USER MANUAL ON

Koha
LIBRARY SYSTEM

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PREFACE

“Strengthening of Digital Library and Information Management under NARS (eGranth)” is a subproject under the component-1 of National Agricultural Innovation Project (NAIP). The aim of the project includes provision of digital access to library resources of different research institutes and agricultural universities by developing a union catalogue the AgriCat. The AgriCat helps in locating and sharing materials among the group of Indian National Agricultural Research System (NARS) libraries. Duplication of efforts in record creation (cataloguing) is avoided by pooling the efforts through common electronic protocols.

The AgriCat is being a common union catalogue of these valuable archives allows sharing and online access to researchers, teachers and students and other stakeholders to which they would not otherwise have access and OPAC with Online Computer Library Center (OCLC) partnership, Institutional Repository, rare books, old journals, thesis and make them publicly accessible over Internet under NARS.

Implementation of Koha Library Management System in all the consortium partner libraries and capacity building for library and information management system are the other two important objectives of this project. Therefore, all the partner libraries are given funding support for implementation of Koha and organize periodical training programmes for the benefits of LIS professionals serving under NARS system.

This user manual on Koha Library System gives step by step user guide of Koha - Integrated Library Management System. A CD containing the user manual is also enclosed for reference and use. We are sure that this Manual will serve as a guide to the Library and Information professionals working in the NARS Libraries and end-users to maintain the Koha Integrated Library Management System.

The support extended by the Authorities of National Agricultural Innovation Project, (NAIP Component -I Sub project of ICAR), New Delhi and the constant support & encouragement rendered by the Director, Central Institute of Brackishwater Aquaculture, Chennai, for conducting the Workshop and releasing the Manual are gratefully acknowledged.

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1.0. KOHA Integrated Library Management System - Introduction

Koha is an open source Integrated Library System (ILS), used world-wide by public, school and special libraries. The name comes from a Māori term for a gift or donation (Wikipedia). Koha is the first free and open source ILS developed initially in New Zealand by Katipo Communications with Horowhenua Library Trust. The latest version of Koha is 3.14 freely downloadable under the GNU General Public License maintained by a dedicated team of software providers and library technology professionals around the globe. Koha has been taken up to bring the libraries on a common standard platform with improved digital experience for the end-users. Koha has all the modules for day to day library operations and has facilities for creating group catalogue for sharing resources, like the AgriCat interface. The users have the freedom to modify the codes to adapt it to their local needs and redistribute it.

Koha is well tried and tested software and has demonstrated both stability and scalability, which is being used in hundreds of libraries worldwide. It is an example of collaboration and resource sharing. Software solutions are freely available to all libraries worldwide. Libraries benefits from the contributions of other participating library systems. Being open source software it has benefit of being free from vendor lock-in whereas, in proprietary software, source code is 'closed' and support and future development of the product solely rely on the success and resources of a the single vendor. If the vendor goes down or does not cooperate, the product support is gone. Open source solutions rely on stable code bases developed and supported by many providers worldwide. The Koha is compatible with existing technologies viz. RFID, and being an open source developing software, compatibility with any new Library Technology will be available in future also. The key features of Koha, a simplified model of Koha and its modules are explained below.

1.1. KOHA - the key features

- A full featured modern integrated library software (ILS).
- Free / open-source software
- Simple, clear interface for librarians and members (patrons)
- Web-based interface can be integrated with website.
- SQL database (MySQL preferred) backend. OS independent and compatible with any operating system - Linux, UNIX, Mac, Windows.
- Full MARC21 and UNIMARC support for professional cataloguing.
- Multilingual and multi-user support
- Z39.50 server
- Customizable web based OPAC
- Online reservation
- Full catalogue, circulation, acquisitions, library stock management.
- Major industry-standard database type (text, RDBMS), SQL, MYSQL
1.3. Union agriculture catalogue – AgriCat using Koha LIS

The Indian Council of Agriculture (ICAR) under its National Agricultural Innovation Project (NAIP) proposed to develop a union catalogue of agriculture AgriCat by integrating the libraries of National Agricultural Research System (NARS) institutions - State Agricultural Universities (SAUs) and ICAR institutions. A novel project “Strengthening of Digital Library Information Management of NARS (eGranth)” has been implemented as part of the component –I of the NAIP of ICAR. The consortium adopted Koha as the cataloguing system for developing this AgriCat. Accordingly all the partner institutions have converted their library holdings in to a compatible format and transferred their holdings in to Koha ILS. It important to sensitize the end users of the libraries about the modules and utility features of the Koha for the effective utilization of the system developed. Hence, this user manual is prepared to facilitate the library users to access the Koha enabled cataloguing system for their information search requirement.
1.4 KOHA modules

Koha has the robust cataloguing, circulation, patrons, search, serials control, acquisition, reports and administration modules along with utility tools and Online Public Access Catalogue (OPAC). By adopting it, the end-user becomes 'joint stake holder' in the products. Acquisition deals with the title-entry, ordering, invoicing and accessioning of library materials. Cataloguing maintains the title to facilitate online searches, current awareness service. Circulation maintains up-to-date membership records and facilitates the circulation of the library. Serials maintain the subscription of periodicals, their renewal and receiving. Patrons deal with the membership of library, check out and check in periods, renewals and to browse the availability of books, periodicals etc. Reports in Koha are a way to gather data. Reports are used to generate statistics, member lists, shelving lists, or any list of data in your database. The OPAC - provides bibliographic data bases and facilitates advance searches/boolean searches and key words etc. Tools perform different types of actions. Often many of the items listed under tools in Koha are referred to as 'reports’ in other library management systems. Administration deals with the global system preferences control the ways of Koha system works in general.

2.0. Online Public Access Catalogue (OPAC) of Koha

An Online Public Access Catalogue (OPAC) or simply Library Catalogue is an online database of materials held by a library or group of libraries. It is a computerized library catalogue available to the end-users. Most of the OPACs are accessible over the internet to users all over the world. Users search a library catalogue principally to locate books and other material physically located in a library.

Why use a catalogue instead of just browsing the shelves of the library to find a book?

• Books which contain information on a particular topic may be shelved in several different areas of the library, in special collections, or even in different libraries altogether.

• Books are shelved in the library by call number order (a unique number for each book), so you would have to be very familiar with the either the Dewey Decimal or Library of Congress Classification System to find the small area devoted to your topic.

The end-users (patrons) in the library can search the bibliographic database and find specific information online. The search facility also provides the user about the availability of each item for circulation, including current status of individual copies of a title and reserve status. It also shows titles on order displaying current status in acquisition.
2.1. Koha OPAC Login (CIBA Library)

2.1.1. Institute Log in:

The central server of Koha is located at the Indian Agricultural Institute (IARI) New Delhi. Every institute has its own Koha OPAC page in the union catalogue-AgriCat and the same can be accessed through an internet protocol address. For example CIBA OPAC page can be accessed using the IP address - (14.139.56.78:9008). Every institute has its own mirror server at their institute level which can be linked through institute’s web page and hence, no need to remember the IP address. However, if the institute’s web site is inaccessible the end user always can access through central server using the IP address of the institute. On the other hand using the top down menu the end user can click the particular institute and get himself/herself connected to the institute as shown in the Fig-2 below. The updates entered by the library staff at the respective institute would automatically uploaded in the central server.

Fig-2. Locating CIBA from the main AgriCat
2.2. Main menus in the OPAC

The main menu bar contains Home, About Us, Online data bases, E-books, Newspapers, Rules and regulations (Fig-4).

**Home:** Clicking Home will bring you directly to the home page wherever you are.

**About us:** Clicking about us/contact us take you to the institute’s web site

**Online data bases:** Provide the name of the major publishers of journals, data bases, digital libraries, research societies, etc which are being subscribed either by the institute or by the consortium at the national level.

**E-Books:** e-books access to the institute library by means of subscription or on free are listed here.

**Newspapers:** Gives link to popular news papers of the country.

**Rules and regulations:** Rules and regulations of the concerned institute’s library are presented here.

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**Cart and list** are the other two icon/menus on the right hand corner of the main page. The books or journals selected by the end user will be added there. The Lists show the number lists created by the end users. There are two kinds of lists Public and Private. Public lists shows the common lists which an end user can create and add all the general information required for the end-users in general. The private list is a personal list exclusively owned by the independent end user.
Search options: There are two kinds of search operations, catalogue wise and level of search wise. The catalogue wise search options available in the Koha-OPAC are

1. Title catalogue
2. Author catalogue
3. Subject catalogue
4. Classified catalogue
5. Publisher
6. Place of publication
7. ISBN wise
8. Call Number wise

OPAC in Koha provides three levels of search options

- Simple search
- Advance search
- Additional search

Under the advanced search level, **boolean searches** can also be made on words from any of the bibliographic fields. The use of the logical connectors 'OR', 'AND' and 'AND NOT' is allowed. The search is facilitated by using:

- Truncation – Eg. Limiting the number of words or letters
Use of parentheses – Eg. Type letters within the parenthesis

Proximity connectors (same as provided by 'DIALOG')-Eg. Look for related words

**Tag cloud:** List of related topics or books an end-user can hold with relative importance by using different fonts or colours.

**Most popular:** This menu indicates the most or least popular books or titles used by the end users. We can search by library wise, title, time and type of library holdings.

Searches can also be made in any selected languages available in the drop down list box. While searching the end-user can use place hold, save to lists and add to cart options to facilitate his better use of the OPAC.

**Place hold:** While searching if a particular title is lent to some other end user which the present user is interested he/she can request for the same once the title is returned. The individual can get an e-mail message if he wishes.

**Website links:** Koha OPAC provides website links to seven important products of e-library resource systems of the NARS. They are Home, About Us, Advanced Research, CeRA, AgriCat, Krishikosh and Contact Us. Among them Home, About Us, Advanced Research and Contact Us are already explained previously.
CeRA: Clicking this link take the end user to the Consortium of e-Resources in Agriculture website (Annexure-1).

AgriCat (Union Catalogue of NARS Libraries): Are you looking for information about knowledge resources available in Agricultural University Libraries in India?. The one-stop-site opens the door of treasure of knowledge resources of major Agricultural University Libraries in India is available at AGRICAT. "AgriCat" brought to you' by ICAR under NAIP Project on e-Granth is a Union Catalogue of the holdings of 12 major libraries (IARI, IVRI, UAS, GBPUAT, CCSHAU, ANGRAU, NORI, CIFE, CSKHPKV, MPKV, TANUVAS, OIPA) of the ICAR Institutes and SAUs combined together. AgriCat can help an end user to search many libraries at once for an item and then locate it in a library nearby, find books, thesis and dissertations, journals, back volumes of journals and non-book materials to check out and contact the librarian of a particular university for further help. AgriCat is really a boon for knowledge seekers in the field of Agricultural Sciences in India. AgriCat is available at http://egranth.ac.in/AgriCat.html & www.agricat.worldcat.org.

Krishikosh: Krishikosh is the institutional repository under NARS (Annexure-2). The repository of knowledge in agriculture and allied sciences, having collection of old and valuable books, records and various documents spread all over the country in different libraries of Research Institutions and State Agricultural Universities (SAUs).
**List of new arrivals:** This menu gives the end user the recently entered list of various library holdings. If the administrator provides ISBN/ISSN numbers of the entries then the wrapper of the holding will also appear in the flash screen.

What ever the aspects we have discussed so far is about the menus, searches and links in the home page.

**2.3. Individual Login into the OPAC**

The library administrator can classify the end users and provide an exclusive user ID and password. The end-user should have a login ID and password to enter in to the OPAC. However, simply to search OPAC even without login also anybody can browse. The starting screen of Koha - OPAC is shown in Fig- and the end user should type the user ID and password to enter in to the OPAC.
3.0. Profile details of the individual user

Once the end user enters into the OPAC with his own user ID and pass word the user profile menu page appears. It has the following menus.

My summary: It indicates the number of library holdings the individual has borrowed as on date.

My fines: It indicates the penalty fines of the individual end user for non-returning of books etc with after the due date.

My personal detail: This menu contains the profile details of the registered end-user like address, contact information etc. If the individual wishes to change his profile he/she can do that and it will be stored.

My tag: The end user can store his favourite list of holdings subject wise or otherwise and he need not re-search the same.

Change my password: The end-user can change his/her password for log on to the OPAC by simply entering old password and then their new password.
My Searching history: This menu ‘my searching history’ shows the end user their entire search history for particular period.

My reading history: This menu show the total number of holdings borrowed and/or returned by the end-user during a particular period.

My purchase suggestion: The end user can make suggestions for the purchase of any particular title for the library by giving full details of the title.
**My message:** The end user can request for automatic alert messages through e-mail for returning of titles, borrowing details, due dates, items check-in and check-out details and holding particulars.

**My list:** It is similar to my tag menu discussed earlier.

**Krishi Prabha:** Krishi Prabha is the Ph.D dissertation theses repository wherein the full theses of the theses awarded in the partner institutions has been digitised and stored for the benefit of researchers (Annexure-3).

**4.0. Conclusion**

Strengthening of Digital Library and Information Management under National Agricultural Research System (NARS) is a novel subproject of NAIP-ICAR. This project is aimed towards revolutionising the information sharing among the NARS institutions with a Union Catalogue “AgriCat” using KOHA- (ILS). The Koha user manual in your hand covering the Koha - modules, features, under each module and a CD with user friendly screen shorts, would help the end-user in accessing the library information at their desk top. This manual will also serve as a guide to the library and information professionals working in the NARS - libraries for maintaining the library administration and management.
Objectives of CeRA

The major objectives of CeRA are:

- To upscale the existing R&D information resource base of ICAR Institutions/Universities comparable to world’s leading institutions/organizations
- To subscribe e-journals and create e-access culture among scientists/teachers in ICAR Institutes/Agricultural Universities
- To assess the impact of CeRA on the level of research publications measured through NAAS ID and Science Citation Index

Consortium subscribed e-resource

- Taylor & Francis Journals 1,213
- Elsevier Journals 416
- Indian Journals 200
- Springer Link 70
- Oxford University Press Journals 30
- Annual Reviews 25
- CSIRO 8
- American Society of Agronomy 6

The Scientists/Faculty, Research scholars, and Staff of CIBA are widely using CeRA through online at CIBA library and AKMU.

- Developing common resource databases
- Effective document delivery systems
- A single interface and access point
- Enhanced search facilities
- Capacity building programmes to the users

http://cera.iari.res.in(or).cera.jccc.in

Consortium for e-Resources in Agriculture (CeRA)

Agricultural research, the backbone of agricultural growth of India, requires timely access to scientific and technical information generated and disseminated by the agricultural scientists across the globe. Realizing the vital importance and necessity of timely access to scientific information, the ICAR has initiated the e-Journal Consortium “CeRA” (Consortium for e-Resources in Agriculture) exclusively for agricultural/veterinary science libraries in India during 2007. It is implemented under the ‘National Agricultural Innovation Project’ (NAIP) and the host institute is the Indian Agricultural Research Institute (IARI), New Delhi.

The CeRA provides the following advantages to the students, research scholars, faculty and scientists of NARS

Advantages of CeRA

- All consortium members can simultaneously use
- Remote access is allowed
- Provide timely and uninterrupted access (24 x 7 x 365)
- Supports different searching capabilities
- Accommodate unique features e.g. links to related items, reference linking
- Helps member libraries to save physical storage space
- Access to multimedia information
- Access to un-subscribed materials
- Scope for electronic archives
- Availability and monitoring of usage statistics
- Getting deep discounts through joint pricing negotiations
- Reduced storage costs.
APPEAL TO STAKEHOLDERS

Repositories involve change in the way research is disseminated, preserved, and published. This change requires faculty to deposit their research results, data sets, and other materials in the repository - a new step in the research process.

Therefore, all the scientists and faculty of TANUVAS are requested to deposit suitable contents to ensure sustainable development of KrishiKosh.

The contents may be:
- Research articles (published/unpublished)
- Technical Reports
- Project Reports
- Lecture Notes
- Monographs
- Manuals
- Textbooks (Copyright free)
- Annual Reports
- Rare photographs
- Proceedings of Seminars/Symposia/Conferences
- Theses/Dissertation
- Any type of publication for which copyright is owned by the Institute/university

KrishiKosh is available at

http://krishikosh.egranth.ac.in

All the Students, Research Scholars, Faculty and Scientists are requested to make use of KrishiKosh, a digital repository packed with very useful digital knowledge resources, developed by ICAR under NAIP Project on e-Granth and also contribute contents to ensure sustainable development of the repository for the cause of agricultural knowledge dissemination.

KRISHIKOSH

(Digital Repository of Indian National Agricultural Research System)

- KrishiKosh is a digital repository which captures, preserves, archives and provides policy based access to the intellectual output of Indian NARS.

- It is a unique repository of knowledge in agriculture and allied sciences, having collection of old and valuable books, institutional publications, technical bulletins, project reports, lectures, preprints, reprints, theses, records and various documents spread all over the country in different libraries of ICAR Research Institutions and SAUs.

- On the other hand, researchers and scientific workers look for easy access to scientific and other literature but most of the time, most of us do not have easy access to most of literature created by our own community for lack of money required to be paid to publishers, creating an access barrier. These structural problems with scholarly publishing can be addressed to some extent by KrishiKosh a digital repository with Open Access mandate.

- The KrishiKosh acts as digital platform to preserve institution's intellectual assets and help in providing and managing open access to institution's intellectual assets.
Indian Veterinary Research Institute: 3849
Krishi Prabha - Theses Collection: 5148
National Bureau of Agriculturally Important Insects: 405
National Bureau of Plant Genetic Resources: 98
National Bureau of Soil Survey and Land Use Planning: 217
National Research Centre on Coldwater Fisheries: 85
Tamil Nadu Agricultural University: 223
Tamil Nadu Veterinary and Animal Sciences University: 223
University of Agricultural Sciences: 4754

### Resource Available

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</table>

### Communities in Krishikosh

- charya NG Ranga Agricultural University: 3132
- Central Institute of Fisheries Education: 278
- Central Marine Fisheries Research Institute: 348
- Central Rice Research Institute: 27
- Chaudhary Charan Singh Agricultural University: 606
- Govind Ballabh Pant University of Agriculture and Indian Agricultural Research Institute: 256
- Indian Agricultural Research Institute: 9036
- Indian Council of Agricultural Research: 1003
- Indian Institute of Horticultural Research: 91
KRISHI PRABHA
(Indian Agricultural Doctoral Dissertations Repository)

Krishi Prabha is a full-text database of Indian Agricultural Doctoral Dissertations submitted by research scholars to the 45 State/Deemed Agricultural / Veterinary Universities in India.

This database, listing about 7500 Doctoral Dissertations with a full text of about 6000 Dissertations, has been created with financial support from Indian Council of Agricultural Research, New Delhi under its National Agricultural Innovation Project.

Krishi Prabha is really a boon to Research Scholars, Faculty and Scientists in the field of Agricultural Science including Veterinary, Animal and Food Science.

Please make effective use of Krishi Prabha which is available at http://14.139.232.167:8080/equestthesis