

# How to create a Library in Koha

**Spoken Tutorial Project**

**<http://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

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# 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:



# Pre-requisites

## 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](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](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](mailto: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>**

