

# How to create a Superlibrarian

**Spoken Tutorial Project**

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

**National Mission on Education through ICT**

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

**Bella Tony and Manju Naika**

**IIT Bombay**

**10 February 2017**



# Learning Objectives



# Learning Objectives

**We will learn to:**



# Learning Objectives

**We will learn to:**

- ▶ **Add a Patron category**



# Learning Objectives

**We will learn to:**

- ▶ **Add a Patron category**
- ▶ **Create a Patron**



# Learning Objectives

**We will learn to:**

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**



# Learning Objectives

**We will learn to:**

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**
- ▶ **Give access to Staff for particular module**



# 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 have Admin access in Koha**



# Pre-requisites

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



# About Patron



# About Patron

- ▶ **It's mandatory to create a Patron**



# About Patron

- ▶ **It's mandatory to create a Patron**
- ▶ **Otherwise in database administrator role, some parts of Koha will not function**



# Important note



# Important note

- ▶ Remember this username and password.



# Important note

- ▶ **Remember this username and password.**
- ▶ **This will be used a little later to give rights/permissions to a Staff**



# Superlibrarian



# Superlibrarian

- ▶ **Superlibrarian Ms Bella Tony having access to all library functions, has been created**



# Importance of Superlibrarian



# Importance of Superlibrarian

**Remember-**



# Importance of Superlibrarian

## Remember-

- ▶ **With this Superlibrarian account, we can give rights/permissions to a Staff**



# Importance of Superlibrarian

## Remember-

- ▶ **With this Superlibrarian account, we can give rights/permissions to a Staff**
- ▶ **So it's a very important role in the Koha Library Management System**



# Role of Superlibrarian



# Role of Superlibrarian

**A Superlibrarian can give rights/  
permissions to:**

- ▶ **Another Staff for accessing any other module**



# Role of Superlibrarian



# Role of Superlibrarian

**For example-**

- ▶ **Cataloging module**



# Role of Superlibrarian

**For example-**

- ▶ **Cataloging module**
- ▶ **Circulation module**



# Role of Superlibrarian

**For example-**

- ▶ **Cataloging module**
- ▶ **Circulation module**
- ▶ **Serial Control**



# Role of Superlibrarian

**For example-**

- ▶ **Cataloging module**
- ▶ **Circulation module**
- ▶ **Serial Control**
- ▶ **Acquisition, etc.**



# Summary

**In this tutorial we learnt to:**

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**
- ▶ **Give access to a Staff for particular modules**



# Assignment for Patron category

- ▶ **Add a new Patron Category - 'Research Scholar'**



# Assignment for Superlibrarian

**Add a New Staff for the following roles:**

- ▶ **Assign all Cataloging rights**
- ▶ **Add all acquisition rights**



# 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**



# 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>

