



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

KOHA Integrated Library Management Software (ILMS)

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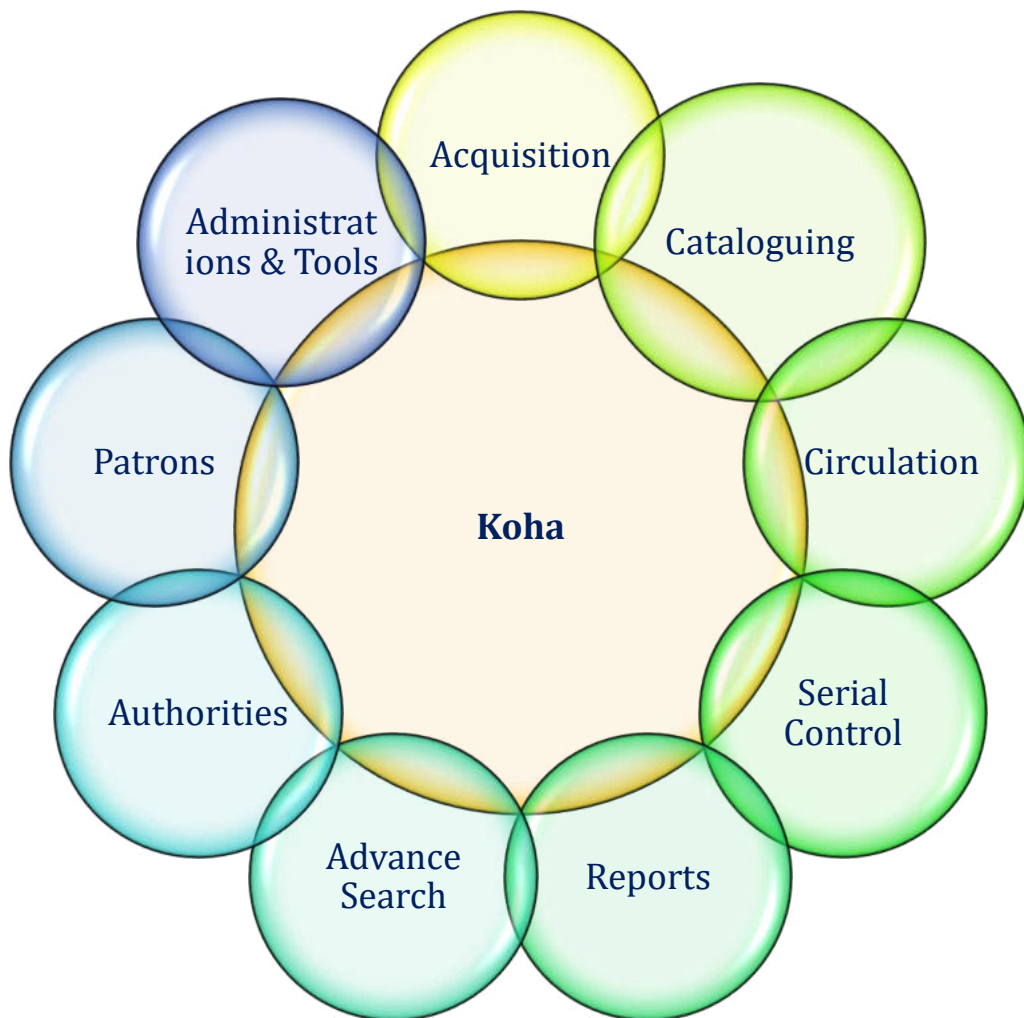
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Introduction

Presidency University Library is fully automated with KOHA (Version 21.05.02), an Integrated Library Management Software with advanced search options. It is possible to access the database of books, journals, and e-resources using the Online Public Access Catalogue (OPAC) and WEBOPAC systems. The databases can be searched via a web-based search interface to access all the bibliographic details available in its library database, both on and off-campus. It is possible to identify the status and location of a document online from any networked computer with this system.



Modules of Koha ILMS



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Koha main page

Koha Version 21.05.02

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Administration

Libraries: When setting up Koha system Librarian want to add information for every library that will be sharing our system. This data have been used in several areas of Koha.

The screenshot shows the Koha Administration interface for Libraries. The main content area displays a table with the following data:

Name	Code	Address	MARC organization code	IP	Pickup location	SMTP server	Actions
Presidency University Library	PUL	Ph: Fax: library@presidencyuniversity.in OPAC Info: Notes:			Yes	Presidency University	[Edit] [Delete]
School of Engineering	SOE	Ph: Fax: library@presidencyuniversity.in OPAC Info: Notes:			Yes	Presidency University	[Edit] [Delete]
School of Law	SOL				Yes	Default	[Edit] [Delete]
School of Management	SOM				Yes	Default	[Edit] [Delete]

Item type's administration: Koha allows organizing our collection by item types and collection codes.

The screenshot shows the Koha Administration interface for Item types administration. The main content area displays a table with the following data:

Image	Description	Code	Parent code	Search category	Not for loan	Hide in OPAC	Rental charge	Daily rental charge	Hourly rental charge	Default replacement cost	Processing fee (when lost)	Checks message	Library limitations	Actions
	Book	BK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Bound Volume	BV			Yes					0.00	0.00		No limitation	[Edit] [Delete]
	CD/DVD	DVD					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Commerce Books	CBK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Costly Book	CB					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Design Books	DBK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Dissertations	DT					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Donated Books	DB					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Engineering Books	EBK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Information Science Books	ISBK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Journal	JR			Yes					0.00	0.00		No limitation	[Edit] [Delete]
	Law Books	LBK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Magazine	MG					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Management Books	MEK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Media Studies Books	MSEK					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Reference	RF					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]
	Thesis	TS					0.00	0.00	0.00	0.00	0.00		No limitation	[Edit] [Delete]

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Authorized values: Authorized values can be used in several areas of Koha. They are lists of controlled terms, phrases or codes.

Category	Description
Asort1	Used for acquisitions statistical purposes
Asort2	Used for acquisitions statistical purposes
Author Type	
BOR_NOTES	Values for custom patron messages that appear on the circulation screen and the OPAC. The value in the description field should be the message text and is limited to 200 characters
Bsort1	Values that can be entered to fill in the patron's sort 1 field, that can be used for statistical purposes
Bsort2	Values that can be entered to fill in the patron's sort 2 field, that can be used for statistical purposes
CAND	
CCODE	Collections (appear when cataloging and working with items)
CONTROL_NUM_SEQUENCE	
COUNTRY	Used in UNIMARC 102 \$a
DAMAGED	Descriptions for items marked as damaged (appears when cataloging and working with items)
DEPARTMENT	Departments are required by and will be used in the Course Reserves module
ETAT	Used in French UNIMARC installations in field 996 \$o to identify item status. Similar to NOT_LOAN
HINGS_AS	General holdings: acquisition status designator : This data element specifies acquisition status for the unit at the time of the holdings report.
HINGS_C	General holdings: completeness designator
HINGS_FF	Physical form designators
HINGS_RD	General holdings: retention designator : This data element specifies the retention policy for the unit at the time of the holdings report.
HINGS_UT	General holdings: type of unit designator
HOLD_CANCELLATION	Reasons why a hold might have been cancelled
HSBND_FREQ	Frequencies used by the housebound module. They are displayed on the housebound tab in the patron account in staff

Patron categories: Patron categories allow organize our patrons into different roles, age groups, and patron types.

Code	Category name	Type	Enrollment period	Age required	Upper age limit	Enrollment fee	Overdue	Lost items	Hold fee	Messaging	Library limitations	Default privacy	Exclude from local holds priority	Actions
BCOM	B.COM	Adult	36 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
UGE	B.Tech	Adult	48 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
BBA	BBA	Adult	36 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
BCA	BCA	Adult	36 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
CORE	CORE	Staff	36 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
DES	Design	Adult	36 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
FC	Faculty	Prof.	60 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
LLM	Law PG	Adult	12 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
LLB	LAW UG	Adult	60 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
PGE	M.Tech	Adult	24 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖
PGM	MBA	Adult	24 months	-	-	-	Yes	Shown	-	Item due: email Subjunctive notice: email Overdue: email Lost: email Hold: email	No limitation	Default	No	✎ ✖

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Circulation and fine rules: *These rules define how your items are circulated, how and when fines are calculated and how holds are handled.*

Patron category	Item type	Actions	Note	Current checkouts allowed	Current on-site checkouts allowed	Loan period	Days mode	Unit	Hard due date	Decreased loan period for high holds (day)	Fine amount	Fine charging interval	When to charge	Fine grace period
B.COM	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
B.Tech	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
BBA	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
BCA	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
CORE	All	Edit Delete		2	2	14	Default	Days	None defined				End of interval	
Design	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
Faculty	All	Edit Delete		10	10	30	Default	Days	None defined				End of interval	
Law PG	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
LAW UG	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
M.Tech	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
MBA	All	Edit Delete		3	3	14	Default	Days	None defined		5	1	End of interval	
Research Scholar	All	Edit Delete		5	5	30	Default	Days	None defined				End of interval	
Staff	All	Edit Delete		3	3	30	Default	Days	None defined				End of interval	

MARC frameworks: Think of frameworks as templates for creating new bibliographic records. Koha comes with some predefined frameworks that can be edited or deleted, and librarians can create their own frameworks for content specific to their libraries.

Code	Description	Actions
	Default framework	Actions
ACQ	Acquisition framework	Actions
BK	Frame_Books	Actions
CDS	CD and DVD	Actions
JR	Frame_Journals	Actions

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Authority types: Authority types are MARC frameworks for authority records.

Authority types - Administration

Define authority types, then authority MARC structure in the same way you define itemtypes and bibliographic MARC tag structure. Authority values are managed through plugins

Showing 1 to 9 of 9 entries

Code	Description	Summary	Auth field copied	Actions
Default	Default			Actions
CHRON_TERM	Chronological Term	Chronological Term	148	Actions
CORPO_NAME	Corporate Name	Corporate Names	119	Actions
GENRE/FORM	Genre/Form Term	Genre/Form Term	155	Actions
GEOGR_NAME	Geographic Name	Geographic Name	151	Actions
MEETI_NAME	Meeting Name	Meeting Name	111	Actions
PERSO_NAME	Personal Name	Personal Names	100	Actions
TOPIC_TERM	Topical Term	Topical Term	150	Actions
UNIF_TITLE	Uniform Title	Uniform Title	130	Actions

Showing 1 to 9 of 9 entries

Global system preferences: Global system preferences control the way our Koha system works in general.

Administration - Koha

System preference search

Accounting preferences

Save all Accounting preferences

Features

Preference	Value
AutoCreditNumbers	Do not automatically generate credit numbers (Automatic generation also has to be enabled for each credit type (Configure credit types))
EnablePointOfSale	Disable the point of sale feature to allow anonymous transactions with the accounting system. (Requires UseCashRegisters)
UseCashRegisters	Don't use cash registers with the accounting system to track payments.

Policy

Preference	Value
AccountAutoReconcile	Don't reconcile patron balances automatically on each transaction adding debits or credits.
FlowPaymentAutoPopup	Don't automatically display a print dialog for a payment receipt when making a payment.
RoundFlowsAtPayment	Don't round flows to the nearest cent when collecting payments. Enabling this preference allows paying fines of partial cents which may not be visible in the interface.

Save all Accounting preferences Cancel

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Tools Module

Tools in Koha all perform some sort of action. Often many of the items listed under Tools in Koha.

Patron lists: Patron lists are a way to store a group of patrons for easy modification via the batch patron modification tool or reporting.

The screenshot shows the Koha 'Patrons' page. It includes a search bar, a list of search filters (Search field, Search type, Patron category, Library), and a table of patrons. The table has the following columns: Card, Name, Date of birth, Category, Library, Expires on, OD/Checkouts, Fines, and Circ note. The table contains 8 rows of patron data.

Card	Name	Date of birth	Category	Library	Expires on	OD/Checkouts	Fines	Circ note
20201LME0003	A. NARVEENKUMAR20201LME0003@presidencyuniversity.in		B. Tech (A)	Presidency University Library	2026-05-11	0 / 0	0.00	
20171MEC0001	A VISHNU Email: 201710101415@presidencyuniversity.in		B. Tech (A)	Presidency University Library	2026-05-11	0 / 0	0.00	
PUNIV01719	A Aashrithyan Email: aashrithyan.a@presidencyuniversity.in		Faculty (P)	Presidency University Library	2027-06-19	0 / 0	0.00	
20202MBA0001	AABHISHHEK Email: ABHISHHEK.20202MBA0001@presidencyuniversity.in		MBA (A)	Presidency University Library	2024-05-11	0 / 0	0.00	
20171PET0001	AADZal Email: azaal73@gmail.com		B. Tech (A)	Presidency University Library	2025-09-06	0 / 0	0.00	
2021HECE0140	A AJAY KUNAR Email: AJAY.2021HECE0140@presidencyuniversity.in		B. Tech (A)	Presidency University Library	2026-05-12	0 / 0	0.00	
20212MDM0008	A AKASH KANTH Email: AKASH.20212MDM0008@presidencyuniversity.in		MBA (A)	Presidency University Library	2024-05-11	0 / 0	0.00	

Notices & slips: All notices and circulation receipts (or slips) generated by Koha can be customized using the Notices & slips tool.

The screenshot shows the Koha 'Notices & slips' page. It includes a search bar, a table of notices and slips, and a sidebar with navigation options. The table has the following columns: Library, Module, Code, Name, Last updated, Copy notice, and Actions. The table contains 20 rows of notice and slip data.

Library	Module	Code	Name	Last updated	Copy notice	Actions
(All libraries)	Patrons	ACCTDETAILS	Account Details Template - DEFAULT	2023-01-23 04:25 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Patrons	MEMBERSHIP_EXPIRY	Account expiration	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	ACCOUNT_DEBIT	Account fee	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	ACCOUNT_CREDIT	Account payment	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	ACCOUNT_PAYMENT	Account payment	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	ACCOUNT_WRITEOFF	Account writeoff	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Claims acquisition	ACQCLAIM	Acquisition Claims	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Order acquisition	ACQORDER	Acquisition order	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	PREDUE	Advance Notice of Item Due	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	PREDUEDOST	Advance Notice of Item Due (Digest)	2022-02-26 11:31 AM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	AR_CANCELED	Article request - cancelled	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	AR_COMPLETED	Article request - completed	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	AR_PENDING	Article request - open	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	AR_SLIP	Article request - print slip	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	AR_PROCESSING	Article request - processing	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	CHECKINSLIP	Checkin slip	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Circulation	CHECKOUT_NOTE	Checkout note on item set by patron	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Patrons	DISCHARGE	Discharge confirmation	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]
(All libraries)	Holds	HOLD	Hold Available for Pickup	2021-10-11 02:26 PM	[Copy to Presidency University Library]	[Edit] [Delete]

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Stage MARC records: Koha allows to import bulk bibliographic records to the catalogue using the stage MARC records.

#	File name	Profile	Comments	Type	Status	Staged	# Records	# Items	Action
182	BV.mrc		BV	Bibliographic	Imported	2023-01-24 04:36 PM	50	50 (Create label batch)	Clean
179	Prasad.mrc		24-01-2023	Bibliographic	Imported	2023-01-24 03:39 PM	12	12 (Create label batch)	Clean
178	Prasad sr.mrc		24-01-2023	Bibliographic	Reverted	2023-01-24 03:30 PM	12	12	Clean
177	24-01-2023.mrc		24-01-2023	Bibliographic	Staged	2023-01-24 03:29 PM	0	0	Clean
176	Prasad.mrc		Prasad	Bibliographic	Imported	2023-01-23 05:29 PM	34	34 (Create label batch)	Clean
175	APA.mrc		Prasad and Akash File	Bibliographic	Imported	2023-01-20 09:23 AM	118	118 (Create label batch)	Clean
174	SR.mrc		Suri Sir File	Bibliographic	Imported	2023-01-20 09:09 AM	70	70 (Create label batch)	Clean
167	MPP 1011 Final.mrc			Bibliographic	Imported	2023-01-17 02:36 PM	2048	2048 (Create label batch)	Clean
163	BP.mrc			Bibliographic	Imported	2023-01-12 02:48 PM	75	75 (Create label batch)	Clean
162	BP.mrc			Bibliographic	Importing	2023-01-12 02:28 PM	75	75	Clean
159	Mohan Law House 3112022.mrc			Bibliographic	Imported	2022-12-31 01:01 PM	83	83 (Create label batch)	Clean
158	BS2.mrc		BS2	Bibliographic	Imported	2022-12-28 11:48 AM	119	119 (Create label batch)	Clean
156	HLR Mj.mrc			Bibliographic	Imported	2022-12-28 09:24 AM	187	187 (Create label batch)	Clean
154	Koha Marc 980.mrc			Bibliographic	Imported	2022-12-24 09:52 AM	41	41 (Create label batch)	Clean
153	Invoice 980 Single record.mrc			Bibliographic	Imported	2022-12-23 05:08 PM	813	813 (Create label batch)	Clean
152	Bound Volumes-AER-Final.mrc			Bibliographic	Imported	2022-12-22 06:06 PM	272	272 (Create label batch)	Clean
151	Bound Volumes-AER.mrc			Bibliographic	Importing	2022-12-22 06:02 PM	272	272	Clean
149	Bound Volumes-AER test.mrc			Bibliographic	Importing	2022-12-22 01:09 PM	2	2	Clean
148	Bound Volumes test.mrc			Bibliographic	Staged	2022-12-22 01:06 PM	0	0	Clean
147	pu.mrc			Bibliographic	Imported	2022-12-22 12:13 PM	1	2 (Create label batch)	Clean
139	Bound Volumes-AER test.mrc			Bibliographic	Importing	2022-12-15 04:34 PM	2	2	Clean
138	Bound Volumes-AER.mrc			Bibliographic	Importing	2022-12-15 03:51 PM	272	272	Clean
137	Bound Volumes-AER test.mrc			Bibliographic	Importing	2022-12-15 02:31 PM	2	2	Clean
136	Bound Volumes-AER test.mrc			Bibliographic	Importing	2022-12-15 01:33 PM	2	2	Clean
135	Bound Volumes-AER.mrc			Bibliographic	Importing	2022-12-15 11:55 AM	272	272	Clean

Library calendar: Libraries can define library closings and holidays to be used when calculating due dates.

Presidency University Library calendar

Define the holidays for Presidency University Library

Calendar information

Jan 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4						

Copy holidays to: Copy

Hints

- Search in the calendar the day you want to set as holiday.
- Click the date to add or edit a holiday.
- Enter a title and description for the holiday.
- Specify how the holiday should repeat.
- Click Save to finish.

Key

Working day Unique holiday Holiday repeating weekly Holiday repeating yearly Holiday exception

Weekly - Repeatable holidays

Day of week	Title	Description
Saturdays	Saturday	Saturday
Sundays	Sunday	Sunday

Yearly - Repeatable holidays

Month/day	Title	Description
01-01	New Year	
01-26	Republic Day	
04-14	Ambedkar Jayanti	
05-01	May Day	
08-15	Independence day	
10-02	Gandhi Jayanti	
11-01	Karnataka Rajyotsava	
12-25	Christmas	

Unique holidays

Show past entries

Date	Title	Description
2023-02-04	First Saturday	First Saturday
2023-02-18	Third Saturday Shivaratri	Third Saturday Shivaratri
2023-03-04	First Saturday	First Saturday

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News: Koha's news module allows librarians to post news to the OPAC, staff interface and circulation receipts.

Location	Library	Number	Publication date	Expiration date	Title	Author	News	Actions
OPAC (opaccredits_en)	All libraries	0	2021-10-12		Hit Counter	Mr. Vijayakumar S	Preview content	Edit Delete
OPAC (OpacflavRight_en)	All libraries	1	2021-10-12		header	Mr. Vijayakumar S	Preview content	Edit Delete
OPAC (opacheader_en)	All libraries	0	2021-10-11		header		Preview content	Edit Delete
OPAC (OpacMainUserBlock_en)	All libraries	0	2021-10-11		OpacMainUserBlock_en		Preview content	Edit Delete

Tool plugins: Koha's Plugin System allows us to add additional tools and reports to Koha that are specific to our library. Plugins are installed by uploading KPZ (Koha Plugin Zip) packages. A KPZ file is just a zip file containing the PERL files, template files, and any other files necessary to make the plugin work.

Name	Description	Author	Plugin version	Minimum Koha version	Maximum Koha version	Last updated	Actions
Carousel 3.9 View details	Generates a carousel from available data sources (lists, reports or collections)	Mehdi Haridi, Maryse Simard, Brandon Jimenez, Alexis Ripetti, Salman Ali	3.9	3.20		2021-06-23	Admin

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Circulation

Circulation functions can be accessed in several different ways. On the main page of the staff client there are some quick links in the center of the page to check items out, in or transfer them.

Check out

Due date	Title	Record level	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call number	Copy number	Charge	Fine	Price	Renew	Check in
2023-01-30	Mass communication : principles and concepts by Seema Hasan 45313	Book	Book		Social Sciences	Presidency University Library	2023-01-30 02:43 PM	Presidency University Library	302.2 SEE		0.00	0.00	675.00	0 Not renewable (if all renewals remaining)	<input type="checkbox"/>
2023-09-17	Content analysis guidebook by Neundorfer, Kimberly A. 35440	Book	Engineering Books	Non-Fiction		Presidency University Library	2023-09-17 03:32 PM	Presidency University Library	301.01 NEU		0.00	0.00	6714.00	1 Not renewable (if all renewals remaining)	<input type="checkbox"/>
Totals:											0.00	0.00	7389.00	Renewal due date: <input type="text"/> Forgive fines on return: <input type="checkbox"/>	

Check in

Due date	Title	Author	Barcode	Home library	Holding library	Shelving location	Call number	Record level	Item type	Collection	Patron	Note
2023-03-01 11:55 PM	Mass communication : principles and concepts	Seema Hasan	45313	Presidency University Library	Presidency University Library	Social Sciences	302.2 SEE	Book	Book		Mr. Vijayakumar S (PUNIV0025) Checkouts: 5 Post checkouts	

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Advanced search

On the advanced search page in the OPAC/Staff Client, patrons/staff can choose to allow filters on one or all of the following: item types (itemtypes), collection codes (ccode) and shelving location (loc).

The screenshot shows the 'Advanced search' interface. It features a search bar at the top with a 'Q Search' button and 'More options' and 'Clear fields' links. Below this is a 'Search for' section with three input fields for keywords. The 'Item type' section has tabs for 'Shelving location' and 'Collection'. Under 'Limit to any of the following:', there are checkboxes for various item types: Book, Bound Volume, CD/DVD, Commerce Books, Costly Book, Design Books, Dissertations, Donated Books, Engineering Books, Information Science Books, Journal, Law Books, Magazine, Management Books, Media Studies Books, Reference, and Thesis. The 'Subtype limits' section has dropdown menus for 'Any audience', 'Any content', 'Any format', and 'Additional content types'. The 'Location and availability' section has a checkbox for 'Only items currently available' and a dropdown for 'Individual libraries' set to 'All libraries'. A 'Sorting' section is visible at the bottom.

Advanced search results

The screenshot shows the 'Results of search with limit(s):' page. The search criteria are: 'mc-type.phr:DK or mc-type.phr:CBK or mc-type.phr:DBK or mc-type.phr:EBK or mc-type.phr:ISBK or mc-type.phr:LBK or mc-type.phr:MBK or mc-type.phr:MSBK'. The results are displayed in a table with columns for item details and location availability.

Item Details	Location
1. Programming in C# : a primer by Balagurusamy, E. Material type: Text. Format: print. Library item: Not fiction Publication details: New Delhi: McGraw-Hill Education (India) Private Limited, 2015 Description: vii, 482 p. ISBN: 9789313431889, 9301343189 Edition: 4th ed. Holds (0) Add to cart Edit record Edit item	19 items, 19 available: - Presidency University Library [065 1332 BAJ] (3) - Book - School of Engineering [065 1332 BAJ] (16) - Book
2. Programming languages : principles and paradigms by Tucker, Allen D. Freeman, Robert E. Material type: Text. Format: print. Library item: Not fiction Publication details: Chennai: McGraw-Hill Education (India) Private Limited, 2017 Description: viii, 488 p. ISBN: 9789319028599, 9619028591 Edition: 2nd ed. Holds (0) Add to cart Edit record Edit item	10 items, 10 available: - Presidency University Library [065 1331 TUQ] (7) - Book - School of Engineering [065 1331 TUQ] (3) - Book
3. Schaum's outlines programming with C by Gottfried, Byron S. Chhabra, Abhinder Kumar [Adapter]. Material type: Text. Format: print. Library item: Not fiction Series: Schaum's outlines series Publication details: New Delhi: McGraw-Hill Education (India) Private Limited, 2014 Description: viii, 488 p. ISBN: 9789319459300, 9319459303 Edition: 3rd ed. Holds (0) Add to cart Edit record Edit item	4 items, 4 available: - Presidency University Library [065 1331 GQT] (3) - Book - School of Engineering [065 1331 GQT] (1) - Book
4. Schaum's outlines programming with C by Gottfried, Byron S. Chhabra, Abhinder Kumar [Adapter]. Material type: Text. Format: print. Library item: Not fiction Publication details: Chennai: McGraw-Hill Education (India) Private Limited, 2019 Description: viii, 488 p. ISBN: 9789319627212, 9319627216 Edition: 4th ed. Holds (0) Add to cart Edit record Edit item	20 items, 20 available: - Presidency University Library [065 1331 GQT] (3) - Book - School of Engineering [065 1331 GQT] (17) - Book
5. Programming with Java : a primer by Balagurusamy, E. Material type: Text. Format: print. Library item: Not fiction	15 items, 15 available: - Presidency University Library [066 79 BAJ] (15) - Engineering Books

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Cataloguing

In Koha, the bibliographic record contains the main information related to the material. This includes things like the title, author, ISBN, etc. Once this information is saved, item records can be attached.

Add MARC record: Records can be added to Koha via original or copy cataloguing. Librarian can also choose to use the basic or advanced cataloguing interface for all of your work.

The screenshot shows the Koha staff interface for adding a MARC record. The form is titled 'Add MARC record via Z39.50/SRU search'. It includes a search bar and a 'Settings' button. The form is divided into sections: Section 0 (Leader), Section 5 (Date & Time), Section 008 (Fixed-length data elements - General information), Section 020 (ISBN), Section 040 (Cataloguing source), Section 041 (Language), Section 062 (DDC number), Section 100 (Main entry - personal name), and Section 110 (Main entry - corporate name). Each section has a 'Required' indicator and a 'LF' (Link Field) icon. The form is filled with example data: Section 008 contains '2347269992x1888888 (Surd)'; Section 020 contains '97812345678'; Section 040 contains 'Presidency University Library'; Section 062 contains '302.2 SEE'; Section 100 contains 'Srinia Hasan'; Section 110 contains 'Department'.

Add item: After saving a new bibliographic record, it will be redirected to a blank item record so that you can attach an item to the bibliographic record.

The screenshot shows the Koha staff interface for adding an item. The form is titled 'Add item'. It includes a sidebar with navigation options: MARC, HBSD, Items, HONB (5), Checkout history, and Modification log. The main form is divided into sections: 1. Last status, 2. Source of classification or shelving scheme, 3. Materials specified (bound volume or other part), 4. Damaged status, 5. Use restrictions, 7. Not for loan, 8. Koha collection, 8a. Location (home branch), 8b. Sublocation or collection (building branch), 8c. Shelving location, 8d. Date acquired, 8e. Source of acquisition, 8f. Invoice number, 8g. Invoice date, 8h. Serial Examination / chronology, 8i. Inventory number, 8j. Shelving control number, 8k. Koha reserve (home branch), 8l. Koha reserve (request), 8m. Koha reserve (request), 8n. Koha full call number, 8o. Barcode (Accession No.), 8p. Koha call on loan, 8q. Koha date last seen, 8r. Koha date last borrowed, 8s. Copy number, 8t. Uniform Resource Identifier, 8u. CIPK replacement price, 8v. Price effective from, 8w. Nonpublic note (dead item payment), 8x. Koha item type, and 8y. Public note. The form is filled with example data: 8d is '2016-11-08', 8e is 'UP', 8f is '302.2 HAS', 8g is '3646', 8h is '3022-11-15', 8i is '3022-11-03', 8j is '575.00', 8k is '2021-09-03', 8l is 'Book', and 8y is 'Book'.

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Serials

The serials module in Koha is used for keeping track of journals, newspapers and other items that come on a regular schedule.

Add new subscription: Subscriptions can be added by clicking the 'New' button on any bibliographic record and choosing 'New subscription'

Add a new subscription (1/2)

Subscription details

Vendor: (ð) [Search for a vendor](#)

Record: 4176 (ð Catster magazine.) **Required**

Subscriptions must be associated with a bibliographic record

[Search for record](#) | [+ Create record](#)

Create an item record when receiving this serial

Do not create an item record when receiving this serial

When there is an irregular issue:

Skip issue number

Keep issue number

Manual history:

Call number:

Library:

Public note:

Nonpublic note:

Patron notification:

Selecting a notice will allow patrons to subscribe to notifications when a new issue is received.

Location:

Item type:

Grace period: day(s)

Number of issues to display to staff:

Number of issues to display to the public:

Next →



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Planning

Subscription for Harvard Business Review

Subscription will expire 2023-01-01. Renew this subscription.

Information	Planning	Issues	Summary
Beginning date: 2022-01-01			
Frequency: 1/2 months			
Manual history: Disabled			
Number pattern: Volume, Number			
Starting with: 100 6			
Rollover: 99999 12			
First arrival: 2022-01-01			
Number of issues: 6			

Issues

Subscription for Harvard Business Review

Subscription will expire 2023-01-01. Renew this subscription.

Issue number	Planned date	Published date	Published date (next)	Status
Vol. 100, No. 6	2022-11-01	2022-11-01		Expected
Vol. 100, No. 5	2022-09-07	2022-09-01		Arrived
Vol. 100, No. 4	2022-07-23	2022-07-01		Arrived
Vol. 100, No. 3	2022-05-04	2022-05-01		Arrived
Vol. 100, No. 2	2022-03-31	2022-03-01		Arrived
Vol. 100, No. 1	2022-01-18	2022-01-01		Arrived

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Summary

Subscription for Harvard Business Review

Subscription will expire 2023-01-01. Renew this subscription.

Information	Planning	Issues	Summary
Start date: 2022-01-01			
End date: 2023-01-01			
History start date: 2022-01-01			
History end date:			
Received issues: Vol 100, No. 1, Vol 100, No 2, Vol 100, No 3, Vol 100, No 4, Vol 100, No 5			
Missing issues:			
Nonpublic note:			
Public note:			
History staff note:			
History OPAC note:			

Serial receive: Issues can be marked as received from several locations.

Numbered	Published on	Published on (next)	Expected on	Status	Notes
Issue Vol 100, No 6	2022-11-01		2022-11-01	Expected	44894
Supplemental issue					

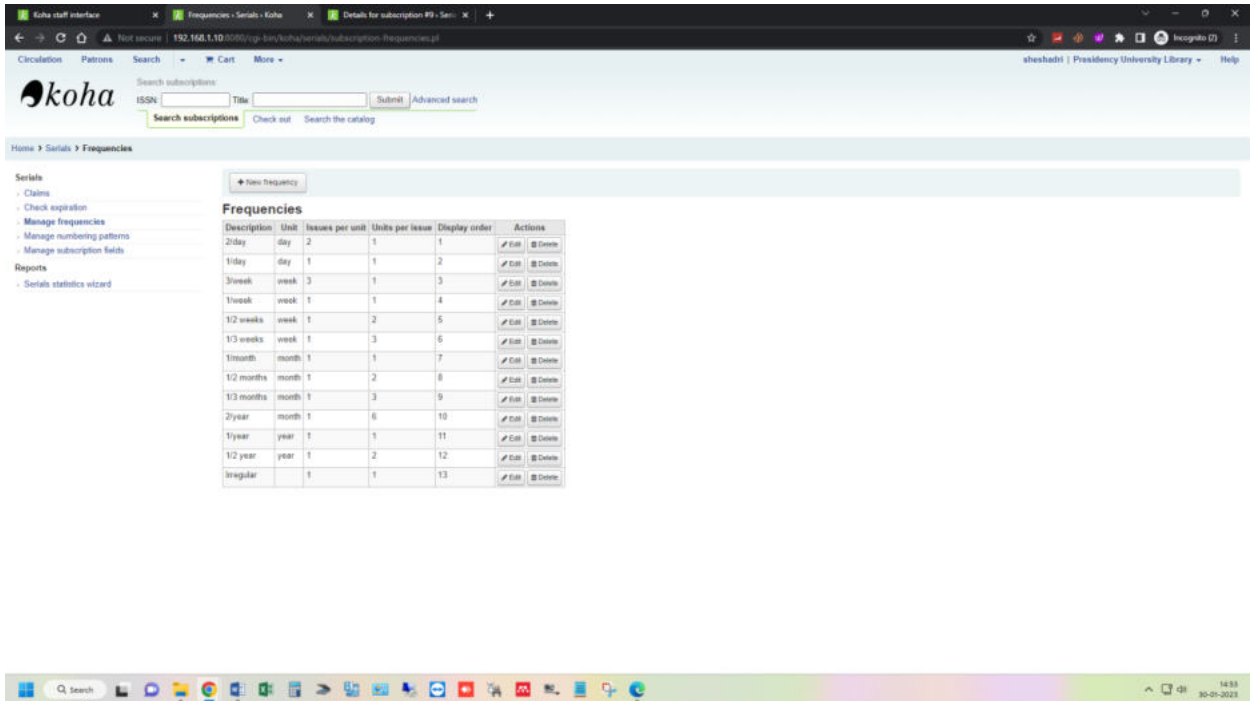
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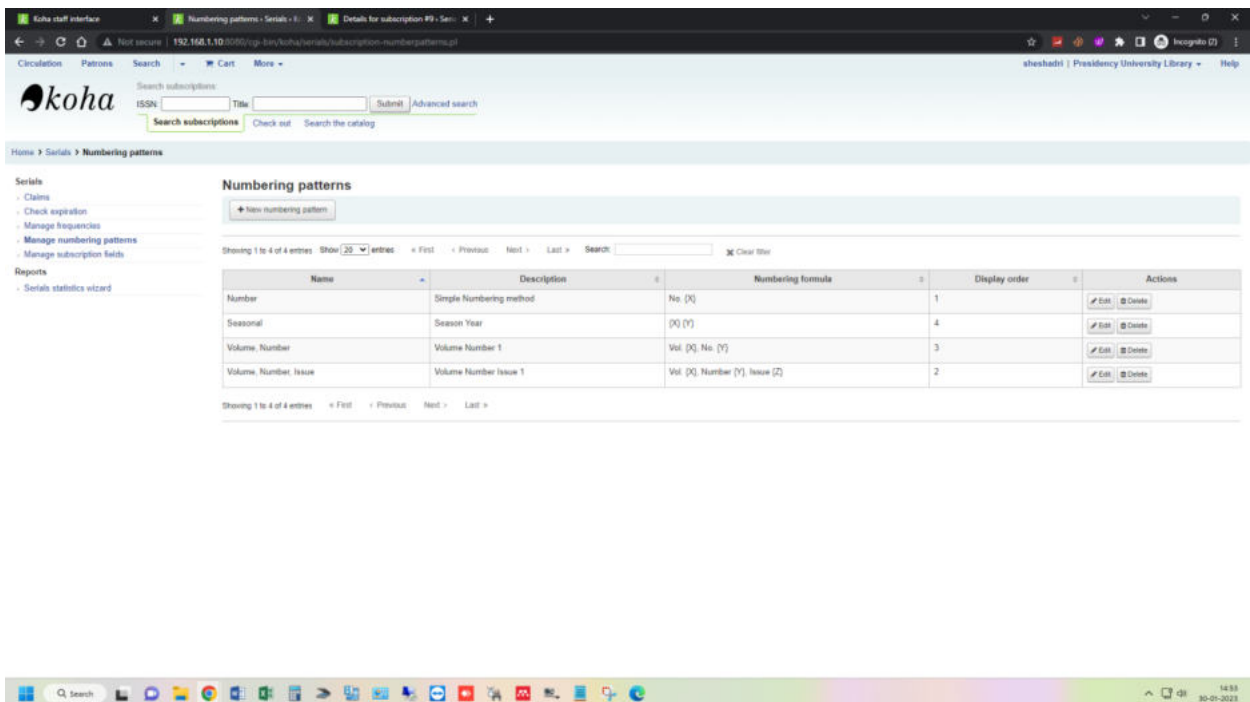
Serial frequencies: Koha keeps a record of publication frequencies for easy management and duplication.



The screenshot shows the Koha staff interface for the 'Serials > Frequencies' page. It features a search bar for subscriptions and a table of various frequency options.

Description	Unit	Issues per unit	Units per issue	Display order	Actions
2/day	day	2	1	1	[Edit] [Delete]
1/day	day	1	1	2	[Edit] [Delete]
3/week	week	3	1	3	[Edit] [Delete]
1/week	week	1	1	4	[Edit] [Delete]
1/2 weeks	week	1	2	5	[Edit] [Delete]
1/3 weeks	week	1	3	6	[Edit] [Delete]
1/3 month	month	1	1	7	[Edit] [Delete]
1/2 months	month	1	2	8	[Edit] [Delete]
1/3 months	month	1	3	9	[Edit] [Delete]
2/year	month	1	6	10	[Edit] [Delete]
1/year	year	1	1	11	[Edit] [Delete]
1/2 year	year	1	2	12	[Edit] [Delete]
Irregular		1	1	13	[Edit] [Delete]

Serial numbering patterns: Every time Librarian create a new numbering pattern in serials.



The screenshot shows the Koha staff interface for the 'Serials > Numbering patterns' page. It displays a table of existing numbering patterns.

Name	Description	Numbering formula	Display order	Actions
Number	Simple Numbering method	No [X]	1	[Edit] [Delete]
Seasonal	Season Year	[X] [Y]	4	[Edit] [Delete]
Volume, Number	Volume Number 1	Vol [X], No [Y]	3	[Edit] [Delete]
Volume, Number, Issue	Volume Number Issue 1	Vol [X], Number [Y], Issue [Z]	2	[Edit] [Delete]

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Acquisitions

Koha' Acquisitions module provides a way for the library to record orders placed with vendors and manage purchase budgets.

The screenshot shows the Koha Acquisitions module interface. The main content area displays a table titled "All available funds". The table has the following data:

Fund code	Fund name	Owner	Library	Amount	Ordered	Spent	Total available
Budget Academic Year 2021-2022 [d=1]							
Academic Year 2021-22	Library Budget		Presidency University Library	40,000,000.00	0.00	0.00	40,000,000.00
Total				40,000,000.00	0.00	0.00	40,000,000.00

Budgets administration

The screenshot shows the Koha Budgets administration module interface. The main content area displays a table titled "Active budgets". The table has the following data:

Budget name	Start date	End date	Locked	Total	Actions
Academic Year 2021-2022	2021-08-01	2022-07-31		40,000,000.00	Actions

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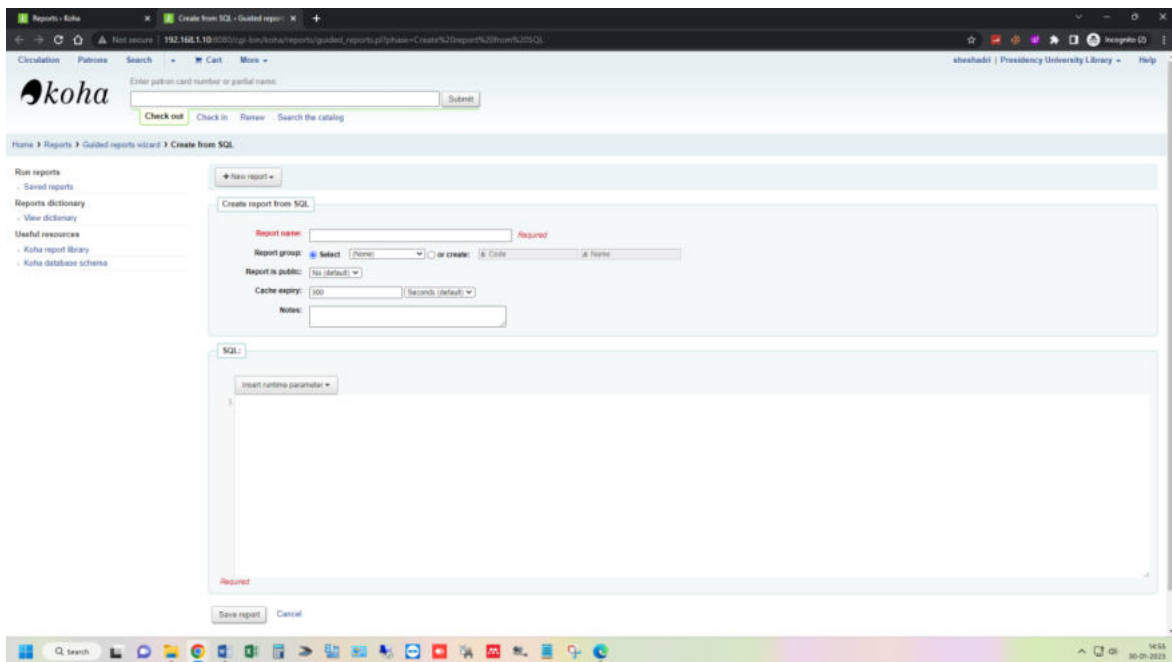
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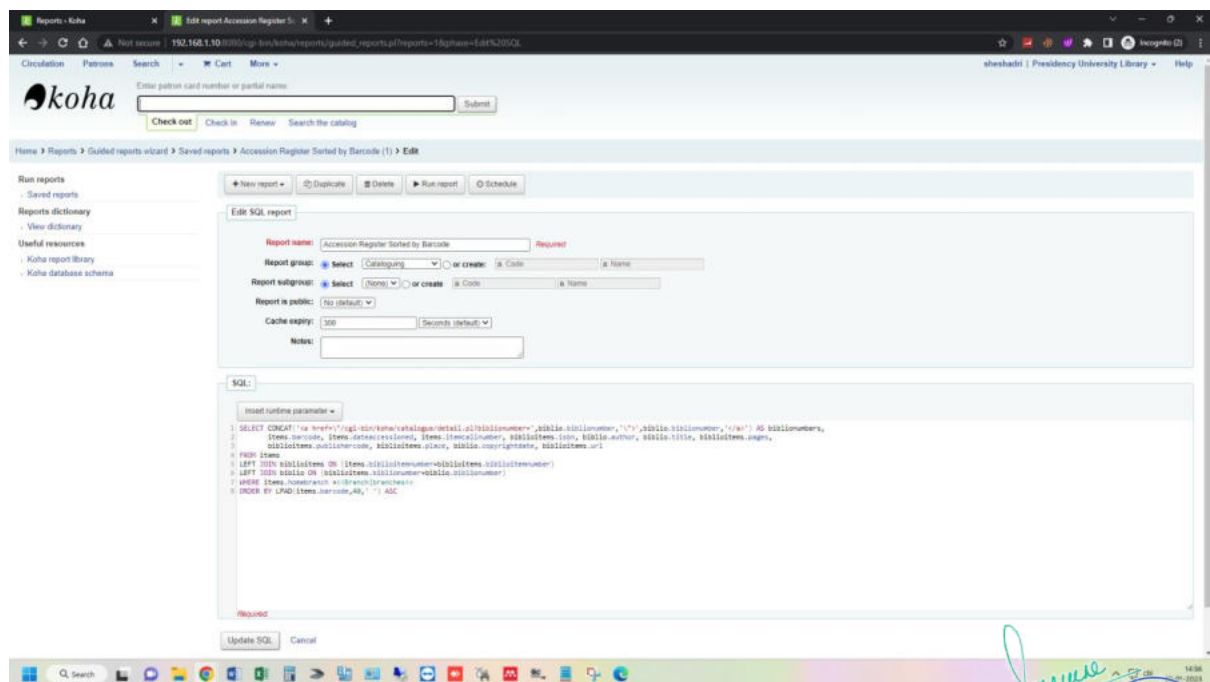
Reports

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.

Create report from SQL: The guided report wizard will walk you through a six-step process to generate a report. In addition, Librarian have the option to write your own queries using SQL.



Edit SQL report



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List of saved reports

The screenshot shows the Koha Reports interface with a list of saved reports. The table includes columns for ID, Report name, Type, Group, Subgroup, Notes, Author, Creation date, Last edit, Last run, Public, JSON URL, Cache expiry, Saved results, Update, and Actions.

ID	Report name	Type	Group	Subgroup	Notes	Author	Creation date	Last edit	Last run	Public	JSON URL	Cache expiry (seconds)	Saved results	Update	Actions
1	Accession Register Sorted by Barcode	Cataloguing				Vijayakumar S (1)	2021-09-02	2022-10-19 12:01 PM	2023-01-27 01:57 PM	No	rgi-bin/koha/irc/report?id=1	300			Run
3	New Records and Items	Cataloguing				Vijayakumar S (1)	2021-09-02	2022-10-19 12:02 PM	2023-01-27 01:57 PM	No	rgi-bin/koha/irc/report?id=3	300			Run
4	Records without Items					Vijayakumar S (1)	2021-09-03	2021-09-03 04:51 PM	2023-01-27 06:10 PM	No	rgi-bin/koha/irc/report?id=4	300			Run
5	Export patrons					Vijayakumar S (1)	2021-09-06	2021-09-06 01:44 PM	2022-10-06 01:56 PM	No	rgi-bin/koha/irc/report?id=5	300			Run
6	New Patrons by Category in Date Range					Vijayakumar S (1)	2021-09-06	2021-09-06 02:51 PM	2022-01-07 12:02 PM	No	rgi-bin/koha/irc/report?id=6	300			Run
8	Date-wise return report					Vijayakumar S (1)	2021-09-08	2021-09-08 02:06 PM	2022-12-19 04:50 PM	No	rgi-bin/koha/irc/report?id=8	300			Run
9	Date-wise issued books					Vijayakumar S (1)	2021-09-08	2021-09-08 02:06 PM	2023-01-09 03:52 PM	No	rgi-bin/koha/irc/report?id=9	300			Run
10	All Checked Out Books					Vijayakumar S (1)	2021-09-21	2022-07-20 11:47 AM	2023-01-24 01:39 PM	No	rgi-bin/koha/irc/report?id=10	300			Run
11	Master Register					Vijayakumar S (1)	2021-10-09	2023-01-19 03:28 PM	2023-01-27 06:11 PM	Yes	rgi-bin/koha/irc/report?id=11	29			Run
15	Issue report					Vijayakumar S (1)	2021-10-11	2022-05-20 09:22 AM	2023-01-23 09:22 AM	No	rgi-bin/koha/irc/report?id=15	300			Run
16	New Arrival					Vijayakumar S (1)	2021-10-11	2022-09-01 09:08 AM	2023-01-23 09:40 AM	No	rgi-bin/koha/irc/report?id=16	300			Run
17	Patrons with Fines					Vijayakumar S (1)	2021-10-28	2022-01-05 02:26 PM	2023-01-24 01:06 PM	No	rgi-bin/koha/irc/report?id=17	300			Run
18	Fines with Patron & Item Info					Vijayakumar S (1)	2021-10-28	2022-05-17 09:13 AM	2023-01-13 03:24 PM	No	rgi-bin/koha/irc/report?id=18	300			Run

Reports executed

The screenshot shows the Koha Reports interface with the report 'Accession Register Sorted by Barcode (1)' executed. The table displays bibliographic records with columns for biblionumber, barcode, dataaccessioned, itemcallnumber, isbn, author, title, pages, publishercode, place, and copyrightdate.

biblionumber	barcode	dataaccessioned	itemcallnumber	isbn	author	title	pages	publishercode	place	copyrightdate	url
14215	2021-09-22					Decision (in Kolkata)		Springer Nature (India/Private Limited)			
15772	2022-01-24	E76				Journal of Cyber Security in Computer System					
14220	2021-09-22					Global business review		Sage Publications India Pvt. Ltd.			
15773	2022-01-24	E77				Journal of Cyber Security, Privacy Issues and Challenges					
14221	2021-09-22					Harvard business review		India Today Group			
15774	2022-01-24	E78				Journal of Cybernetics and Systems			SERIALS PUBLICATIONS		
14222	2021-09-22					Imb management review		Imb Management Review			
15775	2022-01-24	E79				Journal of Data analysis and Information System			SERIALS PUBLICATIONS		
14223	2021-09-22					India Forbes		Forbes India			
15776	2022-01-24	E80				Journal of Data Mining and Management					
14224	2021-09-22					Indian journal of marketing		Indian Journal Of Marketing			
15777	2022-01-24	E81				Journal of Hybrid Computing Research			SERIALS PUBLICATIONS		
14225	2021-09-22					International journal of business analytics and intelligence		Publishing India Group			
15778	2022-01-24	E82				Journal of Image Processing and Artificial Intelligence					
14226	2021-09-22					International journal of financial management		Publishing India Group			
15779	2022-01-24	E83				Journal of Image Processing and Pattern Recognition					
14227	2021-09-22					Isp journal of applied finance		Isp Publications			
15780	2022-01-24	E84				Journal of Information Technology and Sciences					
14228	2021-09-22					Isp journal of business strategy		Isp Publications			
15781	2022-01-24	E85				Journal of Innovations In Data Science and Big Data Management					

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