duplicated (Separated by pipe) <input type="text"/>
SubscriptionHistory	When showing the subscription information for a bibliographic record, preselect <input type="text" value="brief history"/> view of serial issues.

Save all Serials preferences Cancel

15. Staff Client

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- Local use
- Logs
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- Searching
- Serials
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- Web services

Staff Client preferences

Save all Staff Client preferences

▼ Appearance

Preference	Value
Display856uAsImage	Display the URI in the 856u field as an image on: <input type="text" value="Both Results and Details pages (for future use, Results XSLT not functional at this time)."/> Note: The corresponding XSLT option must be turned on.
DisplayIconsXSLT	Show <input type="text" value=""/> the format, audience, and material type icons in XSLT MARC21 results and detail pages in the staff client.
intranet_includes	Use include files from the <input type="text" value="includes"/> directory in the template directory, instead of <code>includes/</code> . (Leave blank to disable)
intranetcolorstylesheet	Include the additional CSS stylesheet <input type="text"/> to override specified settings from the default stylesheet (leave blank to disable.) Enter just a filename, a full local path or a complete URL starting with <code>http://</code> (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the <code>css</code> subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
IntranetFavicon	Use the image at <input type="text"/> for the Staff Client's favicon. (This should be a complete URL, starting with <code>http://</code> .)
IntranetmainUserblock	Show the following HTML in its own column on the main page of the staff client: Click to Edit
IntranetNav	Show the following HTML to the left of the More menu at the top of each page on the staff client (should be a list of links or blank): Click to Edit
IntranetSlipPrinterJS	Use the following JavaScript for printing slips. Define at least function <code>printThenClose()</code> . For use e.g. with Firefox PlugIn <code>jsPrintSetup</code> , see http://jsprintsetup.mozdev.org/ : Click to Edit
intranetstylesheet	Use the CSS stylesheet <input type="text"/> on all pages in the staff interface, instead of the default css (used when leaving this field blank). Enter just a filename, a full local path or a complete URL starting with <code>http://</code> (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the <code>css</code> subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
IntranetUserCSS	Include the following CSS on all pages in the staff client: Click to Edit
intranetuserjs	Include the following JavaScript on all pages in the staff client: Click to Edit
SlipCSS	Include the stylesheet at <input type="text"/> on Issue and Reserve Slips. (This should be a complete URL, starting with <code>http://</code> .)
StaffAuthorisedValueImages	Show <input type="text" value=""/> images for authorized values (such as lost statuses and locations) in search results.
staffClientBaseURL	The staff client is located at <code>http://</code> <input type="text"/> . Do not include a trailing slash in the URL.
template	Use the <input type="text" value="prog"/> theme on the staff interface.

XSLTDetailsDisplay	Display details in the staff client using XSLT stylesheet at: <input type="text" value="default"/> Options: <ul style="list-style-type: none"> • Leave empty for "no xslt" • enter "default" for the default one • put a path to define a xslt file • put an URL for an external specific stylesheet. {langcode} will be replaced with current interface language
XSLTResultsDisplay	Display results in the staff client using XSLT stylesheet at: <input type="text" value="default"/> Options: <ul style="list-style-type: none"> • Leave empty for "no xslt" • enter "default" for the default one • put a path to define a xslt file • put an URL for an external specific stylesheet. {langcode} will be replaced with current interface language
yuiopath	Use the Yahoo UI libraries <input type="text" value="included with Koha (faster, will work if internet goes down)."/>

▼ Options

Preference	Value
HidePatronName	Show the names of patrons that have items checked out or on hold on detail pages or the "Place Hold" screen.
intranetbookbag	Don't show the cart option in the staff client.
StaffDetailItemSelection	Enable item selection in record detail page.
viewISBD	Allow staff to view records in ISBD form on the staff client.
viewLabeledMARC	Allow staff to view records in labeled MARC form on the staff client.
viewMARC	Allow staff to view records in plain MARC form on the staff client.

16. Web Services

Home > Administration > System preferences

- Acquisitions
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Web services preferences

▼ ILS-DI

Preference	Value
ILS-DI	Disable ILS-DI services for OPAC users
ILS-DI:AuthorizedIPs	<input type="text"/> allowed IPs to use the ILS-DI services

▼ OAI-PMH

Preference	Value
OAI-PMH	Enable Koha's OAI-PMH server.
OAI-PMH:archiveID	Identify records at this site with the prefix KOHA-OAI-TEST : .
OAI-PMH:AutoUpdateSets	Enable automatic update of OAI-PMH sets when a bibliographic record is created or updated
OAI-PMH:ConfFile	<input type="text"/> . If empty, Koha OAI Server operates in normal mode, otherwise it operates in extended mode. In extended mode, it's possible to parameter other formats than marcxml or Dublin Core. OAI-PMH:ConfFile specify a YAML configuration file which list available metadata formats and XSL file used to create them from marcxml records.
OAI-PMH:MaxCount	Only return 50 records at a time in response to a ListRecords or ListIdentifiers query.

▼ Reporting

Preference	Value
SvcMaxReportRows	Only return 10 rows of a report requested via the reports web service.

Basic Parameters:

Once the setting parameter for Library Administration is over, you have to set the basic parameter for the smooth functioning of Koha.

Basic parameters

Libraries and Groups

Define libraries and groups.

Item types / Document Types

Define item types / document types used for circulation rules.

Authorized Values

Define categories and authorized values for them.

Hint:

Configure these parameters in the order they appear.

In Basic Parameter, the first setting is **'Libraries & Groups'**. Using this, you can define **libraries & groups**.

An example is given below **'how to define libraries & groups'**:

Home > Administration > Libraries and groups

System preferences
System preferences

Basic parameters
Libraries and groups
Item types
Authorized values

Patrons and circulation
Patron types and categories
Circulation and fines rules
Patron attribute types
Library transfer limits
Transport cost matrix
Item circulation alerts
Cities and towns
Road types

Catalog
MARC bibliographic framework
Koha to MARC mapping

+ New library **+ New group**

Libraries

Showing 1 to 3 of 3 Show 10 entries First Previous Next Last Search:

Name	Code	Address	Properties	IP		
Central Library	MAIN	India librarianguide@gmail.com http://koha.librarianguide.in			Edit	Delete
Main Library	LIB		NIT Rourkela		Edit	Delete
Main Library	vkm				Edit	Delete

Showing 1 to 3 of 3 First Previous Next Last

Group(s): Search domain

Name	Code	Description		
NIT Rourkela	NITR		Edit	Delete

Group(s): Properties

No properties defined. Add a new group.

As soon as you press on **"Libraries & Groups option"**, it will open and show the list of libraries already defined. To create or define new library or group, you have to press either on **'New Library'** or **'New Group'**.

Format for New Group:

Add group

Category code:

Name:

Description:

Category type: ▼

Show in search pulldown:

Format of New Library:

New library

Library code: *Required*

Name: *Required*

Group(s):

NIT Rourkela:

Address line 1:

Address line 2:

Address line 3:

City:

State:

Zip/Postal code:

Country:

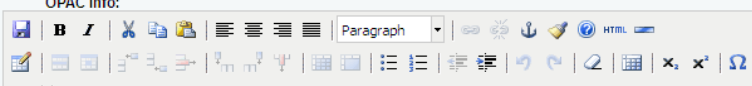
Phone:

Fax:

Email:

URL:

OPAC info:



Path:

IP: Can be entered as a single IP, or a subnet such as 192.168.1.*

Notes:

Item Type/ Document Type:








After defining the library, you have to create the Item Type / Document Type such as Books, CD-ROM, Atlas/Map, etc.

The list of sample item type is given below.

[+ New item type](#)

Item types administration

Showing 1 to 8 of 8 Show 10 entries ◀ Previous Next ▶ Search:

Image	Code	Description	Not for loan	Charge	Checkin message	Actions
	BB	Book Bank		0.00		Edit Delete
	BK	Books		0.00		Edit Delete
	CD	CD/DVD	Yes			Edit Delete
	JRL	Journals/Serial	Yes			Edit Delete
	PR	Proceedings	Yes			Edit Delete
	REF	Reference	Yes			Edit Delete
	TXT	Text/Reserve Book		0.00		Edit Delete
	TH	Thesis		0.00		Edit Delete

Showing 1 to 8 of 8 ◀ Previous Next ▶

To create new item type, simply click on **'New Item Type'** and it will open one form where you have to fill the detail to create new item.

Add item type

Item type:

Description:

Choose an icon:

None crystal-clear liblime-kids colors bridge vokal Seshat npl carredart Remote image

No image:

Not for loan: (if checked, no item of this type can be issued. If not checked, every item of this type can be issued unless notforloan is set for a specific item)

Rental charge:

Checkin message:

Checkin message type:

Summary:

Enter a summary that will overwrite the default one in search results lists. Example, for a website item type:
open site will show the link just below the title

Authorized Value:

The list of sample authorized value is given below.

Authorized values

! NOTE: If you change an authorized value, existing records using it won't be updated.

Show category:

Values for shelving locations

Authorized values for category LOC:

Showing 1 to 16 of 16 Show entries Search:

Authorized value	Description	Description (OPAC)	Icon	Branches limitations	Edit	Delete
AV	Audio Visual			No limitation	Edit	Delete
CART	Book Cart			No limitation	Edit	Delete
BV	Bound Volumes	Bound Volumes		No limitation	Edit	Delete
CD	CD/DVD Rack	CD/DVD Rack		No limitation	Edit	Delete
CHILD	Children's Area			No limitation	Edit	Delete
FIC	Fiction			No limitation	Edit	Delete
GEN	General Section	General Section		No limitation	Edit	Delete
NEW	New Materials Shelf			No limitation	Edit	Delete
DISPLAY	On Display			No limitation	Edit	Delete
JRL	Periodicals Section	Periodicals Section		No limitation	Edit	Delete
PROC	Processing Center			No limitation	Edit	Delete
REF	Reference Section	Reference Section		No limitation	Edit	Delete
STAFF	Staff Office			No limitation	Edit	Delete
Test	Testing	Testing		No limitation	Edit	Delete
TXT	Text/Reserve Section	Text/Reserve Section		No limitation	Edit	Delete
THE	Thesis Section	Thesis Section		No limitation	Edit	Delete

Showing 1 to 16 of 16

These authorized value is used when we catalogue any item. The detail description can be found in Cataloguing module → New Entry page.

Patron & Circulation:

1. Patron Category:

Under this option, you have to define patron category so as to use the same for defining the circulation privileges & fine rules. A list of already defined category is given below.

+ New category

Patron category administration

Showing 1 to 12 of 12 | Show 20 entries | First | Previous | Next | Last | Search:

Code	Category name	Type	Enrollment period	Age required	Upper age limit	Enrollment fee	Overdue	Lost items	Hold fee	Messaging	Branches limitations	
FACU	Faculty	Prof.	until 31/07/2020	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
LS	Lib Staff	Org.	until 31/03/2024	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
S	Library Staff	Staff	999 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
NTS	Non-Teaching Staff	Prof.	until 31/07/2023	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
PG	Post Graduate	Prof.	until 31/07/2014	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
RA	Research Associate	Org.	until 31/03/2020	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
PHD	Research Scholar	Prof.	until 31/07/2014	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
STUD	Students	Org.	48 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete
STUDM	Study Material	Org.	60 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice: email Hold filled: email Item due: email Item checked-in: email	No limitation	Edit Delete

To define new category, you have to opt **'New Category'**. It will bring / open new window to be filled to get new category.

New category

Category code:

Description:

Enrollment period:

Choose one

In months: months

Until date:

Age required: years

Upperage limit: years

Enrollment fee:

Overdue notice required:

Lost items in staff client:

Hold fee:

Category type:

Branches limitation:

Select All if this category type must to be displayed all the time. Otherwise select libraries you want to associate with this value.

Default messaging preferences for this patron category

	Days in advance	SMS	Email	Digests only?	Do not notify
Advance notice	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Item due	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>

Save

Circulation & Fine Rules:

Already defined sample is given below.

Defining circulation and fine rules for all libraries

The rules are applied from most specific to less specific, using the first found in this order:

- same library, same patron type, same item type
- same library, same patron type, all item types
- same library, all patron types, same item type
- same library, all patron types, all item types
- default (all libraries), same patron type, same item type
- default (all libraries), same patron type, all item types
- default (all libraries), all patron types, same item type
- default (all libraries), all patron types, all item types

To modify a rule, create a new one with the same patron type and item type.

Select a library : Clone these rules to:

Patron category	Item type	Current checkouts allowed	Loan period	Unit	Hard due date	Fine amount	Fine charging interval	Fine grace period (day)	Overdue fines cap (amount)	Suspension in days (day)	Renewals allowed (count)	Renewal period	Holds allowed (count)	Rental discount (%)	
Faculty	Books	10	30	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Library Staff	Books	5	30	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Non-Teaching Staff	Books	3	15	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Post Graduate	Books	21	3	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Research Scholar	Books	6	21	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Testing	Books	4	21	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
Testing	CD/DVD	1	1	days	None defined	5.00	1	0		0	0	0	2	0.000000	Ed
Under Graduate	Books	3	21	days	None defined	1.00	1	0		0	2	0	2	0.000000	Ed
All	All	10	30	days	None defined	1.00	1	0		0	10	30	10	0.000000	Ed
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Days"/>	<input type="text" value="Before"/> <input type="text" value=""/> <small>(DD/MM/YYYY)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To define new fine rule, a library must have defined patron category & defined item type.

Patron Category	To set the circulation privilege and fine rule, select the patron category first from drop down menu by clicking on 'All'. It will display the list of available patron category in the library.
Item Type	Select the Item Type (Document Type) such as Books, CD-ROM etc. to be given privilege to the particular category that a user can take how many particular item from the library.
Current checkouts allowed	This option will allow you to restrict the number of books to be issued to a particular category for a particular item. For ex. One sets as 10 so total 10 books can be issued to particular category for particular item.
Loan Period	This option will allow you to restrict the number of days the books to be issued.
Unit	This option gives freedom to restrict particular item for days or hourly issue.
Hard Due Date	This option will allow you to fix any due and set date after that even the category has another due date already, it will calculate fine based on Hard Due date.
Fine Amount	This option is to be filled by entering the total amount to be charged per day as per the fine from the user.
Fine Charging Interval	This option is used to give the interval (in days) for calculating fine. For ex. One enters the value as 1, so system will calculate the fine daily but one enters the value as 2, then system will calculate the fine at the interval of 2 days.
Fine Grace Period (day)	While calculating the fine, grace period can also be defined for a particular category (in days). Then system will calculate the fine after grace period and not from the due date.
Overdue Fines Cap (amount)	This option allows to set the overdue fine cap. If the fine amount exceeds the particular amount, then system will stop calculating the fine.
Suspension in days (day)	In this option, if you enter the value (in days), system will stop calculating the fine

	after that particular number of days.
Renewal allowed (count)	This option allows total number of renewal for a particular category. For ex. You enter the value as 2, then you can renew the books 2 times from the library.
Renewal Period	This option can be used for setting the total number of days for renewal. For ex. You have taken the book from library and after the expiry of due date, you have to renew the book from library, then you can define the value for renewal so system will renew the book for that number of days.
Hold allowed (count)	This option allows maximum number of reservation from library.

Catalog:

MARC Framework:

Using this option, you can define the MARC framework for entering the bibliographic record of any document. Using this window, you can export existing MARC framework to be used in new system or import any other framework being used in any other system. Koha allows to limit the number of tags in the framework and advantage of this option is that you can use tag as per his/her requirement.



MARC frameworks

Framework name, then go to MARC biblio to set MARC editor parameters

Code	Description		Edit	Delete	Export	Import
	Default framework	MARC structure			Export	Import
ACQ	Acquisition	MARC structure	Edit	Delete	Export	Import
BKS	Books, Booklets, Workbooks	MARC structure	Edit	Delete	Export	Import
SER	Bound Volumes/Journals/Serials/Magazines	MARC structure	Edit	Delete	Export	Import
CF	CD-ROMs, DVD-ROMs	MARC structure	Edit	Delete	Export	Import
FA	Fast Add Framework	MARC structure	Edit	Delete	Export	Import
TEST	Testing	MARC structure	Edit	Delete	Export	Import
THE	Thesis/Dessertation/Project	MARC structure	Edit	Delete	Export	Import

Acquisition Parameters:

1. Currencies & Exchange Rates:

This option can be used to define currencies and exchange rates for the purpose of purchasing books through Acquisition module. A list of already defined currencies is given below

Currency	Rate	Symbol	Last updated	Active	Actions
CAD	1.02207	\$	22/07/2013		Edit Delete
EUR	0.87400	€	22/07/2013		Edit Delete
GBP	1.99290	£	22/07/2013		Edit Delete
INR	1.00000	₹	22/07/2013	✓	Edit Delete
USD	50.00000	\$	01/03/2014		Edit Delete

And to define new currency, you have to click on **New Currency** and make it active before saving.

2. Budget:

This option is used for defining budget for the purpose of Acquisition of Books/Serials. A list of already defined budget is given below and new budget can be defined using this option.

[+ New budget](#)

Budgets administration

Currency = INR

Active budgets

Inactive budgets

Budget name	Start date	End date	Locked	Total	Actions
Library Budget	01/04/2013	31/03/2014		100,000.00	Edit Delete Add fund

3. Fund:

Using this option, you can set the fund limit so as to use for the purpose of Acquisition of Books/Serials.

[+ New](#) [Edit](#) [Planning](#)

Funds for 'Library Budget'

Currency = INR

Showing 1 to 2 of 2 Show 20 entries [« First](#) [« Previous](#) [Next](#) [» Last](#) [»](#) Search:

Fund code ^	Fund name ↕	Total allocated ↕	Base-level allocated ↕	Base-level spent ↕	Total sublevels spent ↕	Base-level remaining ↕	Actions
Book	Book Budget	50,000.00	50,000.00	6,985.00	6,985.00	43,015.00	Edit Delete Add child fund
Journal	Journal Budget	50,000.00	50,000.00	450.00	450.00	49,550.00	Edit Delete Add child fund
Period allocated 100,000.00		100,000.00		7,435.00	7,435.00		

Showing 1 to 2 of 2 [« First](#) [« Previous](#) [Next](#) [» Last](#) [»](#)

Acquisition Module:

In Koha, this module is used for the purpose of Acquisition of Books. In this PDF tutorial, module is discussed 'How to used Acquisition Module in Indian Context?' Generally, we follow the following procedure in the library for the Acquisition.

- ➔ Receipt of Requisition/Indent from the Faculty/Officer
- ➔ Duplicate Checking with existing documents
- ➔ Preparation of List of Books based on Requisition received for the Approval
- ➔ If the list of the books is approved, preparation of purchase order for registered vendor (**Note:** If the list is not approved, then book is not purchased).
- ➔ Receiving of Documents, Accessioning and Invoice Processing
- ➔ Sending the bills to Account Section for the payment after getting the necessary signature.
- ➔ Finally, send the book to technical section for technical processing.

In this process, we observe that selection of Vendor is done at the time of placing / sending the purchase order.

But in case of Koha, Koha user has to start the work of Acquisition by searching the vendor from the system.

Let us take one example: (Hit Enter on Acquisition and Search the Vendor)

First Step:

Searching the Vendor:

I searched the Vendor i.e. Saraswati and did not find any vendor with the name 'Saraswati'. And my screen looks like...

Search vendors:

Vendor search Orders search

Home > Acquisitions > Search for vendor saraswati

- Late orders
- Suggestions
- Invoices
- Budgets
- Funds
- Currencies

+ New vendor

You searched on vendor saraswati, 0 results found

If, you don't find any record regarding Vendor, then you have to create 'New Vendor'. It will open New Entry Form for new vendor, fill all the information correctly.

Add vendor

Company details

Name: *

Postal address:

Physical address:

Phone:

Fax:

Website:

Account number:

Contact details

Contact name:

Position:

Phone:

Alternative phone:

Fax:

Email:

Notes:

Ordering information

Vendor is: Active Inactive

List prices are:

Invoice prices are:

Tax number registered: Yes No

List prices: Include tax Don't include tax

Invoice prices: Include tax Don't include tax

Tax rate:

Discount: %

Delivery time: days

Notes:

After entering the value correctly, ensure that Vendor is **active**.

Again search for your Vendor, this time it will show the Vendor record and screen appears as it is given below.



Second Step:

Now, create the purchase order. In Koha, there is an option **'New Basket'**. This option works as your purchase order. Just click on **'New Basket'** (New Purchase Order). It will display the window with the option to add title to this purchase order. See the example given below. First Create the Purchase order (New Basket) and save it.

Add a basket to Vikash Publishing House

A screenshot of the 'Add a basket to Vikash Publishing House' form. The form is light blue and contains several fields: 'Basket name:' with a text input containing 'Vikash - 10'; 'Billing place:' with a dropdown menu set to 'Central Library'; 'Delivery place:' with a dropdown menu set to 'Central Library'; 'Vendor:' with a dropdown menu set to 'Vikash Publishing House'; 'Internal note:' with a large text area; and 'Vendor note:' with a large text area. At the bottom left, there are two buttons: 'Save' and 'Cancel'.

Once, it is saved, it will display the next screen where you have to add the new title to purchase order by 5 methods.

1. From an existing record:
2. From a suggestion
3. From a new empty record
4. From an external resource (z39.50 server)
5. From staged file

We start with the First Option **'From an existing record'**:

I searched for the title **'Cataloguing'** and found the following result on the screen.

Search existing records

15 results found

Summary	Publisher	Copyright		
Theory of library cataloguing by S. R. Ranganathan, : 21	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 21	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order
Theory of library cataloguing by S. R. Ranganathan, : 7	SRELS	2003	View MARC	Order

Now, just click on Order option to add the title to purchase order (New Basket). It will be added to the purchase order. Now, fill all the necessary details such as no. of quantity required, vendor price etc. and save the record.

New order

Basket details

Managed by: Administrator Library
Open on: 01/04/2014

Catalog details [Edit record](#)

Title: Theory of library cataloguing
Author: S. R. Ranganathan
Publisher: SRELS
Edition:
Publication year: 2003
ISBN:
Series:

Accounting details

Quantity:

Fund: Show all:

Currency:

Vendor price:

Uncertain price:

Tax rate:

Discount: %

Replacement cost: (adjusted for INR)

Budgeted cost:

Total: (budgeted cost * quantity)

Actual cost:

Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Statistic 1:

Statistic 2:

It will get saved into database. Now, you can observe that it has been added to the purchase order.

Basket Vikash - 10 (18) for Vikash Publishing House

Delivery place: Central Library

Billing place: Central Library

Created by: Administrator Library

Managed by:

Branch: No branch

Opened on: 01/04/2014

Orders

Show all details

Showing 1 to 1 of 1 Show 10 entries Search:

Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (INR)	GST %	GST	Fund	Modify	Delete
Theory of library cataloguing by S. R. Ranganathan, SRELS Suggested by: Library, Administrator (suggestion #1) [Add note]	290.00	290.00	1	290.00	0.00	0.00	Book Budget	Modify Transfer	Delete order Can't delete order and catalog record 2 item(s) left 1 order(s) left
Total (GST 0.00)			1	290		0			
Total (INR)			1	290.00		0.00			

Showing 1 to 1 of 1

Second Option: (Through Suggestion)

A title to the purchase order can be added through Suggestion also. For ex. A user searches the title "Ghosala" in the **Online Public Access Catalogue** and does not find any record in the database so user can recommend the book through **Online Public Access Catalogue**.

Home Private List Public List Export/Import Contact Us

Search

[Advanced search](#) | [Course reserves](#) | [Browse by hierarchy](#) | [Tag cloud](#) | [Subject cloud](#) | [Most popular](#)

Home > Results of search for 'kw,wrld: ghosala'

No results found!
No results found for that in Central Library catalog.

Did you mean: [Search also for narrower subjects](#) [Search also for broader subjects](#) [Search also for related subjects](#)

Not finding what you're looking for?
[Make a purchase suggestion](#)

Last updated Tuesday 1 April 2014 11:43 GMT

Maintained by: BPCL, NIT Rourkela
URL: [BPCL, NIT Rourkela](#) | e-mail: library@nitrrkl.ac.in

Powered by Koha

There is an option, 'purchase suggestion', just click this option and it will open the window where you have to fill all the detail related to desired book. The details of this suggested book will appear on the main interface of Koha which needs approval before purchase. Ex. 'How to fill the Purchase Suggestion Form for new book'.

Title:

Author:

Copyright date:

Standard number (ISBN, ISSN or other):

Publisher:

Collection title:

Publication place:

Item type:


Library:

Reason for suggestion:

Notes:

Finally hit the submit button.

Circulation Patrons Search More admin | Central Library

 Enter patron card number or partial name:

[Check out](#) [Check in](#) [Search patrons](#) [Search the catalog](#)

Home

Quick Important Links

Welcome to Koha

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust. Koha is currently maintained by a team of software providers and library technology staff from around the globe.


Posted on 29/10/2007 [Edit](#) | [Delete](#) | [New](#)


What's Next?


Now that you've installed Koha, what's next? Here are some suggestions:


- [Read Koha Documentation](#)
- [Read/Write to the Koha Wiki](#)
- [Read and Contribute to Discussions](#)
- [Report Koha Bugs](#)
- [Submit Patches to Koha using Git \(Version Control System\)](#)
- [Chat with Koha users and developers](#)


Posted on 29/10/2007 [Edit](#) | [Delete](#) | [New](#)


 **Koha administration**


 **Acquisition**


 **Cataloging**


 **Circulation**


 **Serials Control**


 **Generate Reports**


 **Database Backup & Restore**


 **Add User/Patrons**


 **Tools (Export/Import)**

 **Authorities**

 **Private/Public Lists**

 **Advanced search**

 **About Koha**

 **Logout**

[Suggestions pending approval: 1](#)

Click on Suggestion Pending Approval, it will open on window where one has to approve or reject the requested title.

[+ New purchase suggestion](#)

Suggestions management

Accepted (1) **Pending (1)** Unknown (4)

[Check all](#) | [Uncheck all](#)

Showing 1 to 1 of 1 Show 20 entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

	Suggestion	Suggested by - on	Managed by - on	Library	Fund	Status
<input checked="" type="checkbox"/>	Ghosala, by Ram Nath [edit] © 2001 ; Published by Vikash in <i>New Delhi</i> ; BK	Library, Administrator - 01/04/2014		Central Library		Pending

Showing 1 to 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Mark selected as: **-- Choose a status --** with this reason: **-- Choose a reason --** OR: Delete selected

- Choose a status --**
- Pending
- Accepted
- Checked
- Rejected

Once it is accepted, it will be ready to be added to the purchase order.

Now search for the vendor whom order has to be placed.

Now select the title which has to be added to the purchase order.

Suggestions

Showing 1 to 2 of 2 Show 10 entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

Suggestion	Suggested by	Accepted by	
Ghosala - Ram Nath copy. year:2001 published by:Vikash at <i>New Delhi</i>	Library, Administrator	Library, Administrator	Order
Theory of romance - Lal Bihari copy. year:2003	Library, Administrator	Library, Administrator	Order

Showing 1 to 2 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

Click on order and it will again open the same window where one has to fill all the details such as number of books required in the library, fund, vendor price etc.

New order

Basket details

Managed by: Administrator Library

Open on: 01/04/2014

Catalog details

Title: Ghosala

Author: Ram Nath

Publisher: Vikash

Edition:

Publication year: 2001

ISBN:

Series:

Suggestion

Suggested by: Library, Administrator (suggestion #6)

Accounting details

Quantity: 1

Fund: Book Budget Show all:

Currency: INR

Vendor price: 340.00

Uncertain price:

Tax rate: 0.0%

Discount: 0.0000 %

Replacement cost: 340.00 (adjusted for INR)

Budgeted cost: 340.00

Total: 340.00 (budgeted cost * quantity)

Actual cost: 0.00

Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Statistic 1:

Statistic 2:

Save

Cancel

Finally, save it to the database.

Third Option (Through New (Empty) Record):

A title can be added in purchase order through **New (Empty) Record**. First, search the Vendor and open or view the basket and add the title through **New (Empty) Record**.

+ Add to basket | Edit basket | Delete this basket | Close this basket | Export this basket as CSV

Basket Vikash - 10 (18) for Vikash Publishing House

Delivery place: Central Library
Billing place: Central Library
Created by: Administrator Library
Managed by:
Branch: No branch | Central Library |
Opened on: 01/04/2014

Orders

Show all details

Showing 1 to 2 of 2 | Show 10 entries | First | Previous | Next | Last | Search:

Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (INR)	GST %	GST	Fund	Modify	Delete
Ghosala by Ram Nath , Vikash Suggested by: Library, Administrator (suggestion #6) <input type="button" value="Add note"/>	340.00	340.00	1	340.00	0.00	0.00	Book Budget	Modify Transfer	Delete order Delete order and catalog record
Theory of library cataloguing by S. R. Ranganathan , SRELS Suggested by: Library, Administrator (suggestion #1) <input type="button" value="Add note"/>	290.00	290.00	1	290.00	0.00	0.00	Book Budget	Modify Transfer	Delete order Can't delete order and catalog record 2 item(s) left 1 order(s) left
Total (GST 0.00)			2	630		0			
Total (INR)			2	630.00		0.00			

Showing 1 to 2 of 2 | First | Previous | Next | Last

Add order to basket

- From an existing record:
- From a suggestion
- From a subscription
- From a new (empty) record
- From an external source
- From a staged file

Select the option **'From a new (empty) record'** and add the title to purchase order.

New order

Basket details

Managed by: Administrator Library
Open on: 01/04/2014

Catalog details

Title:
Author:
Publisher:
Edition:
Publication year:
ISBN:
Series:

Accounting details

Quantity:
Fund: Select a fund | Show all:
Currency: INR |
Vendor price: 0.00
Uncertain price:
Tax rate: 0.0% |
Discount: 0.0000 %
Replacement cost: (adjusted for INR)
Budgeted cost: 0.00
Total: 0.00 (budgeted cost * quantity)
Actual cost: 0.00
Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Using through **'New (Empty) Record'**, it will open a blank new order template where the detail of book has to be filled and save it to the database.

Forth Option (Through External Agency):

A title can be added to the Purchase Order through External Agency as well. There is an option in Koha where we can fill the agency detail and book's bibliographical detail can be fetched from these agencies. In these agencies, one is very famous and known as '**z39.50 server**'.

[Home](#) > [Acquisitions](#) > [Vikash Publishing House](#) > [Basket 18](#) > [Order from external source](#)

Order from external source

Title: <input type="text"/>	Author: <input type="text"/>
ISBN: <input type="text"/>	ISSN: <input type="text"/>
LC call number: <input type="text"/>	Subject heading: <input type="text"/>
Control no.: <input type="text"/>	Dewey: <input type="text"/>
Select used MARC framework: <input type="text" value="Default"/>	

Search targets [Select all](#) [Clear all](#)

- COLUMBIA UNIVERSITY [[clio-db.cc.columbia.edu](#)]
- LIBRARY OF CONGRESS [[lx2.loc.gov](#)]
- SMITHSONIAN INSTITUTION LIBRARIES [[siris-libraries.si.edu](#)]

[Cancel](#)

While adding the title to purchase order (basket), just select '**Through External Agency**' and you will get the above window where detail of the book like title or author is to be entered and searched. NOTE: **to use this option, ensure that system is connected with internet with good speed.**

Fifth Option (Through staged file):

Actually, any title to the purchase order in Koha can be added through staged file also. These staged files are provided by the Vendor which contains the list of titles available for supply by the vendor. Actually, this is very unique method to give the detail of available books with vendor. It works as catalogue.

These staged files are given in the MARC format which needs to be imported in Koha through Tools → Import option.

Once imported, while adding the title to the purchase order, select the option **‘through staged file’**, it will open the window as given below.

Choose the file to add to the basket

Showing 1 to 1 of 1 Show 10 entries First Previous Next Last Search:

File name	Comments	Status	Staged	# Bibs	
koha.mrc		staged	18/03/2014 03:38 AM		Add orders

Showing 1 to 1 of 1 First Previous Next Last

Just, click on Add order and it will display the list of titles available in this staged file. Choose and add title to the purchase order.

Add orders from (koha.mrc staged on 01/04/2014 02:30 PM)

Citation	Match?	Order
Title Author	no_match	Add order
Progressive fiscal policy in India Jha, Praveen, ed.	no_match	Add order
Reproductive epidemiology: principles and methods Merrill, Ray M.	no_match	Add order
Rural development: principles, policies, and management Singh, Katar	no_match	Add order
Sage handbook of leadership Bryman, Alan, ed.	no_match	Add order
Strategies for achieving sustained high economic growth: the case of indian states Kaliranjan, Kaliappa	no_match	Add order
Sustainability of rights after globalisation Chaudhury, Sabyasachi Basu Ray, ed.	no_match	Add order
Sage handbook of cultural analysis Bennett, Tony, ed.	no_match	Add order
Towards a new poverty agenda in Asia: social policies and economic transformation Haan, Arjan De	no_match	Add order
Working with qualitative data Gibson, William J.	no_match	Add order
Water governance for sustainable development Perret, Sylvain, ed.	no_match	Add order
Handbook of transportation engineering Kutz, Myer, ed.	no_match	Add order
Handbook of transportation engineering Kutz, Myer, ed.	no_match	Add order
Experimental and computational techniques in soft condensed matter physics Olafsen, Jeffrey, ed.	no_match	Add order
Mechanisms of morphogenesis: the creation of biological form Davies, Jamie A.	no_match	Add order
Biochemistry Campbell, Mary K.	no_match	Add order
Development-induced displacement: case of Kerala Jose, Murickan ...[et al.]	no_match	Add order
Involuntary migration: evidence from Sardar sarovar project Sah, D. C.	no_match	Add order
Development and its human cost: land acquisition, displacement and rehabilitation of tribals Dias, Anthony	no_match	Add order
Contested grounds: essays on nature, culture, and power Baviskar, Amita, ed.	no_match	Add order
Interrogating development: state, displacement and popular resistance in north east india Hussain, Monirul	no_match	Add order
Advanced membrane science and technology for sustainable energy and environmental applications Basile, Angelo, ed.	no_match	Add order
Advances in high voltage engineering Haddad, A., ed.	no_match	Add order
Advances in transport network technologies: photonic networks, ATM, and SDH Sato, Ken - Ichi	no_match	Add order
Air pollution control Mahajan, S. P.	no_match	Add order
Airborne and terrestrial laser scanning Vosselman, George, ed.	no_match	Add order
Alkali - aggregate reaction and structural damage to concrete: engineering assessment, repair and management Blight, Geoffrey E.	no_match	Add order
Arm assembly language: fundamentals and techniques Hohl, William	no_match	Add order

Just click on **‘Add order’** and add the title to the purchase order accordingly.

So, we have seen that through five different methods, a title can be added to the purchase order (basket).

Receiving the Book & Invoice Processing:

Once the order placed, book has to be received. In Koha, again you have to search the Vendor to find out the purchase order to receive the book.

+ New Edit vendor Receive shipments

Show all baskets

Vikash Publishing House + New basket Receive shipment

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	
18	Vikash - 10	9	9	2	Administrator Library	01/04/2014			View Add to basket

We can see, the purchase order **Vikash-10** which we created. Now we will receive the title against this order.

Simply, click on **Receive Shipment**. Fill all the details, such as **Vendor Invoice No., Fund, Shipment Date** and click on Next Button.

Receive shipment from vendor Vikash Publishing House

3 shipments

Showing 1 to 3 of 3 Show 10 entries First Previous Next Last Search:

Line	Date received	Invoice number	Item count	Biblio count	Items expected
1	06/03/2014	6	1	1	0
2	06/03/2014	7	1	1	0
3	06/03/2014	8	2	2	0

Showing 1 to 3 of 3 First Previous Next Last

Receive a new shipment

Vendor invoice 10

Shipment date: 01/04/2014
(DD/MM/YYYY)

Shipping cost:

Fund: Book Budget Show all:

Next Cancel

It will display the list of titles in the purchase order.

Receipt summary for Vikash Publishing House [10] on 01/04/2014

Invoice number: 10 Received by: admin On: 01/04/2014

Pending orders

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
Vikash - 10 (18)	No basket group	20	Theory of library cataloguing by S. R. Ranganathan Suggested by: Library, Administrator (suggestion #1) [Add note]	MARC Card	1	290.00	290.00	Book Budget	Receive Transfer	Delete order and catalog record 2 item(s) left 1 order(s) left
Vikash - 10 (18)	No basket group	21	Ghosala by Ram Nath Suggested by: Library, Administrator (suggestion #6) [Add note]	MARC Card	1	340.00	340.00	Book Budget	Receive Transfer	Delete order and catalog record

Showing 1 to 2 of 2 First Previous Next Last

Already received

There are no received orders.

Finish receiving

At the right side of this screen, you can see there is an option 'Receive', just click on this option to receive the title.

It will display the window given below to receive the document.

Receive items from : Vikash Publishing House [10] (order #20)

Catalog details

Title: Theory of library cataloguing
Author: S. R. Ranganathan
Copyright: 2003
ISBN:
Series:

Suggestion

Suggested by: Library, Administrator (suggestion #1)

Item

1 - Lost status:

4 - Damaged status:

8 - Collection code:

a - Permanent location: Central Library

b - Current location: Central Library

c - Shelving location:

d - Date acquired:

e - Source of acquisition:

g - Cost, normal purchase price:

h - Serial Enumeration / chronology:

o - Full call number:

p - Accession Number:

t - Copy number:

y - Koha item type:

Add item Clear

Accounting details

Date received: 01/04/2014
Fund: Book Budget
(Current: Library Budget - Book Budget)

Created by: No name

Quantity to receive: 1
Quantity received: 0
Replacement cost: 290.00
Budgeted cost: 290.00
Actual cost: 290.00

Notes:

Just fill the detail at the left side screen, and click on Add item. As soon as you press on Add Item, it will show the number of item received in 'Quantity Received' text box.

Receive items from : Vikash Publishing House [10] (order #20)

Catalog details

Title: Theory of library cataloguing
 Author: S. R. Ranganathan
 Copyright: 2003
 ISBN:
 Series:

Suggestion

Suggested by: Library, Administrator (suggestion #1)

Items list

		Barcode	Home library	Holding library	Not for loan	Restricted	Location	Call number	Copy number
Edit	Delete		Central Library	Central Library			General Section		

Item

Save
Cancel

Accounting details

Date received: 01/04/2014
 Fund: Book Budget
(Current: Library Budget - Book Budget)

Created by: No name

Quantity to receive:
 Quantity received:
 Replacement cost:
 Budgeted cost:
 Actual cost:

Notes:

Finally, save it. The same way, receive the second item also.

Finally, screen will appear as it is given below.

Receipt summary for Vikash Publishing House [10] on 01/04/2014

Invoice number: 10 Received by: admin On: 01/04/2014

Pending orders

There are no pending orders.

Already received

Showing 1 to 2 of 2 Show 10 entries
[First](#) [Previous](#) [Next](#) [Last](#)
 Search:

Basket	Basket group	Order Line	Holds	Summary	View record	Quantity	Fund	Est cost	Actual cost	TOTAL	
Vikash - 10 (18)	No basket group	20	0	Theory of library cataloguing / S. R. Ranganathan Suggested by: Library, Administrator (suggestion #1)	MARC Card	1	Book Budget	290.00	290.00	290.00	Cancel receipt
Vikash - 10 (18)	No basket group	21	0	Ghosala / Ram Nath Suggested by: Library, Administrator (suggestion #6)	MARC Card	1	Book Budget	340.00	340.00	340.00	Cancel receipt
(Tax exc.)						Subtotal for Book Budget	630.00	630.00			
Total tax exc.										630.00	
Total (GST 0.0%)										0	
Total tax inc.										630.00	

Showing 1 to 2 of 2
[First](#) [Previous](#) [Next](#) [Last](#)

Finish receiving

Now, Finish Receiving by clicking on it.

Now close the Invoice.

Invoice: 10

Vendor: Vikash Publishing House

Shipment date:

Billing date:

Shipping cost:

Fund:

Status: Open.

Close:

Save

[Go to receipt page](#)

Invoice details

Summary	Publisher	Library	RRP	Est.	Qty.	Total	Fund
Ghosala by Ram Nath			340.00	340.00	1	340	Book Budget
Theory of library cataloguing by S. R. Ranganathan			290.00	290.00	1	290	Book Budget
Total tax exc.			630.00		2	630.00	
Tax (0.00%)			0.00			0.00	
Total tax inc. (INR)			630.00		2	630.00	
Total + shipment cost (INR)					2	630.00	

Save it.

Closing the Purchase Order (Basket):

Once the order is received, an order has to be closed because if it is not closed, it will display all the orders from the day ordering was started in the Koha and it will be tough task to find out the current order while receiving the item. So, it is advisable to close the order so as to avoid any difficulty in smooth functioning of the Koha Acquisition Module.

Again search for the Vendor. It will display the current Purchase Order.

[Show all baskets](#)

Vikash Publishing House

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	
18	Vikash - 10	9	9	0	Administrator Library	01/04/2014			View Add to basket

Now, click on View and it will display the total numbers of Titles already available and received against the Purchase Order.

+ Add to basket
✎ Edit basket
✖ Delete this basket
⌂ Close this basket
📄 Export this basket as CSV

Basket Vikash - 10 (18) for Vikash Publishing House

Delivery place: Central Library
 Billing place: Central Library
 Created by: Administrator Library
 Managed by: Add user Save changes
 Branch: No branch Central Library Change
 Opened on: 01/04/2014

Orders

Show all details

Showing 1 to 2 of 2 | Show 10 entries | ⏪ First ⏪ Previous Next ⏩ Last ⏩ | Search:

Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (INR)	GST %	GST	Fund	Modify	Delete
(rcvd) Ghosala by Ram Nath , Vikash Suggested by: Library, Administrator (suggestion #6) [Add note]	340.00	340.00	1	340.00	0.00	0.00	Book Budget	Modify	Delete order Delete order and catalog record
(rcvd) Theory of library cataloguing by S. R. Ranganathan , SRELS Suggested by: Library, Administrator (suggestion #1) [Add note]	290.00	290.00	1	290.00	0.00	0.00	Book Budget	Modify	Delete order Can't delete order and catalog record 2 item(s) left 1 order(s) left
Total (GST 0.00)			2	630		0			
Total (INR)			2	630.00		0.00			

Showing 1 to 2 of 2 | ⏪ First ⏪ Previous Next ⏩ Last ⏩

At the top of this screen, there is button 'Close this Basket'. Just click on it and it will confirm before closing.

Are you sure you want to close basket Vikash - 10?

Attach this basket to a new basket group with the same name

✓ Yes, close (Y)
✗ No, don't close (N)

Select 'Yes, Close' and purchase order will be closed.

NOTE: Next time, when you search for the same vendor, it will not display the purchase order in the current list of orders.

In this way, Acquisition Module can be used for the purpose of Acquisition of Books in the library.

Cataloguing:

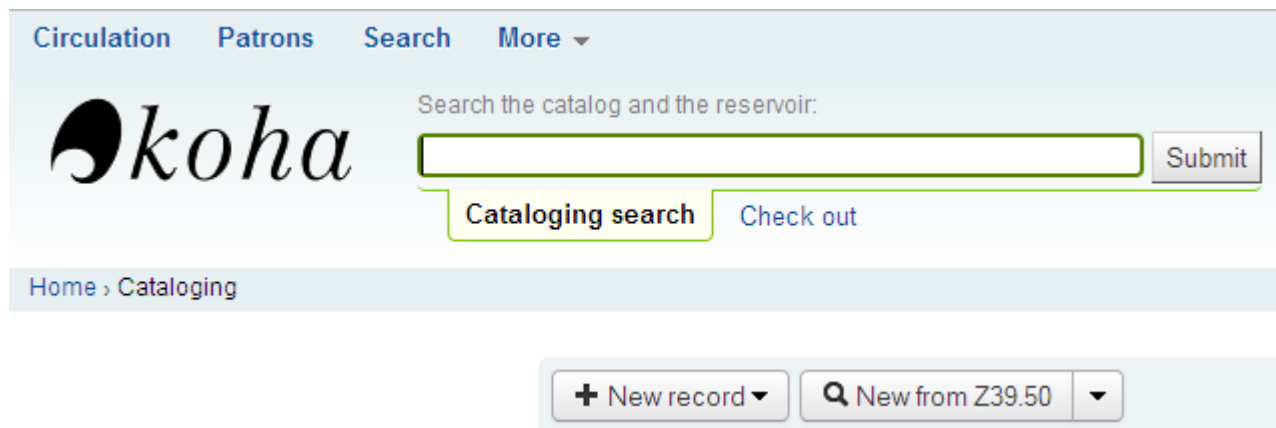
Cataloguing is the most important part / module of any good library management system because a data entry is done with the help of this module and record in the software is maintained using this module.

In Koha, record is entered through MARC framework. These framework includes all the tags and sub-fields of MARC-21 which can be edited as per the local requirement. A tag can be deleted which is not required in the Framework so as to save the time of Cataloguer or Data Entry operator. Because, while doing the data entry, if the data entry operator goes through all the pages or tags, it will take minimum 10 minutes to complete the data entry of one record whereas if the Framework is minimized with limited tags or required tags, the same work can be done in 2-3 minutes which will definitely save the time of Data Entry operator.

There is default framework given in the Koha.

To do the data entry, you have to login with Koha User ID and Password. It will open the Koha Staff Main Interface.

Select the Cataloguing Module.

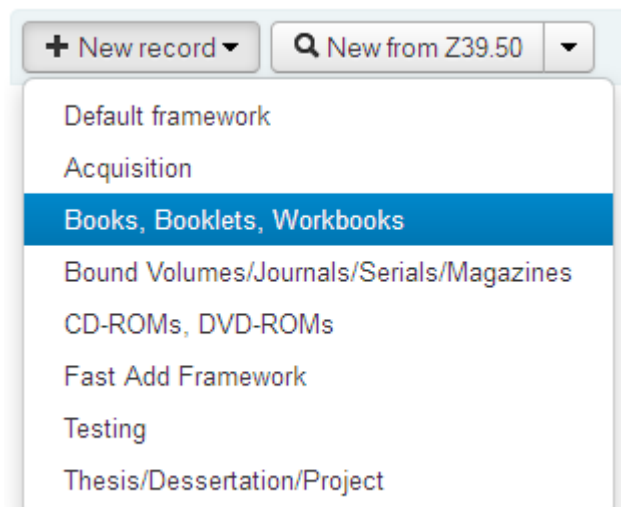


The screenshot shows the Koha Staff Main Interface. At the top, there are navigation links: Circulation, Patrons, Search, and More. The Koha logo is on the left. In the center, there is a search bar with the text "Search the catalog and the reservoir:" and a Submit button. Below the search bar, there are two buttons: "Cataloging search" and "Check out". At the bottom, there are two buttons: "+ New record" and "New from Z39.50".

Here, there are two options, **New Record** and **New from z39.50**.

First: New Record:

A new record can be added using this option.



The screenshot shows the dropdown menu for the "+ New record" button. The menu items are: Default framework, Acquisition, Books, Booklets, Workbooks (highlighted), Bound Volumes/Journals/Serials/Magazines, CD-ROMs, DVD-ROMs, Fast Add Framework, Testing, and Thesis/Dissertation/Project.

Select the framework as per the document type such as Book, CD-ROM, and Thesis etc. It will open the Framework with the minimum tag and sub-fields as it is modified in the Koha.

Add MARC record

Show MARC tag documentation links

Change framework:

0

000 ? - LEADER ^{EX}
▲ 00 fixed length control field *

005 ? - DATE AND TIME OF LATEST TRANSACTION ^{EX}
▲ 00 control field *

008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION ^{EX}
▲ 00 fixed length control field *

020 ? - INTERNATIONAL STANDARD BOOK NUMBER ^{EX}
▲ a ISBN

037 ? - SOURCE OF ACQUISITION ^{EX}

041 ? - LANGUAGE CODE ^{EX}
▲ a Language code of text/sound track or separate title

082 ? - DEWEY DECIMAL CLASSIFICATION NUMBER ^{EX}
▲ a Classification number
▲ b Item number

100 ? - MAIN ENTRY--AUTHOR NAME ^{EX}
▲ a Personal name

110 ? - MAIN ENTRY--CORPORATE NAME ^{EX}
▲ a Corporate name or jurisdiction name as entry element

111 ? - MAIN ENTRY--MEETING NAME ^{EX}
▲ a Meeting name or jurisdiction name as entry element
▲ c Location of meeting
▲ d Date of meeting

245 ? - TITLE STATEMENT ^{EX}
▲ a TITLE STATEMENT Title *
▲ b ^{EX} Statement of responsibility of title
▲ c Statement of responsibility, etc

250 ? - EDITION STATEMENT ^{EX}
▲ a Edition statement

260 ? - PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) ^{EX}
▲ a Place of publication
▲ b Name of publisher
▲ c Year of publication

300 ? - PHYSICAL DESCRIPTION ^{EX}
▲ a Number of Pages
▲ e Accompanying material

440 ? - SERIES STATEMENT/ADDED ENTRY--TITLE ^{EX}
▲ a Title

490 ? - SERIES STATEMENT ^{EX}
▲ a Series statement

500 ? - GENERAL NOTE ^{EX}
▲ a General note

505 ? - FORMATTED CONTENTS NOTE ^{EX}
▲ a Formatted contents note

520 ? - SUMMARY, ETC. ^{EX}
▲ a Summary, etc

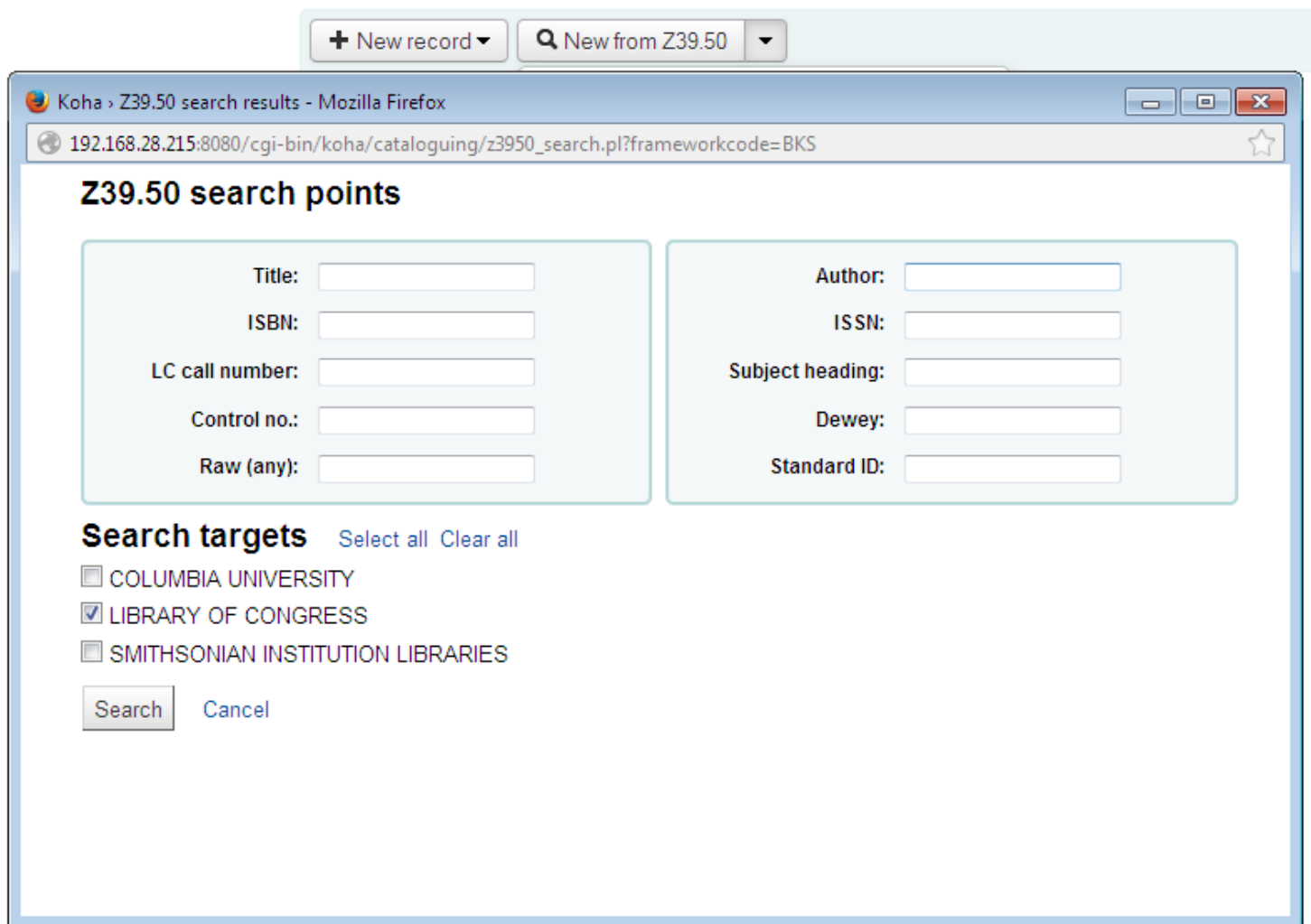
650 ? - SUBJECT ADDED ENTRY--TOPICAL TERM ^{EX}
▲ a Topical Term
▲ x General subdivision

700 ? - ADDED ENTRY--PERSONAL NAME ^{EX}
▲ a Personal name

856 ? - ELECTRONIC LOCATION AND ACCESS ^{EX}
▲ u Uniform Resource Identifier

942 ? - ADDED ENTRY ELEMENTS (KOHA) ^{EX}
▲ c Koha [default] item type *

Second: New from z39.50



The screenshot shows a web browser window titled "Koha > Z39.50 search results - Mozilla Firefox". The address bar contains the URL "192.168.28.215:8080/cgi-bin/koha/cataloguing/z3950_search.pl?frameworkcode=BKS". At the top of the page, there are two buttons: "+ New record" and "New from Z39.50". The main content area is titled "Z39.50 search points" and contains two columns of input fields. The left column includes fields for Title, ISBN, LC call number, Control no., and Raw (any). The right column includes fields for Author, ISSN, Subject heading, Dewey, and Standard ID. Below these fields is a section titled "Search targets" with the options "Select all" and "Clear all". Three checkboxes are present: "COLUMBIA UNIVERSITY" (unchecked), "LIBRARY OF CONGRESS" (checked), and "SMITHSONIAN INSTITUTION LIBRARIES" (unchecked). At the bottom of this section are "Search" and "Cancel" buttons.

A record can also be added through z39.50 server provided the server has all the required details and system is connected with good speed of Internet.

Circulation:

In Koha, Circulation option enables you to issue/return the document, renewal of the document, hold item (reservation), Off-line circulation and many more.

Circulation

- Check out
- Check in
- Renew
- Transfer
- Set library
- Fast cataloging

Offline circulation

- Upload offline circulation file (.koc)
- Pending offline circulation actions
 - Get desktop application
 - Get Firefox add-on

Circulation Reports

- Holds queue
- Holds to pull
- Holds awaiting pickup
- Hold ratios
- Transfers to receive
- Overdues - **Warning:** This report is very resource intensive on systems with large numbers of overdue items.
- Overdues with fines - Limited to your library. See report help for other details.

Check-out:

A book can be issued using this option. Simply, click on Check-out, it will ask for the user detail. Enter the member card or name of the user.

The screenshot displays the Koha Circulation interface. At the top, there are navigation tabs: Circulation, Patrons, Search, and More. The Koha logo is on the left, and a search bar for patron card numbers or partial names is on the right. Below the search bar are buttons for 'Check out', 'Check in', and 'Search the catalog'. The main content area shows a breadcrumb trail: Home > Circulation > Checkouts > Library (1). On the left, there is a sidebar for 'Library (1)' featuring the logo of Biju Patnaik Central Library, Rourkela, Odisha, India, along with contact information and a list of actions: Check out, Details, Fines, Circulation history, Modification log, Notices, and Statistics. The main area contains a 'Checking out to Library (1)' form with fields for 'Enter item barcode:' and 'Specify due date (DD/MM/YYYY):'. There are buttons for 'Check Out', 'Remember for session', and 'Clear'. A 'Messages' section on the right shows 'Attention: Messages: Add a new message'. At the bottom, there are buttons for '0 Checkouts', '3 Hold(s)', and 'Restrictions', and a message stating 'Patron has nothing checked out.'

Just enter the barcode number/accession number of the document to be issued to the user and hit check-out button. Book will be issued to the user.

Check-in:

A book can be returned using check-in option. Simply, click on Check-in, it will ask for the document barcode number/accession number. Enter the barcode number / accession number.

Check in
Enter item barcode:

Options
 Forgive overdue charges
 Book drop mode

Checked-in items

Due date	Title	Author	Barcode	Home library	Holding library	Shelving location	Call number	Type	Patron	Note
01/05/2014 11:59 PM	Advances in cell biology.		25	MAIN	MAIN			BK	Library, Administrator (LS)	

Renewal:

A book can also be renewed and the procedure is very simple.

Renew
Enter item barcode:

Simply, enter the barcode/accession number of the document and it will be renewed to the user who already got it issued in his/her name.

Transfer:

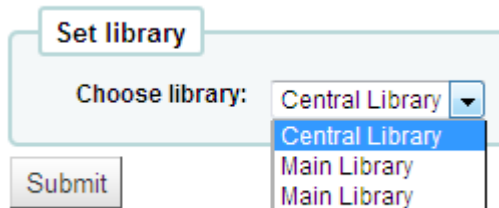
An item can also be transferred to any other library and procedure is very simple, select the library from drop down menu and enter the accession number / barcode number of the document, finally submit. It will be transferred to the destination library.

Transfer
Destination library:

Enter barcode:

Set Library:

If there are many library created in the same database, there is a provision in Koha that a user can set the library in which he/she wants to work.



The image shows a web form titled "Set library". It contains a label "Choose library:" next to a dropdown menu. The dropdown menu is open, displaying three options: "Central Library" (which is highlighted in blue), "Main Library", and "Main Library". Below the dropdown menu is a "Submit" button.

Procedure is simple, select the library and hit **submit button**.

Fast Cataloguing:

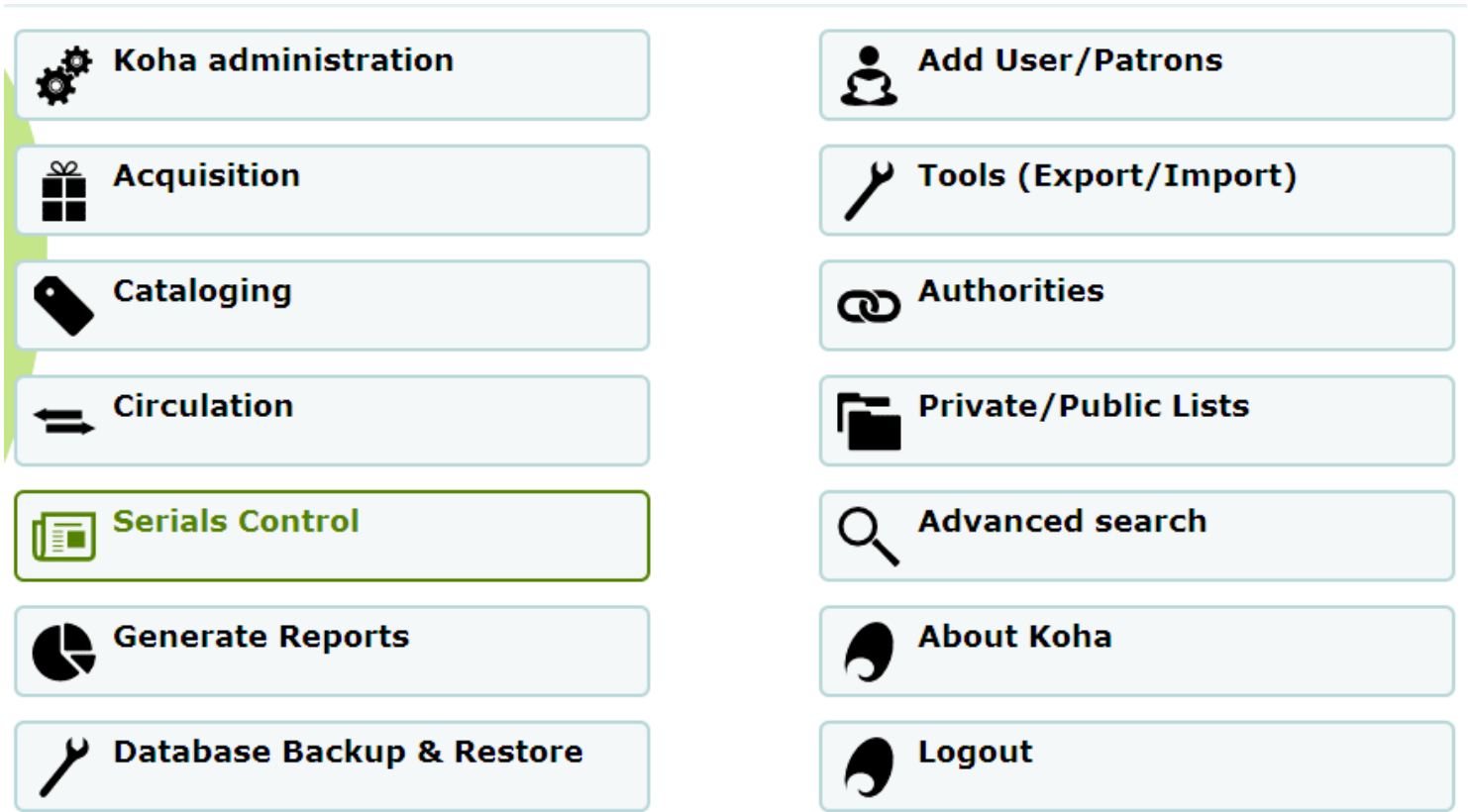
There is a provision in Koha to do the **Fast Cataloguing** also. Instead of choosing the **Cataloguing module**, you can enter the **bibliographical detail** easily. This framework has very limited fields to be filled for **Fast Cataloguing**.

Off-line Circulation:

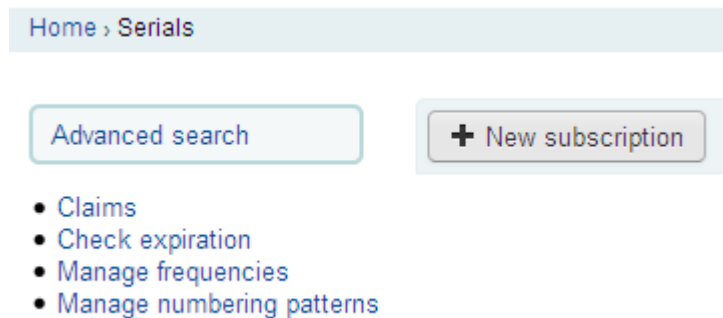
This is unique feature given in Koha. Circulation can take place even when server is off. Later, the same can be uploaded to update the Circulation detail in Koha as well. For **off-line Circulation**, there is an application which can be used to **issue/return** the record through **off-line circulation interface**.

Serial Control:

A journal can also be subscribed using Serial Control module. Login with **Koha UserID and Password** and select the Serial Control Module.



It will open the page, where you have to click on **'New Subscription'**.



When you click on **'New Subscription'**, it will open a page to be filled with necessary information.

Add a new subscription (1/2)

Subscription details

Vendor: () [Search for a vendor](#)

Biblio: () *Required*
[Search for Biblio](#) | [Create Biblio](#)

create an item record when receiving this serial
 do not create an item record when receiving this serial

When there is an irregular issue:

Skip issue number
 Keep issue number

Manual history

Call number

Library: (select a library)

Public note:

Nonpublic note:

Patron notification:
Selecting a notice will allow patrons to subscribe to notifications when a new issue is received.

Location:

Grace period: day(s)

Number of issues to display to staff:

Number of issues to display to the public:

[Next >>](#)

In the above screen, you have to search the Vendor first for subscribing any journal. After getting the Vendor detail, choose the vendor whom you have to send the order for subscription.


Then, search for journal and add the journal. If journal detail is not available, create new biblio for serial.

Fill all other detail click on **Next**.

On screen 2, fill the following detail.


Add a new subscription (2/2)


Serials planning

First issue publication date: (*) 

Frequency: (*)

Subscription length: (enter amount in numerals)

Subscription start date: (*) 

Subscription end date: 

Numbering pattern:

Locale If empty, system locale is used

	Volume	Number
Begins with	<input type="text" value="1"/>	<input type="text" value="1"/>
Inner counter	<input type="text"/>	<input type="text" value="10"/>

[Show/Hide advanced pattern](#)

Finally, save the subscription.

Receiving the Serial:

Select the **serial module** and search for the journal which you have to receive. For ex: Journal of **Thethrology**

Search subscriptions:

ISSN: Title: [Advanced search](#)

[Check out](#) [Search the catalog](#)

Serials subscriptions (2 found)

Open (2) Closed (0)

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

ISSN	Title	Notes	Library	Location	Call number	Expiration date	Issue history	Serial receive
	Journal of thethology		Central Library	Periodicals Section		31/03/2015	Issue history	Serial receive
	Journal of thethology		Central Library	Periodicals Section		31/03/2015	Issue history	Serial receive

Search ISSN Search title Search notes Search library Search location Search callnumber Search expiration date

Showing 1 to 2 of 2 First Previous Next Last

Just click on receive option at the right side of the above screen. It will display the window as given below.

Serial edition *Journal of thethology* (Periodicals Section)

Numbered	Published on	Expected on	Status	Notes
Issue Vol 1, No 1	01/04/2014	01/04/2014	Expected	
Supplemental issue			Expected	

Save Multi receiving

- Expected
- Arrived
- Late
- Missing
- Claimed
- Not available
- Delete

Receive the serial accordingly. In this way, serial can be retrieved.

For ex:

You have received 2 (two) serials issue and no. 3 does not come to library but you have received the no. 4 issue. So, you have to send the claim for the no.3 issue.

Let us see, how it can be done?.

Serial edition *Journal of thethology* (Periodicals Section)

Numbered	Published on	Expected on	Status	Notes
Issue Vol 1, No 3	01/06/2014	01/06/2014	Late	
Supplemental issue			----	

Save Multi receiving

Select the particular issue and set the status as **Late and receive** the next issue as per your schedule.

Advanced search + New subscription

- Claims
- Check expiration
- Manage frequencies
- Manage numbering patterns

At the left side, you will observe an option 'Claims', just click on Claims. It will open another window where you can send the claim to vendor.

After sending notification to the Vendor, a screen will appear as it is given below.

Claims

Vendor:

Missing issues

Filters :

Status :

Title :

Library:

From: To: (DD/MM/YYYY)

<input type="checkbox"/>	Vendor	Library	Title	Issue number	Status	Since	Claim date
<input type="checkbox"/>	Vikash Publishing House	Central Library	Journal of thethrology	Vol 1, No 1	Expected	01/04/2014	
<input type="checkbox"/>	Vikash Publishing House	Central Library	Journal of thethrology	Vol 1, No 3	Claimed	01/06/2014	02/04/2014

Select CSV profile: [Download selected claims](#)

Select notice:

In this way, Serial Module can be used.

Generate Reports:

Using Koha, you can generate different types of **Reports**. There is one website '**Koha Report Library**' which can be used to generate the report in Koha. The URL is given below:

http://wiki.koha-community.org/wiki/SQL_Reports_Library

Using this URL, one can copy the SQL syntax and use the same for generating different kinds of reports. If you have knowledge about MySQL, you can write your SQL syntax to generate the report. This SQL syntax appears like

```
SELECT surname, firstname, GROUP_CONCAT(cardnumber SEPARATOR ', ') AS barcodes,
GROUP_CONCAT(borrowernumber SEPARATOR ', ') AS borrowers
FROM borrowers
GROUP BY CONCAT(trim(surname),"/",trim(firstname),"/")
HAVING COUNT(CONCAT(trim(surname),"/",trim(firstname),"/"))>1
```

This particular syntax will generate the report of Duplicate Patron in the Database. Likewise, there are many syntax given on the site which can be used to generate report.

Just click on Generate Report option in the main interface of Koha, and select Generate Report option and choose 'Use Saved'.

Reports

Guided reports

- [Guided reports wizard](#)
- [Build new](#)
- [Use saved](#)
- [Create from SQL](#)

Reports dictionary

- [View dictionary](#)

Statistics wizards

- [Acquisitions](#)
- [Patrons](#)
- [Catalog](#)
- [Circulation](#)
- [Serials](#)
- [Holds](#)

Report Plugins

- [Report Plugins](#)

Top lists

- [Patrons checking out the most](#)
- [Most-circulated items](#)

Inactive

- [Patrons who haven't checked out](#)
- [Items with no checkouts](#)

Other

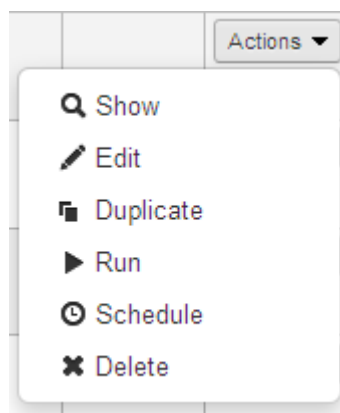
- [Items lost](#)
- [Catalog by item type](#)
- [Average loan time](#)
- [Koha database schema](#)
- [Koha reports library](#)

It will display all kinds of saved report **SQL Syntax**. Just see the example.

Saved reports

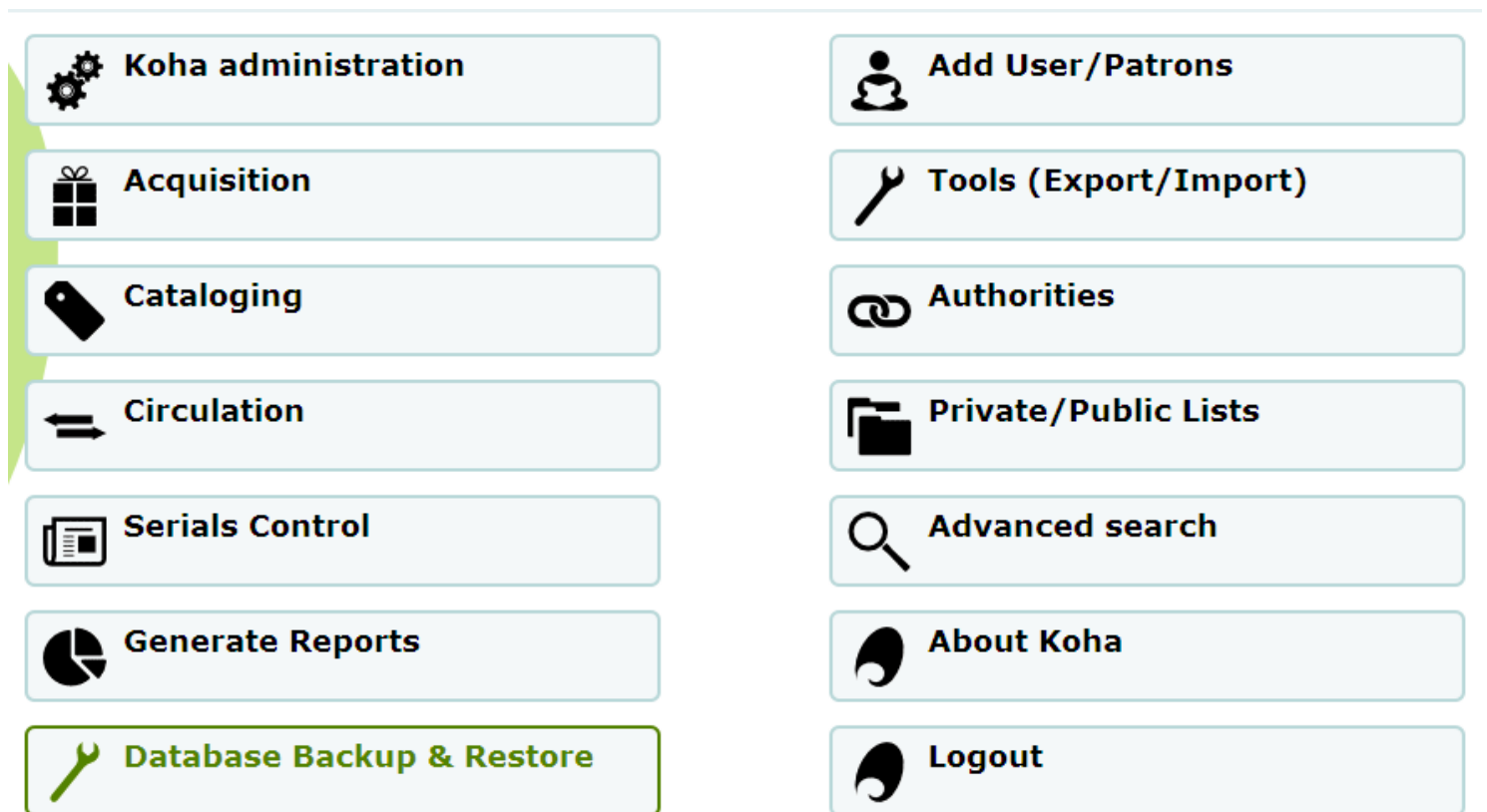
All											
Accounts	Acquisitions	Catalog	Circulation	Patrons	Serial						
ID ▲	Report name ◆	Type ◆	Group ◆	Subgroup ◆	Notes ◆	Author ◆	Creation date	Public	Saved results		
<input type="checkbox"/>	1	Acquisition-Accession Register	1	Acquisitions		To create an Accession Register Sorted by Barcode Number Report	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	2	Circulation-Damaged Items with Title	1	Circulation		Damaged Items with Title	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	3	Catalogue-Items with list of Collection Code	1	Catalog		Catalogue-Items with list of Collection Code	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	4	Catalogue-List of Items Marked Lost/Missing	1	Catalog		Finds all items that are marked as lost in some way.	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	5	Catalogue-List of New Items	1	Catalog			Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	6	Circulation-All Checked Out Books	1	Circulation		A report to show you all items that are currently checked out and who they're checked out to	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	7	Circulation-All Circ Actions on Date	1	Circulation		Give you stats for all circ actions on a specific date	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	8	Circulation-All returned books arranged in date wise	1	Circulation		All returned books arranged in date wise, Please write the date range in sql code before running this report.	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	9	Circulation-Checkins by Shelving Location	1	Circulation		A count of checkins by shelving location at a specific branch in a specific timeframe.	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	10	Circulation-Checkout by Shelving Location	1	Circulation		A count of checkouts by shelving location at a specific branch in a specific timeframe	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	11	Circulation-Circulation Report by Date	1	Circulation		Issue of books in date range	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	12	Circulation-Items currently Checked out	1	Circulation		Shows all items currently checked out along with details.	Library, Administrator (1)	17/07/2013	No		Actions ▼
<input type="checkbox"/>	13	Circulation-Number of books renewed	1	Circulation		A count of renewals by shelving location at a specific branch in a specific timeframe.	Library, Administrator (1)	17/07/2013	No		Actions ▼

Select any one of these, generate the report. At the right side of report interface, you will find a button called **Actions**, just click on the down arrow and it will display the dropdown option. Choose Run



It will display the report based on your selected report SQL Syntax.

Database Backup & Restore:



Select the **Database Backup & Restore** option to take the back up using **Graphical User Interface** and Restore the Backup Using **Graphical User Interface**.

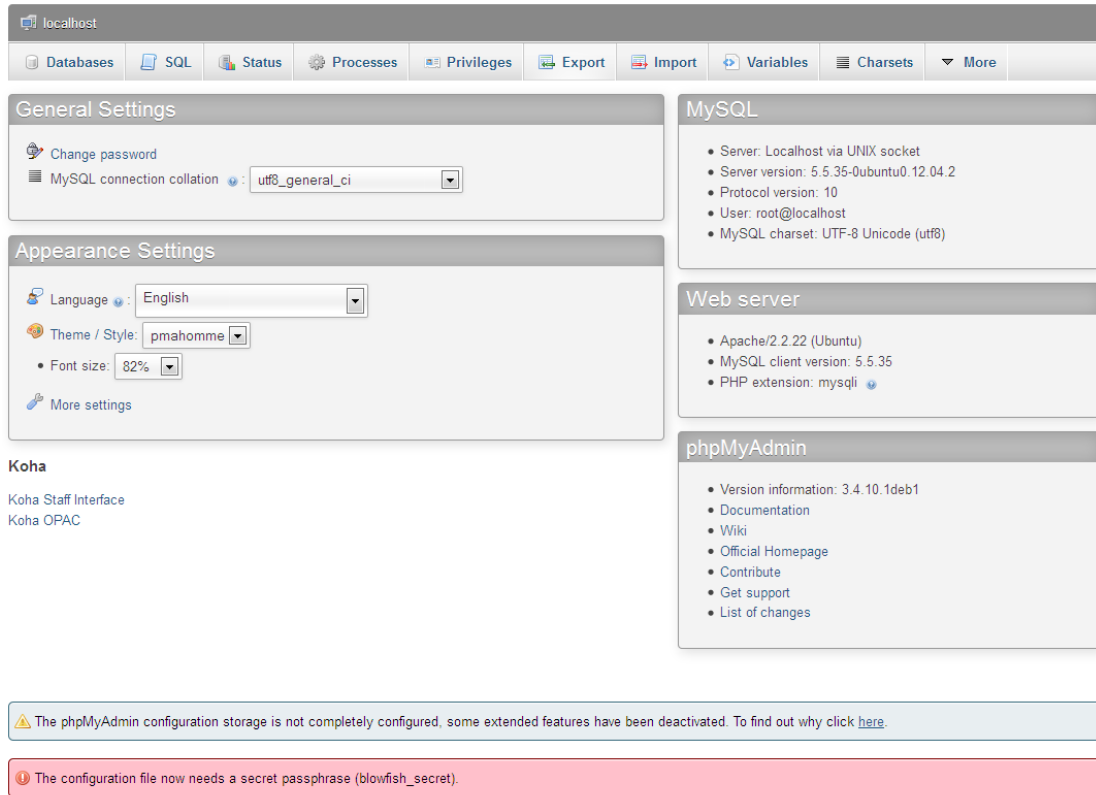
It will open the main interface of **phpMyAdmin**. Enter the User ID: **root** and Password: **kitkit**

The screenshot shows the phpMyAdmin login page. At the top, there is a logo for phpMyAdmin and the text 'Welcome to phpMyAdmin'. Below this, there is a 'Language' dropdown menu set to 'English'. Underneath, there is a 'Log in' button with a small icon. Below the 'Log in' button, there are two input fields: 'Username:' and 'Password:'. At the bottom right of the form, there is a 'Go' button.

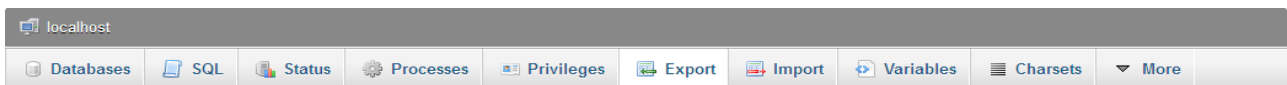
User ID: root

Password: kitkit

It will open the page where you can see the list of database already created.



To take the backup, just click on Export Option, it will show the list of databases. Select the database to be exported to the place where you want.



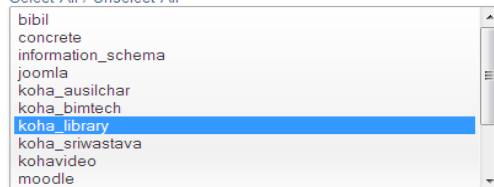
Exporting databases from the current server

Export Method:

- Quick - display only the minimal options
- Custom - display all possible options

Database(s):

Select All / Unselect All



Output:

- Save output to a file
 - Save on server in the directory /etc/phpmyadmin/upload/
 - Overwrite existing file(s)
 - File name template: use this for future exports
 - Character set of the file:
 - Compression:
- View output as text

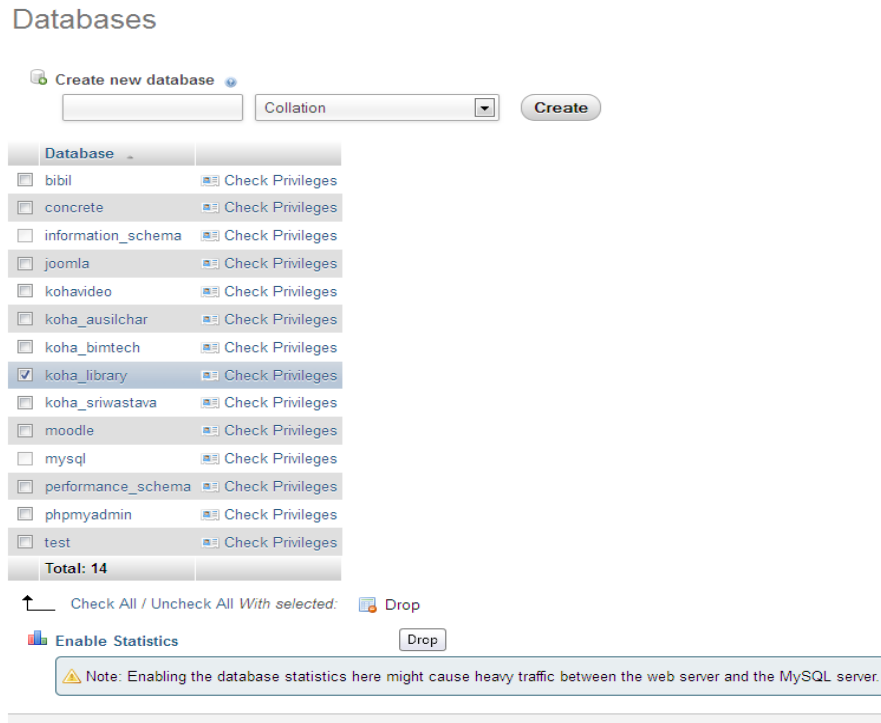
And, click on 'Go' button. It will save the record in `/etc/phpmyadmin/upload` folder with file name 'localhost.sql'

Database Restore:

To restore the database, you have to destroy the existing database first then import the database from the location you have kept the backup of your database. (`/etc/phpmyadmin/upload/localhost.sql`)

First Step:

Destroy the database from the list of database. Follow the instruction.



Databases

Create new database Collation

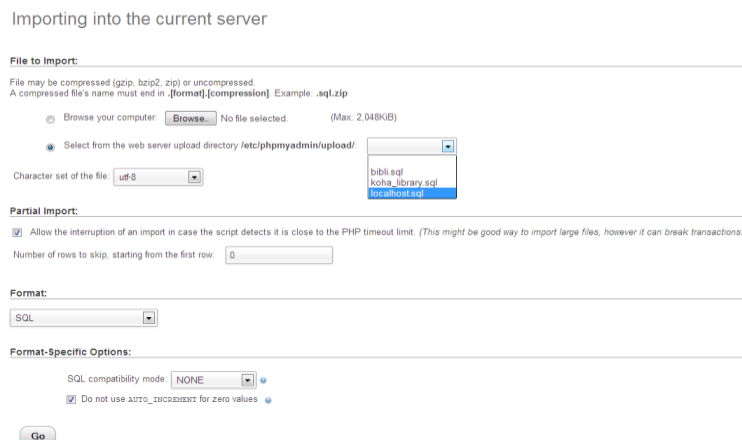
Database	
<input type="checkbox"/> bibil	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> concrete	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> information_schema	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> joomla	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> kohavideo	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_ausilchar	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_bimtech	<input type="button" value="Check Privileges"/>
<input checked="" type="checkbox"/> koha_library	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_srivastava	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> moodle	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> mysql	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> performance_schema	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> phpmyadmin	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> test	<input type="button" value="Check Privileges"/>
Total: 14	

With selected:

Note: Enabling the database statistics here might cause heavy traffic between the web server and the MySQL server.

Second Step:

Click on the import option to restore the database from the location.



Importing into the current server

File to import:

File may be compressed (gzip, bzip2, zip) or uncompressed.
A compressed file's name must end in `.[format].[compression]` Example: `.sql.zip`

Browse your computer: No file selected. (Max: 2,048KiB)

Select from the web server upload directory `/etc/phpmyadmin/upload/`:

Character set of the file:

Partial import:

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. (This might be good way to import large files, however it can break transactions.)

Number of rows to skip, starting from the first row:

Format:

Format-Specific Options:

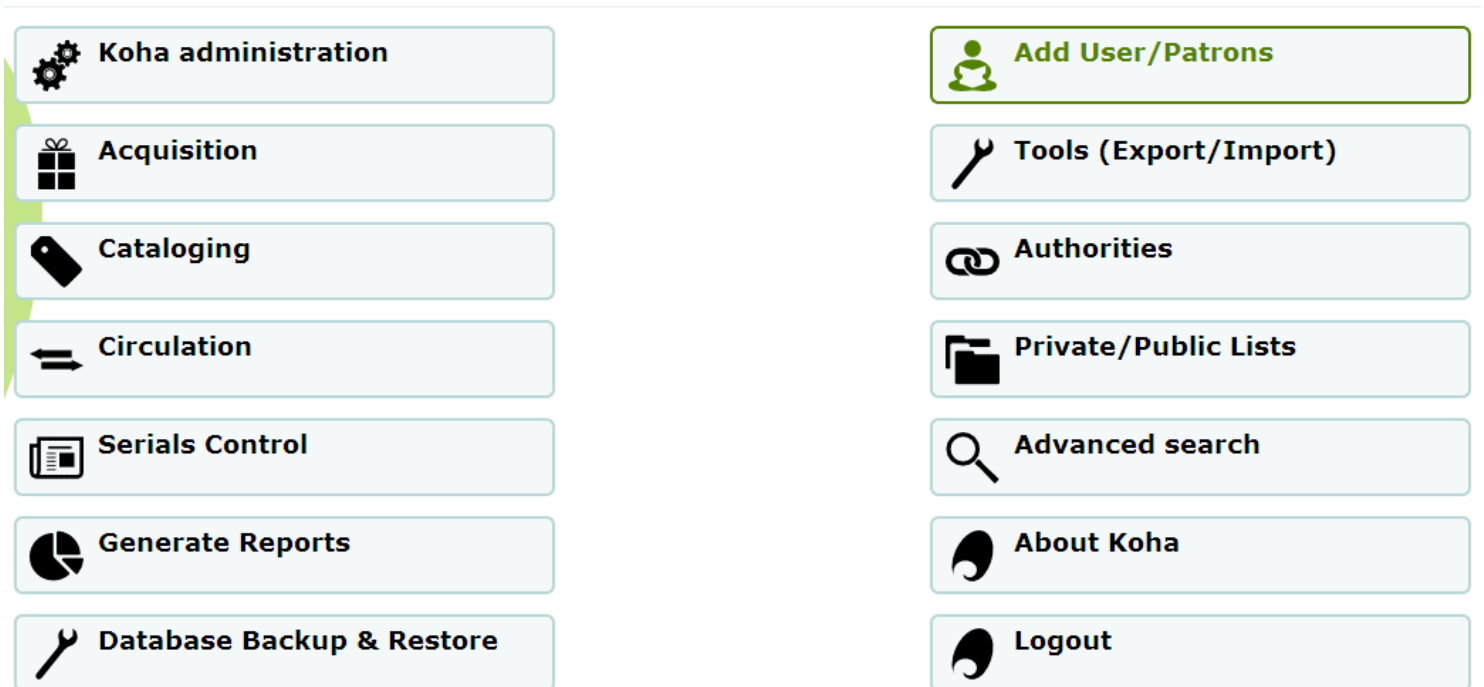
SQL compatibility mode:

Do not use `AUTO_INCREMENT` for zero values

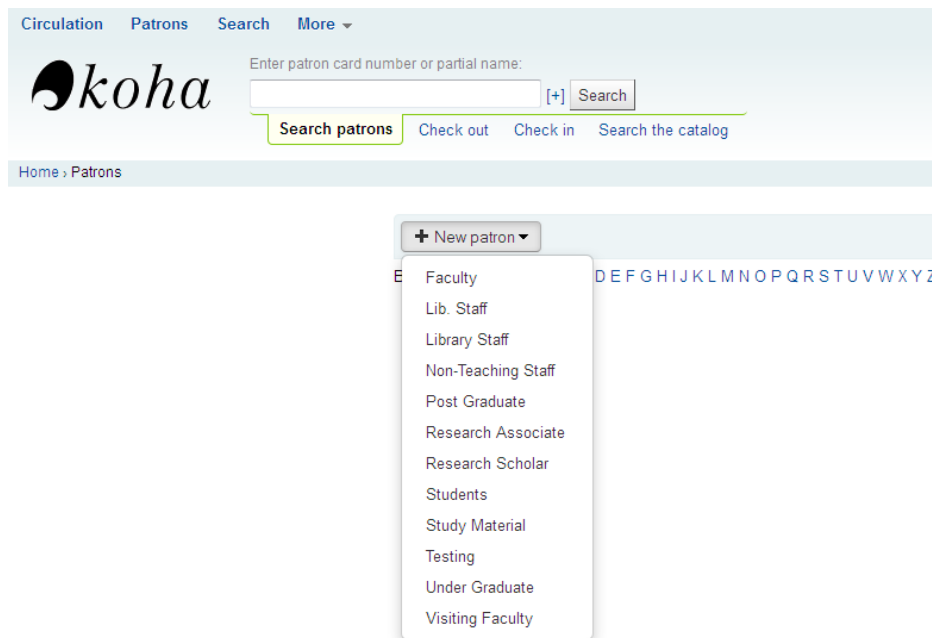
It will restore the database.

Add Users / Patrons:

To add any user to the database, you have to ensure that you have created the **Patron Category and Circulation & Fine rule** for the same.



To add user/patron, just click on 'Add User / Patrons' first. It will display the menu to create User.



Select the category and fill all the detail about **user/patron**.


Add Library Staff patron

Patron identity

Salutation:

Surname: *Required*

First name:

Date of birth: 
(DD/MM/YYYY)

Initials:

Other name:

Female Male N/A

Main address

Street number:

Address:

Address 2:

City:

State:

Zip/Postal code:

Country:

Contact

Primary phone:

Shows on transit slips

Secondary phone:

Other phone:

Primary email:

Shows on transit slips

Secondary email:

Fax:

Alternate address

Address:

Address 2:

City:

State:

Zip/Postal code:

Country:

Phone:

Email:

Contact note:

Alternate contact

Surname:

First name:

Address:

Address 2:

City:

State:

Zip/Postal code:

Country:

Phone:

Library management

Card number: *Required*


Library: *Required*


Category: *Required*

Sort 1:

Sort 2:

Library set-up

Registration date: 
(DD/MM/YYYY)

Expiry date (leave blank for auto calc) 
(DD/MM/YYYY)

OPAC note:
This message appears on this patron's user page in the OPAC

Circulation note:
This message displays when checking out to this patron

OPAC/Staff login

Username:

Password:
Minimum password length: 3

Confirm password:

Additional attributes and identifiers

Show barcode on the summary screen items listings: ✕ Clear

Patron messaging preferences

	Days in advance	SMS	Email	Digests only?	Do not notify
Advance notice	<input type="text" value="2"/> ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Item due	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>

SMS number:

After filling all the details, save the detail.

In this way, user can be created. After saving the option, screen will appear as given below.

There are many options given such as uploading the patron image, changing the password, set the permission for particular user.

This can be used to set the parameter for library staff to use different modules.

Library (1)



Biju Patnaik Central Library
Rourkela, Odisha 769008,
India
No phone stored.
bimtechworkshop@gmail.com ...
Category: Lib. Staff (LS)
Home library: Central
Library

Check out

Details

Fines

Circulation history

Modification log

Notices

Statistics

[Edit](#) [+ Add child](#) [Change password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More](#)

Administrator Library (1)

Biju Patnaik Central Library
Rourkela Odisha 769008
India

Primary email: bimtechworkshop@gmail.com

[Edit](#)

Manage Patron Image

To update the image for Library, select a new image file and click 'Upload.'
Click the 'Delete' button to remove the current image.
Only PNG, GIF, JPEG, XPM formats are supported.

Select the file to upload:

[Browse...](#) No file selected.

[Upload](#) [Delete](#)

Additional attributes and identifiers

[Edit](#)

Patron messaging preferences

	Days in advance	SMS	Email	Digests only?
Advance notice	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Hold filled	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Item due	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

SMS number:

[Edit](#)

[Checkout\(s\)](#) [Fines & Charges](#) [3 Hold\(s\)](#) [Restrictions](#)

Patron has nothing checked out.

[Edit](#) [Change password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More](#)

Set permissions for Library, Administrator

- (*superlibrarian*) Access to all librarian functions
- (*circulate*) Check out and check in items
- (*catalogue*) Required for staff login. Staff access, allows viewing of catalogue in staff client.
- (*parameters*) Manage Koha system settings (Administration panel)
- (*borrowers*) Add or modify patrons
- (*permissions*) Allow staff members to modify permissions for other staff members
- (*reserveforothers*) Place and modify holds for patrons
- (*borrow*) Borrow books
- (*editcatalogue*) Edit Catalog (Modify bibliographic/holdings data)
- (*updatecharges*) Manage patrons fines and fees
- (*acquisition*) Acquisition and/or suggestion management
- (*management*) Set library management parameters (deprecated)
- (*tools*) Use all tools (expand for granular tools permissions)
- (*editauthorities*) Edit Authorities
- (*serials*) Manage serial subscriptions
- (*reports*) Allow access to the reports module
- (*staffaccess*) Allow staff members to modify permissions for other staff members
- (*coursereserves*) Course Reserves
- (*plugins*) Koha plugins

[Save](#) [Cancel](#)

Library use

Card number: 1
Borrowernumber: 1
Category: Lib. Staff (LS)
Registration date: 17/07/2013
Expiration date: 31/03/2024
Library: Central Library
Username: admin
Password: *****

[Edit](#)

Alternate address

Address:
Address 2:
City:
Zip/Postal code:

[Edit](#)

Alternative contact

Surname:
First name:
Address:
Address 2:
City:
Zip/Postal code:

[Edit](#)

The permission for different user can be set according to the value given above in the screen.

Tools (Export / Import):

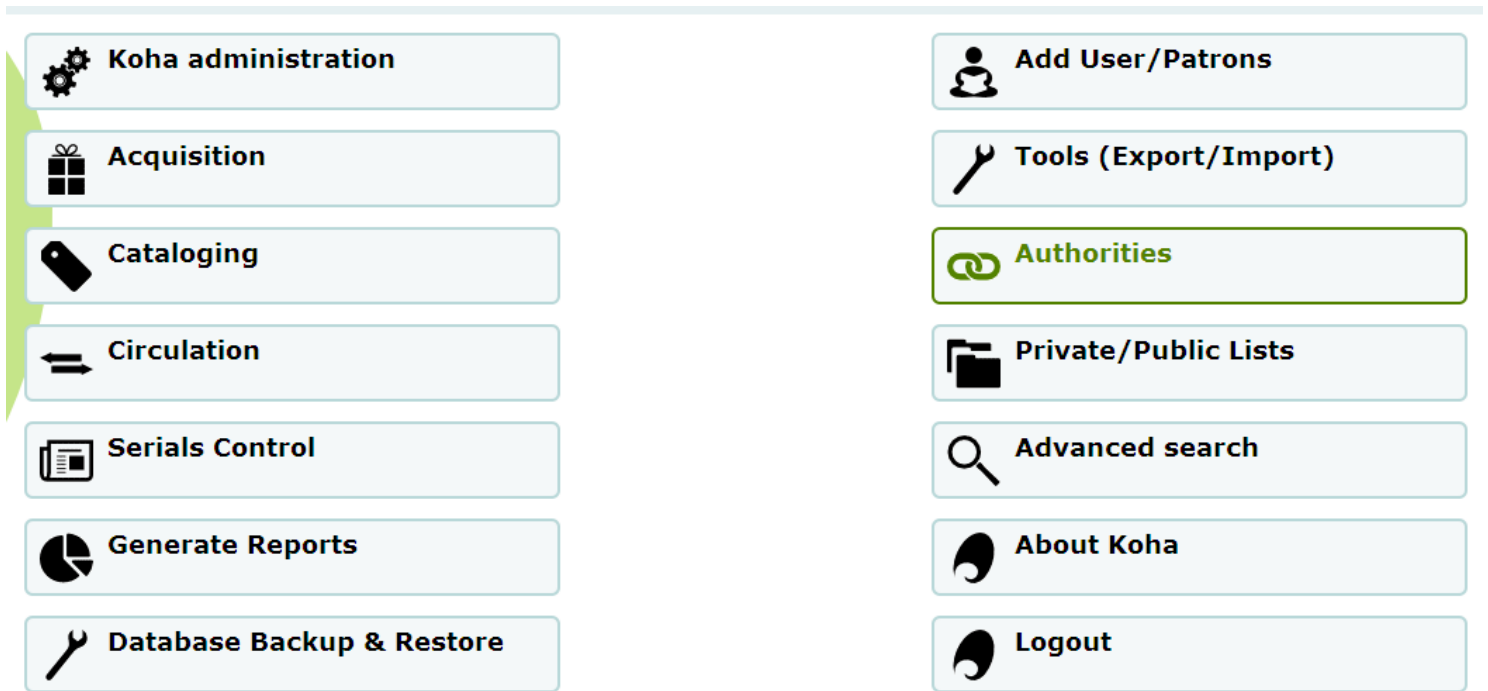
The image shows a grid of 14 tool buttons from the Koha administration interface. The buttons are arranged in two columns. The first column contains: Koha administration (gear icon), Acquisition (gift icon), Cataloging (tag icon), Circulation (arrows icon), Serials Control (document icon), Generate Reports (pie chart icon), and Database Backup & Restore (wrench icon). The second column contains: Add User/Patrons (person icon), Tools (Export/Import) (wrench icon, highlighted in green), Authorities (link icon), Private/Public Lists (book icon), Advanced search (magnifying glass icon), About Koha (curved arrow icon), and Logout (curved arrow icon).

Using this option you can easily export/import bibliographical details about any document, details of patron and so many things. The screenshot is given below of different option under **Tools** menu.

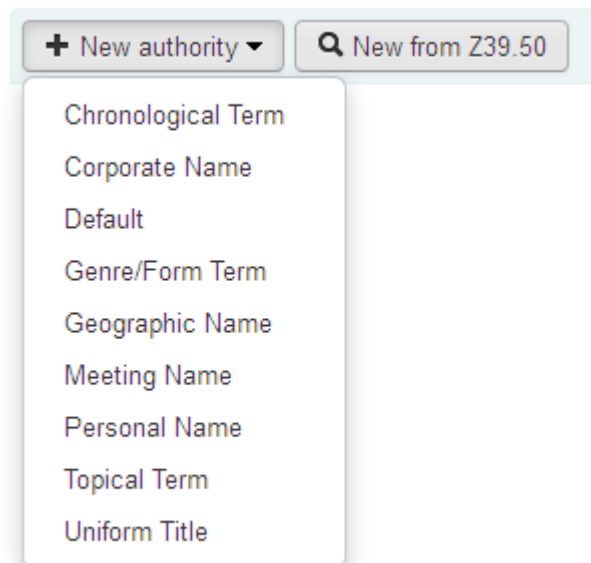
The screenshot shows the 'Tools' menu in Koha. At the top, there is a breadcrumb 'Home > Tools'. The menu is organized into three columns:

- Patrons and circulation**
 - Patron lists: Manage lists of patrons.
 - Comments: Moderate patron comments.
 - Import patrons: Import patron data.
 - Notices & slips: Define notices (print and email notification messages for overdue, etc.)
 - Overdue notice/status triggers: Set notice/status triggers for overdue items.
 - Patron card creator: Create printable patron cards.
 - Batch patron deletion/anonymization: Batch delete patrons and delete patron circulation history.
 - Batch patron modification: Modify patrons in batch.
 - Tags: Moderate patron tags.
 - Upload patron images: Upload patron images in a batch or one at a time.
- Catalog**
 - Batch item deletion: Delete a batch of items.
 - Batch item modification: Modify items in a batch.
 - Export data: Export bibliographic, holdings, and authority records.
 - Inventory/stocktaking: Perform inventory (stocktaking) of your catalog.
 - Label creator: Create printable labels and barcodes from catalog data.
 - Quick spine label creator: Enter a barcode to generate a printable spine label. For use with dedicated label printers.
 - MARC modification templates: Manage templates for modifying MARC records during import.
 - Stage MARC records for import: Stage MARC records into the reservoir.
 - Staged MARC record management: Managed staged MARC records, including completing and reversing imports.
 - Upload local cover image: Utility to upload scanned cover images for display in OPAC.
- Additional tools**
 - Calendar: Define days when the library is closed.
 - CSV profiles: Manage CSV export profiles.
 - Log viewer: Browse the system logs.
 - News: Write news for the OPAC and staff interfaces.
 - Task scheduler: Schedule tasks to run.
 - Edit quotes for QOTD feature: Quote editor for Quote-of-the-day feature in OPAC.
 - Tool Plugins: Use tool plugins.

Authorities:

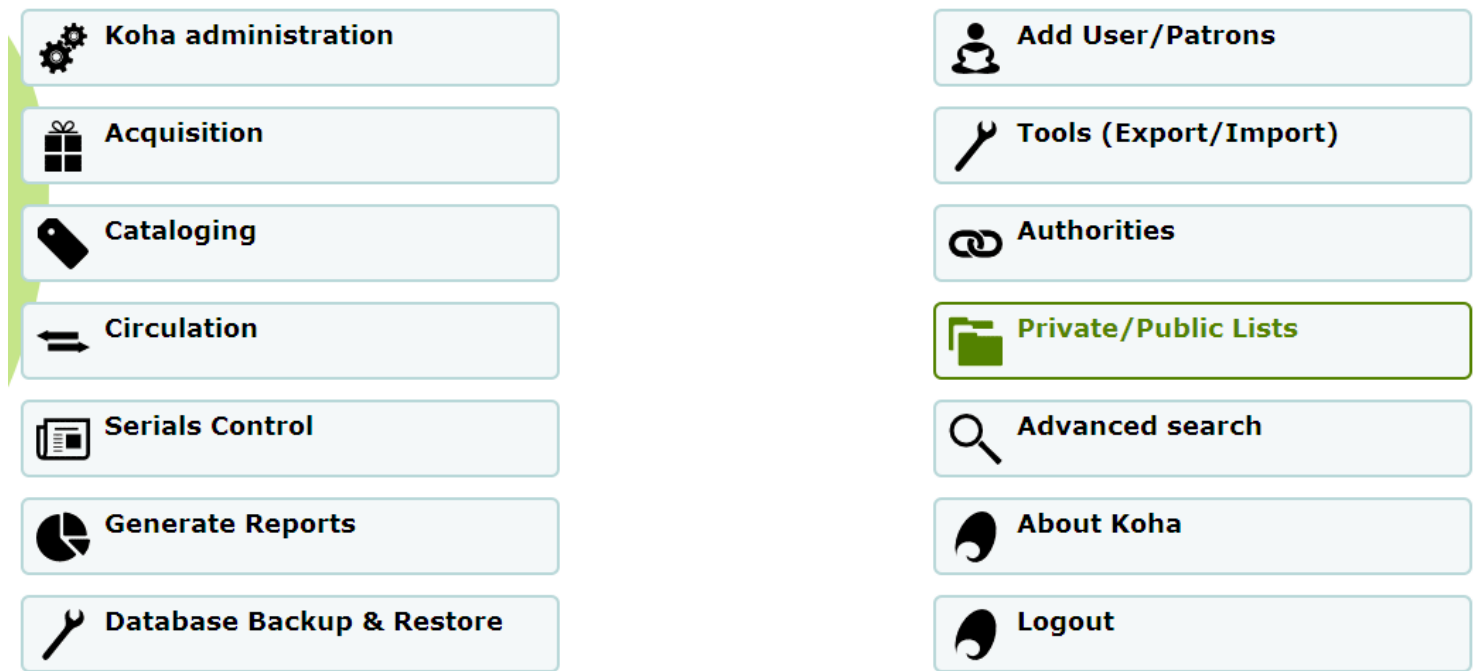


Using this option, you can define authorities such as Chronological Term, Corporate Name, and Personal Name etc.



The same can be imported from z39.50 server as well.

Private / Public Lists:



There is a provision in Koha that you can create **Private / Public List**. **Private Lists** can be used for personal use whereas **Public Lists** can be used for outside user. **Public Lists** may include New Arrival.

[+ New list](#)

Create a new list

List name:

Owner: admin

Sort this list by:

Category:

Permissions: anyone else to add entries.















anyone to remove his own contributed entries.

anyone to remove other contributed entries.

- A **Private** list is managed by you and can be seen only by you.
- A **Public** list can be seen by everybody, but managed only by you.
- The owner of a list is always allowed to add entries, but needs permission to remove.

Using above menu, you can create the lists based on **Category: Private or Public**.

Advanced Search:









 Koha administration	 Add User/Patrons
 Acquisition	 Tools (Export/Import)
 Cataloging	 Authorities
 Circulation	 Private/Public Lists
 Serials Control	 Advanced search
 Generate Reports	 About Koha
 Database Backup & Restore	 Logout

Using this option, you can search the detail of different documents available in the database.

Advanced search

Search for
Keyword
Keyword
Keyword

Search [\[More options\]](#) [\[New search\]](#)

Item type
Limit to any of the following:
  Bank
  Books
  CD/DVD
  Journals/Serial
  Proceedings
  Reference
  Text/Reserve Book
  Thesis

Subtype limits
Any audience Any content Any format Additional content types

Location and availability
Only items currently available
Individual libraries:
OR
Groups of libraries:

Sorting
Sort by:

Search [\[More options\]](#) [\[New search\]](#)

Configuration of e-mail to send notices to library users:

There is a provision in Koha to send the mail to user. For this purpose, you will have to configure the e-mail ID and Password with Koha Setting. Koha uses postfix to send the mail. So, at the main server of Koha, you have to configure the postfix then the timing in cron job also to send the mail at different interval.

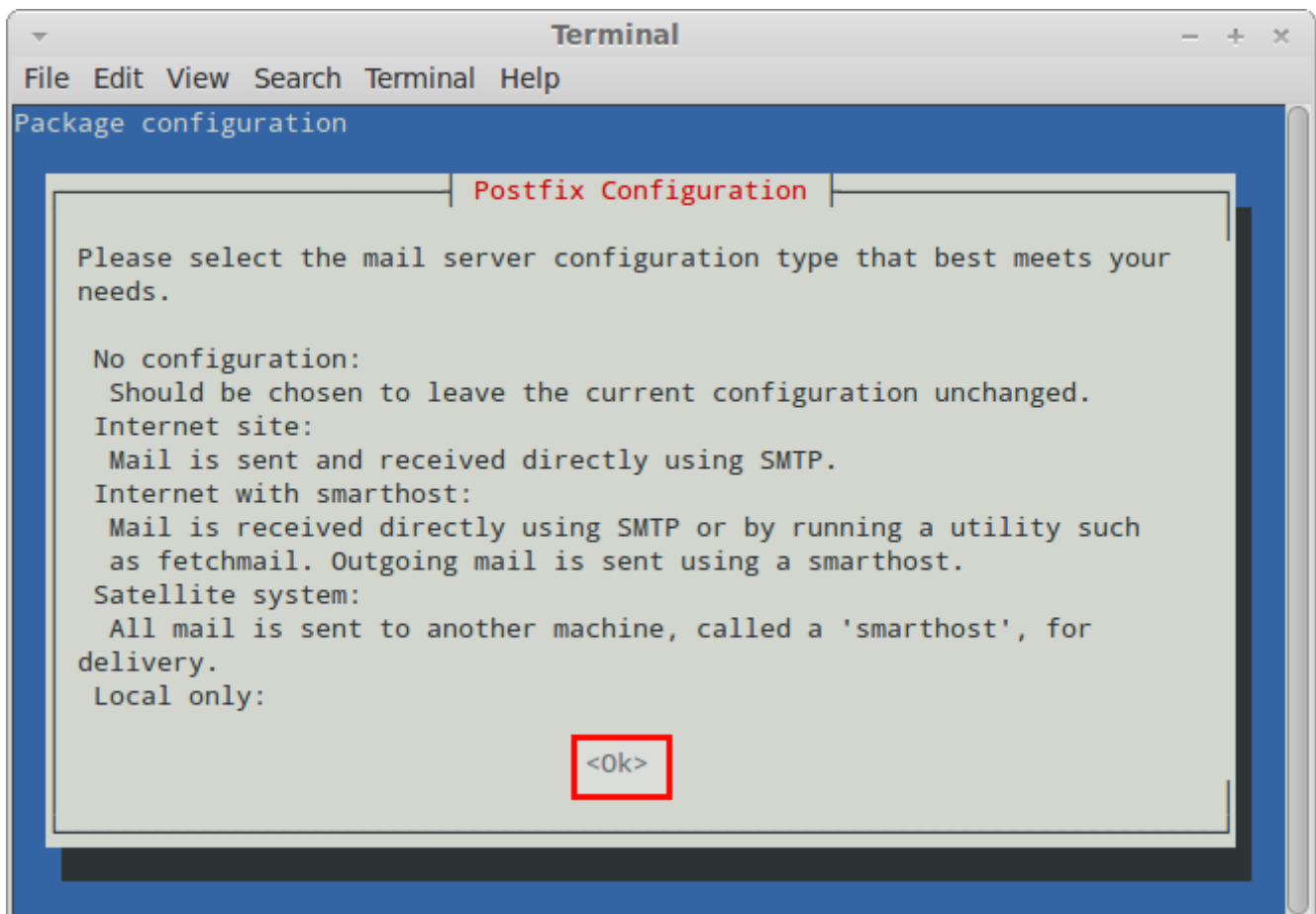
Step 1. Installation of postfix mail server package.

Open a terminal and apply following command,

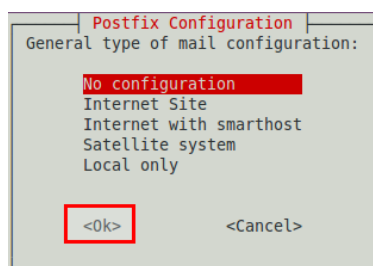
```
sudo su [Enter Linux password]
```

```
apt-get install postfix
```

Use **TAB**, **UP** and **DOWN ARROW** buttons to move between various selections.



Select no configuration in the post installation screen.



Step 2. Copy the configuration file.

```
cp /usr/share/postfix/main.cf.debian /etc/postfix/main.cf
```

Step 3. Install following packages too

```
apt-get install libsasl2-2
```

```
apt-get install libsasl2-modules
```

```
apt-get install ca-certificates
```

Step 4. Open the following file and add some lines.

```
gedit /etc/postfix/main.cf
```

Add the following lines at the bottom of the file.

```
relayhost = [smtp.gmail.com]:587
```

```
smtp_sasl_auth_enable = yes
```

```
smtp_sasl_password_maps = hash:/etc/postfix/sasl_passwd
```

```
smtp_sasl_security_options = noanonymous
```

```
smtp_tls_CAfile = /etc/postfix/cacert.pem
```

```
smtp_use_tls = yes
```

Step 5. Create a new file to save the gmail password.

```
gedit /etc/postfix/sasl_passwd
```

Add the following line in the opened file.

```
[smtp.gmail.com]:587     youremailid@gmail.com:yourpassword
```

Add your gmail user name and password.

Step 6. Change the permission of following file.

```
chmod 400 /etc/postfix/sasl_passwd
```

Step 7. Translate the /etc/postfix/sasl_passwd to Postfix lookup tables.

```
postmap /etc/postfix/sasl_passwd
```

Step 8. Create the /etc/aliases.db

```
postalias hash:/etc/aliases
```

Step 9. Create the /etc/postfix/cacert.pem.

```
cat /etc/ssl/certs/Equifax_Secure_CA.pem >> /etc/postfix/cacert.pem
```

Step 10. Restart Postfix.

```
/etc/init.d/postfix restart
```

Check the following settings in Koha to start email notices,

Administration > Patron categories > Overdue notice required > Yes

Koha Administration > Patrons > Enhancedmessagingpreferences > Allow

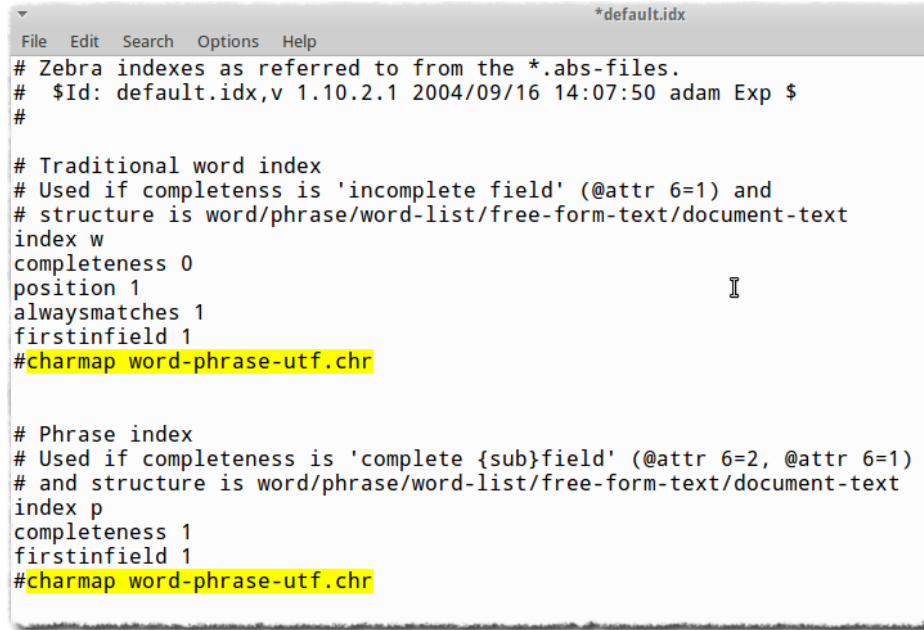
Step 11: Enable email service in Koha

```
koha-email-enable library
```

Regional Language Searching Setting in Koha:

```
sudo su
leafpad /etc/koha/zebradb/etc/default.idx
```

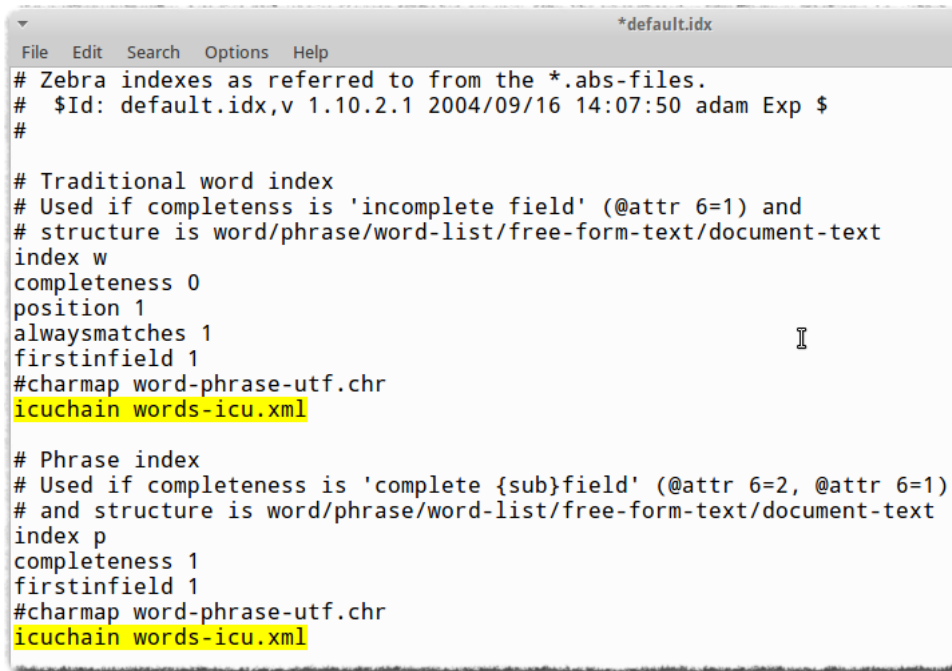
Find the line "**charmap word-phrase-utf.chr**" and comment it by inserting a # symbol.
The same line appeared in next paragraph too, do the same.



```
*default.idx
File Edit Search Options Help
# Zebra indexes as referred to from the *.abs-files.
# $Id: default.idx,v 1.10.2.1 2004/09/16 14:07:50 adam Exp $
#
# Traditional word index
# Used if completenss is 'incomplete field' (@attr 6=1) and
# structure is word/phrase/word-list/free-form-text/document-text
index w
completeness 0
position 1
alwaysmatches 1
firstinfield 1
#charmap word-phrase-utf.chr
# Phrase index
# Used if completeness is 'complete {sub}field' (@attr 6=2, @attr 6=1)
# and structure is word/phrase/word-list/free-form-text/document-text
index p
completeness 1
firstinfield 1
#charmap word-phrase-utf.chr
```

Add following line below the commented lines,

```
icuchain words-icu.xml
```



```
*default.idx
File Edit Search Options Help
# Zebra indexes as referred to from the *.abs-files.
# $Id: default.idx,v 1.10.2.1 2004/09/16 14:07:50 adam Exp $
#
# Traditional word index
# Used if completenss is 'incomplete field' (@attr 6=1) and
# structure is word/phrase/word-list/free-form-text/document-text
index w
completeness 0
position 1
alwaysmatches 1
firstinfield 1
#charmap word-phrase-utf.chr
#icuchain words-icu.xml
# Phrase index
# Used if completeness is 'complete {sub}field' (@attr 6=2, @attr 6=1)
# and structure is word/phrase/word-list/free-form-text/document-text
index p
completeness 1
firstinfield 1
#charmap word-phrase-utf.chr
#icuchain words-icu.xml
```

Rebuild zebra

```
sudo koha-rebuild-zebra -v -f library
```

Reports in Koha:

Accession Register

```
SELECT items.barcode,items.dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pages,biblioitems.publishercode,biblioitems.place,biblio.copyrightdate FROM items LEFT JOIN biblioitems on (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio on (biblioitems.biblionumber=biblio.biblionumber) where items.homebranch ='MAIN' order by items.barcode
```

Accession Register II

```
SELECT items.barcode,items.dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pages,biblioitems.publishercode,biblioitems.place,biblio.copyrightdate FROM items LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber) ORDER BY items.barcode ASC
```

Accession Register with Keywords/subject

```
SELECT ExtractValue(marcxml,'//datafield[@tag="650"]/*') AS SUBJECT, items.barcode, items.dateaccessioned, items.itemcallnumber, biblioitems.isbn, biblio.author, biblio.title, biblioitems.pages, biblioitems.publishercode, biblioitems.place, biblio.copyrightdate FROM items LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber) WHERE items.homebranch =<<Branch|branches>> ORDER BY LPAD(items.barcode,40,' ') ASC
```

Book list between range of accession numbers

```
SELECT items.barcode, biblio.author, biblio.title, biblioitems.place, biblioitems.publishercode, biblio.copyrightdate, biblioitems.pages, biblioitems.size,items.itemcallnumber, items.price FROM items LEFT JOIN biblioitems on (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio on (biblioitems.biblionumber=biblio.biblionumber) WHERE items.barcode BETWEEN 'B-422645' AND 'B-442360' AND items.homebranch ='L' AND items.itype='HN' ORDER BY biblioitems.lccn ASC
```

Book list between range of accession numbers II

```
SELECT CONCAT('<a href=\"'/cgi-bin/koha/catalogue/detail.pl?biblionumber=',biblio.biblionumber,\">',biblio.biblionumber,'</a>') AS biblionumbers, items.barcode,items.dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pages,biblioitems.publishercode,biblioitems.place,biblio.copyrightdate FROM items LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber) WHERE items.homebranch =<<Branch|branches>> AND items.barcode BETWEEN <<From Acc>> AND <<To Acc>> ORDER BY LPAD(items.barcode,30,' ') ASC
```

Date wise List of Books

```
SELECT
items.dateaccessioned,items.barcode,items.itemcallnumber,biblio.author,biblio.title,biblioitems.publishercode
FROM items
LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber)
LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber) WHERE items.dateaccessioned
BETWEEN
<<Between Date (yyyy-mm-dd)>> and <<and (yyyy-mm-dd)>>
ORDER BY items.barcode DESC
```

Accession Number Search

```
SELECT
items.barcode,items.dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pa
ges,biblioitems.publishercode,biblioitems.place,biblio.copyrightdate
FROM items
LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber)
LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber)
WHERE homebranch = <<Pick your branch|branches>> AND barcode LIKE <<Partial barcode value here>>
```

Call Number Search

```
SELECT items.barcode,items.
dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pages,biblioitems.publ
ishercode,biblioitems.place,biblio.copyrightdate
FROM items
LEFT JOIN biblioitems ON (items.biblioitemnumber=biblioitems.biblioitemnumber)
LEFT JOIN biblio ON (biblioitems.biblionumber=biblio.biblionumber)
WHERE homebranch = <<Pick your branch|branches>> AND items.itemcallnumber LIKE <<Call number LIKE
(USE % FOR wildcard)>>
ORDER BY items.itemcallnumber ASC
```

Record Count

```
SELECT COUNT(biblionumber) AS Count FROM biblio
```

Overdue List

```
SELECT borrowers.surname,borrowers.firstname,issues.date_due, (TO_DAYS(curdate())-TO_DAYS( date_due))
AS 'days overdue', items.itemcallnumber, items.barcode,biblio.title, biblio.author FROM borrowers LEFT JOIN
issues ON (borrowers.borrowernumber=issues.borrowernumber) LEFT JOIN items ON
(issues.itemnumber=items.itemnumber) LEFT JOIN biblio ON
(items.biblionumber=biblio.biblionumber) WHERE (TO_DAYS(curdate())-TO_DAYS(date_due)) >
'30' ORDER BY borrowers.surname ASC, issues.date_due ASC
```

Patron with Fine

```
SELECT borrowers.cardnumber, borrowers.surname, borrowers.firstname, borrowers.cardnumber
      FORMAT(SUM(accountlines.amountoutstanding),2) AS due
FROM borrowers LEFT JOIN accountlines ON (borrowers.borrowernumber=accountlines.borrowernumber)
WHERE accountlines.amountoutstanding > 0
GROUP BY borrowers.cardnumber
ORDER BY borrowers.surname ASC
```

Patron with Fine (2)

```
SELECT
  (SELECT CONCAT('<a href=\""/cgi-
bin/koha/members/boraccount.pl?borrowernumber=', b.borrowernumber, '\>', b.surname, ', ',
b.firstname, '</a>')
  FROM borrowers b WHERE b.borrowernumber = a.borrowernumber) AS Patron,
  format(sum(amountoutstanding),2) AS 'Outstanding',
  (SELECT count(i.itemnumber) FROM issues i WHERE b.borrowernumber = i.borrowernumber) AS
'Checkouts'
FROM
  accountlines a, borrowers b
WHERE
  (SELECT sum(amountoutstanding) FROM accountlines a2 WHERE a2.borrowernumber =
a.borrowernumber) > '0.00'
  AND a.borrowernumber = b.borrowernumber
GROUP BY
  a.borrowernumber ORDER BY b.surname, b.firstname, Outstanding ASC
```

List of New Items

```
SELECT items.dateaccessioned, items.barcode, items.itemcallnumber, biblio.author, biblio.title, biblioitems.published
rcode, biblio.copyrightdate
FROM items LEFT JOIN biblioitems on (items.biblioitemnumber=biblioitems.biblioitemnumber)
LEFT JOIN biblio on (biblioitems.biblionumber=biblio.biblionumber)
WHERE DATE (items.dateaccessioned) BETWEEN '2000-03-01' AND '2020-06-22' AND
items.homebranch='MAIN'
ORDER BY items.dateaccessioned ASC
```

Items currently Checked out

```
SELECT issues.issuedate, items.barcode, biblio.title,
author, borrowers.firstname, borrowers.surname, borrowers.cardnumber FROM issues LEFT JOIN borrowers ON
borrowers.borrowernumber=issues.borrowernumber LEFT JOIN items ON
issues.itemnumber=items.itemnumber LEFT JOIN biblio ON items.biblionumber=biblio.biblionumber ORDER
BY issues.issuedate DESC
```

Circulation-All Checked Out Books

```
SELECT issues.issuedate, issues.date_due, borrowers.surname, borrowers.firstname,
  borrowers.phone, borrowers.email, biblio.title, biblio.author,
  items.itemcallnumber, items.barcode, items.location
FROM issues
LEFT JOIN items ON (issues.itemnumber=items.itemnumber)
LEFT JOIN borrowers ON (issues.borrowernumber=borrowers.borrowernumber)
LEFT JOIN biblio ON (items.biblionumber=biblio.biblionumber)
ORDER BY issues.date_due ASC
```

Check in List of Books (Date wise)

```
SELECT
old_issues.returndate,items.barcode,biblio.title,biblio.author,borrowers.firstname,borrowers.surname,borrowers.ca
rdnumber,borrowers.categorycode FROM old_issues LEFT JOIN borrowers ON
borrowers.borrowernumber=old_issues.borrowernumber LEFT JOIN items ON
old_issues.itemnumber=items.itemnumber LEFT JOIN biblio ON items.biblionumber=biblio.biblionumber where
old_issues.returndate BETWEEN <<Between Date (yyyy-mm-dd)>> and <<and (yyyy-mm-dd)>> ORDER BY
old_issues.returndate DESC
```

Circulation Report by Date

```
SELECT issues.issuedate,items.barcode,biblio.title,
author,borrowers.firstname,borrowers.surname FROM issues LEFT JOIN
borrowers ON borrowers.borrowernumber=issues.borrowernumber LEFT JOIN
items ON issues.itemnumber=items.itemnumber LEFT JOIN biblio ON
items.biblionumber=biblio.biblionumber WHERE issues.issuedate BETWEEN
<<Between Date (yyyy-mm-dd)>> and <<and (yyyy-mm-dd)>> ORDER BY
issues.issuedate
```

Enter parameters for report Overdues w/ Contact Info

```
SELECT borrowers.cardnumber, borrowers.surname, borrowers.firstname,
borrowers.phone, borrowers.email, issues.date_due,
(TO_DAYS(curdate()-TO_DAYS( date_due)) AS 'days overdue',
biblio.title, biblio.author, items.itemcallnumber,
items.barcode
FROM borrowers
LEFT JOIN issues ON (borrowers.borrowernumber=issues.borrowernumber)
LEFT JOIN items ON (issues.itemnumber=items.itemnumber)
LEFT JOIN biblio ON (items.biblionumber=biblio.biblionumber)
WHERE issues.branchcode = <<Branch Code>> AND (TO_DAYS(curdate()-TO_DAYS(
date_due)) >= <<Days overdue>>
ORDER BY borrowers.surname ASC, borrowers.firstname ASC, issues.date_due ASC
```

Patrons w/ Books Due Tomorrow

```
SELECT borrowers.cardnumber, borrowers.surname, borrowers.firstname, issues.date_due, items.barcode,
biblio.title, biblio.author
FROM borrowers
LEFT JOIN issues ON (issues.borrowernumber=borrowers.borrowernumber)
LEFT JOIN items ON (issues.itemnumber=items.itemnumber)
LEFT JOIN biblio ON (biblio.biblionumber=items.biblionumber)
WHERE issues.date_due = DATE_ADD(curdate(), INTERVAL 1 DAY)
ORDER BY borrowers.surname ASC
```


Items with list of Collection Code

```
SELECT items.barcode,items.dateaccessioned,items.itemcallnumber,biblioitems.isbn,biblio.author,biblio.title,biblioitems.pages,biblioitems.publishercode,biblioitems.place,biblio.copyrightdate FROM items LEFT JOIN biblioitems on (items.biblioitemnumber=biblioitems.biblioitemnumber) LEFT JOIN biblio on (biblioitems.biblionumber=biblio.biblionumber) where items.homebranch =<<Enter patrons library|branches>> AND items.ccode LIKE <<Enter Collection Code|ccode>>
```

Patron List by Category

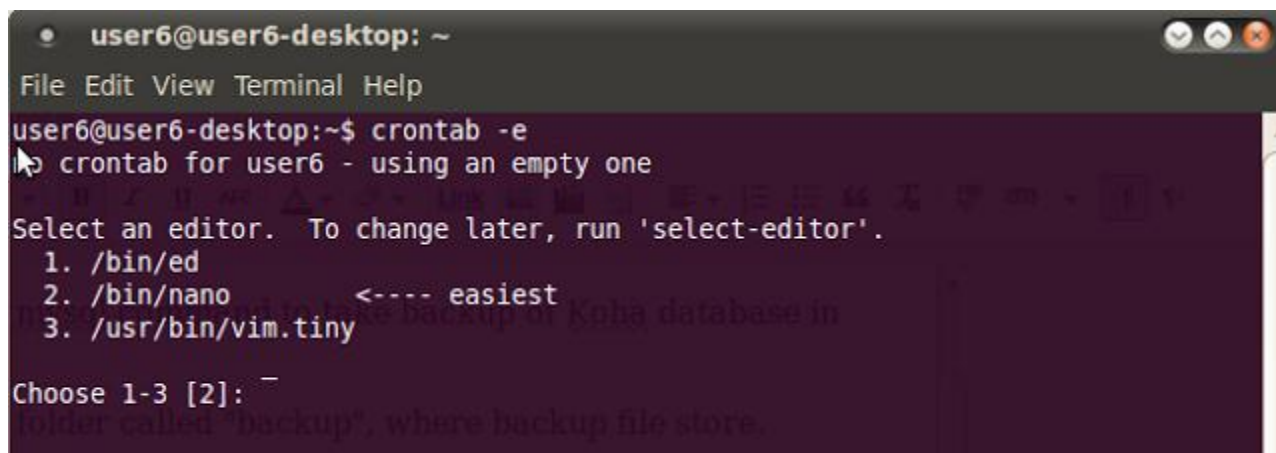
```
SELECT borrowers.cardnumber,borrowers.surname,borrowers.firstname,borrowers.initials,borrowers.dateenrolled FROM borrowers WHERE branchcode=<<Enter patrons library|branches>> AND categorycode LIKE <<Enter Category borrowers|categorycode>>
```

Schedule your Koha Backup:

Apply the following command in terminal:

```
crontab -e
```

It will ask to select a text editor. You can select Nano text editor.

A terminal window titled 'user6@user6-desktop: ~' with a menu bar 'File Edit View Terminal Help'. The terminal shows the command 'crontab -e' being executed, resulting in 'crontab for user6 - using an empty one'. It then prompts 'Select an editor. To change later, run 'select-editor''. Three options are listed: '1. /bin/ed', '2. /bin/nano <---- easiest', and '3. /usr/bin/vim.tiny'. The prompt 'Choose 1-3 [2]:' is followed by a cursor pointing to the right.

```
user6@user6-desktop:~$ crontab -e
crontab for user6 - using an empty one

Select an editor. To change later, run 'select-editor'.
 1. /bin/ed
 2. /bin/nano      <---- easiest
 3. /usr/bin/vim.tiny

Choose 1-3 [2]:
```

You can see crontab file content. Use down arrow button and move the cursor to bottom part of the cron file. Copy following command there.

```
*/60 * * * * mysqldump -uroot -pmysqlroot koha_library | gzip -9 > /home/koha/backup/koha_library.sql.gz
```

Apply **Ctrl + o** button to save the file.

Then apply **Ctrl + x** to leave the cron.

You can find backup file in **/home/koha/backup** folder after 60 minutes.

Cron Job:

- ❑ Cron is a program that enables you to execute a command, or a script with a sequence of commands, at a specified date, time or at set intervals.
- ❑ Add the job script in `/etc/cron.hourly` or `/etc/cron.daily` or `/etc/cron.weekly` or `/etc/cron.monthly` to schedule a job
- ❑ Make an entry in `/etc/crontab` file to schedule a job (`crontab -e`) the format is

```
* * * * * command_to_execute
```

Each star denotes Minute Hour Day_of_Month Month Day_of_Week

Minute = Minute of the hour, 00 to 59. * Will indicate every minute

Hour = Hour of the day in 24-hour format, 00 to 23. * Will indicate every hour

Day = Day of the month, 1 to 31. * Will indicate every day

Month = Month of the year, 1 to 12. * Will indicate every month

Day = Day of the week, 3 chars - sun, Mon, Tue, or numeric (0=sun, 1=Mon etc).... * Will indicate every day

Task = the command you want to execute

Back-up:

Create the file namely `backup.sh` and save the file in `/etc/cron.d` folder.

```
#!/bin/sh
```

```
mysqldump --single-transaction -u root -pkitkit koha_library > /home/sharma/koha-backup/koha_library.sql
```

```
gzip -f /home/sharma/koha-backup/koha_library.sql
```

Back-up in Pen Drive:

Create the file namely `backup-pendrive.sh` and save the file in `/etc/cron.d` folder.

```
#!/bin/sh
```

```
mysqldump --single-transaction -u root -pkitkit koha_library > /media/KOHA/koha_library.sql
```

```
gzip -f /media/KOHA/koha_library.sql
```

To Run the File for Back-up & Back-up in Pen Drive Automatically:

Add the following lines and edit the file namely koha-common and save the file in /etc/cron.d folder.

```
# /etc/cron.d/koha-common
```

```
#
```

```
# Call koha-rebuild-zebra for each enabled Koha instance, to make sure the
```

```
# Zebra indexes are up to date.
```

```
SHELL=/bin/sh
```

```
PATH=/usr/local/sbin:/usr/local/bin:/sbin:/bin:/usr/sbin:/usr/bin
```

```
*/1 * * * * root test -x /usr/sbin/koha-rebuild-zebra && koha-rebuild-zebra -q $(koha-list --enabled)
```

```
*/5 * * * * root koha-foreach --enabled --email /usr/share/koha/bin/cronjobs/process_message_queue.pl
```

```
30 13 * * * root bash /etc/cron.d/backup.sh
```

```
30 17 * * * root bash /etc/cron.d/backup-pendrive.sh
```

```
59 * * * * root koha-foreach --enabled /usr/share/koha/bin/cronjobs/fines.pl
```

This file will automatically run and save the backup automatically at 1:30 pm and 5:30 pm every day in the folder.

How to Upgrade Koha?

Apply the following command in **Terminal**

```
sudo su [enter the Linux password when it ask, check read me file to find password]
apt-get update
apt-get install koha-common
```

After upgrading you have to install additional perl modules missing,

Open Koha staff interface and check, **About Koha > Per Modules**

You can find missing perl modules highlighted in different colors,

How to install missing perl modules,
Apply following commands in a terminal,

```
sudo su
sudo cpan
```

Here is an example to install a perl module called Data::Pagination

```
install Data::Pagination
```

The same way, you can install other missing Perl modules. Now your Koha is upgraded to Koha 3.14.x and ready to use.

How to Create Multiple Instances?

Add two different port numbers for new Koha instance first.

```
sudo gedit /etc/apache2/ports.conf
```

Add two new ports,

```
Listen 7070
```

```
Listen 70
```

Create new instance

```
sudo koha-create --create-db instancename (For ex: koha-create --create-db library)
```

We have created an instance (e.g. **library**) for our library.

Open and edit apache site file add port numbers

```
sudo gedit /etc/apache2/sites-available/library
```

Save and close the file.

Restart Apache server

```
sudo /etc/init.d/apache2 restart
```

Open Koha staff client and proceed installation post installation process.

<http://127.0.1.1:7070>

For OPAC

<http://127.0.0.1:70>

Zebra rebuild

```
koha-rebuild-zebra -v -f instancename
```

Find Koha new instance configuration files in

```
/etc/koha/sites/
```

Data Migration Process:

The available documentation from the Koha community has a very useful implementation checklist that libraries should consider when thinking about and planning the migration process.

The checklist includes steps for the following topics:

Data Migration:

- Create a list of libraries and enter their information and codes.
- Define your list of item types.
- Define your patron categories and enter the categories and their codes.
- Enter any additional patron information fields you use in your library.
- Define all of your authorized values.
- Optionally define city/postal code combinations and road types for patron entry.
- Map your bibliographic data from your legacy system to Koha fields and migrate (remember to use the collection, shelving, item type, and library codes you entered in the above setting areas).
- Map your patron data from your legacy system to the Koha fields and migrate (remembering to use the patron and library codes you defined above).
- Test your migrated data to be sure that everything is as you expect it to be.

Administrative Configuration:

- If your library uses CAS authentication, you'll want to set the various CAS system preferences.
- Set the administration system preferences.
- Go through the log system preferences and decide which actions you want to keep track of in the logs.

Localization Configuration:

- Decide how dates are displayed throughout Koha.
- Decide if patrons can choose what language the OPAC appears in.
- Decide which languages the patrons can choose from.
- Decide which languages appear in the staff client.

Circulation Configuration:

- Define your circulation/fine rules.
- Enter the days your library is closed for fines and due date calculations.
- Enter circulation system preferences.
- Customize your notices.
- Define your overdue notice triggers.
- Set up your cron jobs.

Patron Configuration:

- Enter your staff members as patrons.
- Define patron system preferences.

Cataloging Configuration:

- Define your cataloging templates aka MARC bibliographic frameworks.
- Define any authorized values you might want to use in cataloging.
- Set up custom classification sources (if you use something other than the defaults).
- Set up MARC matching rules for importing records from MARC files or Z39.50.

- Set up Koha to keyword mapping for deciding how to display MARC fields to the screen.
- Set up the Z39.50 targets you want to search for cataloging (and acquisitions).
- Define cataloging system preferences.
- Set up your cron jobs.

Authorities Configuration:

- Set authority frameworks aka templates.
- Set authority system preferences.
- Set up your cron jobs.

Searching Configuration:

- Set up your cron jobs.
- Define searching system preferences.

OPAC Configuration:

- Decide how you want your OPAC to look and what content you want on the main page.
- Create a library branded stylesheet using CSS.
- Create a custom XSLT stylesheet to change the way search results and bibliographic records appear in the OPAC.
- Define OPAC system preferences.
- Set up your cron jobs.

Enhanced Content Configuration:

- FRBR/Editions
- Amazon
- Babeltheque
- Baker and Taylor
- Google
- LibraryThing
- Novelist
- OCLC
- Syndetics
- Tagging

Acquisitions Configuration:

- Set up your funds and budgets.
- Choose your default currency and enter others if you order from multiple countries.
- Enter in your vendor information.
- Create a framework with the code ACQ (if you're going to enter item records at the time of ordering or receiving).
- Define acquisitions system preferences.

Serials Configuration:

- Define serials system preferences.
- Define cataloging system preferences.

Planning for Go-Live:

- Decide if you need training by an outside service or if your staff can do the training themselves.
- Make sure that there is time for your staff to play with your test system and get comfortable with it.
- If this is a migration, work with your previous company to extract data right before you go live.
- Come up with URLs for your new Koha OPAC and staff client.
- Make sure that if you are hosting your own system you have a backup plan.

Also consider consulting case studies about other libraries' process of migrating to Koha, including the Electronic Information for Libraries page.

Best Practices for Migration

- Spot check data (during testing, migration, and after migration). Catching problems early means less work trying to fix problems later.
- Write workflows and policies/rules beforehand. Writing these during based on the test site should provide step by step instructions on how to do the final migration.
- If working with a vendor, regular communication is important. Having regular meetings ensures that everyone stays on the same page and prevents miscommunications that will slow down the process. Having one person as liaison between the library and the vendor will ensure a clear chain of communication.

Data Migration:

To migrate from existing system to Koha, you have to see your database structure first and accordingly convert your database as per the Koha Structure. In this tutorial, description is given about how to convert data from excel sheet to MARC format using MARC Edit 5.9.

Let us know something about MARC Edit.

MarcEdit was initially conceived in the summer of 1999, and finished largely in response to a major database clean-up project that had been planned for the Oregon State University's electronic catalog. The problem was simple; a large number of Marcive records were entering the database with invalid call numbers. The problem had been discovered over the summer, and our initial response was to correct our Marcive profile. The problem, however, was that no one knew how many incorrect records had made it into our system. So we began pulling together list of data in an effort to see how much work needed to be done. The results were staggering—45,000 records needed to be corrected in the database. These records were mainly from series in which we had classed documents materials into LC, rather than using the SuDoc numbers contained in the Marcive records.

However, by luck or maybe just chance, I had been developing a Windows-based alternative to the Library of Congress's MARCBreakr/MARCMakr. I've always enjoyed using LC's DOS utility to perform small database projects, but when I upgraded to Windows 2000, I found that I could no longer use their software. So I started to develop my own utility to suit my needs. However, rather than simply creating a clone of LC's utility, I decided to create an application that could both function as a "traditional" windows application, but also had the ability to be used and integrated with other software applications and programming/scripting languages like the Windows Scripting Host, PERL or C++. This required that the application be designed using Microsoft's COM architecture, and meant that I had some learning to do.

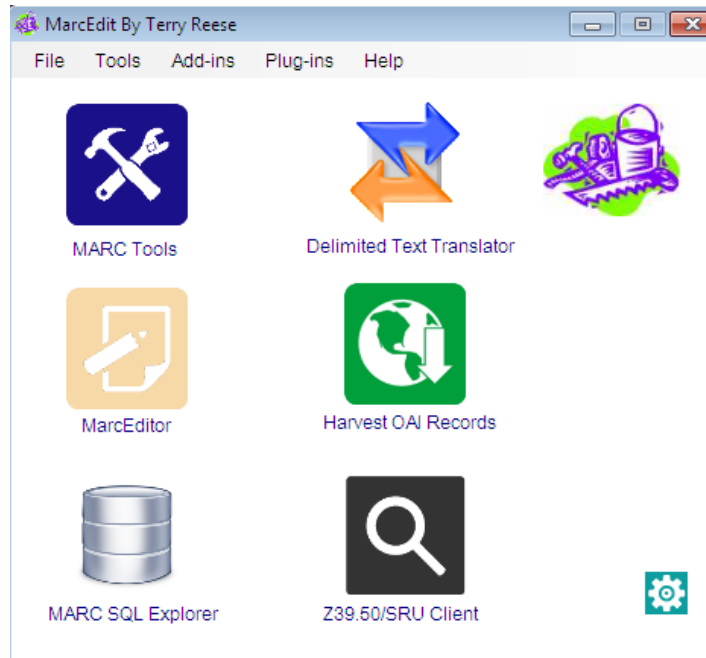
As the clean-up project approached, I raced to complete a workable MARC engine that could be accessed through the Windows Scripting Host (WSH). I had abandoned by plans to develop a GUI-based application, and decided to focus only on providing enough functionality to complete this project. And in the end, I did finish. Working entirely on my own, by the light of my small computer lamp in my den, I hacked out the code for the application. Once finished, I wrote a handful of scripts, and then began "flipping" call number data. In the end, all 45,000 records were able to be corrected in just a handful of hours. This allowed our staff ample time to verify the corrections and fix "false flips", and provide access to these materials by the beginning of Fall term. The project was a big success.

Yet, even with this success, I had honestly planned to drop development of MarcEdit. The necessary work required to create an intuitive GUI-based application was a little daunting, and since myself, and Kyle Banerjee were the only two using the application, it didn't seem worth the time. But after much prompting and cajoling by Kyle, I finally decided to finish the application. It took another couple of months, but I finally had something. Again, Kyle got after me to make MarcEdit available to the library community as a whole, and again I was reluctant. With so many good applications available, I wasn't sure what MarcEdit had to offer. But again, I relented, and made the application available to the public at large, free for anyone to download and use. In retrospect, I'm glad I listened to Kyle. The program has proven to be an invaluable tool for me in performing database maintenance tasks. And I am assuming, useful to the tens of thousands of users that have downloaded the application throughout the globe, and to the many more that continue to download this application daily. It is my hope that MarcEdit will continue to be a useful program for them today, and well into the foreseeable future.

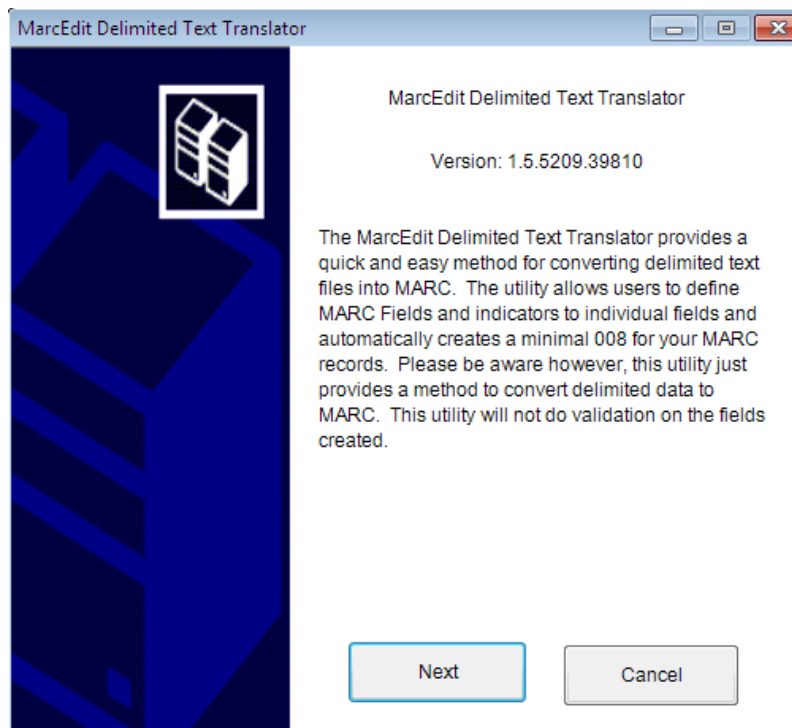
First Step:

Convert your excel data into MARC format. Process is given below. See that the sheet given in excel sheet contains all the bibliographical details about the document.

Now, open MarcEdit 5.9 and follow the procedure.



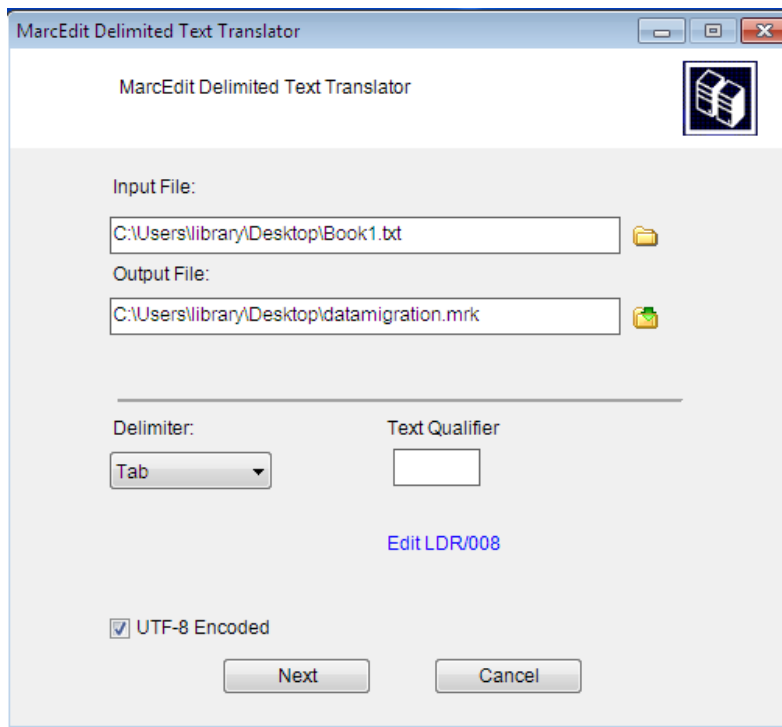
Choose **Delimited Text Translator** and Select the Excel File.



Here, click on **Next button** and go into the next page.

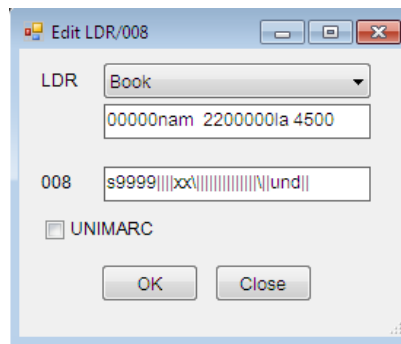
On the next page, choose excel or text file which contains your original data.

Then, give the name of output file also where you want to save the file.



Select the delimiter, generally it is **'Tab'**.

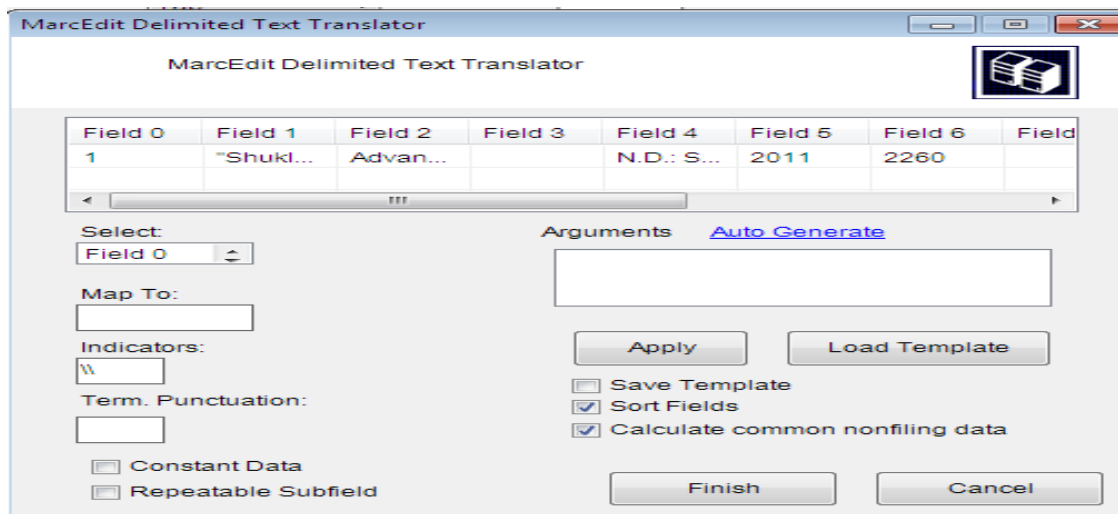
Edit the LDR/008 and choose the **'Book'**



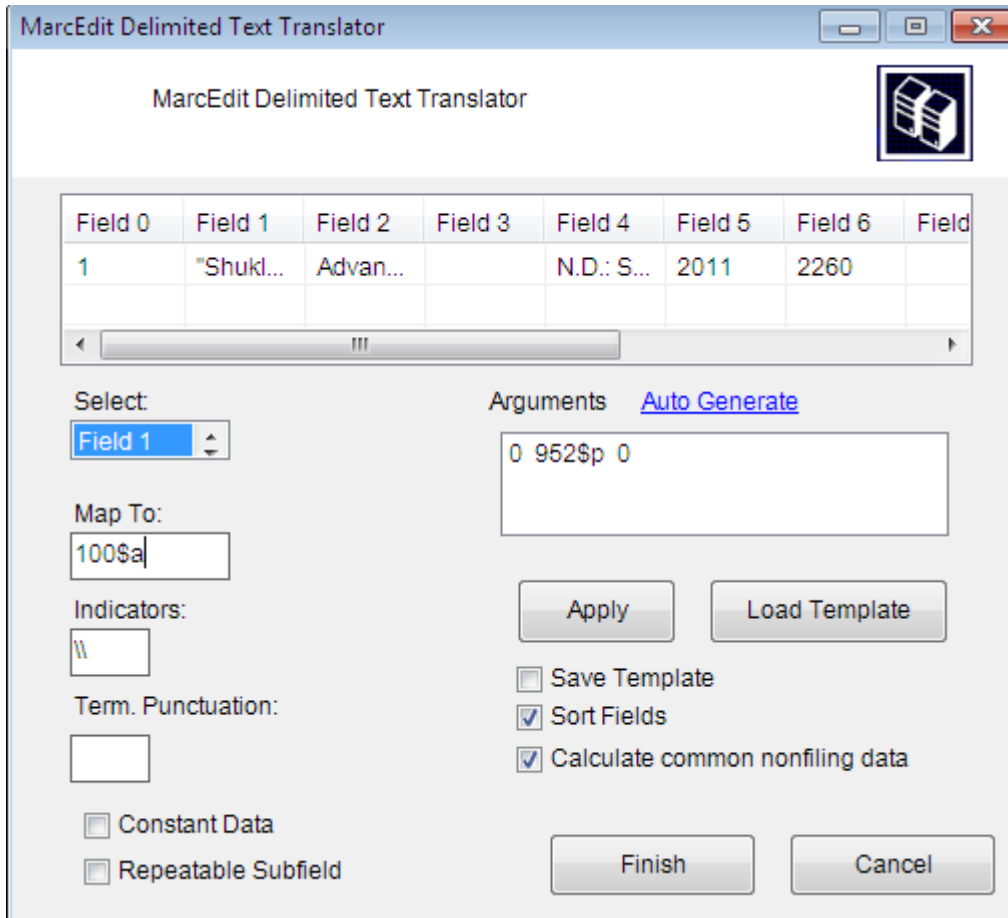
Check the **UTF-8 Encoded**

Now, click on Next button.

Now the most important part is mapping of the field as per the MARC tag.

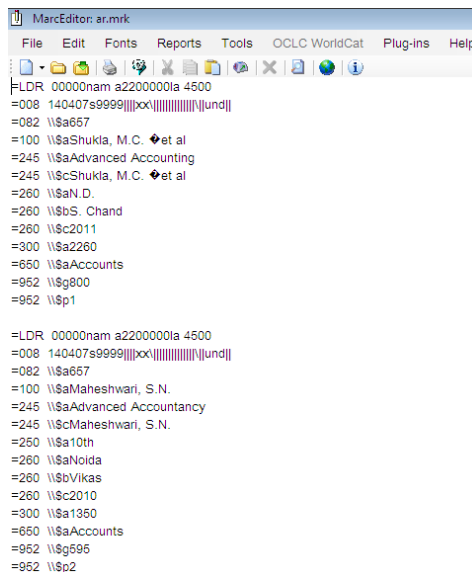


Each Field has to be mapped with MARC tags. Just see the procedure.



In the above window, Field 0 contains value of **'Accession Numbers'** and this field has been mapped to MARC tag number **952\$p**. In the same way, Field 1 contains the information about **'Author'** which has to be mapped to MARC tag number **100\$a**. Likewise all the fields have to be mapped with MARC tags. Finally click on **'Finish Button'**, it will save the record at your destination.

Now, open the file with MARC Edit.



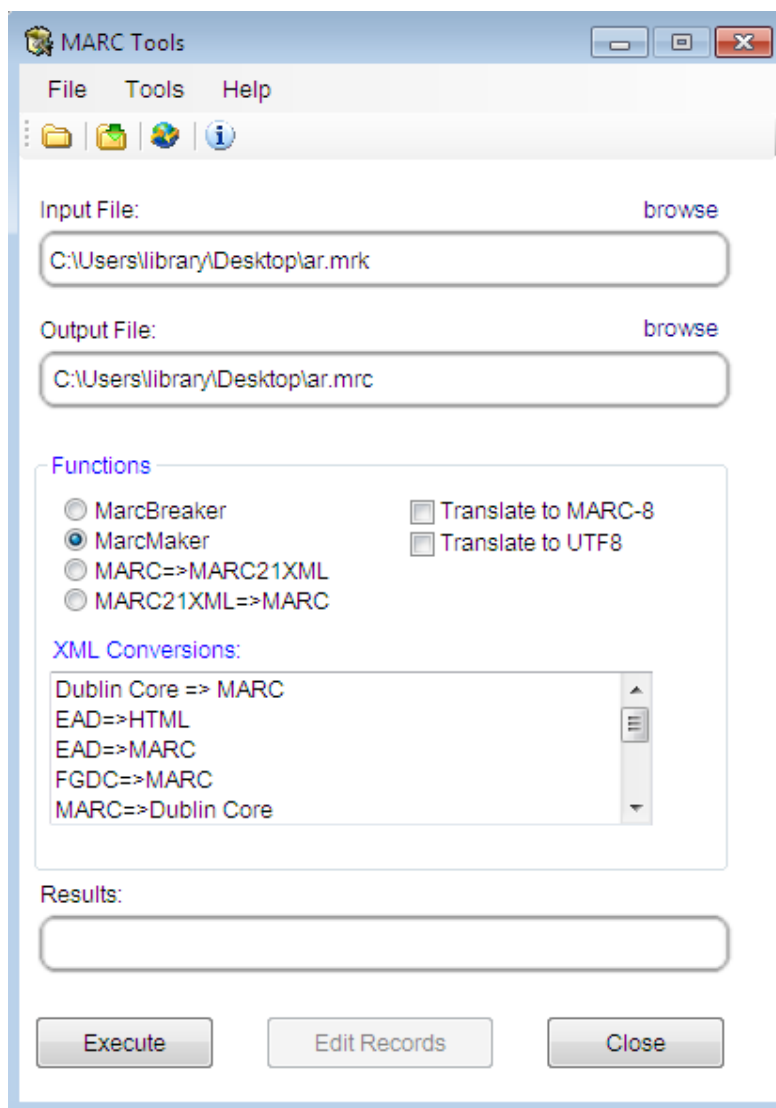
It will show the record as it appears above in the screen. You can see all the bibliographical details of documents which have been mapped properly with MARC tag numbers and the value is given in front of all the numbers.

Important Note: When you save the data, it will save the file with mrk extension.

Now, compile the file and save the file with mrc extension.

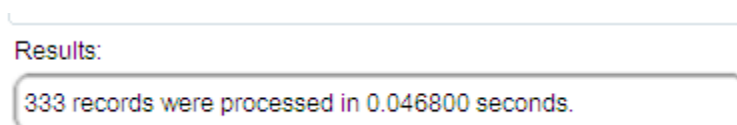
Choose the MARC tools and select the file which you have saved with mrk extension and also choose the file with mrc extension.

Under Function option, select the **MARC Maker**.



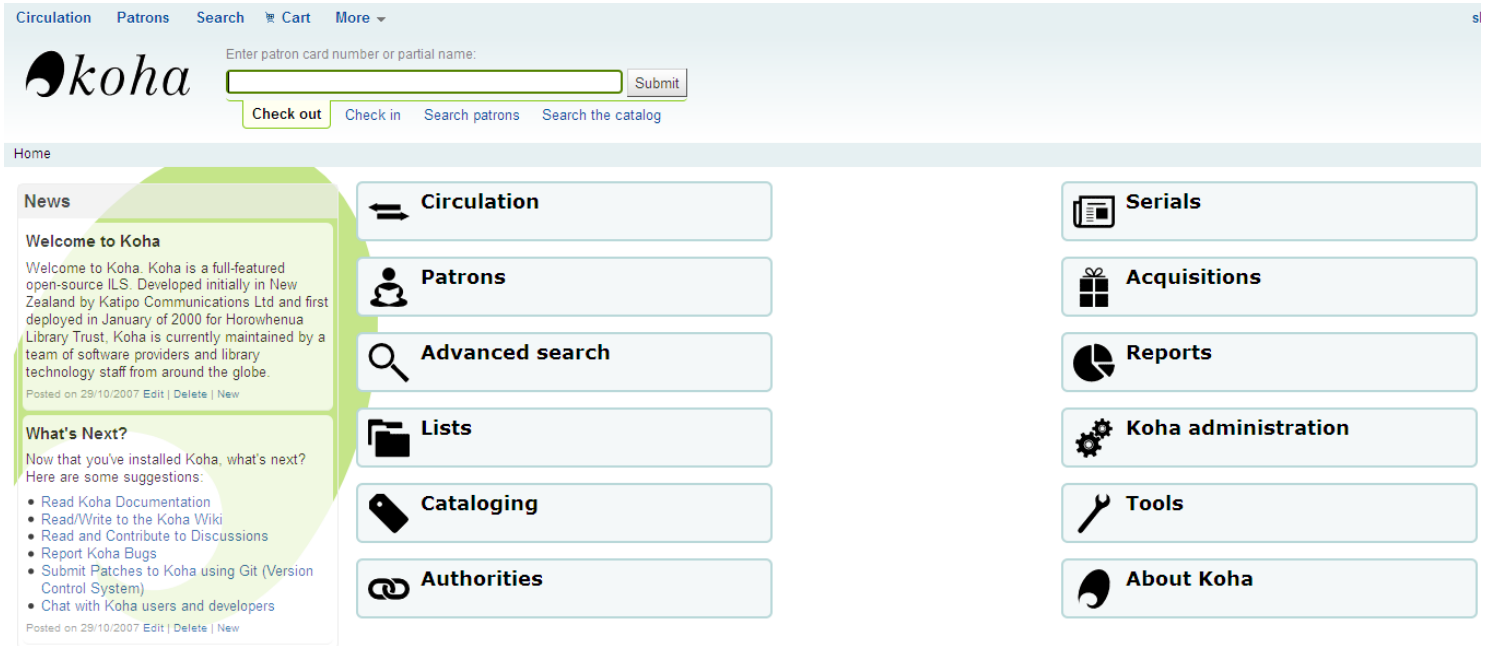
Then click on Execute Button.

As a result, you will observe that it will execute the total number of records and display the output.



Second Step: Data Migration in Koha:

First login with **Koha User ID and Password** and get the main Interface of Koha.



Select the option ‘**Tools**’ and Choose the Option ‘**Stage Marc Records for Import**’.

Catalog

Batch item deletion

Delete a batch of items

Batch item modification

Modify items in a batch

Export data

Export bibliographic, holdings, and authority records

Inventory/stocktaking

Perform inventory (stocktaking) of your catalog

Label creator

Create printable labels and barcodes from catalog data

Quick spine label creator

Enter a barcode to generate a printable spine label. For use with dedicated label printers

MARC modification templates

Manage templates for modifying MARC records during import.

Stage MARC records for import

Stage MARC records into the reservoir.

Staged MARC record management

Managed staged MARC records, including completing and reversing imports

Upload local cover image

Utility to upload scanned cover images for display in OPAC

Now, choose the option and click on it.

Stage MARC records for import


- Select a MARC file to stage in the import reservoir. It will be parsed, and each valid record staged for later import into the catalog.
- You can enter a name for this import. It may be useful, when creating a record, to remember where the suggested MARC data comes from!

Stage records into the reservoir

Select the file to stage:

ar.mrc

Finally, upload the file into Database.

Upload progress:

100%

Comments about this file:

Record type:

Character encoding:

Look for existing records in catalog?

Record matching rule:

Action if matching record found:

Action if no match is found:

Check for embedded item record data?

Yes
 No

How to process items:

Then, choose the option given in the above screen accordingly and click on **‘Stage for Import’**.

It will import the data into Koha and display the following result.

Stage MARC records for import

MARC staging results :

- 333 records in file
- 0 records not staged because of MARC error
- 333 records staged
- Did not check for matches with existing records in catalog
- 629 item records found and staged
- [Manage staged records](#)
- [Back](#)

Now, click on **‘Manage Staged Record’**.

Choose the **‘Desired Bibliographic Framework’** and import the data accordingly.

Manage staged MARC records › Batch 6

File name: ar.mrc

Comments: (none)

Type: Bibliographic records

Staged: 2014-04-08 09:48:33

Status: Staged

Matching rule applied:

Action if matching record found:

Action if no match found:

Item processing:

Add new bibliographic records into this framework:

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#	Citation	Status	Match?	Record
1	Advanced Accounting Shukla, M.C. et al	Staged	No match	
2	Advanced Accountancy Maheshwari, S.N.	Staged	No match	
3	Advanced Accountancy Gupta, R.L. and Radhaswamy, M.	Staged	No match	
4	Advanced Accountancy Gupta, R.L. and Radhaswamy, M.	Staged	No match	
5	Elements of Mercantile Law Kapoor, N.D.	Staged	No match	
6	Statistical Methods Gupta, S.P.	Staged	No match	
7	Business Law Kuchhal, M.C.	Staged	No match	
8	Advanced Engineering Mathematics Jain, R.K. and Lyengar, S.R.K.	Staged	No match	
9	Advanced Engineering Mathematics Kreyszig, Erwin	Staged	No match	
10	Matrix and Linear Algebra Dutta, Kanti Bhushan	Staged	No match	
11	Advanced Economic Theory Jhingan, M.L.	Staged	No match	
12	Elements of Coordinate Geometry Loney, S.L.	Staged	No match	
13	Differential Equations Piaggio, H.T.H.	Staged	No match	
14	Higher Algebra Hall, H.S. and Knight, S.R.	Staged	No match	
15	Plane Trigonometry (I) Loney, S.L.	Staged	No match	
16	Plane Trigonometry (II) Loney, S.L.	Staged	No match	
17	An Introduction to Digital Computer Design Rajaraman, V. and Radhakrishnan, T.	Staged	No match	
18	Implementing Tally 9 Nadhani, A.K. and Nadhani, K.K.	Staged	No match	
19	Computer Fundamentals Sinha, Pradeep K. and Sinha, Priti	Staged	No match	
20	Fundamentals of Information Technology Srivastava, Chetan	Staged	No match	

It will import all the record into Database. Finally build the index using following command.

sudo koha-rebuild-zebra -v -f library

It will re-index and record will be available on the **Online Public Access Catalogue**.

Reference:

1. <http://www.koha-community.org>
2. <http://kohageek.blogspot.in>
3. <http://opensource-ils.cci.utk.edu/content/koha-migration-process>
4. <http://marcedit.reeset.net/about-marcedit>

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