

How to create a Library in Koha

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Bella Tony and Manju Naika

IIT Bombay

1 Feb 2017



Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

- ▶ **Create a Library**



Learning Objectives

We will learn how to:

- ▶ **Create a Library**
- ▶ **Create a Group**



System Requirement



System Requirement

To record this tutorial, I am using



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**
- ▶ **Koha version 16.05**



Pre-requisites



Pre-requisites

- ▶ **Learners should have knowledge of Library Science**



Pre-requisites



Pre-requisites

- ▶ **You should have Koha installed on your system**



Pre-requisites

- ▶ **You should have Koha installed on your system**
- ▶ **You should also have Admin access in Koha**



Pre-requisites

- ▶ **You should have Koha installed on your system**
- ▶ **You should also have Admin access in Koha**
- ▶ **For more details, please refer to the Koha spoken tutorial series on <http://spoken-tutorial.org>**



Pre-requisites



Pre-requisites

While setting up Koha:



While setting up Koha:

- ▶ We should add the details of every Branch library that we will create in Koha



Pre-requisites

While setting up Koha:

- ▶ We should add the details of every Branch library that we will create in Koha
- ▶ This data is used in several areas of Koha



How to create a Library



How to create a Library

If the URL for a particular branch library is put in this field, then-



How to create a Library

If the URL for a particular branch library is put in this field, then-

- ▶ **OPAC will tell us the branch library where the book is available**



How to create a Library



How to create a Library

- ▶ **To get the hyper-link address information, hover the mouse on the link**



How to create a Library

- ▶ **To get the hyper-link address information, hover the mouse on the link**
- ▶ **This will give the address of the particular branch library where the book can be issued from**



How to create a Library



How to create a Library

Use 'Group Library' to group branch libraries like-



How to create a Library

Use 'Group Library' to group branch libraries like-

- ▶ **Chemistry Library,**



How to create a Library

Use 'Group Library' to group branch libraries like-

- ▶ **Chemistry Library,**
- ▶ **Physics Library,**



How to create a Library

Use 'Group Library' to group branch libraries like-

- ▶ **Chemistry Library,**
- ▶ **Physics Library,**
- ▶ **Biology Library**



How to create a Library



How to create a Library

- ▶ **Grouping can be done on the basis of similarities and/or some similar characteristics, etc.**



Summary

In this tutorial we learnt to:

- ▶ **Create a Library**
- ▶ **Create a Group**



Assignment

- ▶ **Create a new library**
- ▶ **Create a new group**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ **It summarises the Spoken Tutorial project**
- ▶ **If you do not have good bandwidth, you can download and watch it**



Spoken Tutorial Workshops

The Spoken Tutorial Project Team:

- ▶ Conducts workshops using Spoken Tutorials
- ▶ Gives certificates to those who pass an online test

For more details, please write to
contact@spoken-tutorial.org



Forum for specific questions

- ▶ **Do you have questions in THIS Spoken Tutorial?**
- ▶ Please visit <http://forums.spoken-tutorial.org/>
- ▶ **Choose the minute and second where you have the question.**
- ▶ **Explain your question briefly.**
- ▶ **Someone from our team will answer them.**



Forum for specific questions

- ▶ **The Spoken Tutorial forum is for **specific** questions on this tutorial**
- ▶ **Please do not post unrelated and general questions on them**
- ▶ **This will help reduce the clutter**
- ▶ **With less clutter, we can use these discussions as instructional material**



Acknowledgements

- ▶ **Spoken Tutorial is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this mission is available at <http://spoken-tutorial.org/NMEICT-Intro>**

