

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

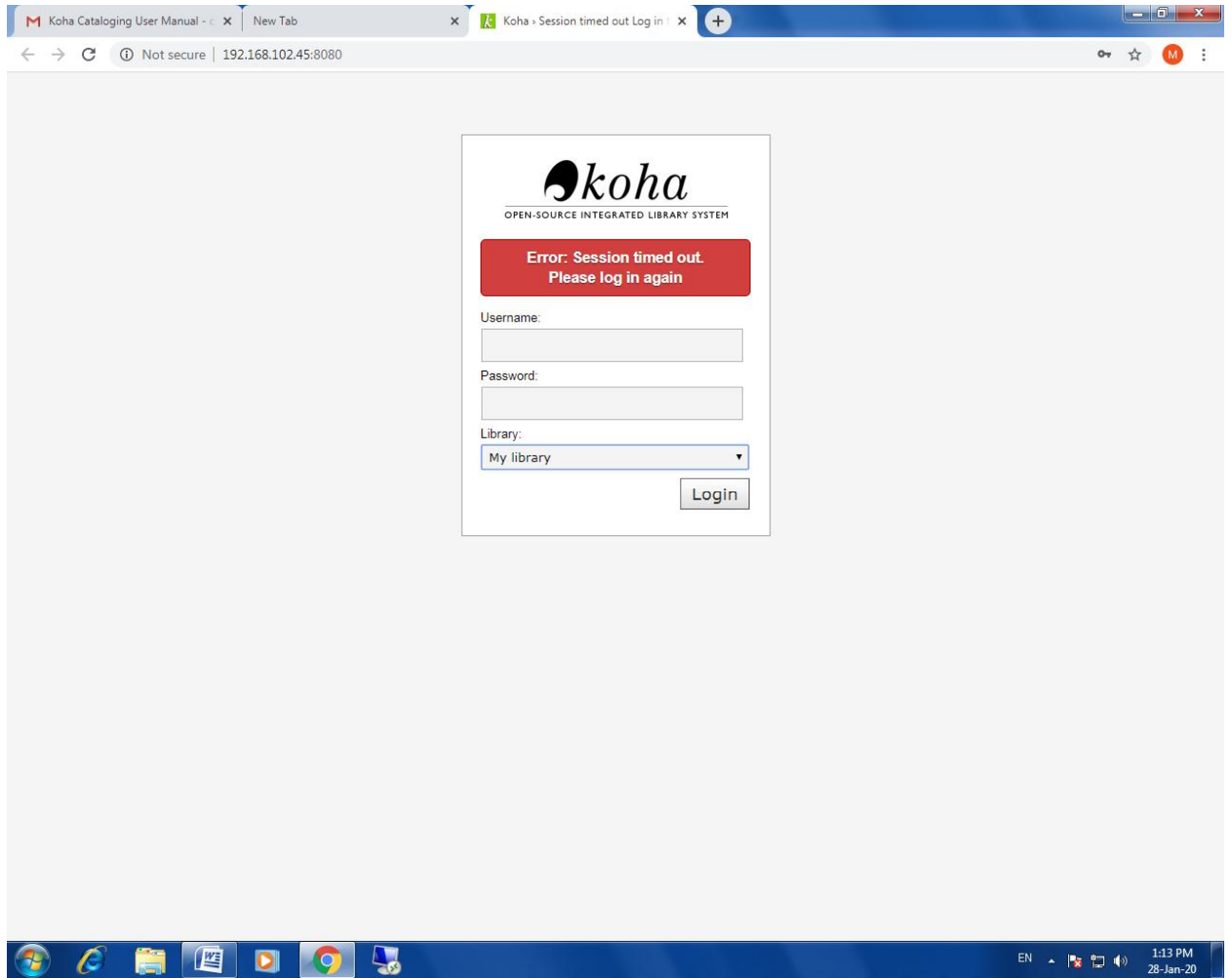


Figure 1

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

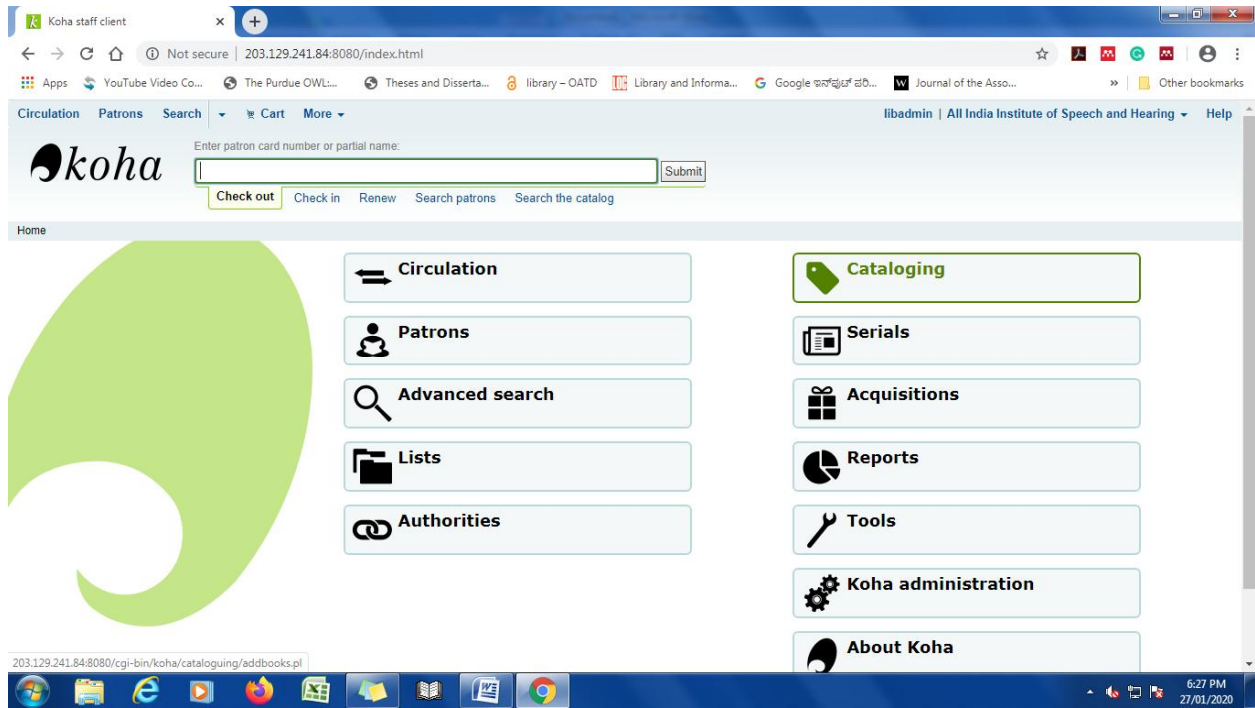


Figure 2

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

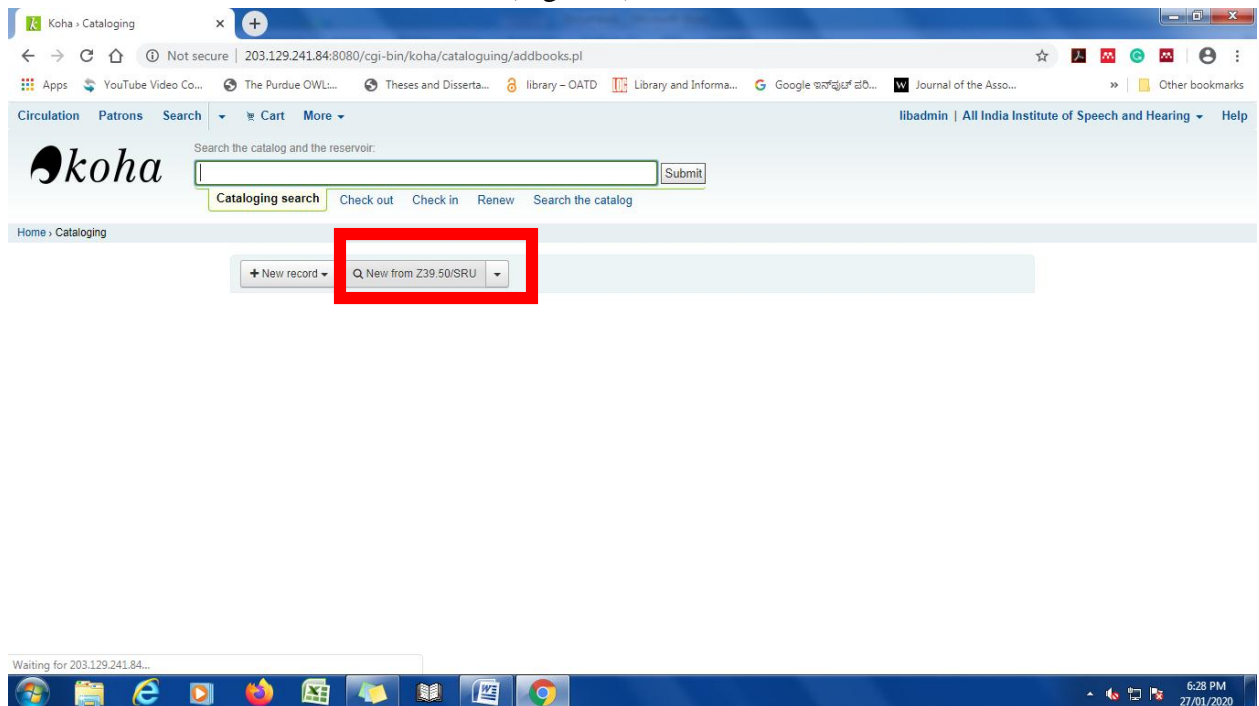


Figure 3

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

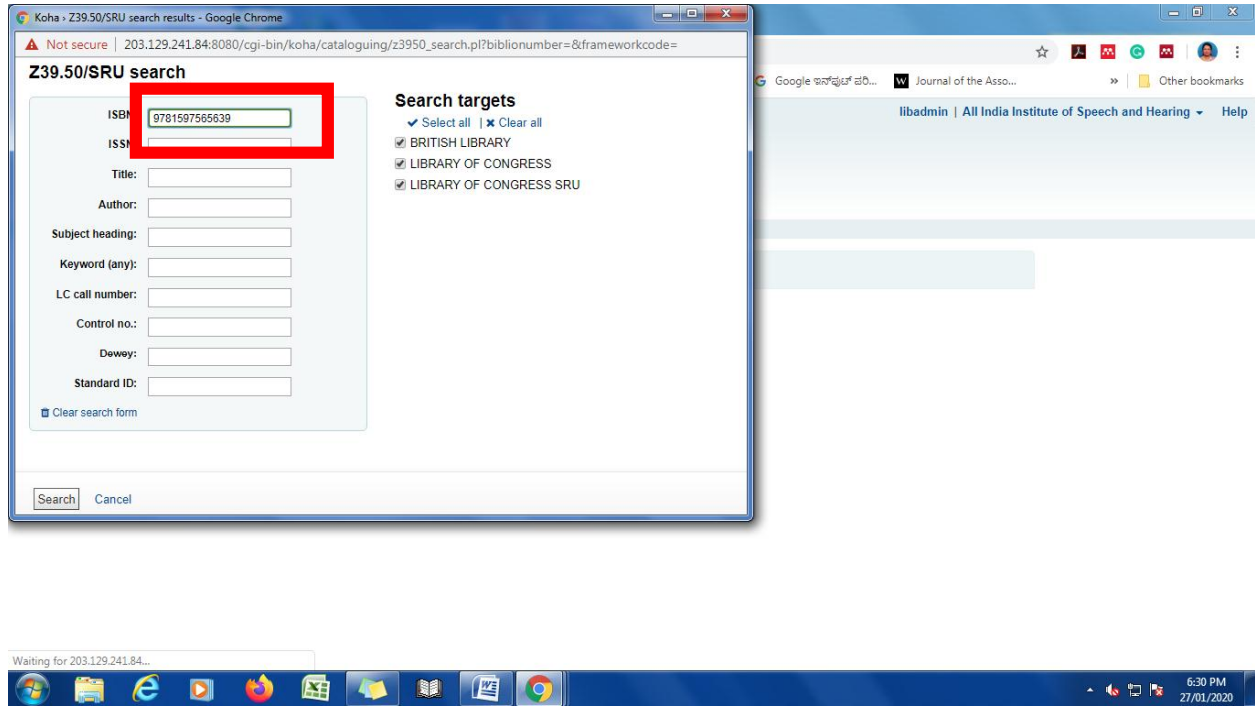


Figure 4

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.

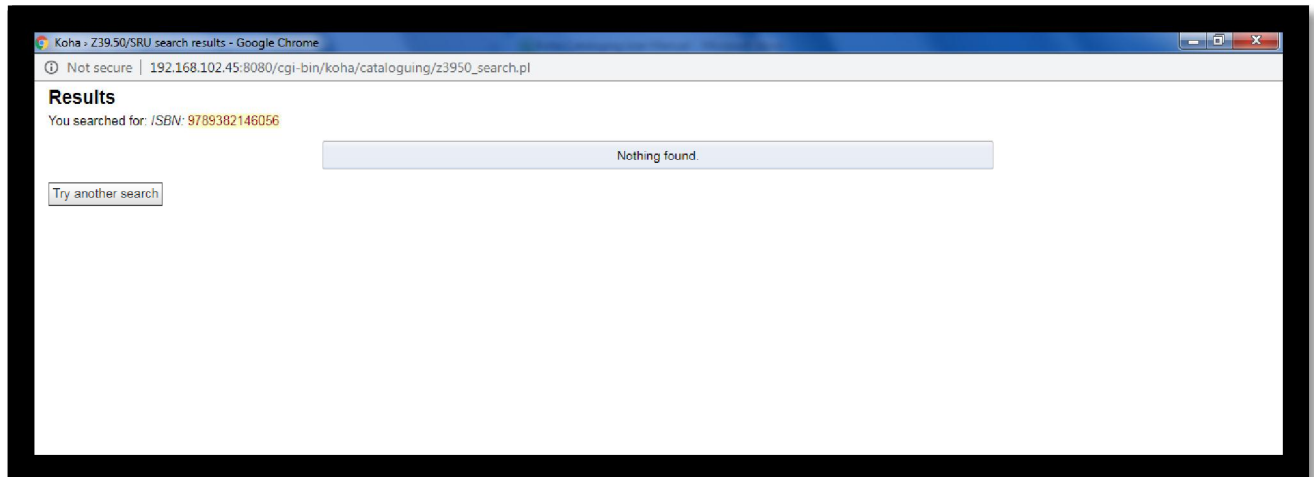


Figure 5

- 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** (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**'.

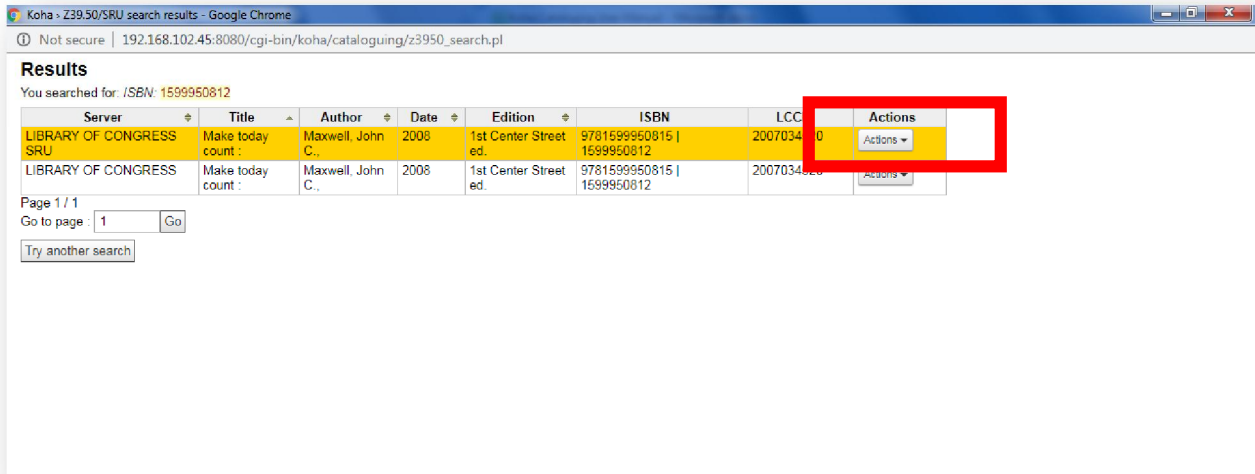


Figure 6

- Under the **Action** button click **Import** (figure 7)

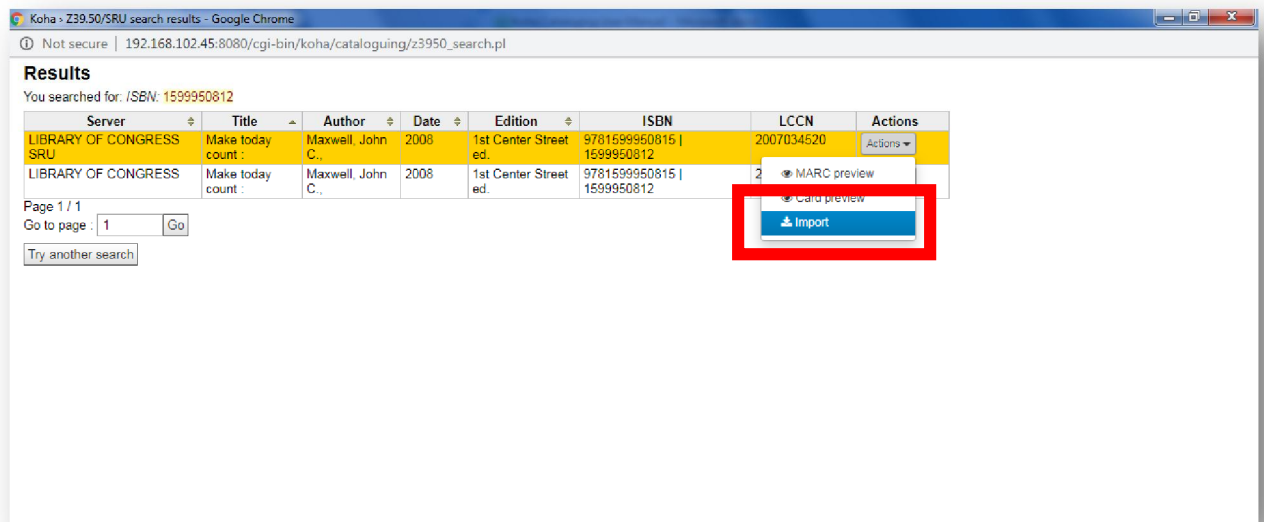


Figure 7

- Upon clicking **Import** you will get a window titled **Add MARC record**
- Click the box below the entry **003**. It will display the term **OST** automatically (Figure 8)

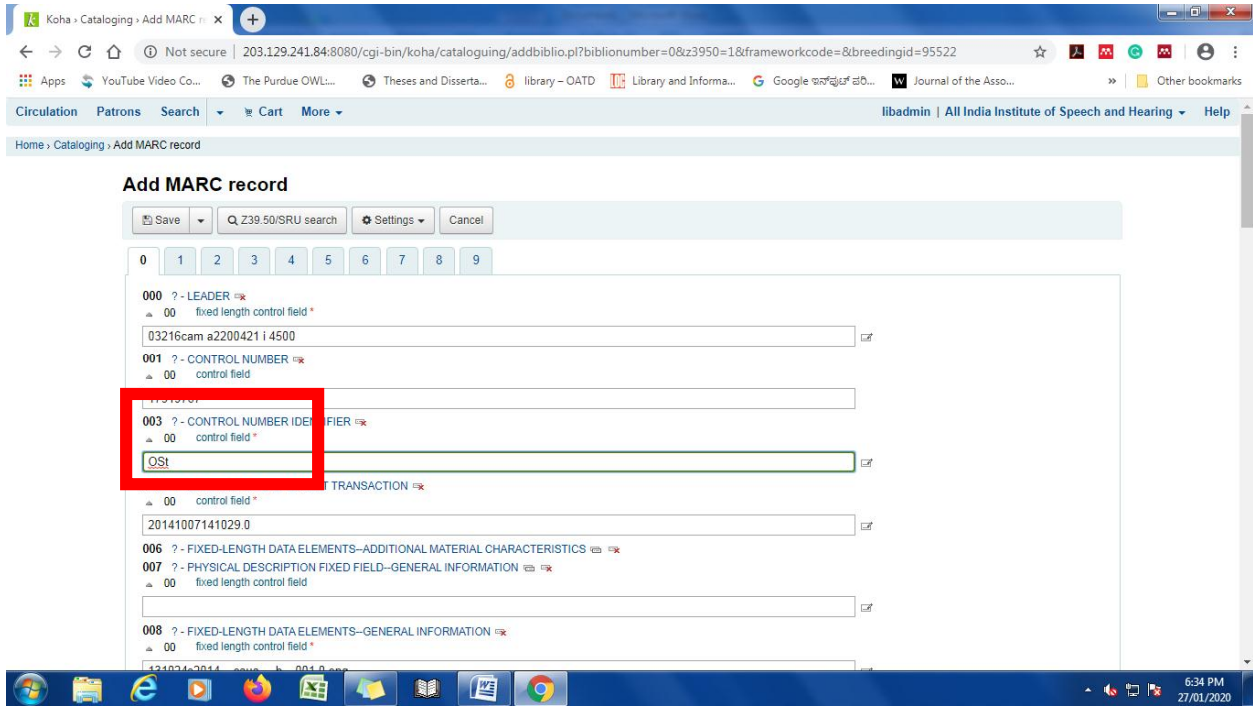


Figure 8

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).

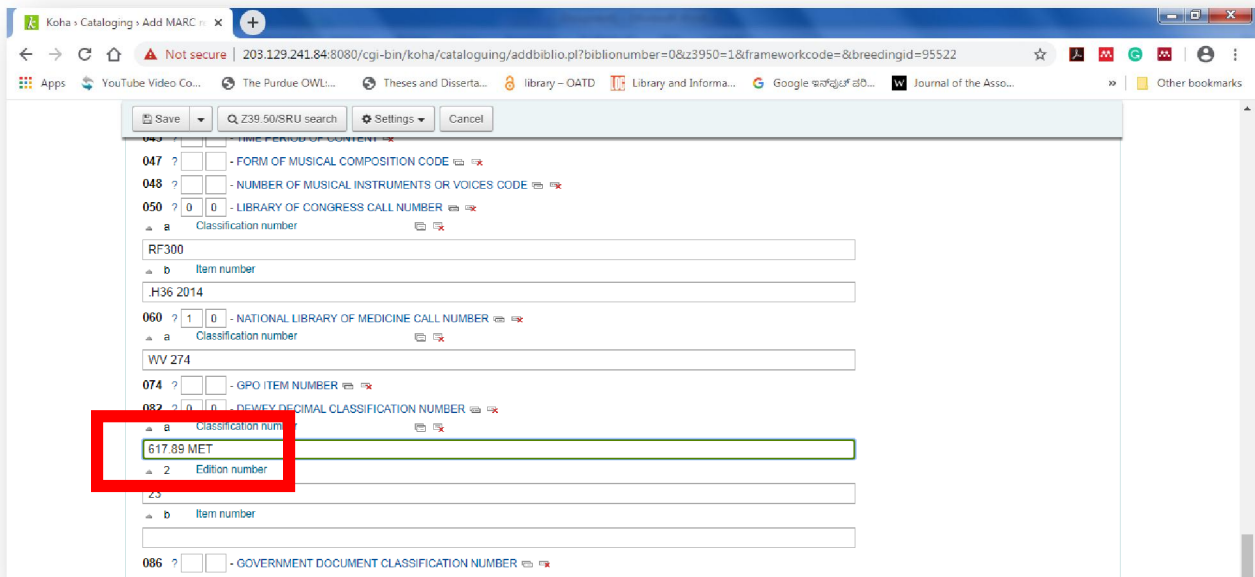


Figure 9

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

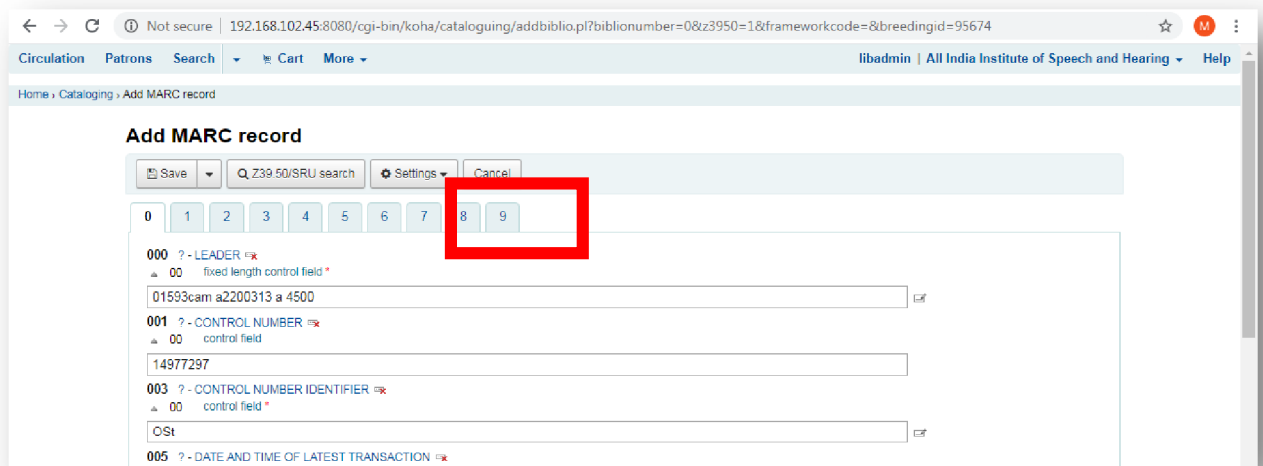


Figure 10

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

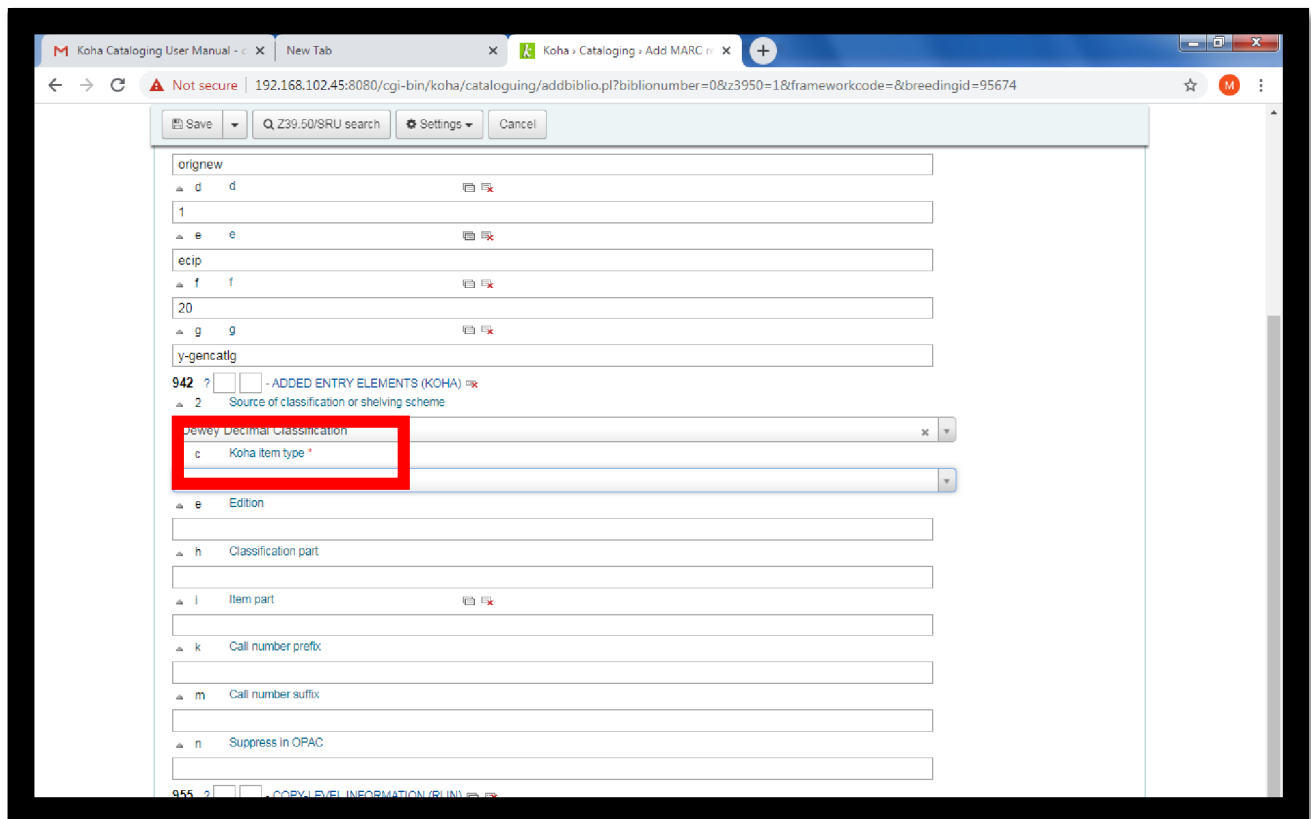
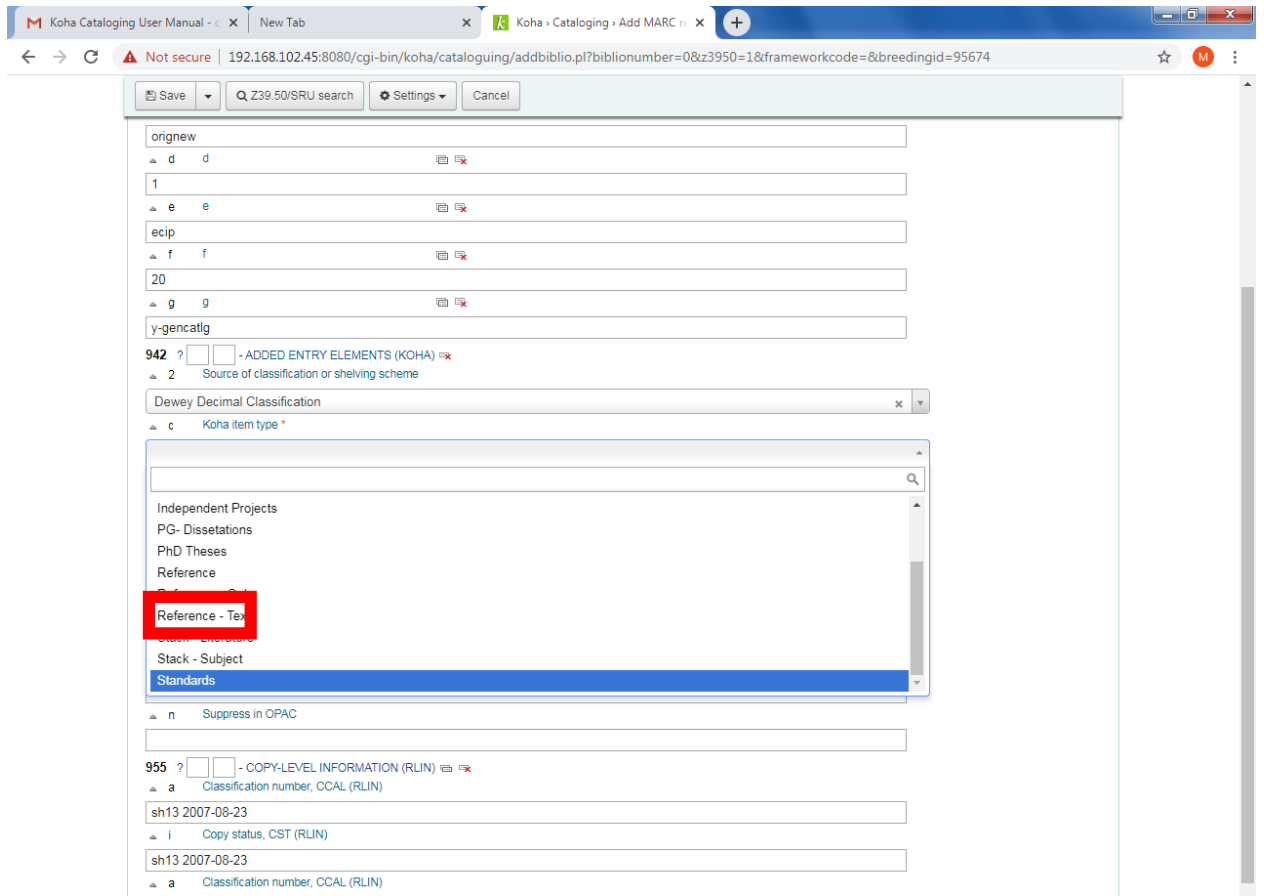


Figure 11

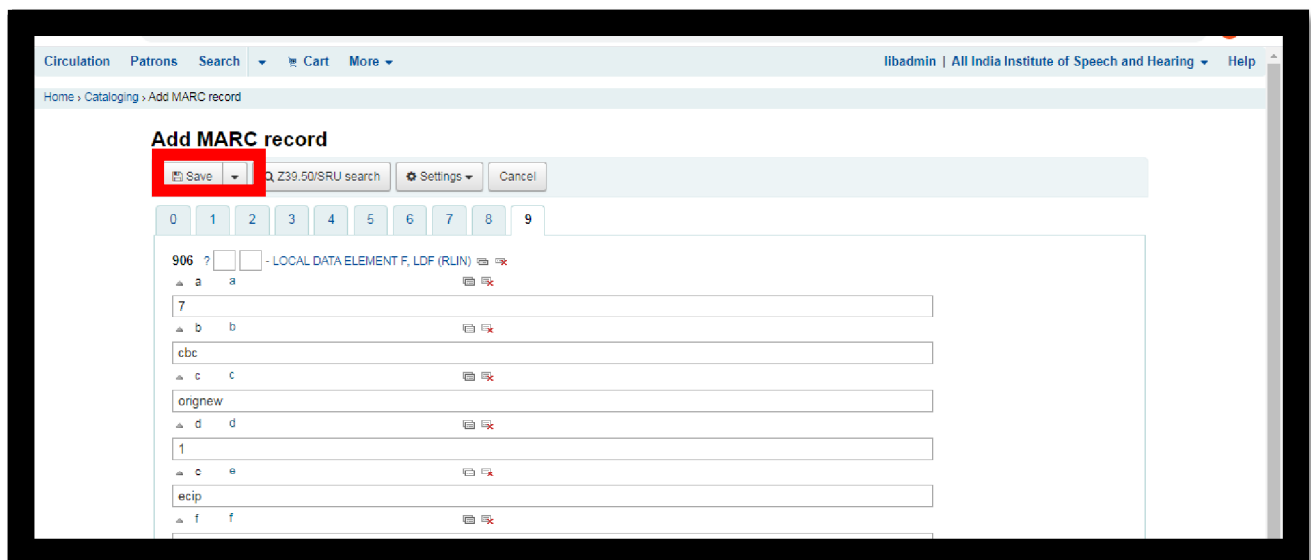
14. From the resulting pop-down menu, select Item type **'Reference-Text'** and click Save Button (Figure 12). Please note that if the book is already entered, by default the Item Type will be displayed as **'Stack- Subject'**. This should be replaced by **'Reference-Text'**.



The screenshot shows a web browser window with the URL `192.168.102.45:8080/cgi-bin/koha/cataloguing/addbiblio.pl?biblionumber=0&z3950=1&frameworkcode=8&breedingid=95674`. The page title is 'Koha Cataloging User Manual'. The main content area is a form for adding a MARC record. At the top, there is a 'Save' button (highlighted in red), a search bar with 'Z39.50/SRU search', and 'Settings' and 'Cancel' buttons. Below this, there are several input fields for MARC fields: 'orignew', 'd d', '1', 'e e', 'ecip', 'f f', '20', 'g g', and 'y-gencatlg'. A section for '942 ? [] - ADDED ENTRY ELEMENTS (KOHA)' is expanded to show '2 Source of classification or shelving scheme' with a dropdown menu set to 'Dewey Decimal Classification'. Below this, the 'Koha item type' dropdown is open, showing a list of options: 'Independent Projects', 'PG- Dissertations', 'PhD Theses', 'Reference', 'Reference - Text' (highlighted in red), 'Stack - Subject', and 'Standards'. Other options include 'n Suppress in OPAC', '955 ? [] - COPY-LEVEL INFORMATION (RLIN)', 'a Classification number, CCAL (RLIN)', 'sh13 2007-08-23', 'i Copy status, CST (RLIN)', and another 'a Classification number, CCAL (RLIN)'.

Figure 12

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



The screenshot shows the 'Add MARC record' page in the Koha Cataloging User Manual. The page title is 'libadmin | All India Institute of Speech and Hearing'. The breadcrumb trail is 'Home > Cataloging > Add MARC record'. The main heading is 'Add MARC record'. At the top, there is a 'Save' button (highlighted in red), a search bar with 'Z39.50/SRU search', and 'Settings' and 'Cancel' buttons. Below this, there is a row of buttons numbered 0 through 9. The main content area is a form for adding a MARC record. It starts with '906 ? [] - LOCAL DATA ELEMENT F, LDF (RLIN)'. Below this, there are several input fields for MARC fields: 'a a', '7', 'b b', 'cbc', 'c c', 'orignew', 'd d', '1', 'c e', 'ecip', and 'f f'.

Figure 13

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

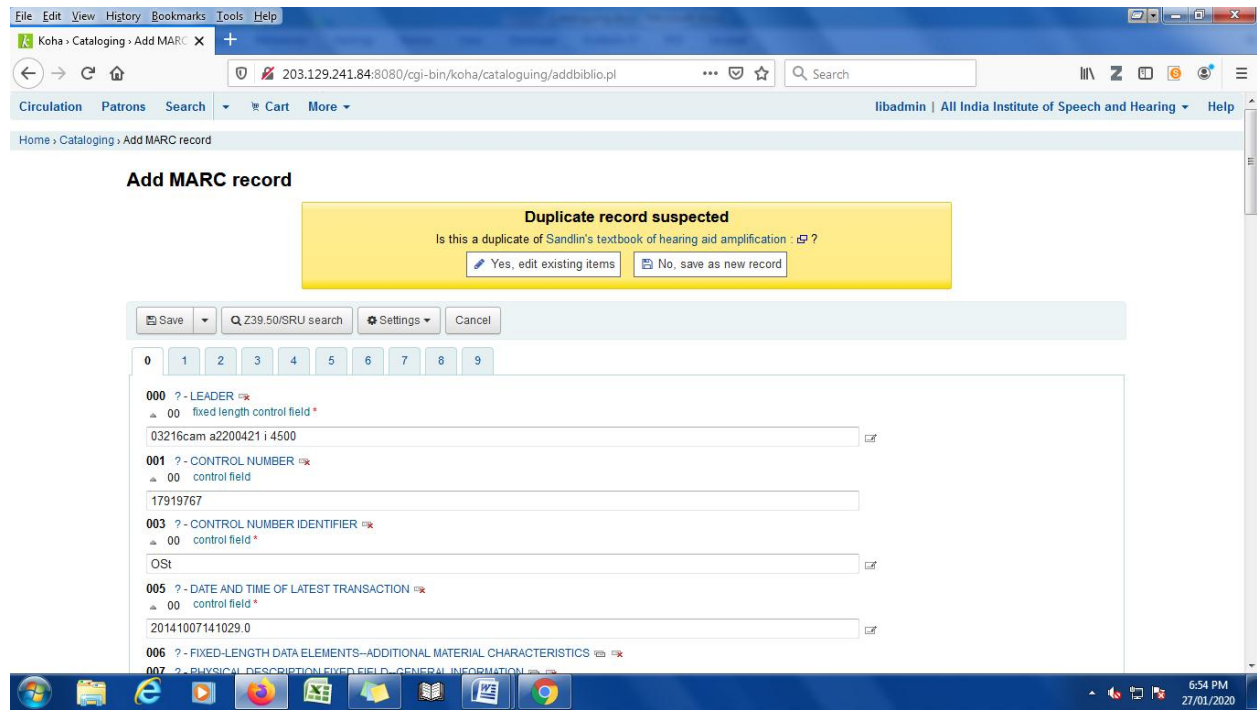


Figure 14

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

The screenshot shows a web browser window with the URL `192.168.102.45:8080/cgi-bin/koha/cataloguing/additem.pl?biblionumber=6258&frameworkcode=&searchid=`. The page displays a form for adding a new item. The form is organized into a list of fields, each with a label and a corresponding input field. The fields are:

- 0 - Withdrawn status (dropdown)
- 2 - Source of classification or shelving scheme (dropdown, set to "Dewey Decimal Classification")
- 3 - Materials specified (bound volume or other part) (text input)
- 4 - Damaged status (dropdown)
- 5 - Use restrictions (dropdown)
- 7 - Not for loan (dropdown)
- 8 - Collection code (dropdown)
- a - Permanent location (dropdown, set to "All India Institute of Speech and Hearing")
- b - Current location (dropdown, set to "All India Institute of Speech and Hearing")
- c - Shelving location (dropdown)
- d - Date acquired (text input)
- e - Source of acquisition (text input)
- f - Coded location qualifier (text input)
- g - Cost, normal purchase price (text input)
- h - Serial Enumeration / chronology (text input)
- i - Inventory number (text input)
- j - Shelving control number (dropdown)
- o - Full call number (text input, set to "646.7 MAX")
- p - Barcode (text input)
- l - Copy number (text input)
- u - Uniform Resource Identifier (text input)
- v - Cost, replacement price (text input)
- w - Price effective from (text input)
- x - Non-public note (text input)
- y - Koha item type (dropdown, set to "Reference - Text")
- z - Public note (text input)

At the bottom of the form, there are three buttons: "Add item" (highlighted with a red box), "Add & duplicate", and "Add multiple copies of this 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) .

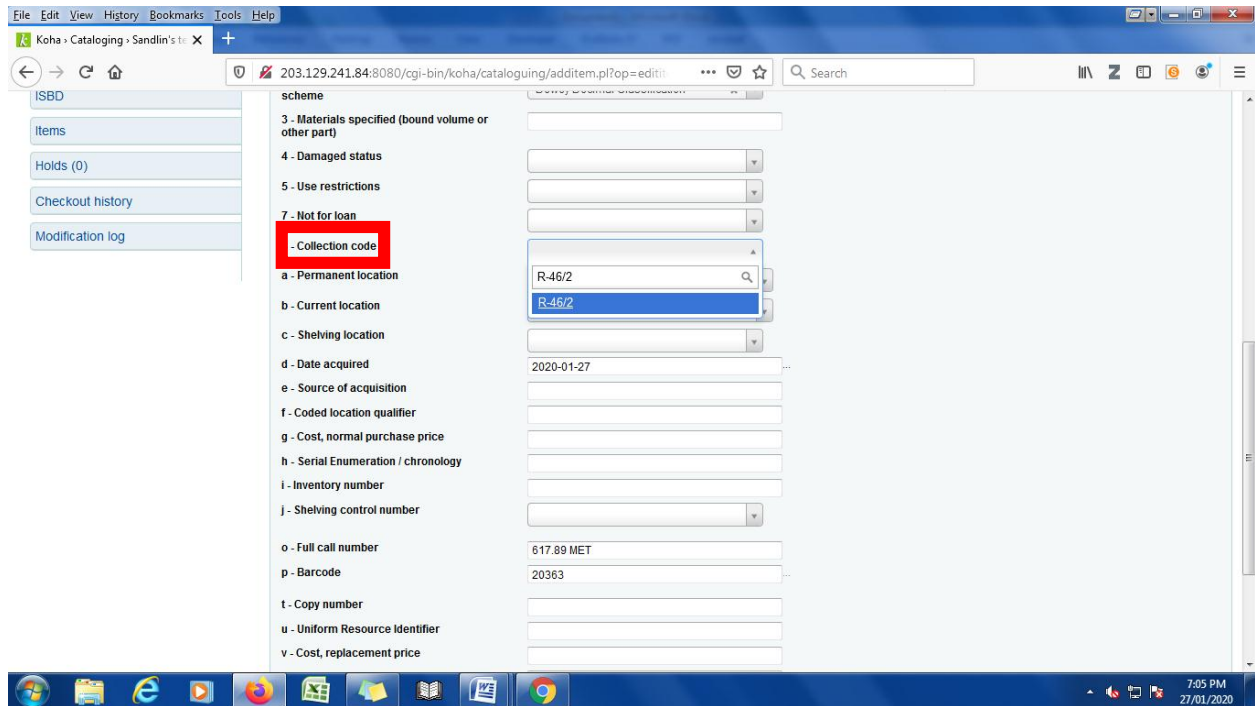


Figure 16

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).

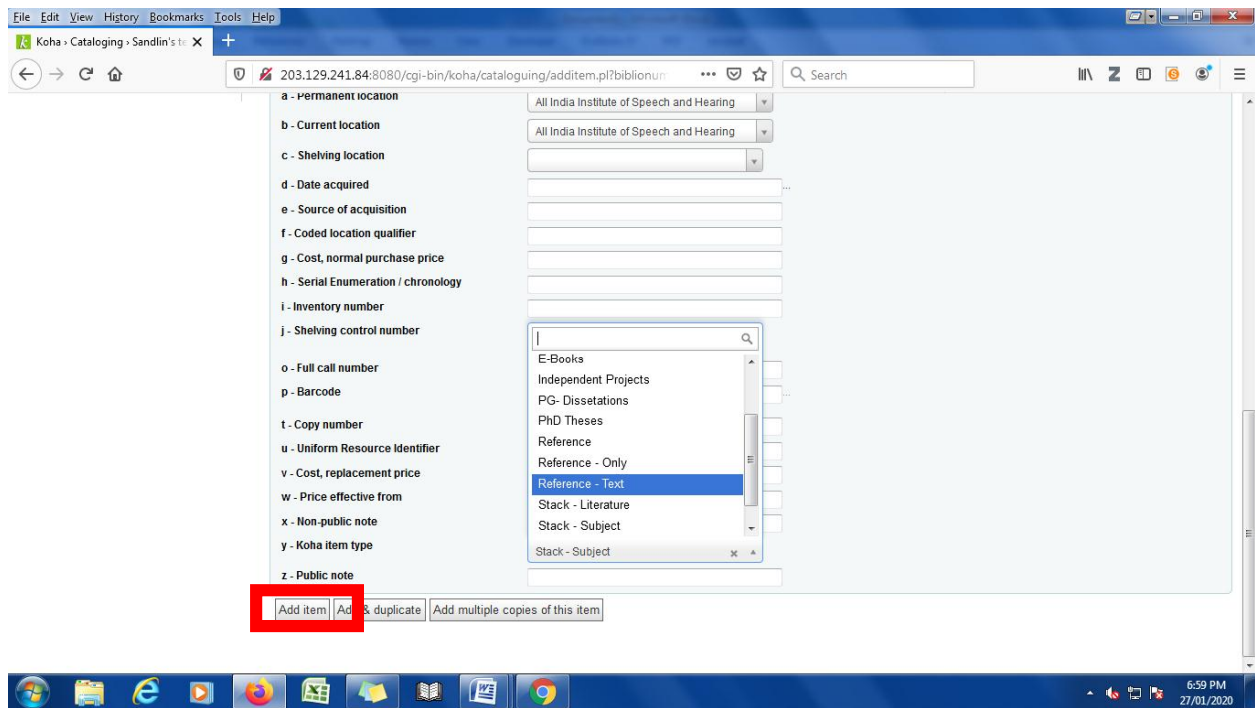


Figure 17

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.

The screenshot shows the Koha cataloging interface. At the top, there is a navigation bar with 'Circulation', 'Patrons', 'Search', and 'More'. The 'More' dropdown menu is open, with 'Cataloguing' highlighted. Below the menu, there is a table titled 'Items for Make today count : y'. The table has columns for 'Withdrawn status', 'Lost status', 'Source classification shelving scheme', 'Collection code', 'Permanent location', 'Current location', 'Date acquired', 'Full call number', 'Barcode', 'Date last seen', 'Price effective from', and 'Koha item type'. Below the table, there is an 'Add item' form with various fields for item details.

Withdrawn status	Lost status	Source classification shelving scheme	Collection code	Permanent location	Current location	Date acquired	Full call number	Barcode	Date last seen	Price effective from	Koha item type
		ddc		All India Institute of Speech and Hearing	All India Institute of Speech and Hearing	2020-01-28	646.7 MAX		2020-01-28	2020-01-28	Reference - Text
		ddc	107/3	All India Institute of Speech and Hearing	All India Institute of Speech and Hearing	2020-01-28	646.7 MAX	17268	2020-01-28	2020-01-28	Reference - Text
		ddc		All India Institute of Speech and Hearing	All India Institute of Speech and Hearing	2020-01-28	646.7 MAX		2020-01-28	2020-01-28	Reference - Text

Add item

0 - Withdrawn status:

2 - Source of classification or shelving scheme: Dewey Decimal Classification

3 - Materials specified (bound volume or other part):

4 - Damaged status:

5 - Use restrictions:

7 - Not for loan:

8 - Collection code:

a - Permanent location: All India Institute of Speech and Hearing

b - Current location: All India Institute of Speech and Hearing

c - Shelving location:

d - Date acquired:

Figure 18