

Circulation

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Bella Tony and Manju Naika

IIT Bombay

12 April 2017



Learning Objectives



Learning Objectives

We will learn about:



Learning Objectives

We will learn about:

- ▶ **Circulation and Fine Rules for the Patron category**



Learning Objectives

We will learn about:

- ▶ Circulation and Fine Rules for the Patron category
- ▶ Check Out (Issue)



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We will learn about:

- ▶ Circulation and Fine Rules for the Patron category
- ▶ Check Out (Issue)
- ▶ **Renewing**



Learning Objectives

We will learn about:

- ▶ Circulation and Fine Rules for the Patron category
- ▶ Check Out (Issue)
- ▶ Renewing
- ▶ Check In (Return)



System Requirement



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To record this tutorial, I am using



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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

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



Summary

In this tutorial, we learnt about:

- ▶ **Circulation and Fine Rules for the Patron category**
- ▶ **Check Out (Issue)**
- ▶ **Renewing**
- ▶ **Check In (Return)**



Assignment

- ▶ **Issue another book to the Patron
Ms. Reena Shah**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
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- ▶ **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**



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>

