

One day Workshop on KOHA and Library Automation

**National Virtual Library of India (Ministry of
Culture, Govt. of India)**

On

12 October 2018

Jointly Organized by

Indian Institute of Technology, Bombay

And

Vidya Prasarak Mandal's

**Maharshi Parshuram College of Engineering,
Velneswar**



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IIT Bombay

29 August 2018

Dear Remote Centre Coordinator,

Greetings from IIT Bombay!

We are glad to announce that we are in the process of organising a one day workshop on the '**open source library software Koha**' for the project **National Virtual Library of India (NVLI)** that I am Leading. The NVLI project is an initiative of the **Ministry of Culture, Government of India**.

I am writing this mail to request your help in conducting this workshop. Details of this programme are given below:

Coordinator Workshop (1 day): Saturday, 29 September 2018

Main Workshop (1 day): Friday, 12 October 2018

How the main workshop will be conducted?

It will be a one day workshop, on **12 October 2018**. There will be interactions through A-VIEW at the beginning. After that, all participants at your remote centre will learn Koha, using your computers, at a location in your 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, a detailed schedule of which will be sent later to you.

The participants of the main workshop will pay Rs. 100 as a course fee to IIT Bombay, and Rs. 400 to the RC directly, from which, you will have to provide lunch and tea/snacks. The balance amount can be kept as a partial compensation for the use of your infrastructure.

IIT Bombay will pay **Rs. 2,000 as an honorarium** to the following people, from each participating remote centre:

(1) RCC (2) Librarian, who is the course coordinator (3) System Administrator, who will help with 'Koha' installations and computer systems. In this way, each participating RC will receive a total of Rs. 6,000 from IIT Bombay.

Coordinators' workshop:

If you want to offer your RC for this workshop, you will have to send two of your representatives i.e. **a librarian** and **a system administrator**, to IIT Bombay for the Coordinators' workshop. We will provide free accommodation, lunch and refreshments to these representatives from your institution. There will also be a certificate of participation. We will NOT pay their travel expenses - you will have to bear it. In addition, there is a nominal **course registration fee of Rs. 200** to be paid to IIT Bombay during the online registration, from each of your two representatives.

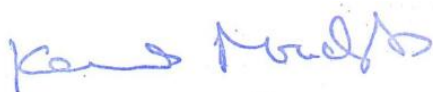
Procedure to participate in the Coordinators' Workshop:

If you decide to participate in this workshop, please login to the website (<https://www.it.iitb.ac.in/lakshya>) using your RCC email id credentials and express your willingness before **5 pm on Friday, 7 September 2018**. Please also send an email to eoutreach@cse.iitb.ac.in with the names, email addresses, and phone numbers of the two representatives (librarian and System administrator) that you will be nominating.

Please also ask your librarian and the system administrator to register on our website <https://www.it.iitb.ac.in/lakshya> between **10 September 2018 and 17 September 2018**.

There are many reasons why you should offer your RC and participate in this workshop, but I will list only one: This workshop is the first step in the computerisation of all the libraries in India, especially the public libraries. Without your participation, we cannot complete this nationally important mammoth task.

Regards,



Prof. Kannan Moudgalya
PI, National Virtual Library of India

Introduction

Koha is a 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.

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. This workshop is organised under the aegis of the National Virtual Library of India, funded by the Ministry of Culture.

Methodology of the Main Workshop

It will be a one day workshop, on **12 October 2018**. 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 29 Sept. 2018.

Teaching faculty:

Prof. Kannan Moudgalya, PI, 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

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.

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 **Friday, 12 October 2018 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.

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 **12 October 2018**, 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.

Criteria for Certification

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 online registration for Koha workshop will start on **20 September 2018**. The last date of registration is **10 October 2018**.

Registration process for this workshop:

- [Sign up](#) using your valid email id. Remember your email id and password for future programs.
- After verification of your sign up, your account will be created on the NMEICT website.
- Login on the website with the verified account.
- Go to Announcements, select the course, and register.
- After successful registration, you will receive an automated email.

Registration URL:- <http://www.it.iitb.ac.in/nmeict>

Note

- Neither IIT Bombay nor the Remote Centre will 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 also encouraged to bring their own **laptops**, if possible. 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 **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

Dr. Kalpana Kannan

Project Coordinator, ESOS Project

Department of CSE, Kanwal Rekhi Building,

Indian Institute of Technology Bombay,

Mumbai - 400 076

Tel.: +91-22-2576 4989

Fax: +91-22-2572 0022

Email: coutreach@it.iitb.ac.in

One day main workshop

Conducted by

National Virtual Library of India (NVLI),

funded by the

Ministry of Culture, Government of India

on

Koha and Library Automation

12 October 2018



Course Coordinator

Professor Kannan Moudgalya
PI, NVLI and Spoken Tutorial Project

Indian Institute of Technology Bombay
Mumbai – 400076

Registration URL:

<http://www.it.iitb.ac.in/nmeict>

Launch of Train Ten Thousand Librarians (T10KL)**Koha Workshop Schedule on 12 October 2018**

Timing	Librarian	System Administrator
9.30 AM - 10.30 AM	Modalities of the workshop: Interaction with Remote Centres (RCs)	
10.30 AM - 10.35 AM	Welcome Address by Prof. Uma Kanjilal, IGNOU	
10.35 AM - 10.40 AM	Address by Vice Chancellor, IGNOU	
10.40 AM - 10.45 AM	Address by Dr. Arun Kumar Chakraborty, Director General, RRRLF	
10.45 AM - 10.50 AM	Address by Prof. Kannan Moudgalya, PI, NVLI, IIT Bombay	
10.50 AM - 11.00 AM	Address by Joint Secretary, Ministry of Culture, Govt. of India	
11.00 AM - 11.15 AM	Address by Secretary, Ministry of Culture, Govt. of India	
11.15 AM - 11.30 AM	Tea Break	
11.30 AM - 01.00 PM	Spoken Tutorial session on Koha	VirtualBox Installation and hands on session
01.00 PM - 02.00 PM	Lunch Break	
02.00 PM- 03.30 PM	Spoken Tutorial session on Koha (Continued)	Ubuntu 16.04 installation of VirtualBox VM and hands on session
03.30 PM- 04.00 PM	Tea Break	
04.00 PM- 05.00 PM	Spoken Tutorial session on excel to koha conversion	Koha Installation on Ubuntu 16.04 and hands on session
05.00 PM - 06.00 PM	Answering questions from remote centres	

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Attendance List (Morning Session)

Sr No.	Name of participant	Mobile No.	Email	Designation	Sign
1	Devanand Khupate	9561678801	db.khupate@gmail.com	Assistant Librarian	
2	Suresh Riddiwade	7507704465	sureshriddiwade14@gmail.com	Librarian	
3	Vikas Chavan	7972241240	chavanvikas656@gmail.com	Technical Assistant	
4	Kailas Gawhale	9922835413	kailasgavhale@gmail.com	Junior Clerk	
5	Sudhakar Wagh	9373626008	sudhakerwagh123@gmail.com	Library Inspector	
6	Swati Mayekar	8552032029	mayekars41@yahoo.com	Junior Clerk	
7	Kiran Abhang	8669323213	abhang.kiran@rediffmail.com	Chief Librarian	
8	Anil Kamble	9890827811	anilskamble77@gmail.com	Librarian	
9	Sudhir More	9158293075	spmorcnp@gmail.com	Librarian	
10	Dagadu Jagtap	9420843853	jagtapda@gmail.com	Librarian	
11	Dhananjay Gurav	9404764644	ddgurav@gmail.com	Librarian	
12	Supriya Rakesh Jadhav	9112972462	rkejrakesh@gmail.com	Librarian	
13	Parchure Keertee	942326508	parchureks@gmail.com	Librarian	
14	Ponkshe S.m	7030992233	ponkshesm@gmail.com	Technical Assistant	
15					
16					

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Attendance List (Afternoon Session)

Sr No.	Name of participant	Mobile No.	Email	Designation	Sign
1	Devanand Khupate	9561678801	db.khupate@gmail.com	Assistant Librarian	
2	Suresh Riddiwade	7507704465	sureshriddiwade14@gmail.com	Librarian	
3	Vikas Chavan	7972241240	chavanvikas656@gmail.com	Technical Assistant	
4	Kailas Gawhale	9922835413	kailasgavhale@gmail.com	Junior Clerk	
5	Sudhakar Wagh	9373626008	sudhakerwagh123@gmail.com	Library Inspector	
6	Swati Mayekar	8552032029	mayekars41@yahoo.com	Junior Clerk	
7	Kiran Abhang	8669323213	abhang.kiran@rediffmail.com	Chief Librarian	
8	Anil Kamble	9890827811	anilskamble77@gmail.com	Librarian	
9	Sudhir More	9158293075	spmorecpn@gmail.com	Librarian	
10	Dagadu Jagtap	9420843853	jagtapda@gmail.com	Librarian	
11	Dhananjay Gurav	9404764644	ddgurav@gmail.com	Librarian	
12	Supriya Rakesh Jadhav	9112972462	rkejrakesh@gmail.com	Librarian	
13	Keertee Parchure	9423262508	parchurekr@gmail.com	Librarian	
14	Ponkshe S.M	7030492233	ponkshe.sm@gmail.com	Technical Assistan	
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16					

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