

Training Course on Koha(Revised)

Organized by: BALID Institute of Information Management (BIIM), Bangladesh Association of Librarians, Information Scientists and Documentalists (**BALID**)

Date: 03 September to 07 September 2013 (5 days)

Venue: North South University (NSU), Plot 15, Block B, Bashundhara, Baridhara, Dhaka-1229

Background

Koha is an open source and free software library automation package. In use worldwide, its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base. In-addition, in use worldwide in libraries of all sizes, Koha is a true enterprise-class ILS has comprehensive functionality including basic or advanced options. Koha includes modules for circulation, cataloging, acquisitions, serials, reserves, patron management, branch relationships. It provides easy to use circulation policies, strong patron management, intuitive navigation, and extensive permissions for staff accounts. It also allows libraries to update older records with a newer version.

Course description and objectives:

- To strengthen Koha knowledge and expertise in the academic and research Libraries as well as various Information and Resource Centers.
- To exchange information, knowledge and experience in using Koha for Library management.
- To support implementations of Integrated Library Management Systems in the Libraries and Information centers.
- To provide the trainees with hands-on experience on using and in the administration of Koha
- To configure / customize Koha effectively according to the needs of the trainee
- To create awareness of the benefits of Koha and Open Source Software solutions
- To test and certify their readiness to use Koha
- To initiate the establishment of a Bangladesh Koha User Group, and community in the country

Expected outcome

Upon completion of this course, participants are expected to obtain a basic understanding about Koha software for automating library by realizing its importance and relevance to the field of library management. The participants will be able to install, customize and launch the software in their respective organizations.

Approach to the course

The course includes lectures, discussions and practical sessions. All lectures will be participatory and interactive in nature. Participants will be divided into several groups and will be requested to participate in various in-class group assignments. We also provide training kit, handout and certificate.

Evaluation process

The course evaluation will be conducted by applying largely qualitative method.

Course duration

Sessions are Tuesday^{3rd} September to Saturday, 7th September 2013 conducted from **9:00 a.m. to 5:00 p.m.**

Resource Persons

The course is taught largely by a group of practicing librarians from IUB and SAU.

Training materials

Comprehensive hand-outs are given to the participants.

Target group

Practicing librarians (junior, senior, management level), Graduates or Master's in Information Science and Library Management are preferred for the course.

Number of participants

It is intended to accept a maximum of 20 participants on a first-come-first-served basis.

Course fee

The course fee for the locals is Tk. 8,000 (Taka Eight Thousand) for the individual as BALID member and Tk.10,000 (Taka Ten Thousand) for the Personal/Individual Participants and Tk.12,000(Taka Twelve Thousand) for Official/Institutional participants.

International participants the course fee will be US \$ 250(two hundred and fifty dollar) to cover the cost of training materials, faculty time, lunch, morning and afternoon tea/coffee, and certificate of participation. However, travel costs, medical insurance, other meals and accommodation are not included in the course fee. If needed, foreign participants are requested to contact Dr. Mirza Mohd. Rezaul Islam at balidbd@gmail.com . The course fee is payable on notification of acceptance preferably by wire transfer or bank draft in favour of "Bangladesh Gronthagarik o Tothayanbid Somity (BALID)".

Selection of participants

In general, participants will be selected based on their pre-requisite qualifications and first-come-first-served basis, however, institutional and female participant will get preference. Only selected participants will be notified by email or over telephone.

Training Outline This program will include installation, configuration and customization of Koha. Hands-on practice and exercises on all Koha modules also included in this program.

Day One:

- Introduction to Linux Operating System (Debian)
- Key Linux commands
- Basic MySQL Database commands
- Installation of Debian Operating System
- Prepare the system for koha installation process
- Installation of Koha
 - Installation of pre-requisite Software for installing Koha
 - Installation of Koha
 - Zebra configuration to at startup/index
 - Cronjob setting
 - Backup and restore Koha database

Day Two:

Administration and Tools

- Setting up libraries
- Setting up item types
- Setting up patron categories
- Setting up circulation and fine rules
- Setting up system preferences
- Z39.50, Calendar and News settings

Day Three:

Patron Management

- Creating and editing member records
- Finding and viewing patron records
- Printing patron cards
- Collecting fees and dues

Acquisitions

- Creating/approving purchase suggestions
- Setting up annual budgets
- Creating vendors
- Creating order baskets and orders
- Tracking orders
- Generating claims
- Invoicing & receiving shipments

Day Four:

Cataloging

- Creating and editing bibliographic records
- Creating and editing holdings records
- Using Z39.50 copy cataloging
- Using bibliographic frameworks
- Searching and finding catalog records
- Printing barcode labels
- Inventory/Stocktaking

Day Five:

Circulation

- Checking out an item
- Renewing an item
- Placing hold on an item
- Checking in an item
- Collecting fine for lost item
- Viewing circulation history of an item
- Viewing circulation history of a patron

OPAC

- Simple and advanced search
- Place holds
- Item renew
- Circulation history
- Making purchase suggestions
- Creating Cart and lists
- Notification and OPAC massaging

Serials

- Prepare Bibliographical Record of Serial
- Adding Serial Items

Report

- Prepare Acquisition Report
- Prepare Cataloguing Report
- Prepare Circulation Report
- Prepare report using SQL commands
- Koha Reports Library

How to apply

Please fill in the downloadable application form and send it to the Director of BIIM on or before the 26 August 2013 and 15 August 2013 (foreign participant).

Online Registration

<http://balid.org/training/registartion-form-koha-training>