## Introduction

You will all agree that the award winning `Train 10,000 Teacher (T10KT)' programme has been very successful. We would like to use this important resource for nationally important projects. Looking at the success of the first demonstration of this concept, we would like to re-run a large-scale one day workshop on `Training on Koha and Library Automation' through the 550+ Remote Centres (RCs) of T10KT. This important activity will be carried out for the project '**National Virtual Library of India'**(NVLI), funded by the **Ministry of Culture,** Government of India.

The first workshop on `Koha' was successfully conducted from 98 participating remote centres on 12 October 2018, where about 2400 librarians and technical persons have attended the workshop. They used the award winning Spoken Tutorial methodology of self-learning, developed at IIT Bombay. Looking at the positive feedback and the need for the Koha training workshop, we are ready to take this methodology to train all librarians throughout the country.

This Koha training will be provided to two kinds of participants:

I.   **Librarians and Library staff**: They will be given training on the creation of library, records, MARC 21 standard, conversion of excel data into MARC 21 format, etc. More details of this are given below.

II.  **System administrators**: They will be given training on how to create a Koha installation, and how to use it in Windows and Linux operating systems. They may also be trained on the use of Koha virtual machines to be made available by IGNOU.

Koha training is generally provided over a period of a few days at an expense of several thousand rupees. We offer the same training in one day at a cost of Rs. 500, using the award-winning Spoken Tutorial methodology. The IIT Bombay Team has created high-quality Koha Spoken Tutorials, especially suitable for self-learning. Participants will learn 'Koha' by listening to Spoken Tutorials and practising them on live 'Koha' software, at a Remote Centre conveniently located. There will be live interactions between the participants at the Remote Centres and Koha experts at IIT Bombay or IGNOU or both. Thus, this workshop will be conducted through a blended mode.

## Methodology of the Main Workshop

It will be a one day workshop, on **9 March 2019**. All participants have to go to their chosen remote centre (RC). There will be live video interaction through A-VIEW at the beginning. After that, all participants who will join this course from a remote centre will learn Koha, using the computers at that RC. In the evening, we shall connect through A-VIEW again, carry out discussions and end the programme. There will be about 4 hours available for Koha training and 2 hours for interactions. Participants at each Remote Centre will be helped by a course coordinator who would have attended a Coordinators' workshop at IIT Bombay on 8 Feb. 2019.

## Teaching faculty:

This workshop will be conducted using Spoken Tutorial methodology. Participants will learn 'Koha' by listening to Spoken Tutorials and practicing them on live 'Koha' software.
**Prof. Kannan Moudgalya,** Principal Investigator, NVLI and Spoken Tutorial Project, IIT Bombay
**Prof. Uma Kanjilal**, Director Library Sciences, IGNOU
**Dr. Manju Naika**, Central Library, IIT Bombay
**Ms. Nancy Varkey,** Spoken Tutorial Project, IIT Bombay
**Dr. Bella Tony**, Spoken Tutorial Project, IIT Bombay

## Course content

Koha is state of the art library management software. It is open source software and hence one can use it free of cost. Koha allows total customization and complete control of library data at a fraction of the cost of a proprietary system. Its main strength is its web accessibility and ease of use. Libraries do not have to install the software on staff and user terminals. Koha supports all library housekeeping activities such as Acquisition, Cataloging, Circulation, Serial Control, Patron Management, and OPAC. It also supports Web 2.0 tools. Thus, Koha can be readily configured to the needs of each library and is updated with new features frequently.

Following topics will be covered in this workshop:

- Overview of Koha
- Installation of Koha
- Create a Library
- Create a Super librarian
- Add an Item type
- Create MARC Framework
- Set Currency
- Add Budget & Fund allocation
- How to place an order for a Book
- Cataloging
- Circulation
- Catalogue Serial subscriptions
- Add subscription in Serials
- Receive Serials
- Close a Budget
- Global system preferences
- OPAC
- Access to self-Library account in OPAC

**Please note that the medium of instruction for this workshop is English.**

## Criteria for Certification

**E-certificate** will be provided to the participants after successful completion of the workshop and filling up the feedback form.

## Who should attend?

This workshop will be provided to two types of participants:

(1) **Librarians**, who will need training on the use of Koha software

(2) **System Administrators**, who will need training on the installation and maintenance of the Koha software

**Please note**: If your designation is not the same as system administrator then please select 'technical assistant' as your designation at the time of registration.

## Duration and Venue

The workshop will be conducted at various remote centres in the country on **Saturday, 9 March 2019 from 9.30 AM to 6.00 PM.** This workshop will be conducted through a blended mode, using both live video conferencing facility (A-VIEW) and Hands-on sessions at remote centres. To see the workshop schedule, please **click here**

## Course fee

Every participant (both Librarian and the System Administrator) has to pay **Rs. 100** as the course fee to IIT Bombay at the time of online registration. On the day of the workshop, i.e., on **9 March 2019**, they have to **pay Rs. 400 to the Remote Centre** that they would be attending, to defray the cost of organising the workshop, lunch and coffee/tea.

Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

**E-certificate** will be provided to the participants after successful completion of the workshop and filling up the feedback form.

## How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. **The last date of registration is 05 March 2019.**

The URL for registration is:
http://www.it.iitb.ac.in/nmeict/announcements.html

## Note

- IIT Bombay will NOT bear the travel expense of the participating representatives. There shall also be no accommodation provided to the participants.

- All Participants are required to bring **earphones,** as they will have to listen to video tutorials. Without earphones, the workshop will not at all be effective.

- All participants are encouraged to bring their own **laptops**, if possible. This is recommended, as they can take back Koha installed on their systems. If participants cannot bring a laptop, they should bring **one 8 GB pen drive.**
- As this workshop is mainly hands-on, it is **mandatory** for all System Administrators to bring a **laptop** and a **earphone** when they come for the workshop. System administrators will be required to install `Koha' software on Ubuntu Virtual Machine (VM) during the workshop.

## Address for communication

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**One Day Main Workshop**

**Under 'National Virtual Library of India'(NVLI),** funded by the **Ministry of Culture, Government of India**
on

# Koha and Library Automation

**9 March 2019**
Conducted by

# IIT Bombay



**Course Coordinator**

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