

Event Completion Report

Event Details

Event title:	Training Session on Koha LMS (Acquisition Module)		
Starting date of event:	March. 13, 2024 2:30 PM - 3:30 PM	Duration of Event (in day)	1
Name of the event organizing School	Swami Vivekananda Library (Central Library)		
Name of the event organizing Department	Swami Vivekananda Library (Central Library)		
Sponsor of the Event (Sharda University in case of internal sponsorship)	Sharda University		
	Convener	Dr. Sushanta Kumar Sahoo Librarian, Sharda University	
	Coordinators	Dr. S. K. Shrivastava- Asst. Librarian Mr. Pankaj Kumar- Asst. Librarian Mr. Rahat Alam- SPA, Mr. Rashid Ali- SPA, Mr. Naresh Kumar-SPA, Mrs. Neelam Narang- Sr. Exe. Asst. Mr. Himanshu Rathee- SPA Mrs. Manjuli- Library Assistant	
Chief Guest/ Guest of Honor with affiliation (If any)	N.A.		
Name of Speaker/s with affiliation (If any)	Dr. Sushanta Kumar Sahoo Librarian, Sharda University		

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Sharda University, Gr. Noida

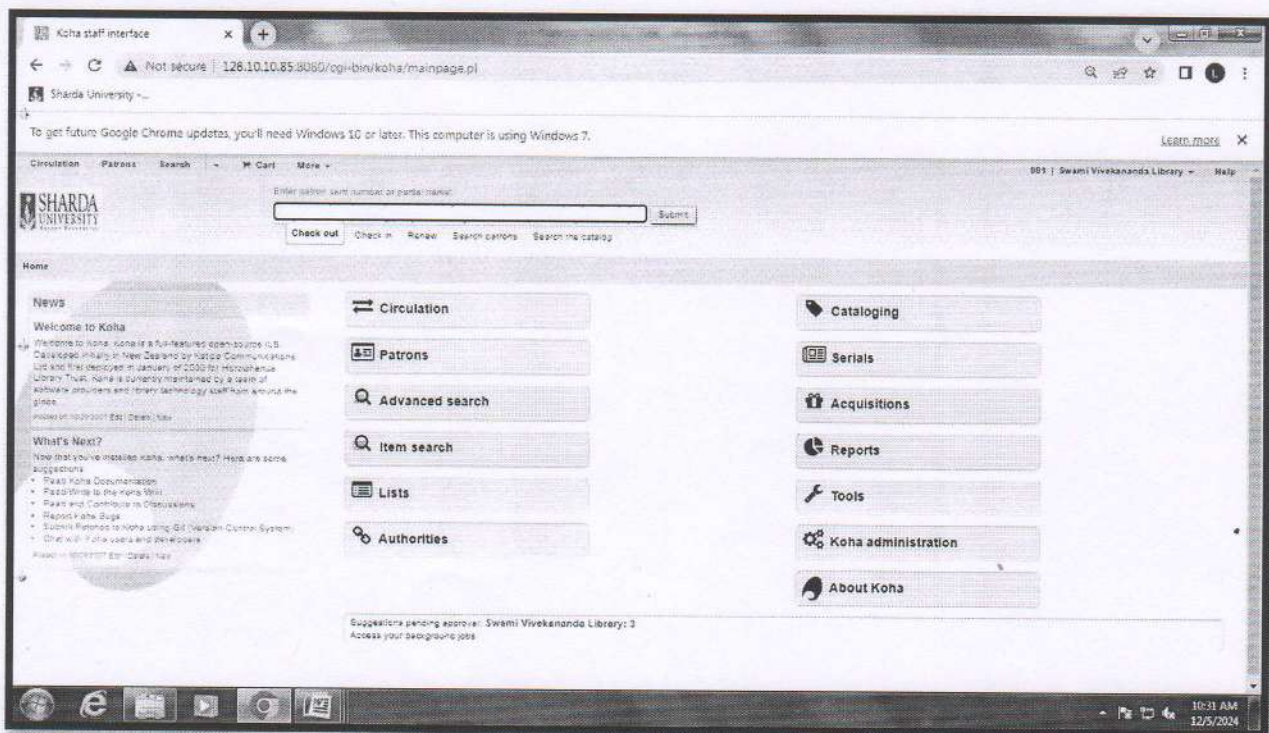
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SECTION B

Event report and reflections:

In the present era, digitalized databases are assembled in most library services, created on information technology and resources accessible in electronic formats. To manage all kinds of resources and information, libraries need high-quality integrated software and cutting-edge retrieval tools. Library automation is concerned with collecting, monitoring and automating library collection, activities, and services in an automated library; computers are used in most activities, such as acquisition, cataloguing, circulation control, and periodical management. Library automation not only does housekeeping activities but also provides current and relevant information to the user, according to their demand. Koha is a robust and widely-used open-source Integrated Library System (ILS) that provides libraries with comprehensive modules to streamline their operations and enhance user services. Developed with the principles of open-source software, Koha offers libraries the flexibility to customize and tailor the system to their specific needs. At its core, Koha consists of several key modules that cover essential library functions.

Koha Modules: Koha is a comprehensive open-source Integrated Library System (ILS) that offers various modules to support library functions. These modules cover acquisitions, cataloguing, circulation, serials, reports, Patrons, administration, tools and online public access catalogue (OPAC). With these modules, Koha enables libraries to efficiently manage their collections, automate workflows, and enhance user experiences.



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Acquisition Module: The Koha Acquisition module is an integral part of the open-source Integrated Library System (ILS) that facilitates the management of library acquisitions and ordering processes. This module streamlines the workflow in acquiring new materials for the library's collection, from the initial selection to the final receipt of items. Koha Acquisition module includes:

- Vendor management: The module allows Koha user to maintain a database of vendors and suppliers, including their contact information, terms and conditions, and preferred ordering methods. This helps streamline communication and facilitates efficient purchasing.
- Selection and requisition: Koha user can create and manage selection lists, which are a basis for procuring new materials. They can also generate purchase requisitions, including details such as the title, author, format, quantity, and budget allocation for each item.
- Purchase orders: Koha enables the generation and tracking of purchase orders. Koha user can create purchase orders based on approved requisitions, specifying the vendor, delivery instructions, and other relevant information. The module also supports receiving and matching the ordered items with the corresponding purchase orders.
- Budget management: The Acquisition module provides tools for budget management, allowing Koha user to allocate funds to different departments, projects, or collections. It helps monitor expenditures, track remaining balances, and generate reports related to budget utilization.
- Integration with cataloguing: Once materials are received and processed, the Acquisition module seamlessly integrates with the cataloguing module. It allows Koha user to update the acquired materials' bibliographic records, item status, and location information.
- Notifications and alerts: The module provides automated reports and alerts, keeping Koha user informed about the status of orders, delays in delivery, or issues related to acquisitions. This helps ensure timely and efficient handling of materials.

The Koha Acquisition module improves the efficiency of the library's acquisition process by centralizing and automating various tasks. It simplifies vendor management, streamlines selection and requisition processes, facilitates budget tracking, and integrates seamlessly with other modules for a cohesive workflow. With its comprehensive features, the Acquisition module enhances the library's ability to acquire and process new materials, ensuring a smooth and effective acquisition process.

1. Koha Acquisitions Features & objectives:

- Adding a vendor.
- Creating a budget.
- Creating a basket and a purchase order.
- Searching within orders.
- Managing purchase suggestions.
- Receiving orders and managing invoices.
- Managing late orders.
- Budget planning and monitoring

Benefits of Koha LMS:

- Easy access to information for library staff and users due to effective searching and issuing of items.
- Automation of alerts to remind patrons and staff about, for example, overdue items or arrival of new items.
- Reduced time of processing of library items, due to MARC and z39.50 compatibility.
- Online supervision becomes possible, reducing the line management responsibilities of senior staff.
- Library management becomes easier through automated collection of data.
- Through the acquisition module budgets can be more effectively managed.

Koha brings together library users and staff, as both can see various aspects of the system and can work together more effectively to achieve each user's goals.

2. Event descriptions:

It combines practical activities, theory, group work, and case studies. Participants receive comprehensive training manuals and additional reference materials. Upon successful completion, participants are awarded a certificate. Customized training courses can be arranged to meet specific organizational needs.



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SECTION C

Participants (Compulsory for events): Total Participants-19 (List enclosed)



SHARDA UNIVERSITY

Swami Vivekananda Learning Resource Center
Plot No: 12-14 Knowledge Park- III,
Greater Noida U.P. 201310
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Mob No: +91 9937199713 E-mail: sushanta.sahoo@sharda.ac.in

TRAINING SESSION ON Koha LMS (ACQUISITIONS MODULE)

ATTENDANCE

13.03.2024

SL. NO	NAME	SIGNATURE
1	Neelam Narang	N. Narang
2	Baldeep Yadav	Baldeep
3	Dr Anita Singh	Anita Singh
4	Rajdan Ahluwalia	Rajdan
5	RAHAT ALAM	Rahat
6	Ravish Shrivastava	Ravish
7	Pankaj Kr. Duggal	Pankaj
8	Nareesh Kumar	Nareesh
9	RASHID ALI	Rashid
10	Himanshu	Himanshu
11	SHIV KUMAR	Shiv Kumar
12	Sibbi Singh	Sibbi
13	Sadhana Gupta	Sadhana
14	Chaturanan Karmar	Chaturanan
15	Nagendra Singh	N. Singh
16	Rajesh Kumar	Rajesh
17	Pravesh Kumar	Pravesh
18	DEVESH SHAMA	Devesh
19	ABID MASOOD	Abid
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TRAINING SESSION ON
Koha LMS (ACQUISITIONS MODULE)

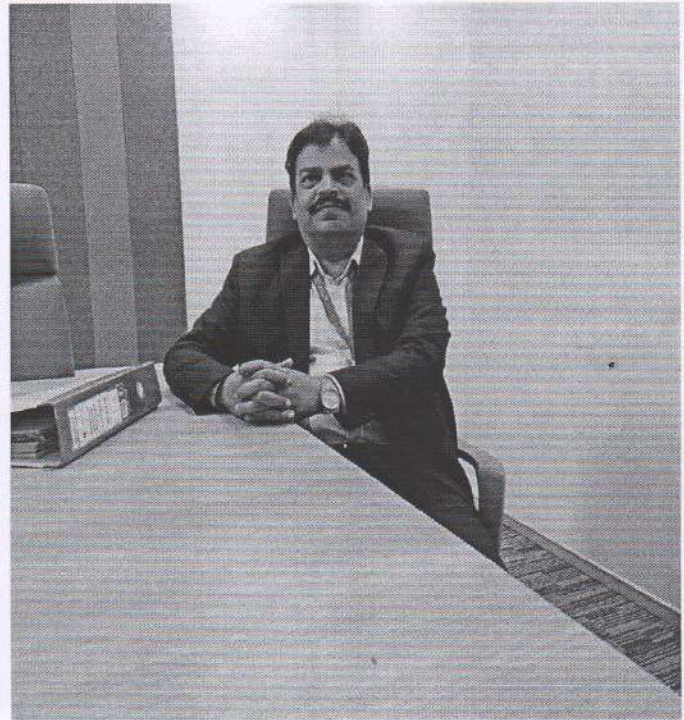
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13.03.2024

SL. NO	NAME	SIGNATURE
1	Neelam Mangray	N. Mangray
2	Baladev Yadav	Baladev
3	Dr. Anita Singh	Anita Singh
4	Arpana Sharma	Arpana
5	RAHAT ALAM	Rahat
6	Rakshi Shrivastava	Rakshi
7	Pankaj Kr. Dey	Pankaj
8	Nareesh Kumar	Nareesh
9	RASHID ALI	Rashid Ali
10	Himanshu	Himanshu
11	SHIVKUMAR	Shiv Kumar
12	Sibbi Singh	Sibbi
13	Sadhana Bhatia	Sadhana
14	Chaturbaram Karmar	Chaturbaram
15	Nagendra Singh	N. Singh
16	Rajesh Kumar	Rajesh
17	Pravesh Kumar	Pravesh
18	DEVEESH SHAMA	Deveesh
19	ABID MASOOD	Abid
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Koha LMS (Acquisition Module)

Training Session Photos



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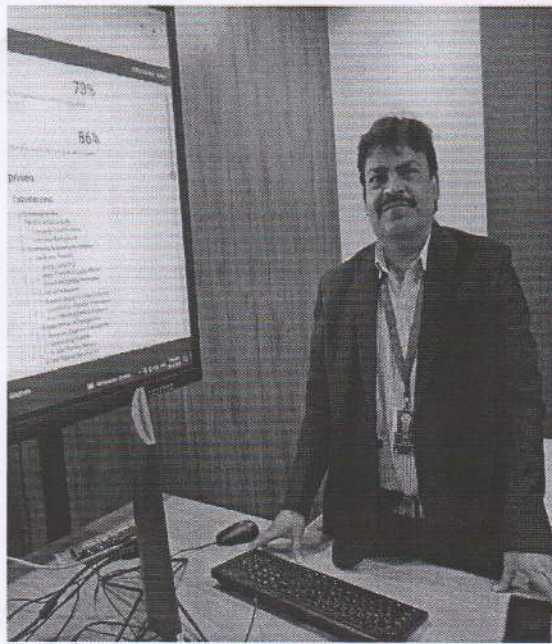
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Koha LMS (Acquisition Module)

Training Session Photos



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