Koha (Cataloging User Manual)

1. The purpose of this exercise is to locate the details of the books in the AIISH library from an online site and if available retrieve the details and save in our catalogue (**Koha)** so that manual data entry can be avoided.

2. First, access the Koha site by typing http://192.168.102.45:8080. You will land at the login page as given in Figure 1. Enter **Username**: libadmin and **Password**: Aiish@123
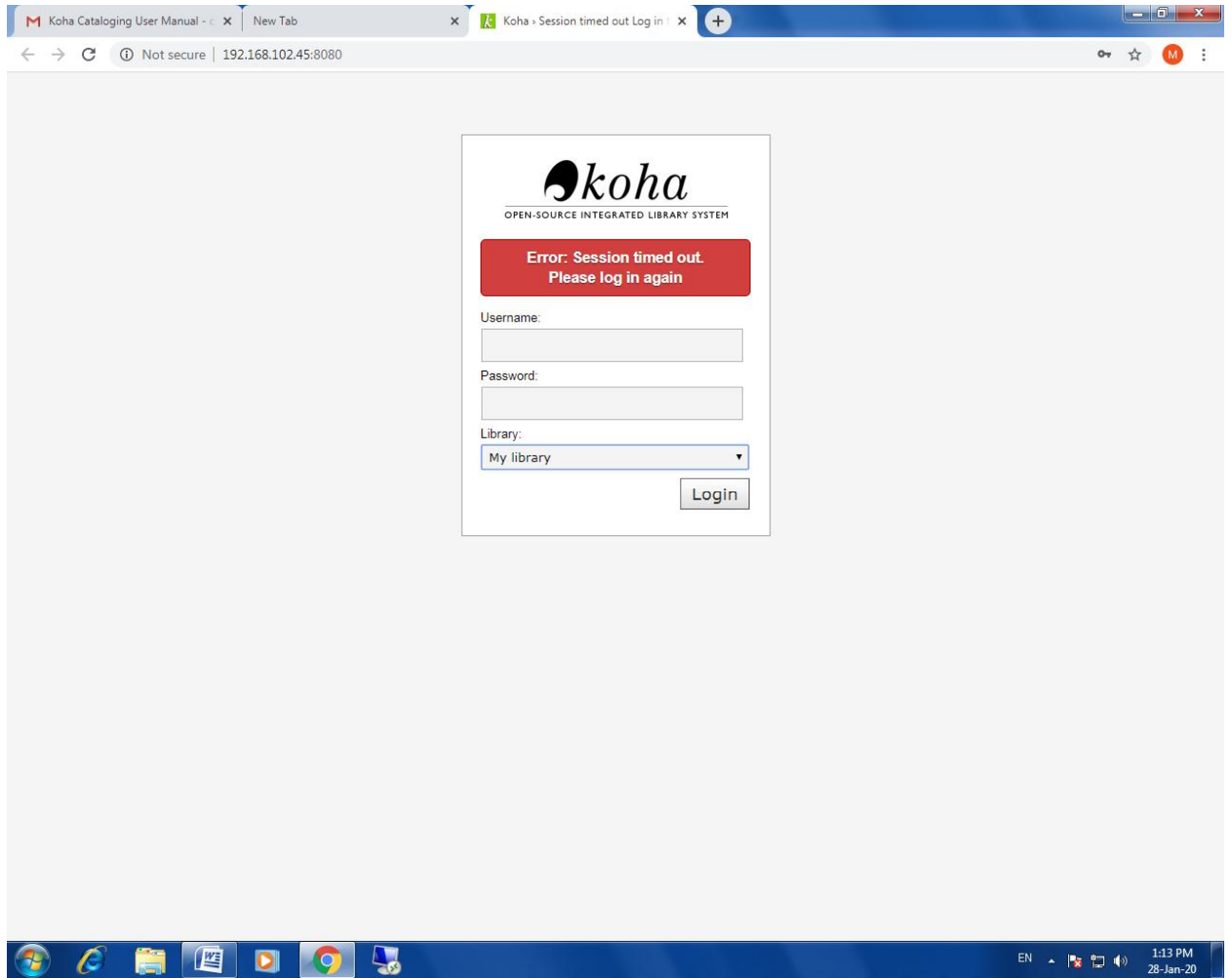

Figure 1

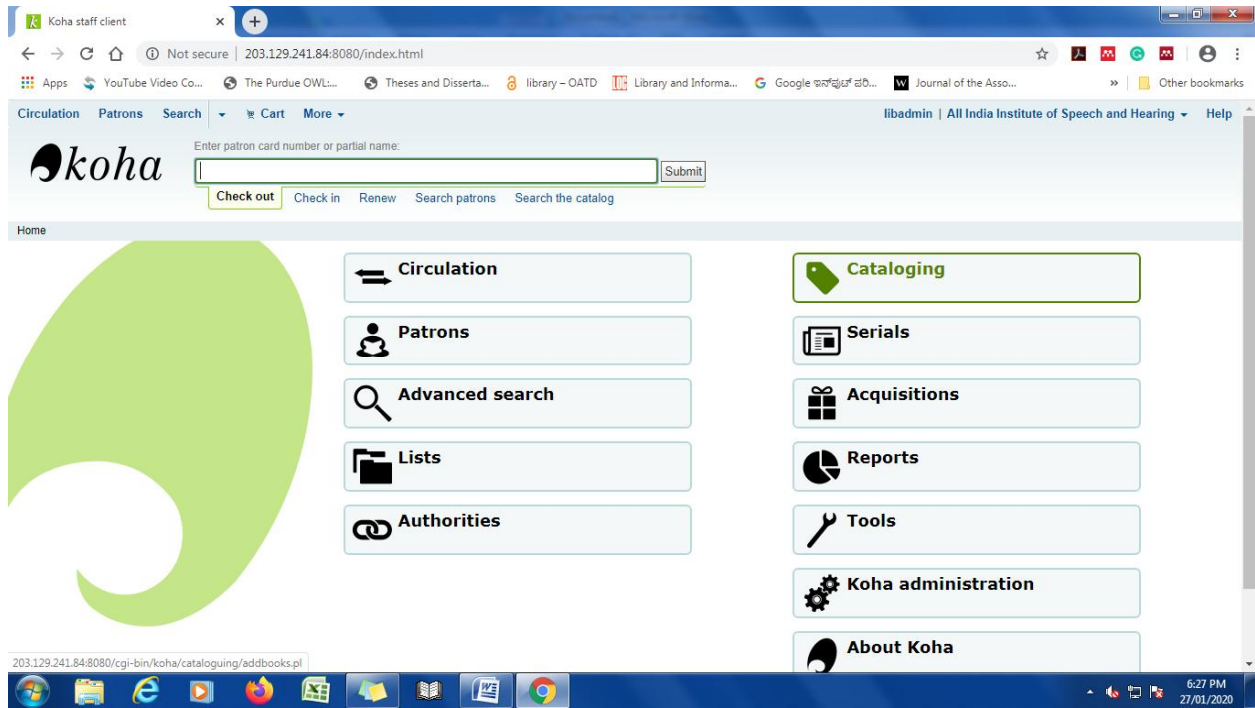3. In the resulting window click on **Cataloging** (Figure 2).

Figure 2

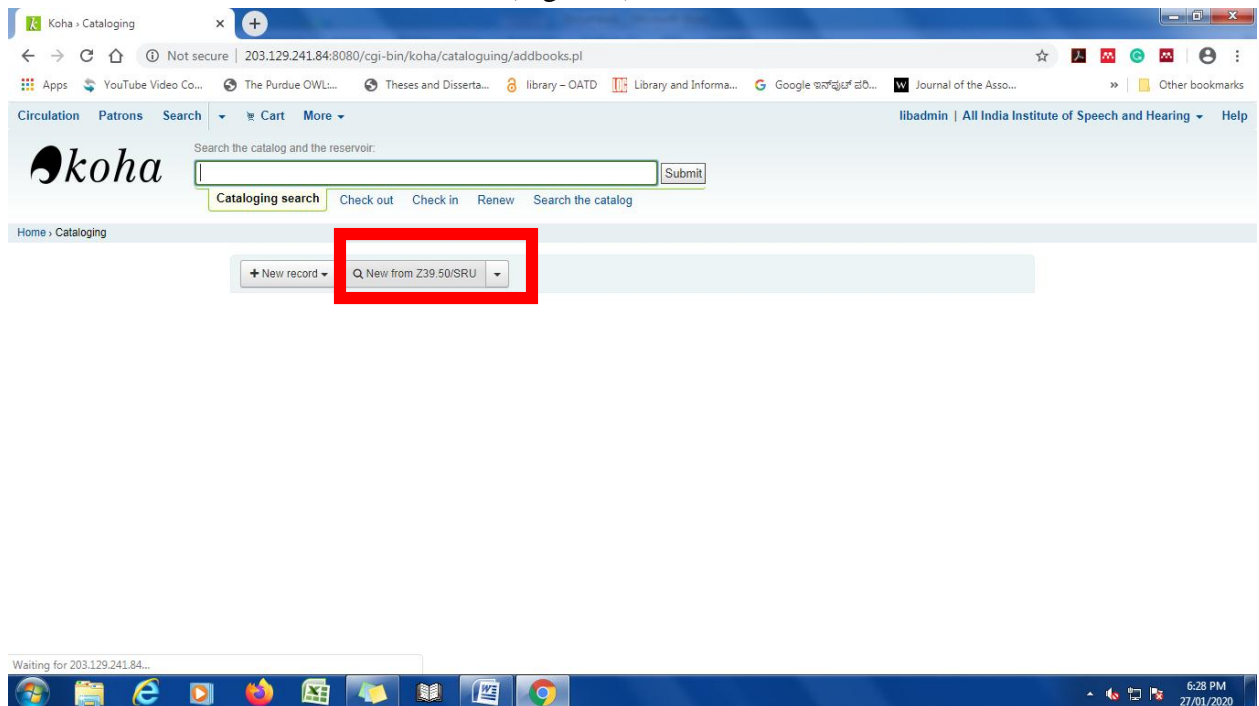4. Then click on **New from Z39.50/SRU** (Figure 3).

Figure 3

5. Enter the ISBN provided in the Excel sheet, in the Pop-up window and click on **Search (Figure 4)**
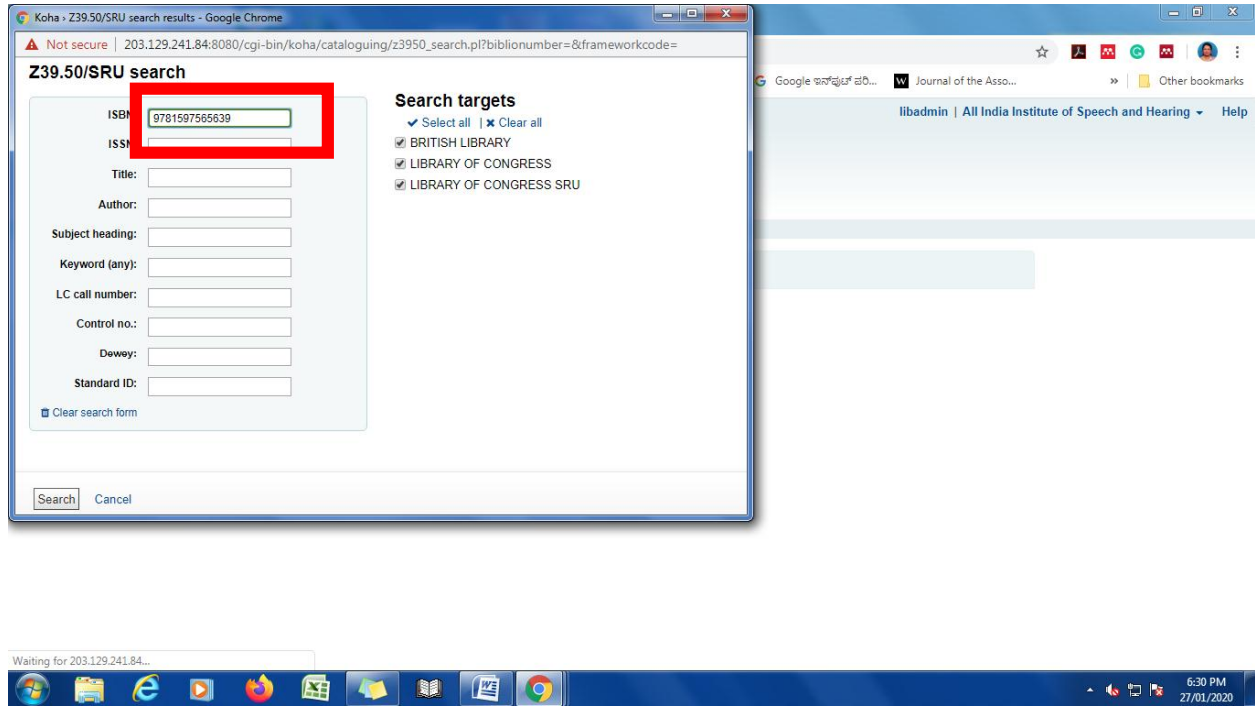
Figure 4

6. In case the book details are not available online, then a window titled **Results** with the message **Nothing found** will appear (Figure 5). **Then make the Excel Sheet entry of the book Red** and try with a next book ISBN.
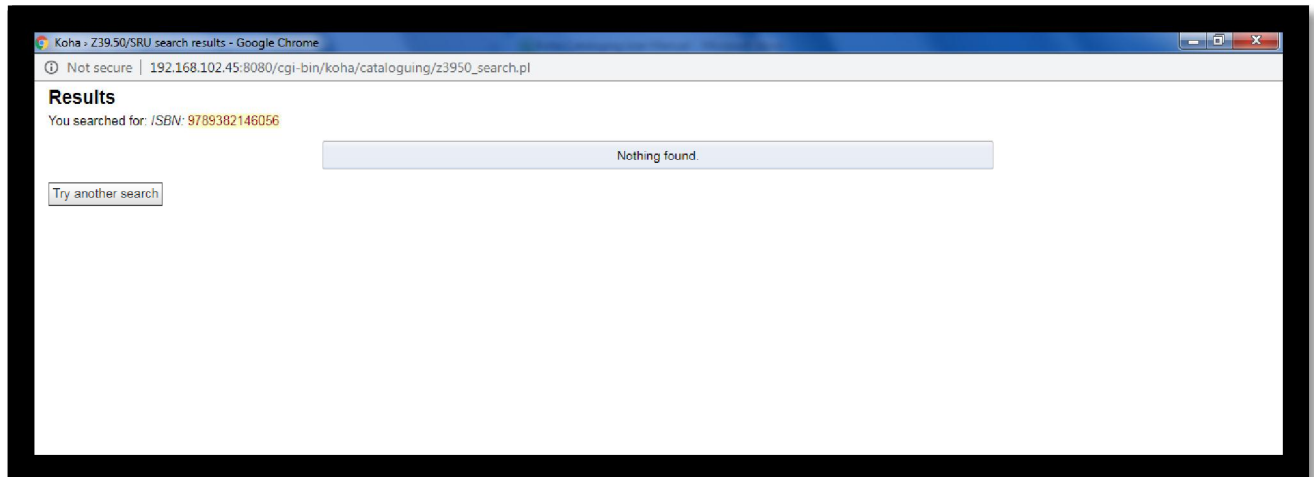

Figure 5

7. In case the book details are available online, a Window as given in Figure 6 will appear. Select the **Action** button against the entry ‒**Library of Congress SRU**ø(In most cases there will be two entries: **Library of Congress SRU and Library of Congress'.** If **Library of Congress SRU** is not displayed, then click the **Action** button against the entry **'Library of Congress'.**
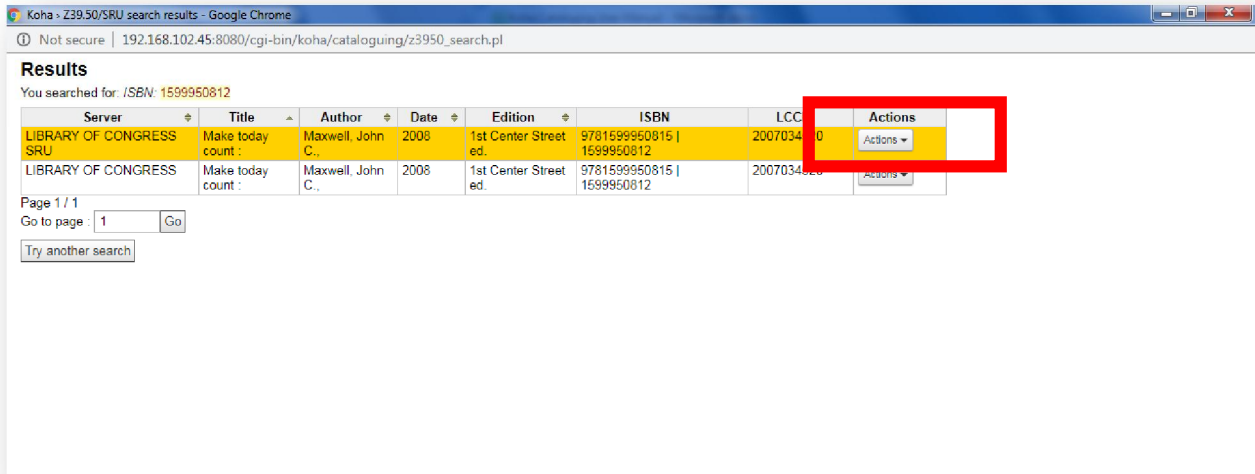
Figure 6
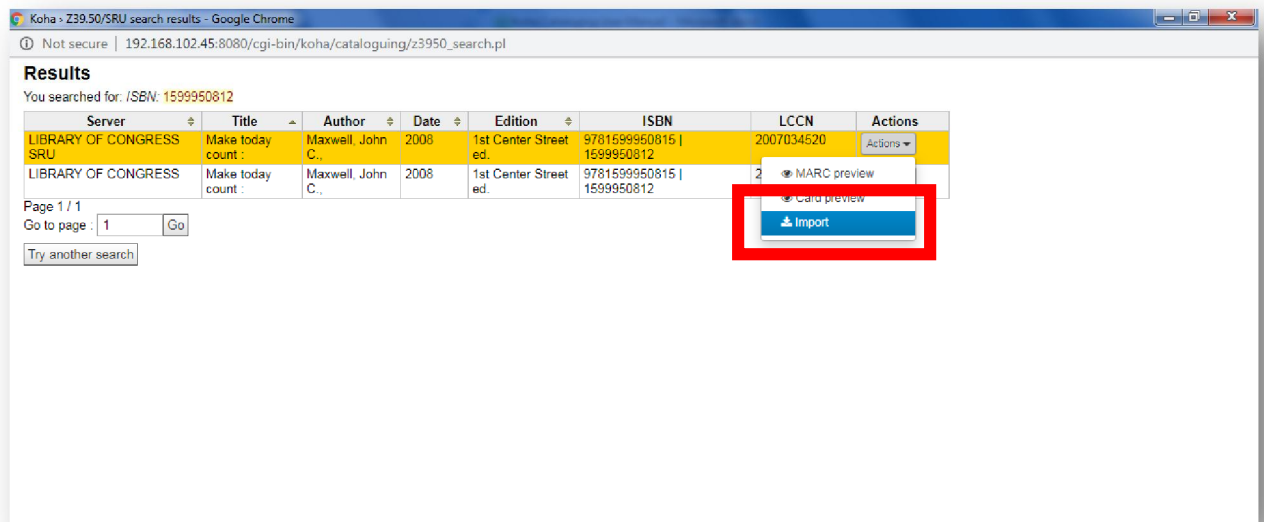
8. Under the **Action button** click **Import** (figure 7)

Figure 7

9. Upon clicking ‒Importøyou will get a window titled **Add MARC record**
10. Click the box below the entry **003.** It will display the term **OSt** automatically (Figure 8)
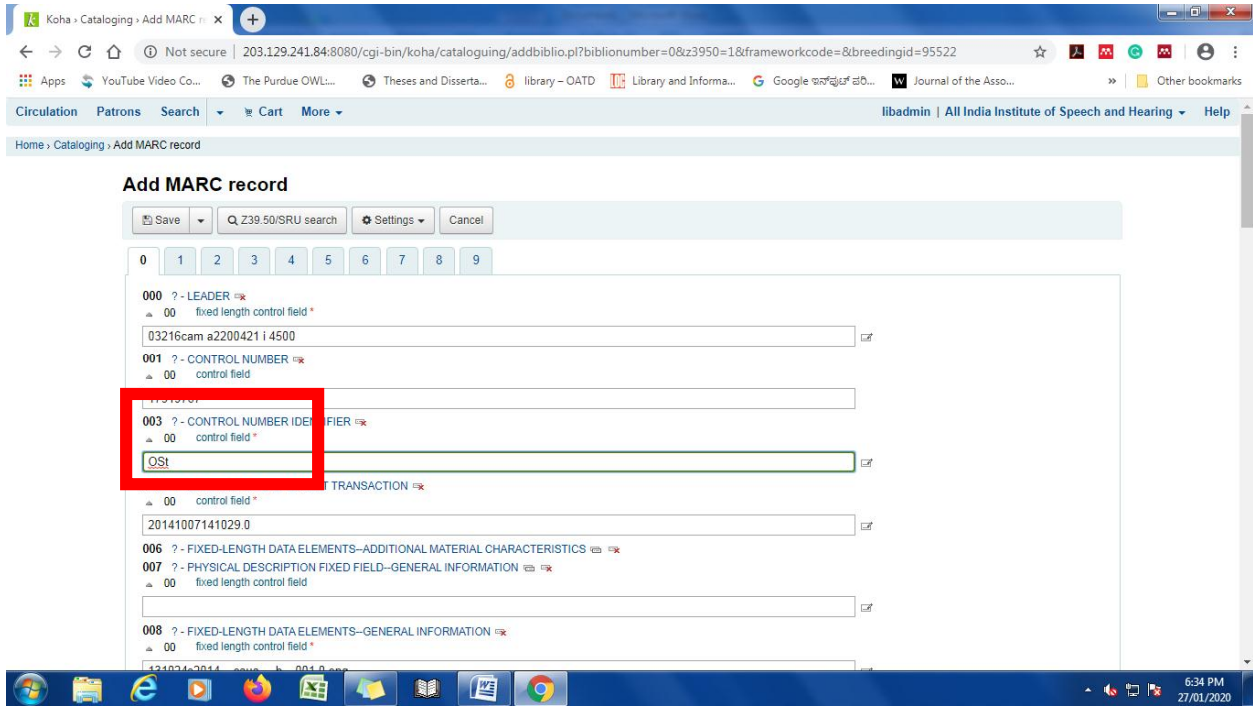
Figure 8

11. Then, go down to the entry **082**. Here, enter the number given under **082** in the excel sheet (Eg.617.89 MET) (Figure 9).
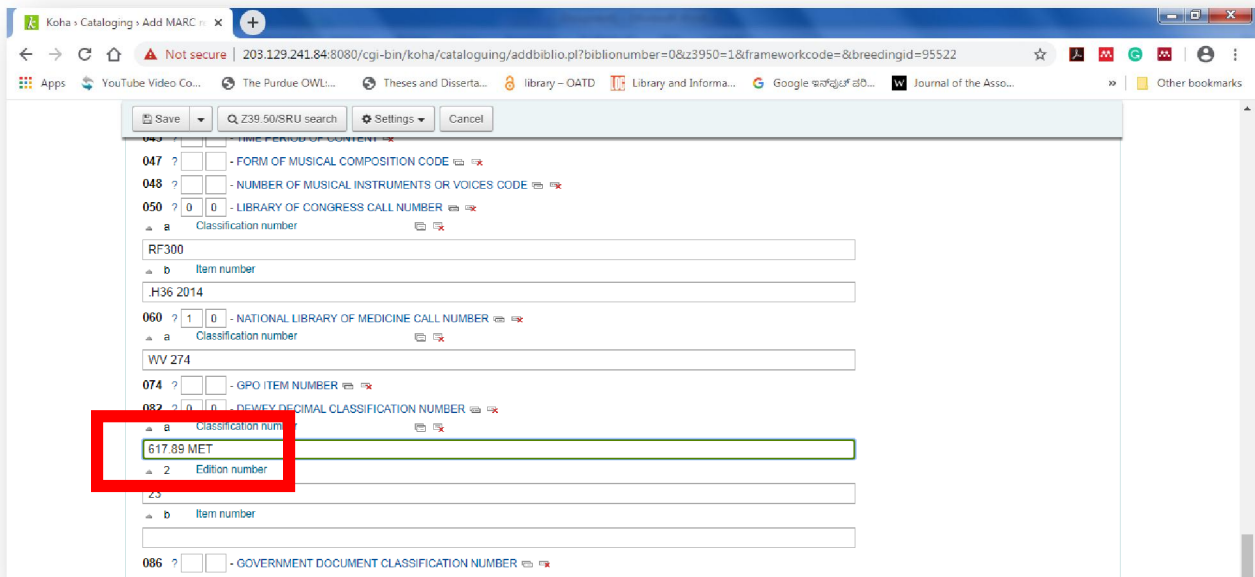

Figure 9

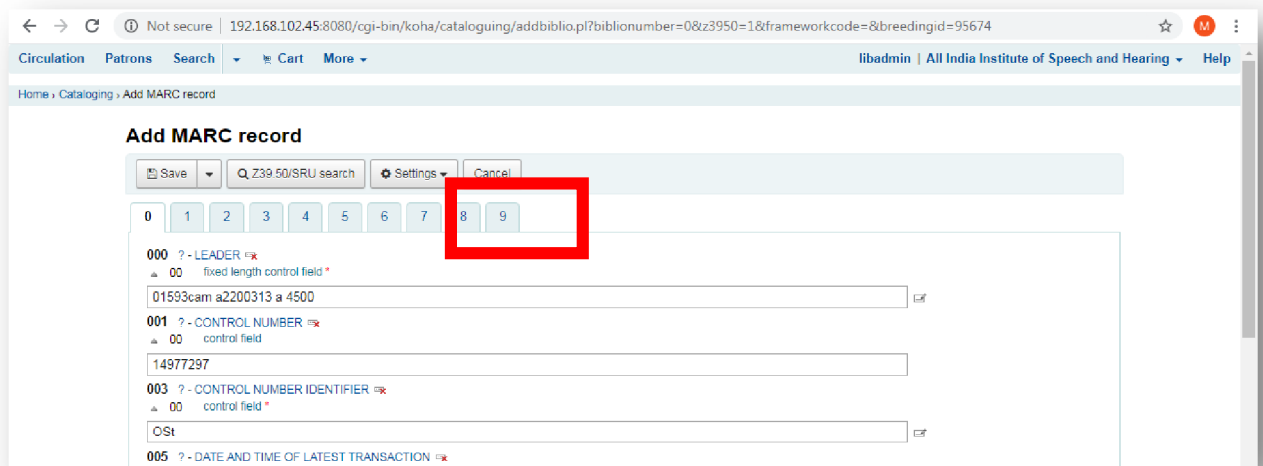12. Then, click page number 9 on the top of the Window as given in Figure 10 .

Figure 10

13. From the resulting window go to entry **942** and click section **'c', Koha Item Type.**
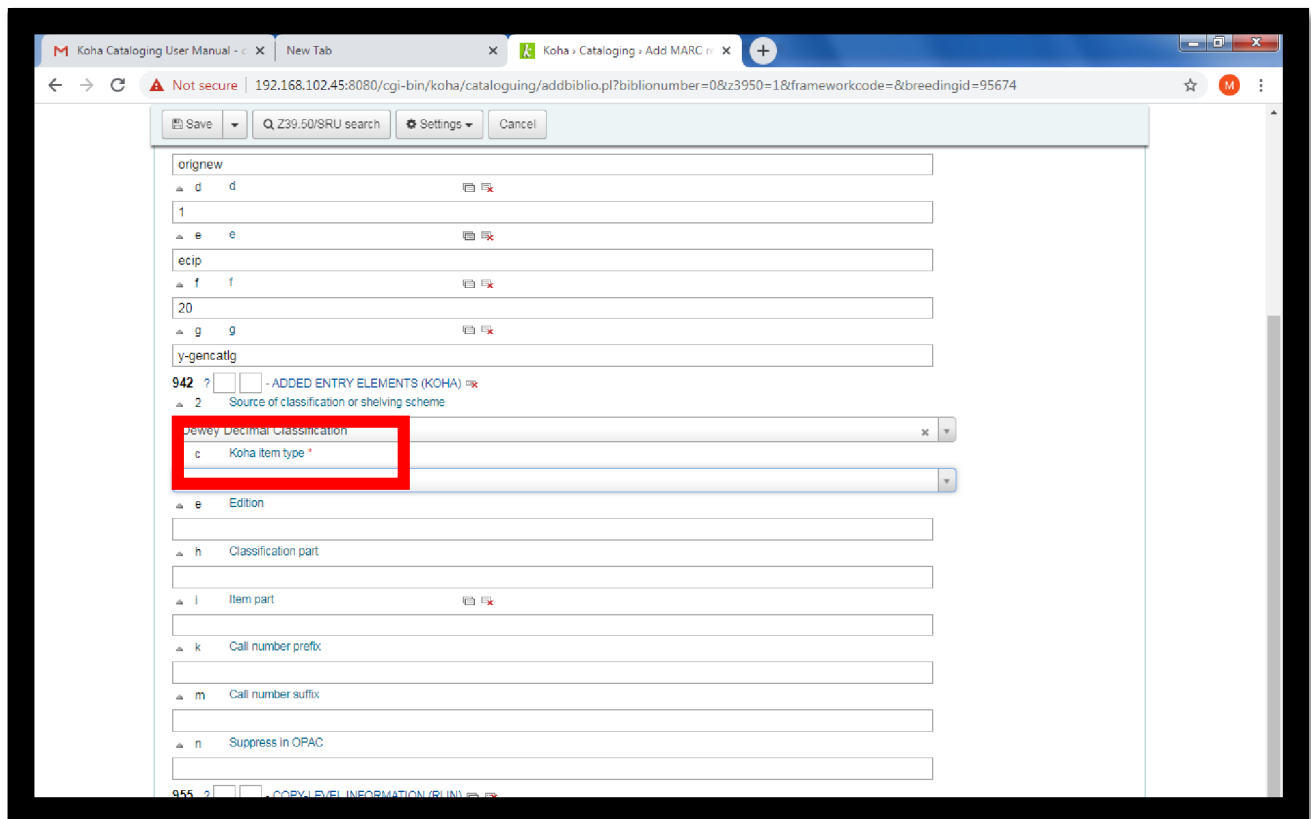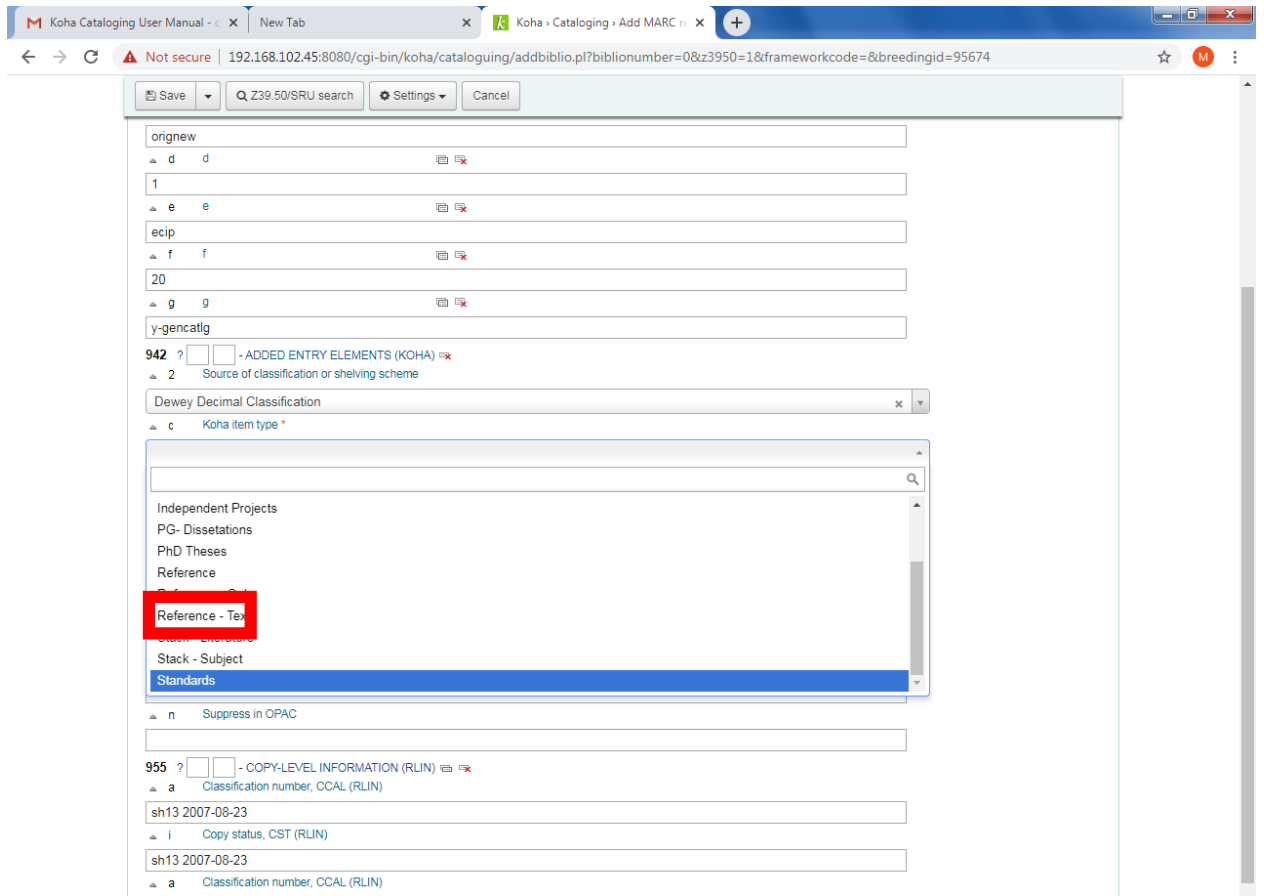   (Figure 11).

Figure 11

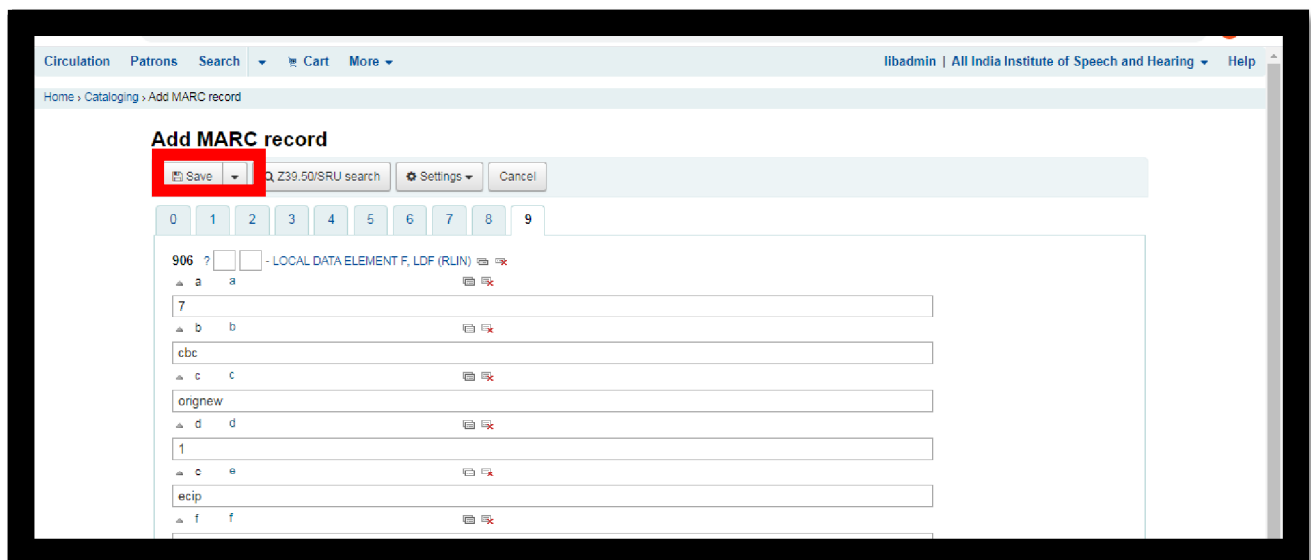14. From the resulting pop-down menu, select Item type **'Reference-Text'** and click Save Button (Figure 12). Please note that if the book is already entered, by default the Item Type will be the displayed as õ**Stack- Subject**ö. This should be replaced by **'Reference-Text'**.

Figure 12

15. Then, click the Save button on the top under the heading **Add MARC record** (figure 13).

Figure 13

16. In case the particular book is already entered, then a Window titled õ **Duplicate Record Suspected'** will appear. (Figure 14). If such Window appears, click the option ÷**Yes, edit existing items**ø
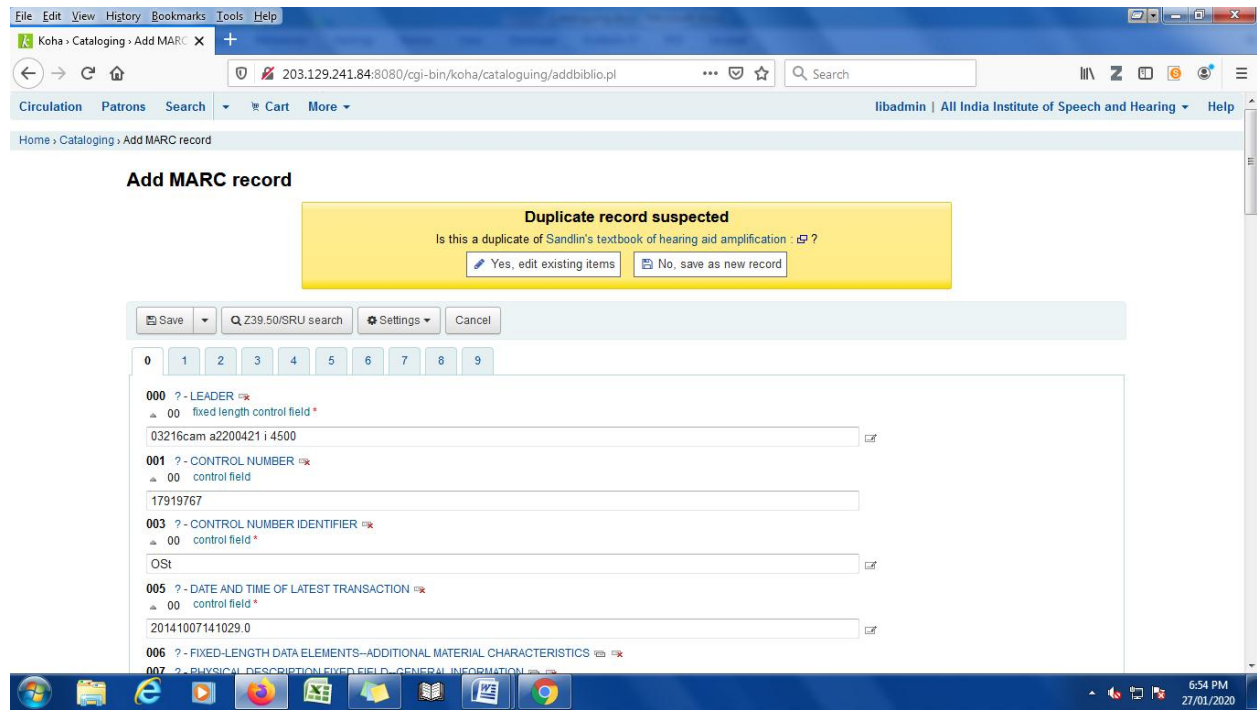

Figure 14

17. In the next window (Figure 15), go to the bottom and click the option **Add Item.**

Figure 15

18. In the resulting window, go to Collection Code and click and enter the **Rack No**. given in Excel sheet.(Figure 16) .
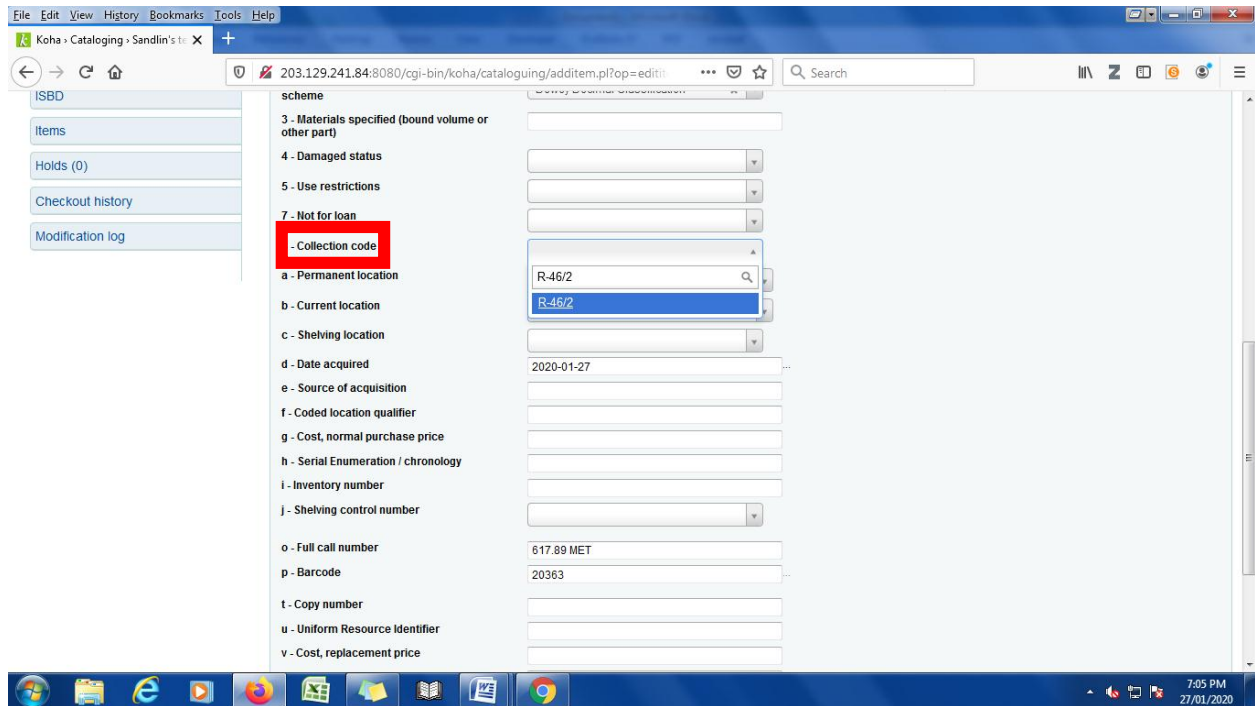
Figure 16

19. Then go to **Barcode** entry section in the same Window and there enter the **Accession Number** of the book given in the Excel sheet.

20. Then go down to **'y' Koha item type** and make sure that the Item Type is entered in step 12 is displayed there. If not, enter the Item type as **Reference-Text** and click on **Add item** button below (Figure 17).
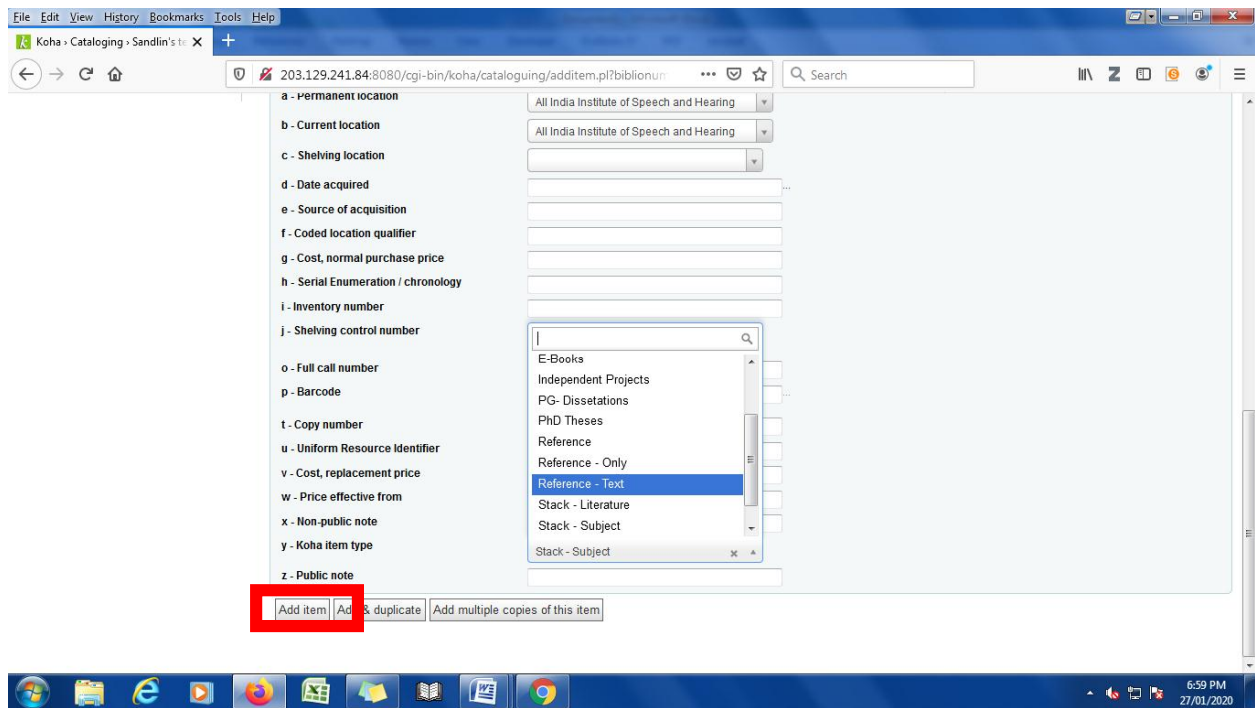

Figure 17

21. The entry of a book completes with the step 18. However, the Window will not close. Now go back to enter the details of the next book. To do this, click the option **More** on the top of the Window and click **Cataloguing** from the resulting pop-down menu (Figure 18). Then Figure 3 will appear. Now, repeat the steps 3-17.

Figure 18