



Gujarat National Law University

ADVANCED
TRAINING PROGRAMME
ON
KOHA LIBRARY MANAGEMENT
SOFTWARE

Successful Skills for Easy, Effective and Efficient Library System

(27th April – 28th April 2019)



Introduction

With the invention of information and communication technology, a majority of libraries have developed a new 'state of the art' system with various modern facilities. Libraries have often used the advantages of information technology to automate its manual functions.

UNESCO was the first international body, which developed a library automation software called CDS/ISIS and distributed this software all across the world at a minimal cost. In India many organizations have implemented this system using computerized software. Along with it, libraries and various library bodies and organizations have developed bibliography standards called MARC, MARC-2 etc.

With such developments in information technology, a number of new softwares have come to the market, such as Virtua, NewGenLib, Granthalay, Sanjay, Libsys etc. Among these commercial softwares, INFLIBNET (UGC), has developed its first library automation software called SOUL (Software for University Libraries). Recently INFLIBNET launched a new version of SOUL called 'SOUL 2.0'.

In the year 1999, a new open source software came into market and many libraries across the world shifted their library automation system to a new software, known as 'Koha'. Koha is one of the fastest growing library automation software.

Koha is an ILMMS developed by Katipo Communications for the Horowhenua Library Trust in New Zealand in 1999, with the first installation conducted in January 2000. Since then, Koha's functionality has been adopted by thousands of libraries worldwide, each adding features and functions and deepening the capability of the system. Since 2000, companies started providing commercial support for Koha, building to more than 20 installation as it exists today. In 2001, Paul Poulain (of Marseille, France) began adding many new features to Koha, most significantly support for multiple languages. Support for cataloguing and search standards machine readable catalogue (MARC) and Z39.50 were added in 2002. The Athens County Public Libraries sponsored the 3.0 release in 2005 and with the integration of the powerful Zebra indexing engine, Koha became a viable, scalable solution for libraries of all kinds. By 2010, Koha has been translated from its original English into French, Chinese, Arabic and several other languages and comes under the general public license.

A demand for in depth learning about Koha Library Management Software among library professionals is very high. Considering this growth in demand, a one day training program on the Koha LMS software is being organized.

Aims

- To enhance the basic understanding of library automation and library automation softwares.
- To familiarise with the emerging trends of open source library management software in India
- To enhance and develop basic skills and knowledge on Koha LMS software;
- To assist the library professionals, train them with the latest library software to work more effectively in their present position.

Potential Benefits to the Participants

After having completed the training course participants will be able to demonstrate the advance theoretical skills and understanding of the Koha Library Automation Software.

The course is primarily designed for

- LIS Students
- Librarians
- Library Science/Computer Science Faculty Members
- Technical and Administrative Officers of Library

Methodology of the Programme

- Lectures
- Presentations
- Documentary of other libraries
- Live demo

Duration

It will be a two-day programme, i.e. 27-28 April 2019 (14 hours, excluding assessment)

Number of Participants

Maximum 25-30

Evaluation Method

Multiple Choice Questions-There will be written examination for twenty (20) marks. The participants shall score minimum ten (10) marks to complete the course. The certificate of participation will be provided to the successful candidates as per the format prescribed by the University.

Fees

Rs. 500.00 for Students and Rs. 1000.00 for working Professionals.

Note: Fees include only registration, tuition and course materials/examination.

Course Material

Each candidate will be provided with a reading material in advance consisting of theory and practical aspects of Koha Library Management Software.

Programme Schedule

Date	Time	Duration	Topics
27 th April 2019	08.30 AM 10.30 AM	2 hrs	<p>1. Library Automation and Koha LMS Overview</p> <ul style="list-style-type: none"> • Library automation: the concept. Planning, selection of the software and execution of the project • Needs and purpose of library automation. What are the main benefits of library automation etc. • Components of library automation which includes hardware and software selections. • Steps of library automation • Integrated library system • Koha LMS: an overview
27 th April 2019	10.35 AM 12.35 PM	2 hrs	<p>2. Acquisition Module</p> <ul style="list-style-type: none"> • Setup the acquisition modules according to the library collections.

	<ul style="list-style-type: none"> • Vendors. There are different types of vendors supply the books. So how to create their database is the first learning point in this module. • Budget. This points help to monitor budget utilization on library resources. • Managing suggestions. Accordingly to the users' recommendation this section manage all the requisitions. • Placing orders. After all the above this section manage the order process. • Receiving orders. Once the books come in the library, the acquisition section head has to update the record accordingly. • Invoices. How to process the invoices for payment and maintain the record of those invoices. • Budget/Fund tracking • Reports. One of the important functions of the LMS is to generate different types of reports.
<p>27th April 2019 01.05 PM 2 hrs 03.05 PM</p>	<ul style="list-style-type: none"> • • 3.Cataloguing Module • Bibliographic records accordingly to set standard. • Item records. • Authorities. Before starting the actual record creation process, first authority record should be

	<p>created, which help in maintaining the standards and provide ready record support.</p> <ul style="list-style-type: none"> • MARC – 21. Is the international standard to create the bibliography records of the books • Z39.50 is an international standard client–server, application layer communications protocol for searching and retrieving information from a database. • Cataloguing guides
<p>27th April 2019 03.10 PM 2 hrs 05.10 PM</p>	<p>4.Circulation Module</p> <ul style="list-style-type: none"> • Check-in. one of the important functions of library circulation systems. • Check-out. When books go out in the hand of users, this process is known check-out. • Renewing. Users are allow to re-issue the book again and that process comes under renewal. • Holds. Sometimes if some make request to reserve the book for him/her than the books shows on holds. • Transfer • Set library • Circulation Reports. This module generate various types of circulation reports. • Tracking in house use • In processing/book cart locations

			<ul style="list-style-type: none"> • Self-checkout • Offline circulation utilities
28 th April 2019	08.30 AM 10.30 AM	2 hrs	<p>5. Serial Control Module</p> <ul style="list-style-type: none"> • Manage serial frequencies • Custom subscription fields • Add subscriptions. When new title get added in the existing list, this section is used to add that title name. • Receive issues. Whenever latest issues comes at every month, or quarterly or yearly, the record has to be updated here. • Create routing list • Reminders. For non-receipt of the journals issues, reminder has to send through this section. • Check serial expiration • Renewing serials. Every year while renewing the journals subjection this section has to be updated. • Searching serials. To search the subscribed journals details, search options are given here.
28 th April 2019	10.35 AM 12.35 PM	2 hrs	<p>6. Online Public Access Catalogue (OPAC)</p>

	<ul style="list-style-type: none"> • Web OPAC. Through this link, library's bibliographic records can be searched from anywhere. • Union Catalogue (OPAC). This is the catalogue which provide the bibliographic details of more than one libraries. • Discovery search • World cat. This is catalogue of world libraries, it known as a union catalogue of the world. • Search strategy • Simple search • Advanced search • Boolean search • Free text search • My account. Every individual users can maintain its according through this link. • Purchase suggestions
<p>28th April 2019 01.30 PM 2 hrs 03.30 PM</p> <p>28th April 2019 03.45 PM 1 hr. 04.45 PM</p>	<p>7. Koha Evaluation & Resources</p> <ul style="list-style-type: none"> • Add users/patrons • Tools. Koha maintain various types of tools as a part of library management system. <p>8. Evaluation</p>

Venue

Computer Lab, Academic Block, Gujarat National Law University, Gandhinagar

Resource Person

Dr. Rabari has a doctoral degree in Library and Information Science from the Kadi Sarva Vishvavidhyalay, Gandhinagar on the topic of “Consortium of National Law University Libraries in India- a feasibility study” under the guidance of Dr. H. Anil Kumar, Indian Institute of Management, Ahmedabad and the Master's and Bachelor's degree in Library and Information Science from Gujarat University, Ahmedabad. He also studied M.A. (Sanskrit), LLB from Gujarat University, Ahmedabad, Diploma in IPR from WIPO Academy, Geneva Diploma in Cyber law from Asian School of Cyber Laws, Pune, and Post Graduate Diploma in Computer Applications from Kurukshetra University, Kurukshetra. With more than eighteen years of professional experience at renowned academic and special institutions like NIFT, CEPT, INFLIBNET, Jain Vishva Bharati Institute, etc.

He was invited under the International Exchange Programme of the Bond University, Gold Coast, Australia in December 2005. Dr. Rabari is invited as a resource person by universities in Refresher Course, Conferences and workshops. He has vast experience/knowledge of various LMS software like CDS/ISIS, SOUL, Libsys and Koha.

He has more than ten papers in his credit, which have been published in conference proceedings and in peer-reviewed journals. His areas of interest are IPR, Cyber laws, Law of Privacy, Digital Licensing, Library Consortia, Law Librarianship and Emerging Trends in Law Librarianship.

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