TITLE: REPORT ON THE ONE-WEEK LIBRARY TRAINING PROGRAMME ON KOHA LIBRARY MANAGEMENT SOFTWARE

DATE: 21 February,2022 to 27 Feb,2022

TIME: 1.30 P.M. TO 2.30 P.M

RESOURCE PERSON: Dr. Anupam Chanda, Librarian, Bahona College, Jorhat.

PARTICIPANT: Ms. Pallavi Neog, Librarian, Dispur Law College

OBJECTIVE: 1. **Training of the College Librarian on Koha Integrated Library Management software and its various modules.**

2. **To support and provide technical guidance in automating the college Library like cataloguing, circulation, Serial Control, Patron creation, Koha administration etc.,**

A one-week long virtual training programme on Koha Integrated Library Management Software was organized by the Library Committee of Dispur Law College from 21 February, 2022 to 27 February, 2022. Dr. Anupam Chanda, Librarian, Bahona College, Jorhat was the invited resource person of the programme. Dr. Chanda was welcomed by the Librarian, Ms. Pallavi Neog on Googlemeet virtual platform.

Fig.1: Resource person of the Koha training programme Dr. Anupam Chanda, Librarian, Bahona College, Jorhat

Day 1: 21February, 2022: Dr. Chanda, on the first day of the training introduced the basic concept about Koha open source library software. He explained in brief the different modules integrated in the software and also their importance.
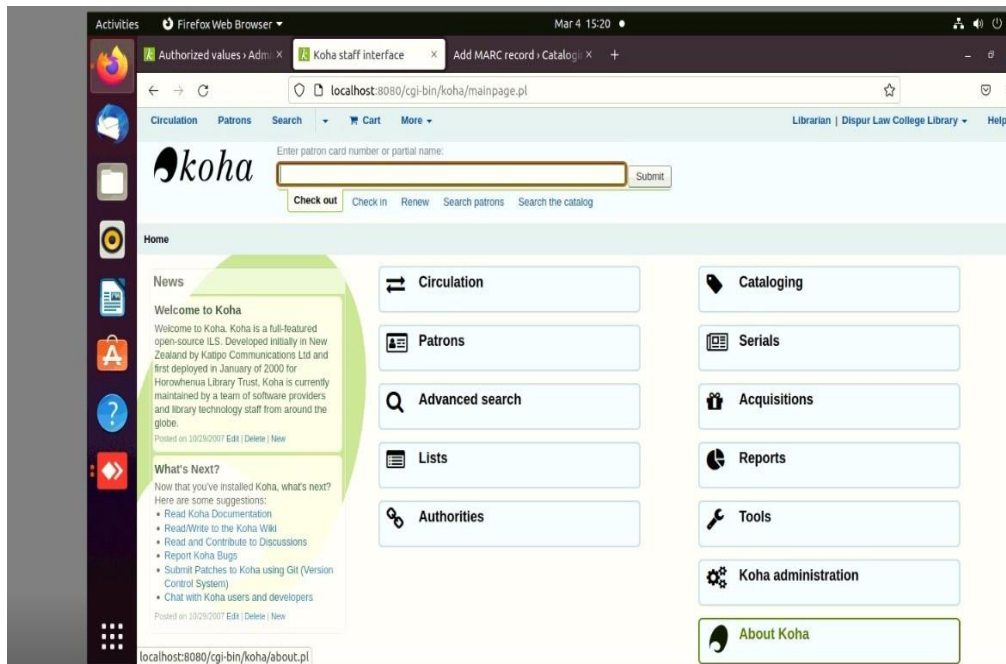
Day 2: 22 February, 2022: On the 2nd day of the training, Dr. Chanda interacted with few questions to the trainee regarding the previous day topics. Ms. Pallavi Neog had also answered to his questions deliberately. Following the interactive session, the resource person demonstrated the of authorized value customization or creation of the automated library in Koha software. He showed how to create code for the library, giving official name to the library etc.,

ADMINISTRATION:

LIBRARIES

When setting up your Koha system you will want to add information for every library that will be sharing your system. This data is used in several areas of Koha.

- *Get there:* More > Administration > Basic Parameters > Libraries

When visiting this page, you are presented with a list of the libraries that have already been added to the system.
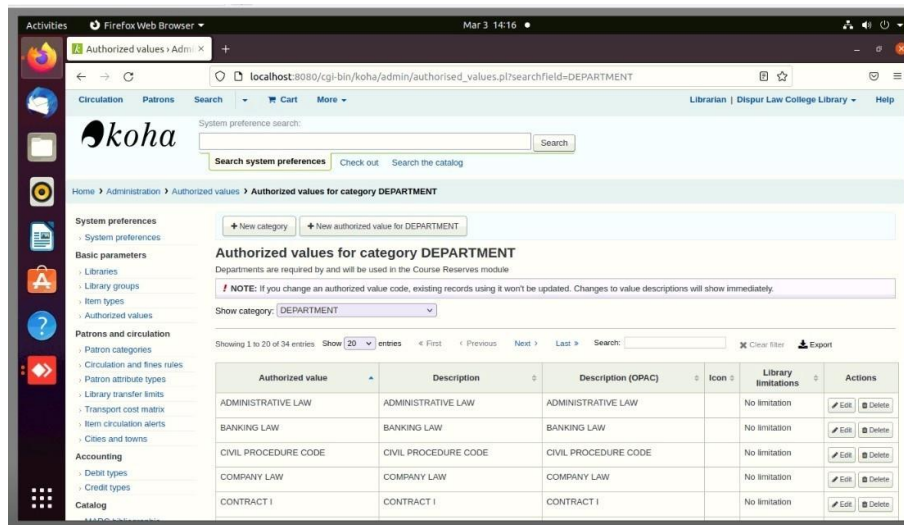
Fig.3: Authorized Values for category Department

Adding a library: To add a new library:

Editing/deleting a library

All the above concepts were being covered on this day of the training.

<u>Day 3: 23 February, 2022:</u>   On the 3rd day, the session was started with the module of patron categories. In this module the resource person explained how to create student patron, staff patron by using the online student's database and thereby creating individual id for every user to enable them to use the library.
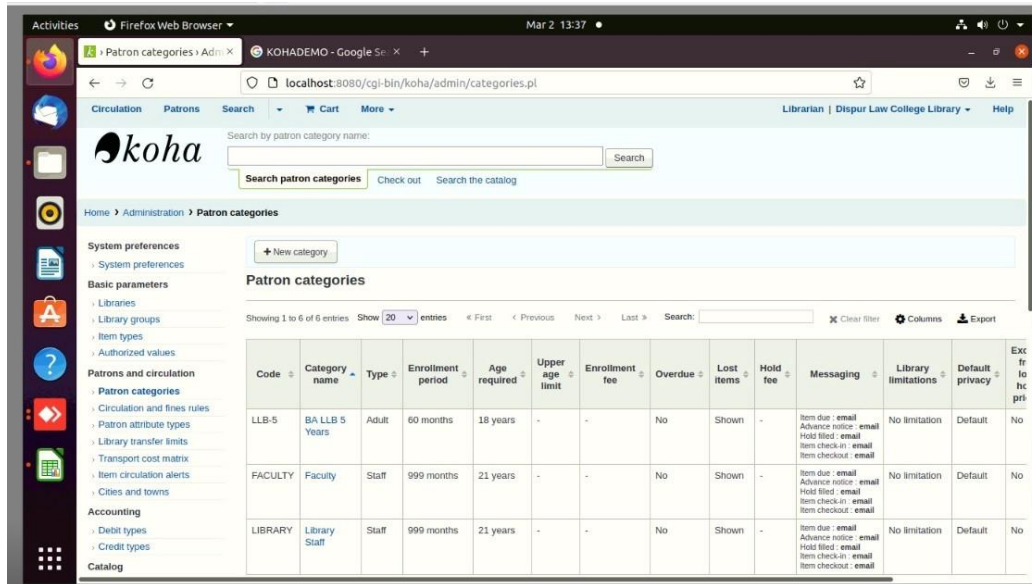

Fig.4: Demonstration of Patron creation, deletion, edition and import

<u>Day 4: 24 February, 2022:</u> On the 4th day, the resource person presented demonstration on Circulation and fine rules, customization of MARC bibliographic format, bulk patrons import.
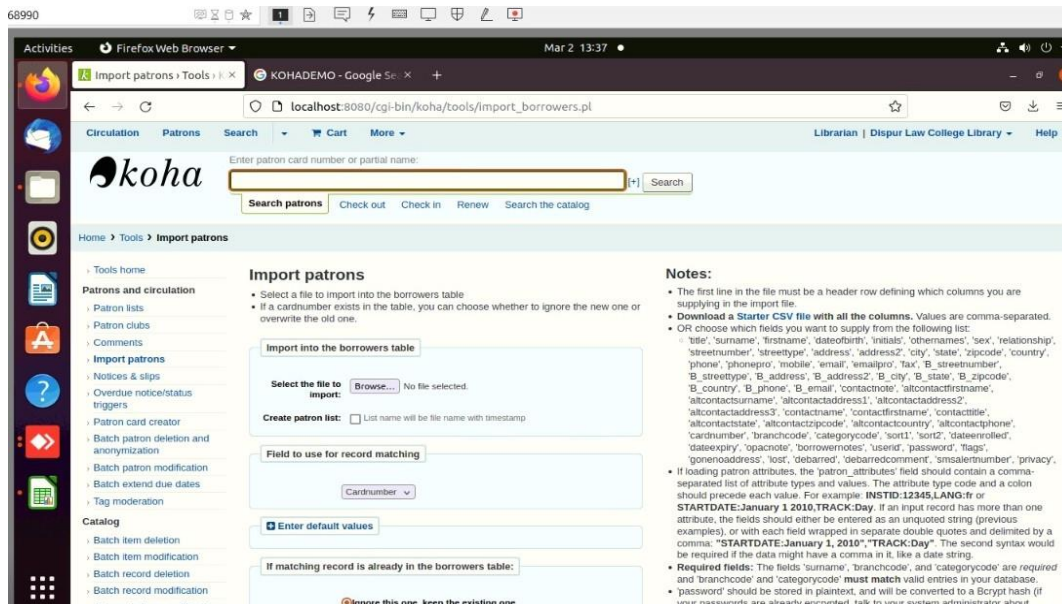

Fig.5: Bulk import of patrons

Day 5: 25 February, 2022: On the 5th day of the training programme the resource person gave training on cataloguing. He explained the different hazards faced during cataloguing and showed the solutions to tackle with them.

Day 6: 26 February, 2022: On the 6th day also the resource person continued with the cataloguing module. He asked the Librarian to practice cataloguing and she accordingly did cataloguing using the demo version of Koha.
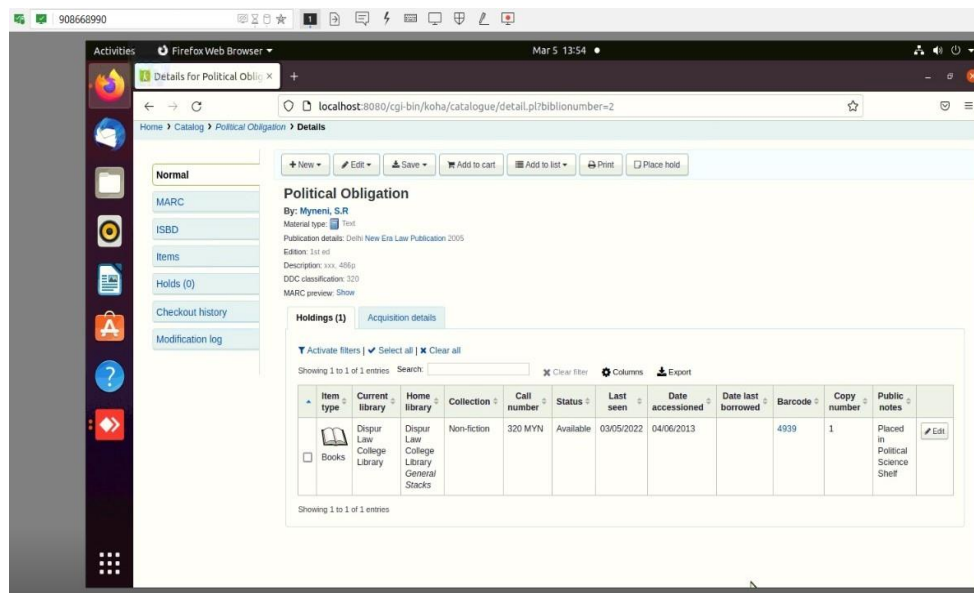

Fig.6: Cataloguing of the Books of Dispur Law College Library

Day 7: 27 February, 2022: On the last day of the training the trainer discussed on database backup. He showed how to take back up of the database after cataloguing.
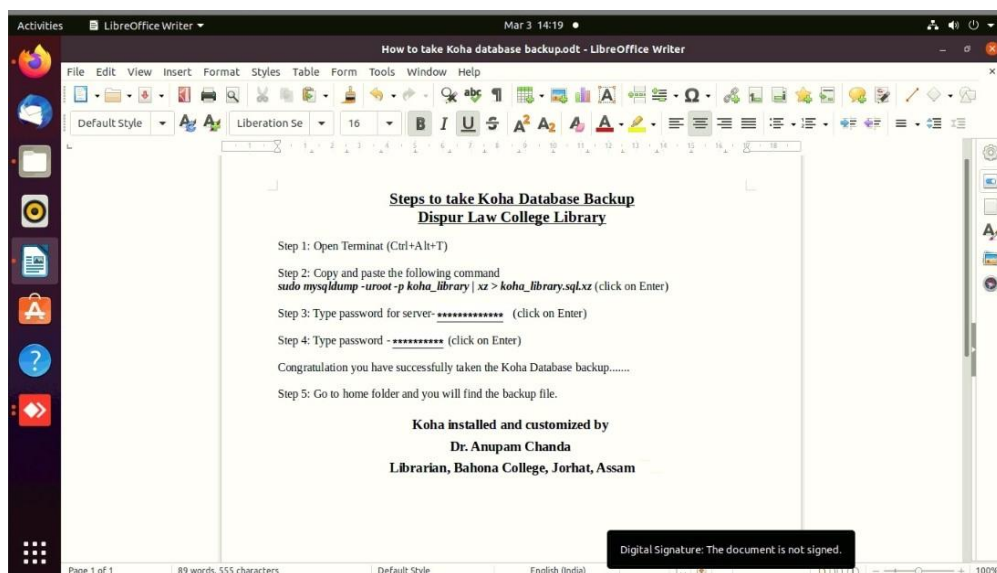
Fig.

The library training ended with a cataloguing and database backup test which the Librarian successfully qualified.

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Authenticated by:

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