SHARDA UNIVERSITY

Swami Vivekananda Learning Resource Center
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Event Completion Report

Event Details

Event title:	TRASHING SESSION ON KOHA *LMS (CATALOGUING MODULE)*		
Starting date of event:	April. 16, 2024 3:30 PM - 4:30 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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Swami Vivekananda Library
ShardaUniversity, Gr. Noida

SECTION B: *Event report and reflections*

1. Event objectives:

Koha LMS Cataloguing. In the Cataloguing module, you will learn different methods to create and modify bibliographic records as well as adding and managing items. You will also learn how to create barcode and call number labels. Finally, you will learn how to merge records to clean up the duplicate records from your catalog.

Koha LMS is an Integrated Library System with a range of features including:

- Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.
- Full catalogue module which enables library staff to capture details of all library items. It is MARC compliant, and also z39.50 compliant, meaning data entry and exchange will be greatly simplified.
- Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example.
- Acquisitions module which assists librarians with both acquisitions and more generally with budget management. Serials management and reporting modules perform functions that their names would suggest.

Koha is designed to work on Linux, but will work on Windows with the installation of a series of additional modules. It is operable in English. Spanish, Arabic and French, with other languages being developed and translated by the community members. It is released under a GNU General Public License (GPL)

Koha is a well-established FOSS ILS and perhaps one of the most successful library FOSS tools currently, and as such the case for FOSS advocacy around Koha is stronger than it may be for software that is less well known.

Koha modules:

- Acquisition module
- Cataloguing module
- OPAC (Online Public Access Catalogue) module)
- Serial Control module
- Circulation module
- Patron Management module
- Report module

- Tools module etc.
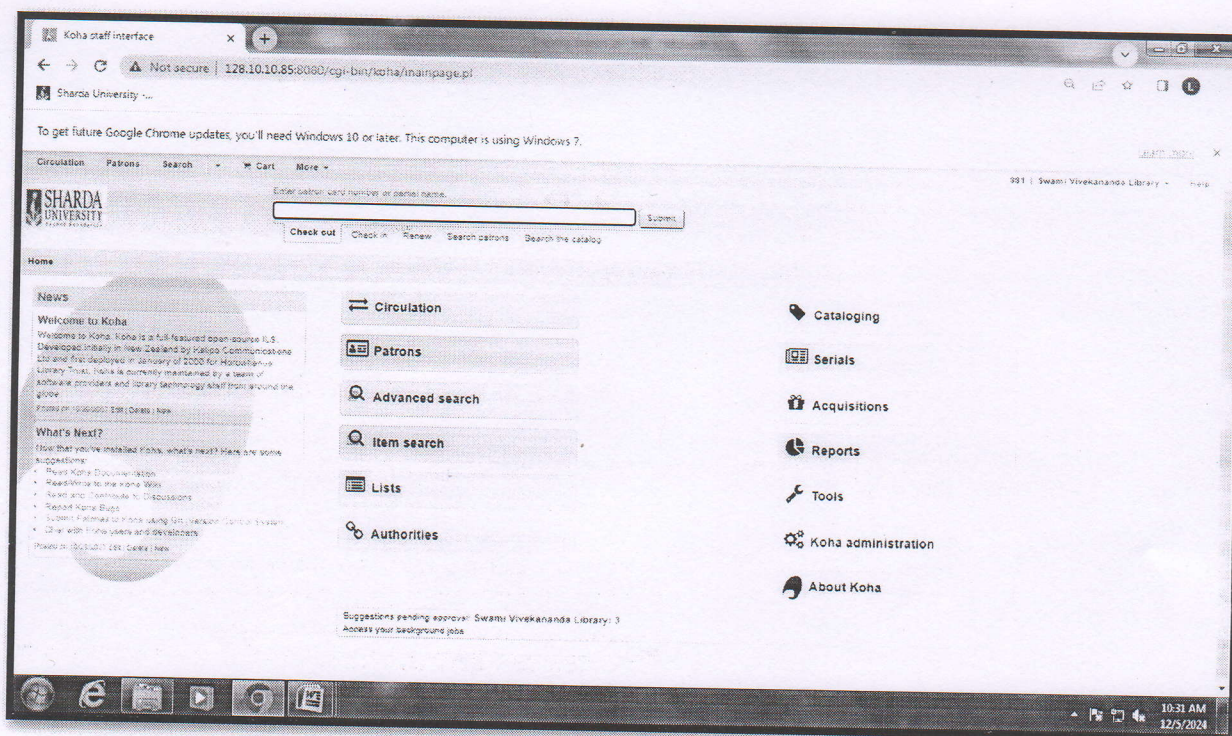
Cataloguing Module: The Koha Cataloguing module is a vital component of the open-source Integrated Library System (ILS) that focuses on organizing and managing bibliographic records within a library. This module provides Koha user with the tools and features necessary to create. edit, and maintain accurate and comprehensive bibliographic data for library materials.

Koha Cataloguing module includes:

- Bibliographic record creation: Koha user can input detailed information about each item in the library's collection, including title, author, publication details, subject headings, and more. The module supports various metadata standards, such as MARC21 and UNIMARC, ensuring compatibility with different cataloguing practices.

- Copy cataloguing: Koha offers copy cataloguing capabilities, allowing Koha user having cataloguing privilege to import bibliographic records from external sources, such as library consortia or global databases. This feature saves time and ensures consistent cataloguing across libraries.

- Authority control: The Cataloguing module includes features for managing authority records, which help ensure consistent and standardized access points for names, subjects,

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and other controlled vocabularies. Authority control enhances search accuracy and enables users to find relevant materials more efficiently.

- Classification and shelving: Koha user to assign classification numbers, such as Dewey Decimal or Library of Congress Classification, to items. This facilitates proper shelving and organization of materials within the library.

  Item and holding management: The Cataloguing module allows Koha user to associate individual items with bibliographic records, tracking their physical location, circulation status, barcode numbers, and other relevant details. It also supports the management of multiple copies and sites for the same item.

- Linked data and integration: Koha supports the integration of linked data resources, allowing access to additional information and related resources. This enhances the discoverability and interconnectedness of library materials.

Customization and local practices: Libraries can customize the Cataloguing module to align with local cataloguing practices, such as setting up custom fields, defining data entry rules, and incorporating local subject headings or authority files. The Koha Cataloguing module empowers Koha user to create and manage accurate bibliographic records efficiently, ensuring the discoverability and accessibility of library materials. With its flexibility, integration capabilities, and adherence to international standards, the module provides libraries with comprehensive and user-friendly access to their collections.
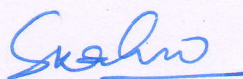
Benefits of Koha LMS:

- 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,
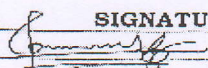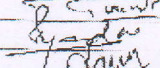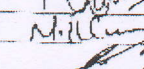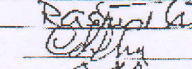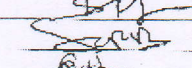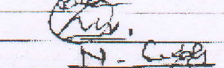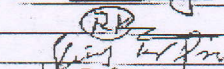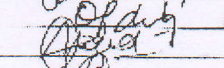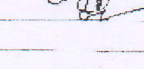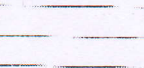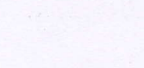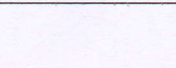
participants are awarded a certificate. Customized training courses can be arranged to meet specific organizational needs.

SECTION C

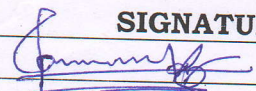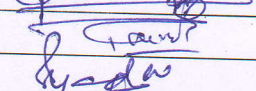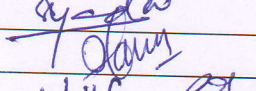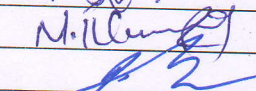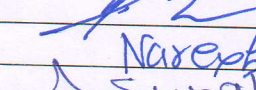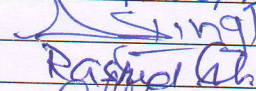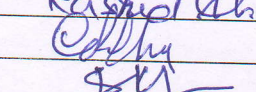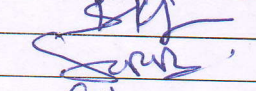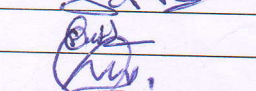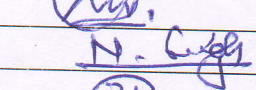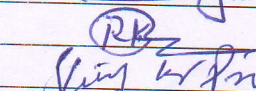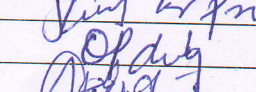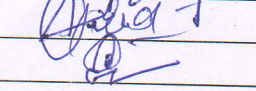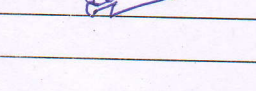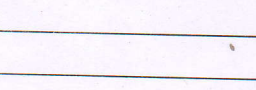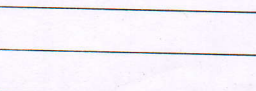3. **Participants** (Compulsory for events): **Total Participants-20** (List enclosed)

TRAINING SESSION ON
Koha LMS (CATALOGUING MODULE)

ATTENDANCE   16.04.2024

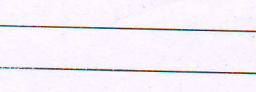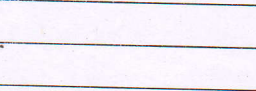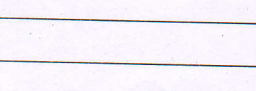| SL. NO	NAME	SIGNATURE
1	Pankaj Kr. Dongre	
2	Rakesh Shrivastava	
3	Basudev Yadav	
4	RAHAT Alam	
5	Neelam Narang	
6	Afran Ahmed	
7	Naresh Kumar	Naresh Singh
8	Dr. Anita Singh	
9	RACHID Ali	
10	Himanshu	
11	Shiv KUMAR	
12	Sibbi Singh	
13	Sadhana Gupta	
14	Chaturanan Kumar	
15	Nagendra Singh	N. Singh
16	Rajeeh Kumar	
17	Sanjeev Kr Prayadarshi	
18	OM PRAKASH DUBEY	
19	ABID MASOOD	
20	Devesh Sharma	
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SL. NO	NAME	SIGNATURE
1	Pankaj Kr. Dongre	
2	Rakesh Shrivastava	
3	Basudev yadav	
4	RAHAT ALAM	
5	Neelam Narang	
6	Rizwan Ahmad.	
7	Naresh Kumar	Naresh
8	Dr. Anita Singh	Singh
9	RASHID ALI	Rashid Ali
10	Himanshu	
11	SHIV KUMAR	
12	Sibbi Singh	
13	Sadhana Gupta	
14	Chaturanan Kumar.	
15	Nagendra Singh.	N. Singh
16	Rajeeh Kumar	RK
17	Sanjeev Kr Prayadarshi	Sanjeev kr Priyadarshi
18	OM PRAKASH DUBEY	Of duty
19	(ABID MASOOD)	Abid
20	Devesh Sharma	
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Koha LMS (Cataloguing Module)
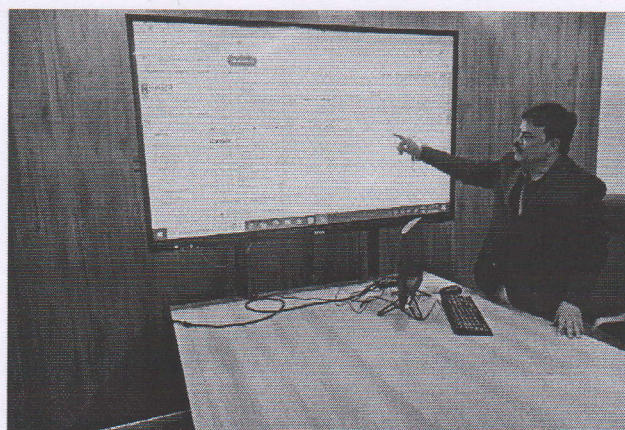## Training Session Photos