

# *koha*

Open Source Library System

## Koha

In Compatible With

# Ubuntu 18.04



# ubuntu

# Koha Manual



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# 1

## Introduction

Koha is an open source Integrated Library System (ILS), used world-wide. The name comes from a Maori term for a gift or donation. Koha is web-based ILS, with a SQL database (MariaDB) backend with cataloguing data stored in MARC and accessible via Z39.50. The user interface is very configurable and adaptable and has been translated into many languages. Koha has most of the features that would be expected in an ILS, including: Web 2.0, Union catalog facility, Customizable search, Circulation and borrower management, Serials system, Reporting etc.

Koha was created in 1999 by Katipo Communications for the Horowhenua Library Trust in New Zealand, and the first installation went live in January 2000. From 2000, companies started providing commercial support for Koha, building to more than 20 today.

Koha is currently a very active project. According to Ohloh, it has a very large, active development team and a mature, well-established codebase. The analysis of the size of the code base may be deceptive because Koha stores user interface translations alongside actual source code and Ohloh cannot always distinguish them.

In this manual I have illustrated, how to install Koha, what are the pre-requisites, and the process of step by step installing Koha in Ubuntu.

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# 2

## System Requirement

### Hardware Requirement

Processor Pentium- 4, 2.6 GHz or higher

RAM- 2 GB

HDD- 80 GB

DVD Drive/ USB Drive

### Software Requirement

To install Koha for use we recommend

- A Linux server - Ubuntu is what most people use
- Apache
- MariaDB
- Perl
- Root access to the server
- A better than average level of skill with the command line, Apache, and MySQL tools

### Manpower

Professionals having well knowledge in Linux operating system and knowledge of Local Area Network (LAN).

### Internet Configuration

A high speed dedicated Internet connection is required.

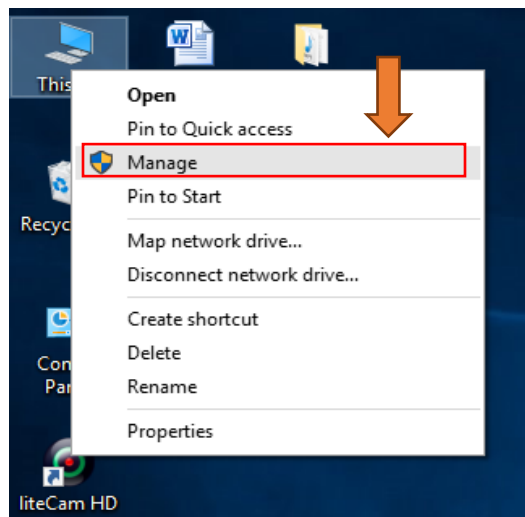
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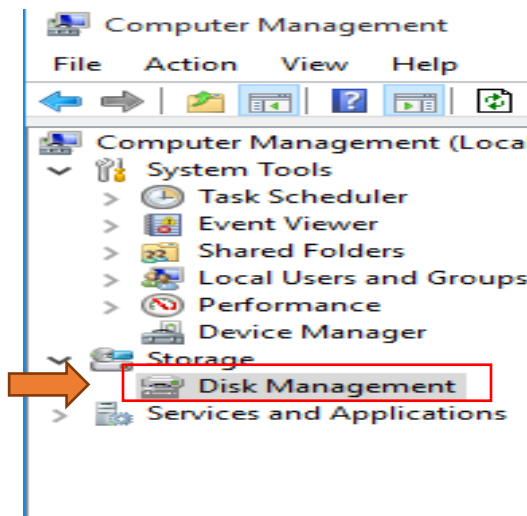
# Install Ubuntu with Windows

To install Koha, we need to install an operating system first. Koha run on Linux OS. There are two ways to install Linux; firstly you can install only Linux in your system or you can install Linux along with windows as dual booting. If you are installing only Linux in the system them you don't need to set anything just processed to install. If you are installing Linux along with windows, then you have to set some pre-installing setting. Let's set those first.

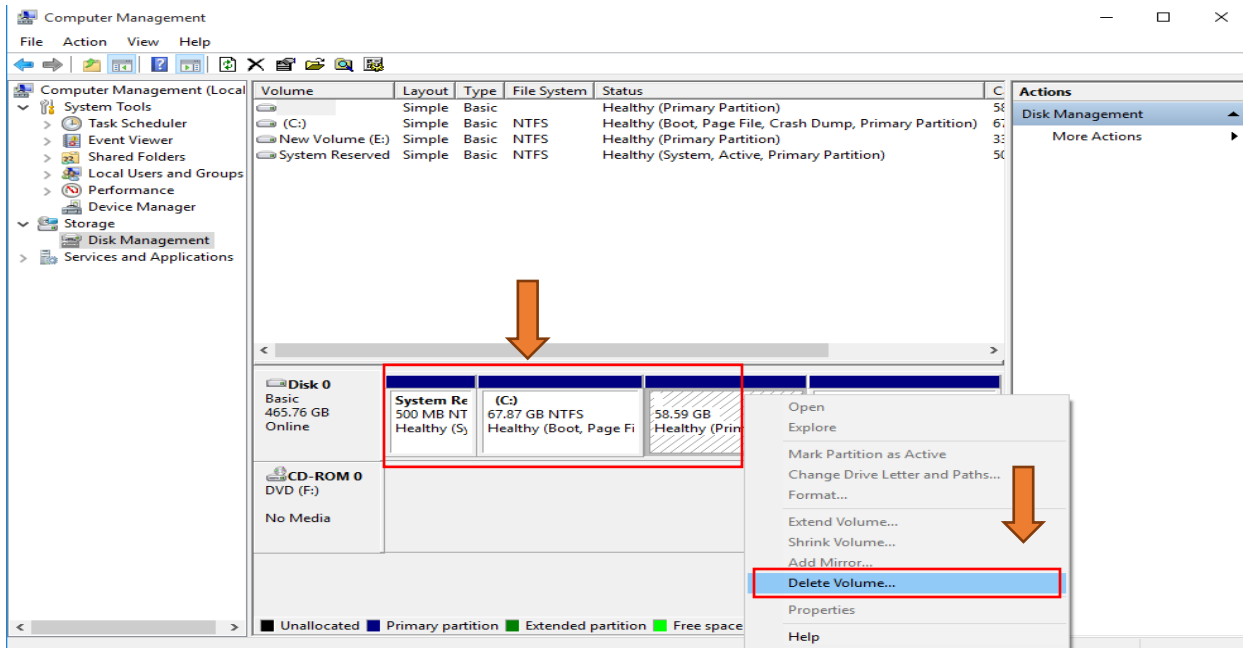
First right click on My Computer button and click on manage. See the below picture.



It will open the computer management tools. Then go to disk management. See the below picture.



There you can see the hard disk partitions of your system. Select the partition in which you want to install Linux. Then right click on that particular partition and then click on delete volume. It will format and delete your volume and make it available for you for your use. But make sure that you have moved all your personal files from there to other volume. Either you will lost everything on you have in that partition. Follow the below pictures.



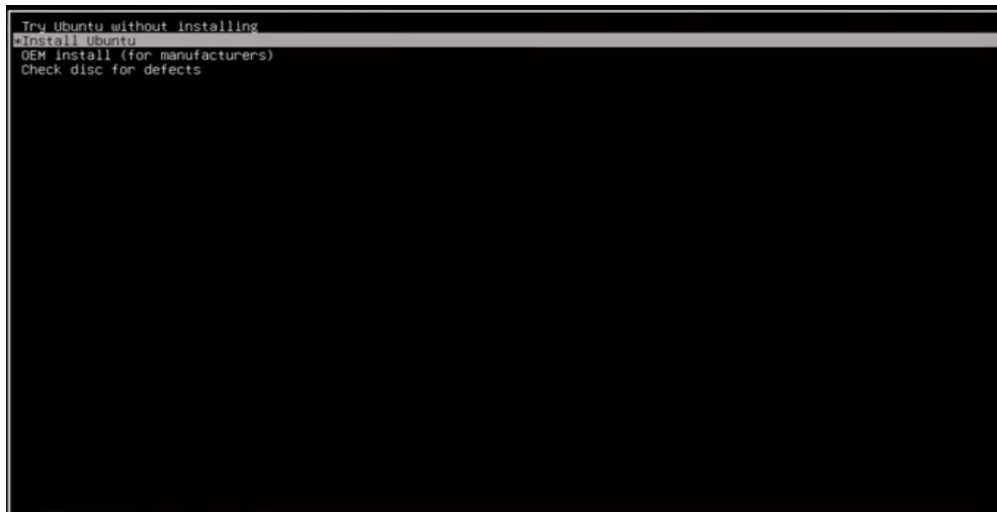
After that the partition will be deleted and it will turn black or green in colour. Then download Linux (Ubuntu) from internet (<http://releases.ubuntu.com/>).An ISO image will be downloaded in your system. Then write it through DVD writing software like Nero, or you can make it bootable through some USB drive like pen drive (see how to make bootable pen drive in- (<https://coprofessionals.wordpress.com/listech/other/bootable-drive/>)). Now you are all ready and can proceed for installing Linux.

# 4

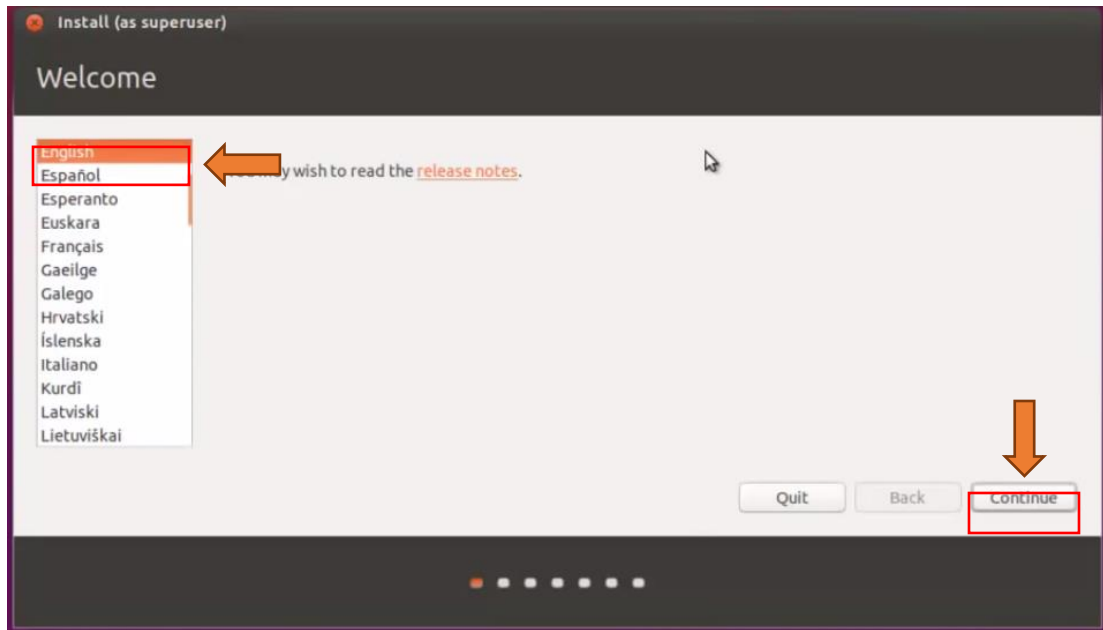
## Install Linux (Ubuntu)

Choose first in which method you want to install Linux. Then proceed for installation. I prefer choose the bootable method. This method works quickly. You can install through your disk. Just put the USB drive into your computer or insert the DVD into writer. Then restart your computer and press the boot key. Normally four keys working as boot key. 'esc', 'f4', 'f9', 'f12'. But in some computer 'f2', 'f3', 'f8' are also functions as boot key. When the boot screen came, choose your boot drive by its name and hit enter. See the below picture.

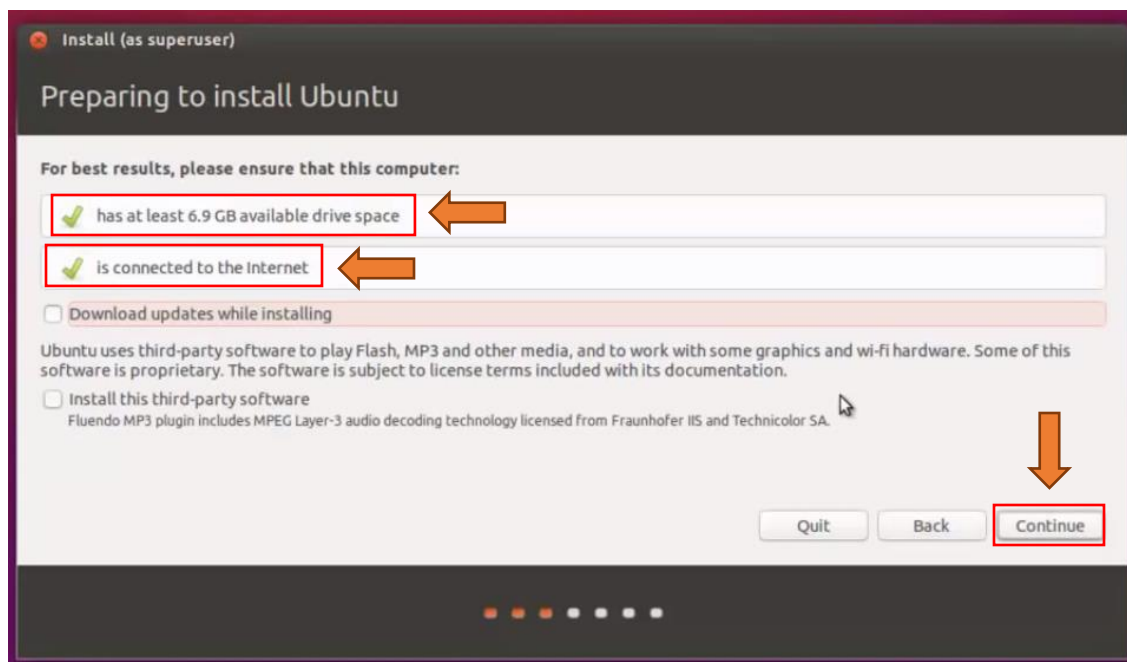
Your screen may come with another image, but no need to worry the thing is same. Select your device first. If you are doing with pen drive then select USB drive option, and if you are doing with DVD then click on CD/DVD option. In the next step, it will ask you whether you want to try Ubuntu or install Ubuntu. Click on install Ubuntu. See the image below.



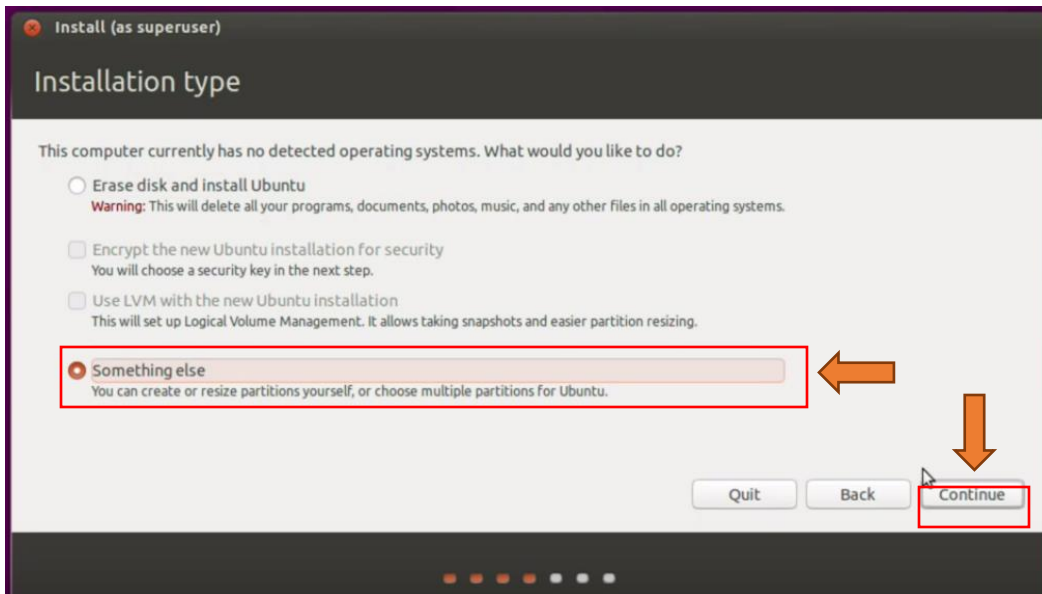
In the next step, it will ask to choose language. Default English language is already selected, so you just click on continue. See the below image.



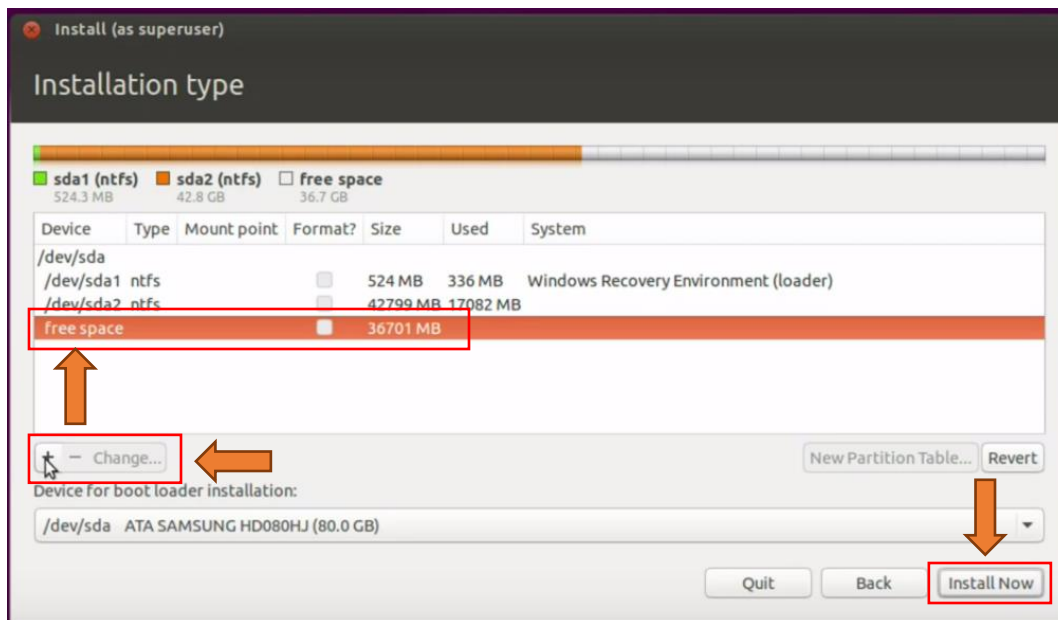
In the next step, it will ask about the storage space and internet connection. The storage space is already created in Windows before proceed and no internet is needed to install Ubuntu. So simply click in the continue button. See the image below.



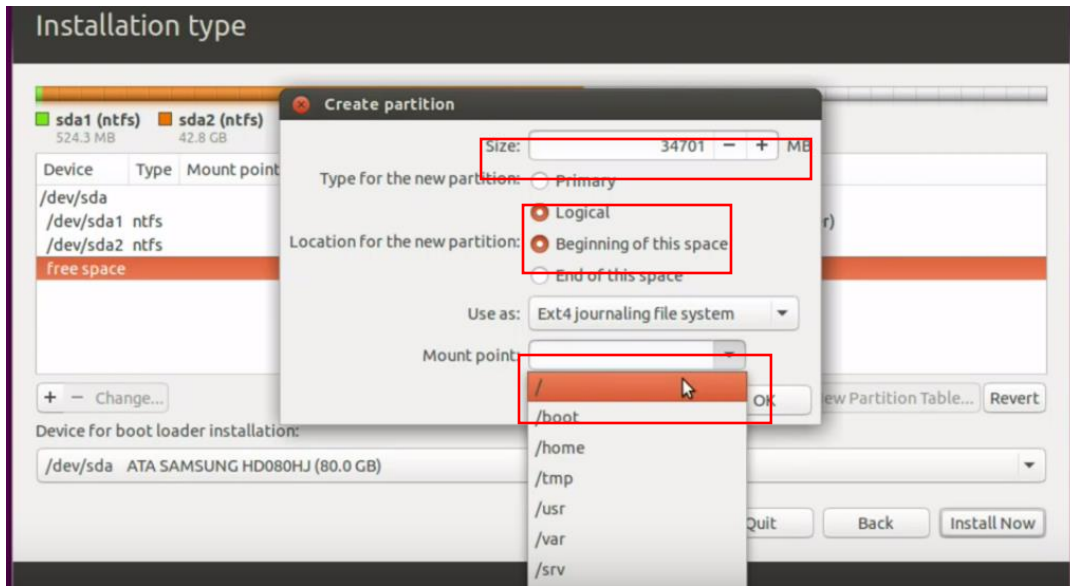
In the next step, it will detect operating system and ask for installation type. We are installing dual booting so I prefer choose something else option at the bottom. After selecting, click on continue. See image below.



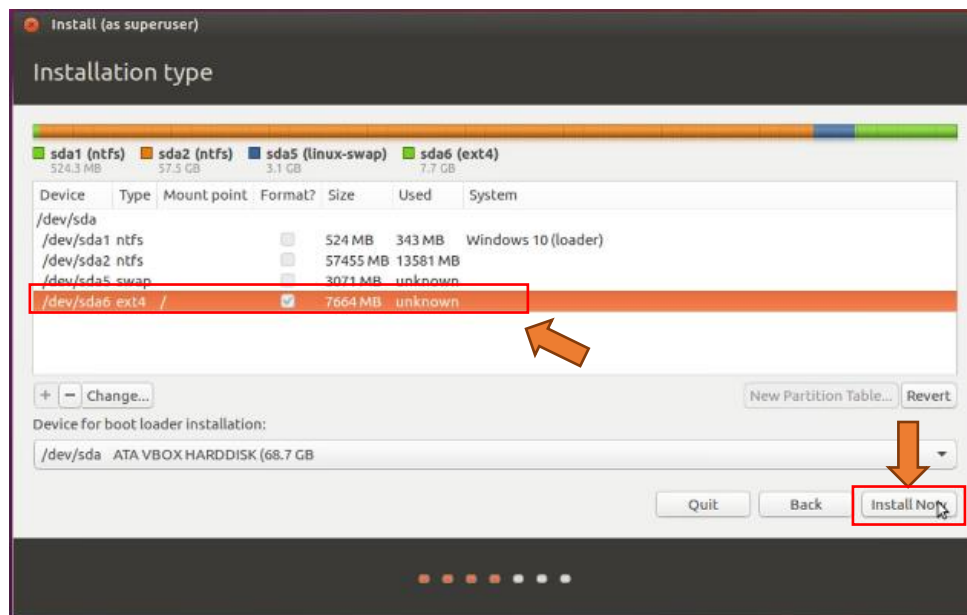
In the next step, it will ask for creating partitions in the free space you have created in Windows. Select the free space and then click on '+' button just below the free space on the left side. See the image below.



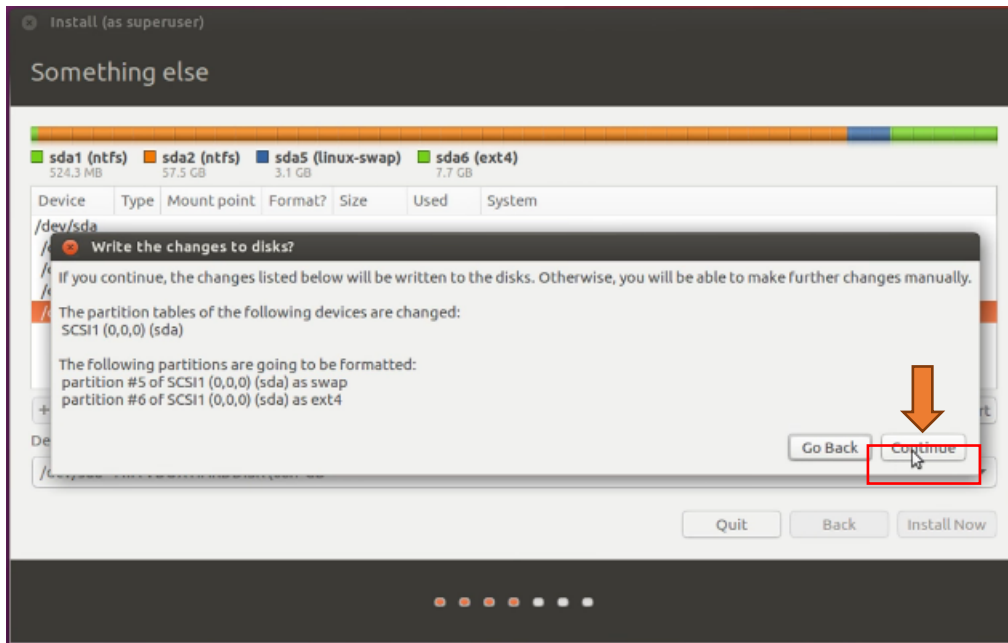
After clicking, a small tab will open. It will ask for creating partition through setting the some parameters. At first put disk size. In that space keep the full disk size as it is, no need to change. Then, choose the partition type. Here always choose the logical type because primary is already installed as Windows. Then left the location part as it is. Then left the use as part Ext4 journaling file system as it is. In the last, choose the mount point option as backslash '/'. It is actually called root. See the image below.



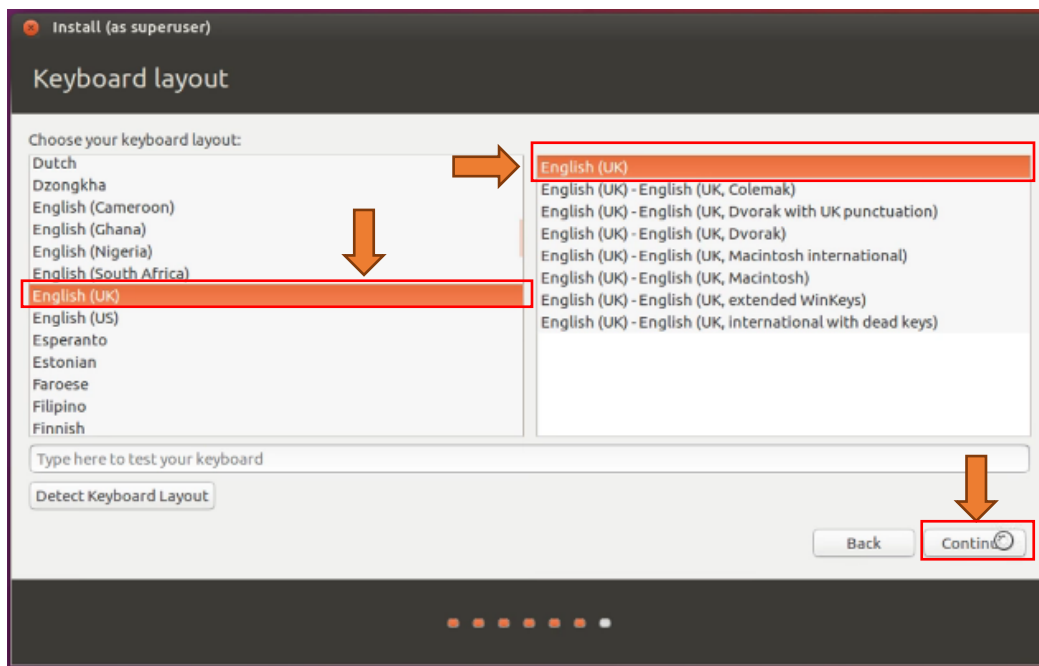
After that click ok, it will turn the storage into Ubuntu file system and look like something as the image below. After this, just select the file and click on install now.



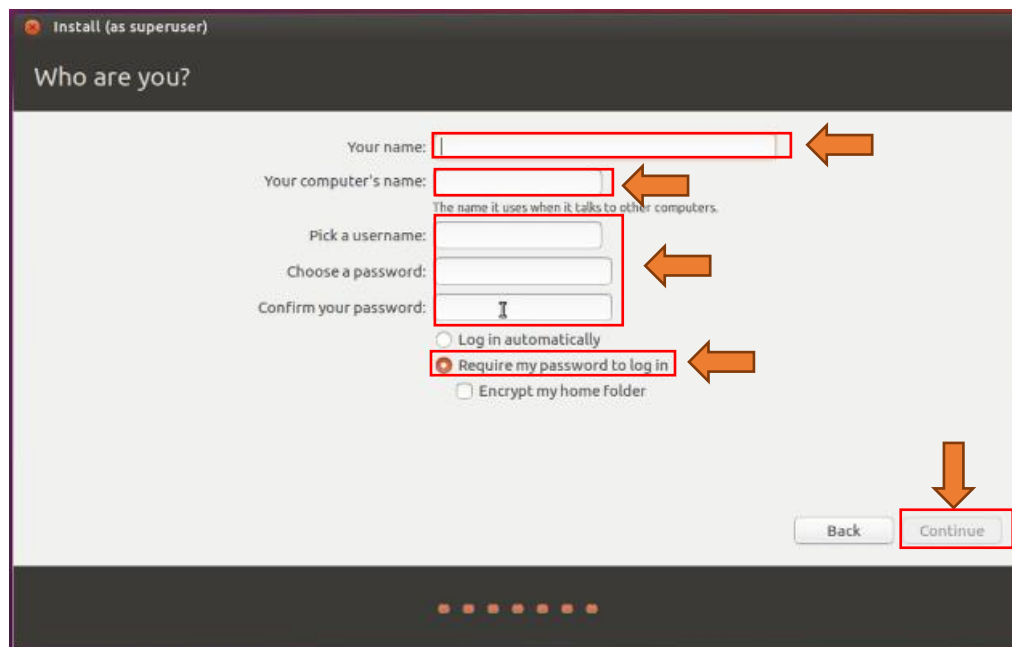
When you click on install it will ask for partition conformation. Just click on continue. See the below picture.



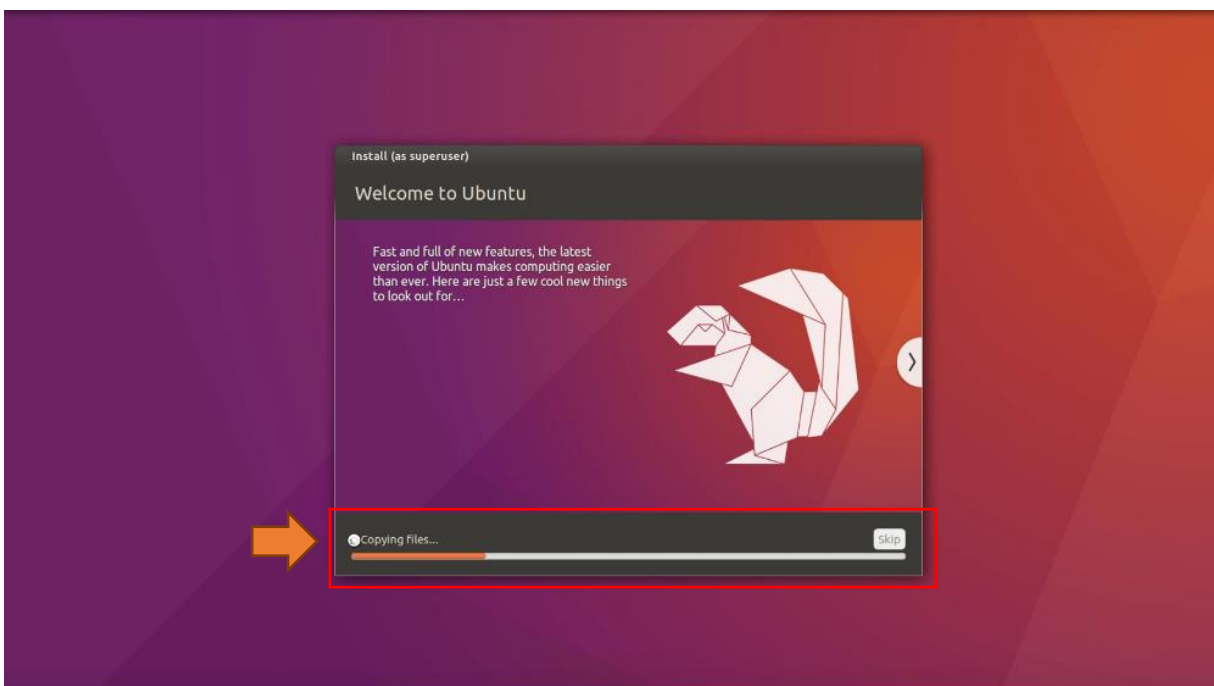
After that, it will ask you for location. Select the location where you from. For example I have selected Kolkata or write Kolkata inside the box, it will automatically detect the place. Then click on continue. See the below image. After that in the next step, it will ask for select keyboard language. By default English is selected, so leave as it is and click on continue.



Then describe your name and your computer name. Try to keep the name short. Choose your password and confirm password. At the end click on continue. See the image below.

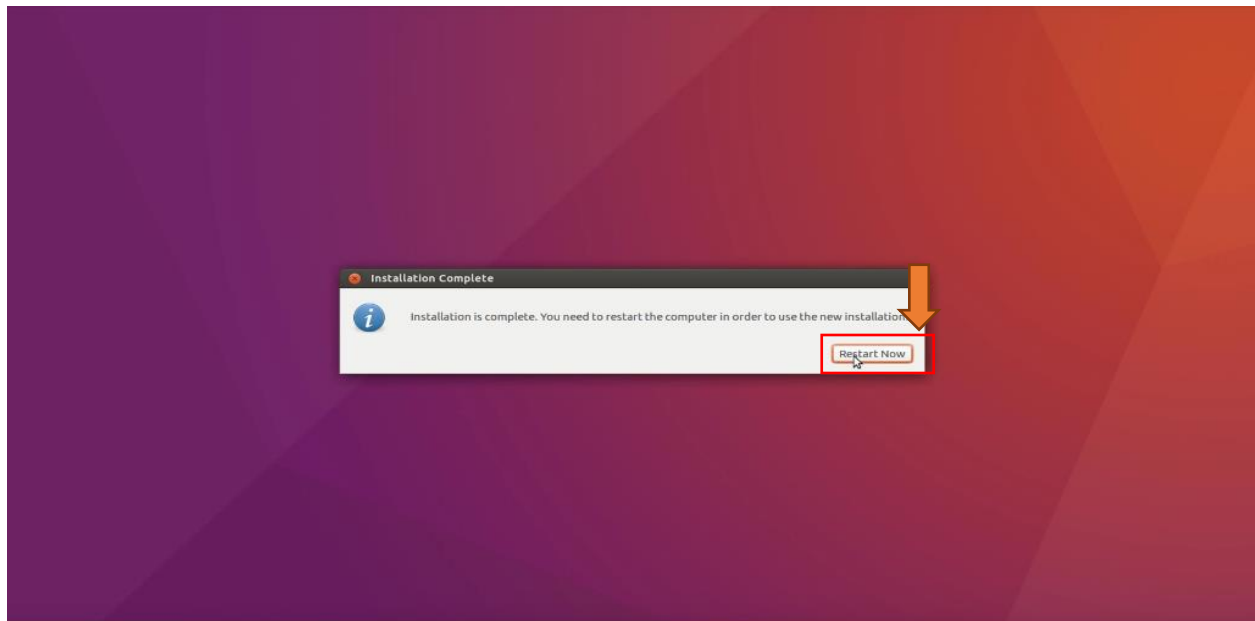


Your installation will start then. It will take some time to complete the installation. See the image below.

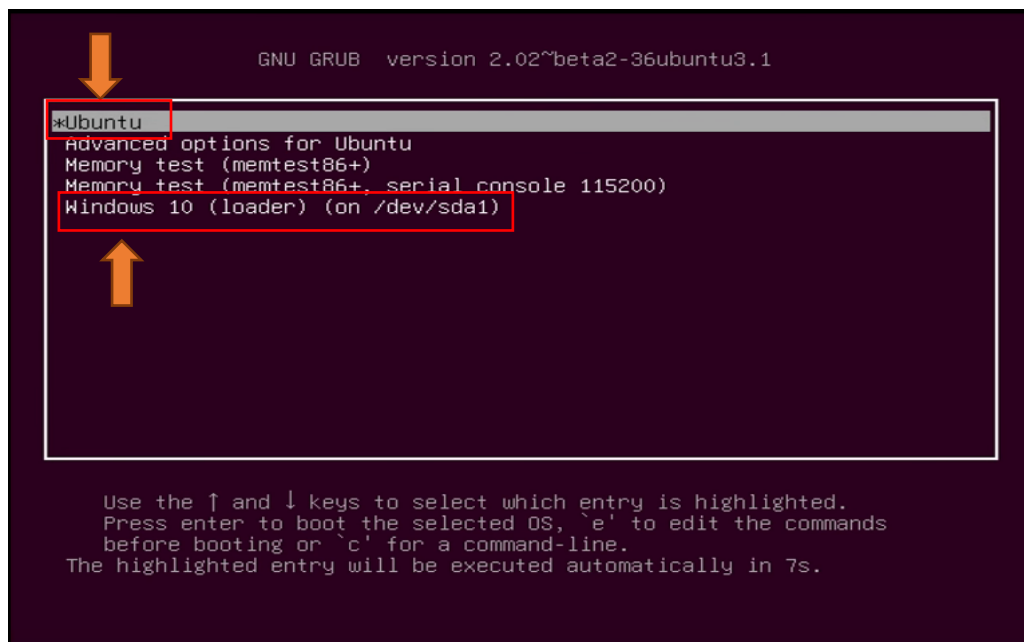




After completing the installation it will ask you to restart your computer/ laptop. Just click on restart. See the image below.



At the time of starting of your computer/ laptop again, the first interface will come just as the below image. Click on enter to if you want to open the Ubuntu. If you want to open the Windows, just click the down arrow key and move the highlight area on the Windows area then click on enter.

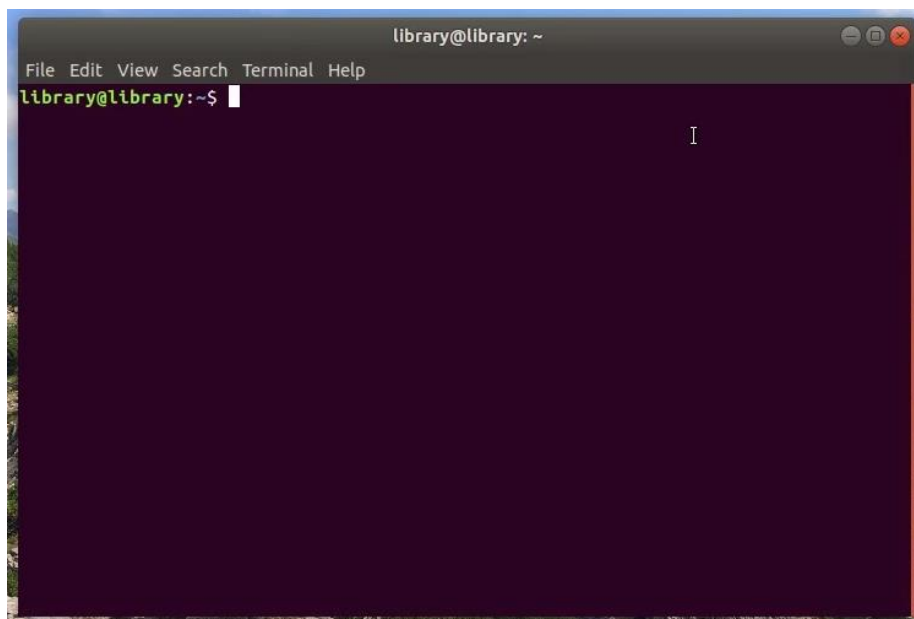


Your installation of Ubuntu as dual booting with Windows is completed.

## Install Koha (by commands)

Installing Koha through commands is not that tough. It's quite easy to install. Why? Once I have read the reason in a blog of Indranil Das Gupta sir. I think you should also read it here- "[Command line in this day and age? Are you nuts???](#)" So without wasting anytime we will proceed for the installation. You have set some prerequisites for installing the same like; a good internet connection (preferably high speed because some time slow internet connection can create disturbances while downloading the packages). Below, the yellow lines are the commands. If you are used to command lines then only type the commands in the terminal, either you can just copy and paste to execute the commands. Wrong executing of commands repeatedly can also create problem some time. So we are almost done. Now let's start.

First, start Ubuntu and open the terminal/ command prompt. You can search in the terminal application at the top left menu or, you can just click 'ctrl' (control), 'alt' (alternate) and 't' together. The terminal will open. It will look like just as the below image.

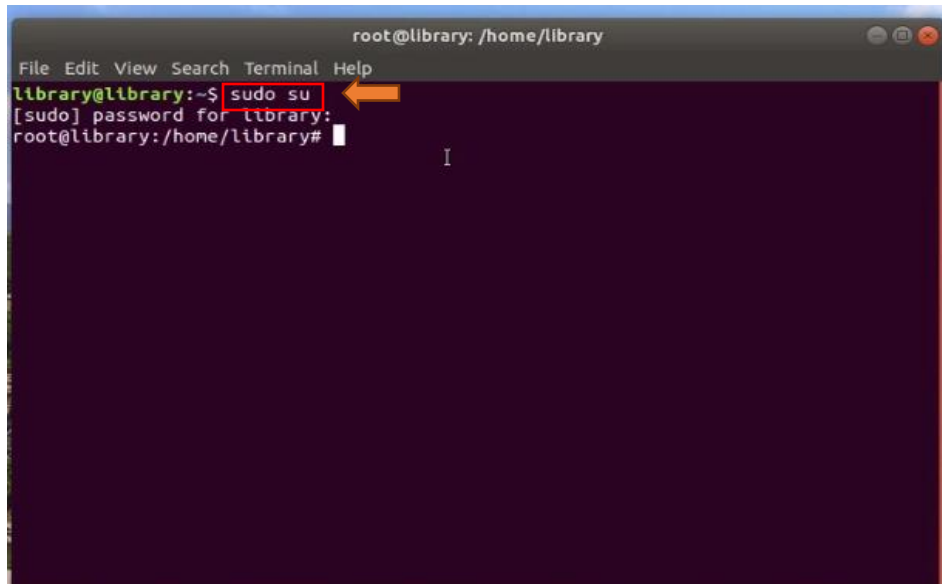


After opening the terminal it is in '\$' user by default. You have gone to the super user (#). So execute the following command-

```
sudo su    or,
```

```
sudo -i
```

Give your root password which you have set as Ubuntu password at the time of installing Ubuntu and then click enter. It will take you to the root (#) user. See the below image.

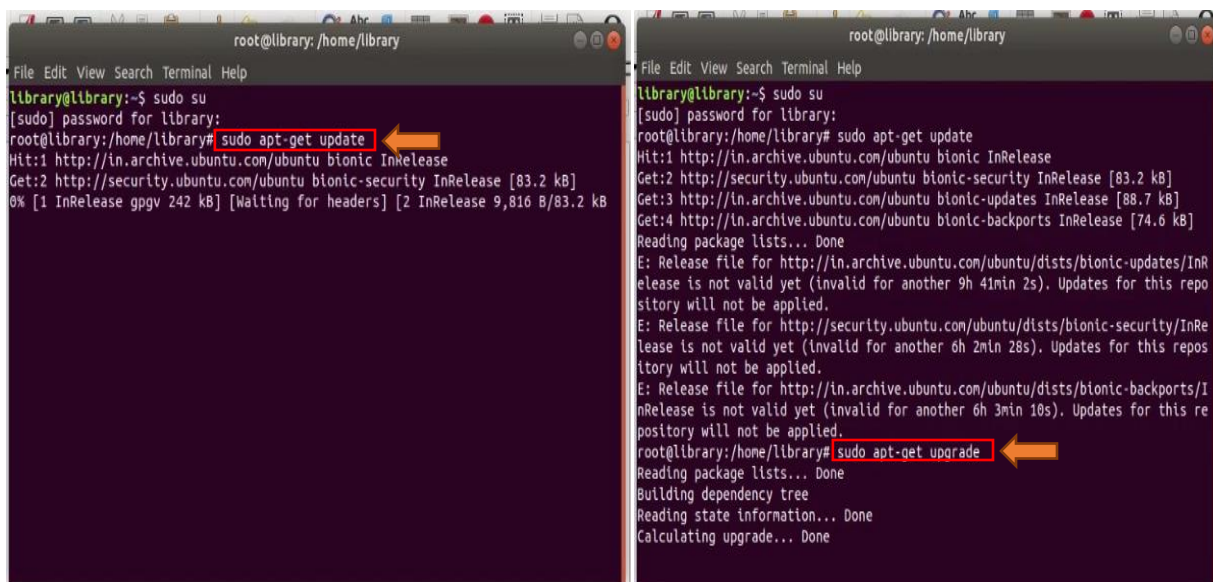


```
root@library: /home/library
File Edit View Search Terminal Help
library@library:~$ sudo su
[sudo] password for library:
root@library:/home/library#
```

Then update and upgrade your system by executing the following commands

**apt-get update**

**apt-get upgrade**

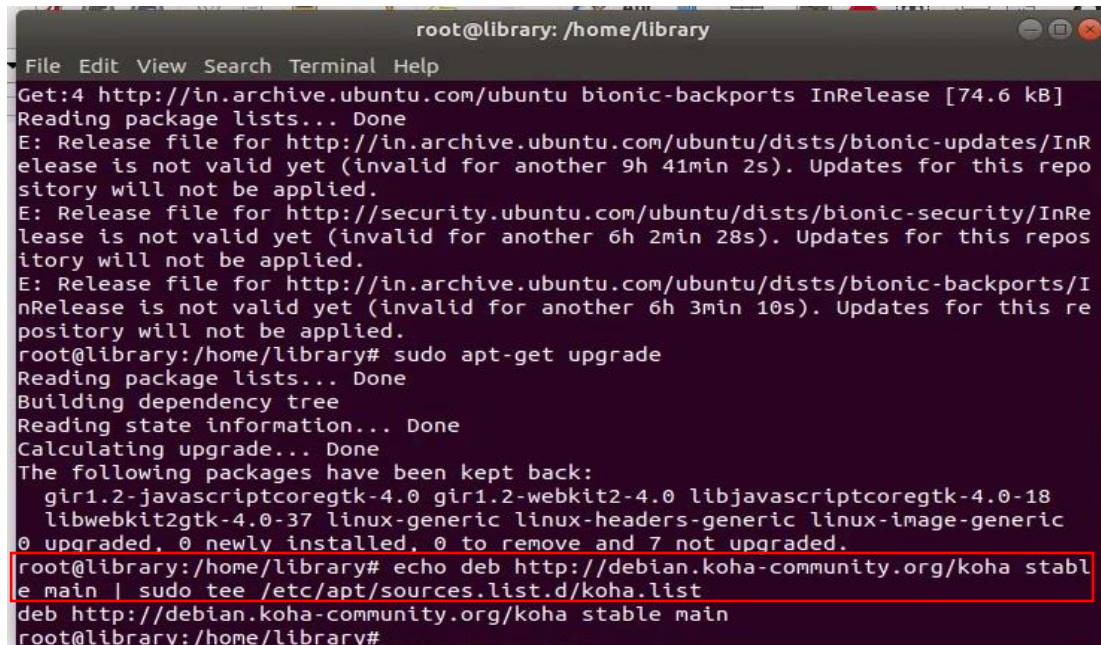


```
root@library: /home/library
File Edit View Search Terminal Help
library@library:~$ sudo su
[sudo] password for library:
root@library:/home/library# sudo apt-get update
Hit:1 http://in.archive.ubuntu.com/ubuntu bionic InRelease
Get:2 http://security.ubuntu.com/ubuntu bionic-security InRelease [83.2 kB]
0% [1 InRelease gpgv 242 kB] [Waiting for headers] [2 InRelease 9,816 B/83.2 kB]

root@library: /home/library
File Edit View Search Terminal Help
library@library:~$ sudo su
[sudo] password for library:
root@library:/home/library# sudo apt-get update
Hit:1 http://in.archive.ubuntu.com/ubuntu bionic InRelease
Get:2 http://security.ubuntu.com/ubuntu bionic-security InRelease [83.2 kB]
Get:3 http://in.archive.ubuntu.com/ubuntu bionic-updates InRelease [88.7 kB]
Get:4 http://in.archive.ubuntu.com/ubuntu bionic-backports InRelease [74.6 kB]
Reading package lists... Done
E: Release file for http://in.archive.ubuntu.com/ubuntu/dists/bionic-updates/InRelease is not valid yet (invalid for another 9h 41min 2s). Updates for this repository will not be applied.
E: Release file for http://security.ubuntu.com/ubuntu/dists/bionic-security/InRelease is not valid yet (invalid for another 6h 2min 28s). Updates for this repository will not be applied.
E: Release file for http://in.archive.ubuntu.com/ubuntu/dists/bionic-backports/InRelease is not valid yet (invalid for another 6h 3min 10s). Updates for this repository will not be applied.
root@library:/home/library# sudo apt-get upgrade
Reading package lists... Done
Building dependency tree
Reading state information... Done
Calculating upgrade... Done
```

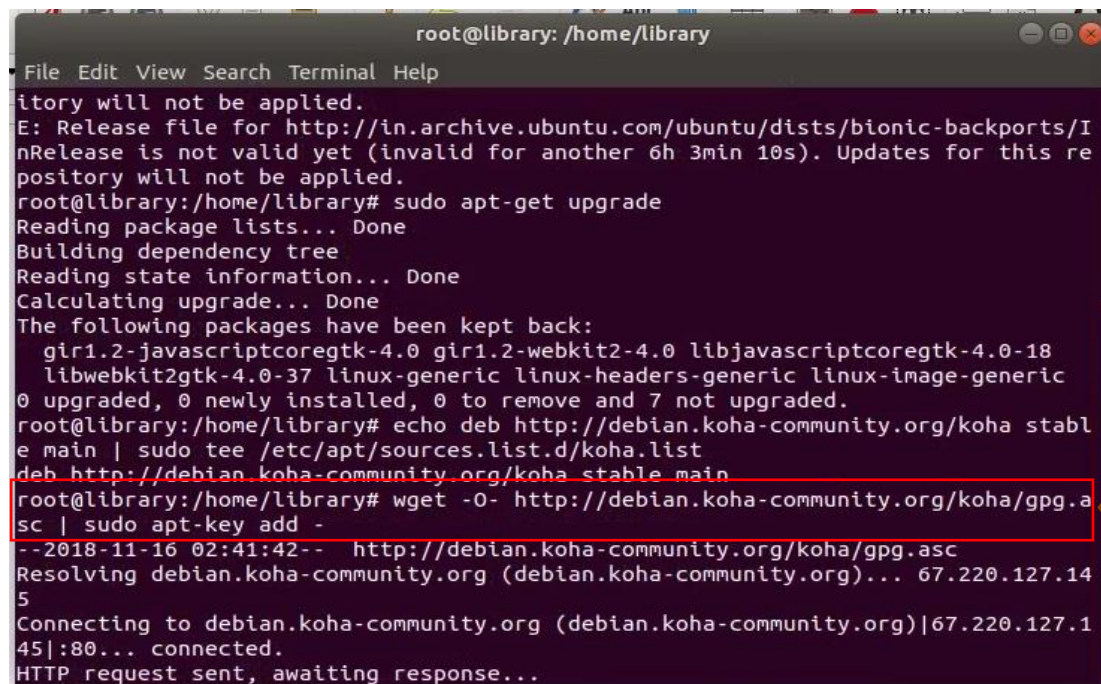
Next, add Koha community repository by running the following commands

```
echo deb http://debian.koha-community.org/koha stable main |
sudo tee /etc/apt/sources.list.d/koha.list
```



```
root@library: /home/library
File Edit View Search Terminal Help
Get:4 http://in.archive.ubuntu.com/ubuntu bionic-backports InRelease [74.6 kB]
Reading package lists... Done
E: Release file for http://in.archive.ubuntu.com/ubuntu/dists/bionic-updates/InR
elease is not valid yet (invalid for another 9h 41min 2s). Updates for this repo
sitory will not be applied.
E: Release file for http://security.ubuntu.com/ubuntu/dists/bionic-security/InRe
lease is not valid yet (invalid for another 6h 2min 28s). Updates for this repos
itory will not be applied.
E: Release file for http://in.archive.ubuntu.com/ubuntu/dists/bionic-backports/I
nRelease is not valid yet (invalid for another 6h 3min 10s). Updates for this re
pository will not be applied.
root@library:/home/library# sudo apt-get upgrade
Reading package lists... Done
Building dependency tree
Reading state information... Done
Calculating upgrade... Done
The following packages have been kept back:
 gir1.2-javascriptcoregtk-4.0 gir1.2-webkit2-4.0 libjavascriptcoregtk-4.0-18
 libwebkit2gtk-4.0-37 linux-generic linux-headers-generic linux-image-generic
0 upgraded, 0 newly installed, 0 to remove and 7 not upgraded.
root@library:/home/library# echo deb http://debian.koha-community.org/koha stabl
e main | sudo tee /etc/apt/sources.list.d/koha.list
deb http://debian.koha-community.org/koha stable main
root@library:/home/library#
```

```
wget -O- http://debian.koha-community.org/koha/gpg.asc | sudo
apt-key add -
```



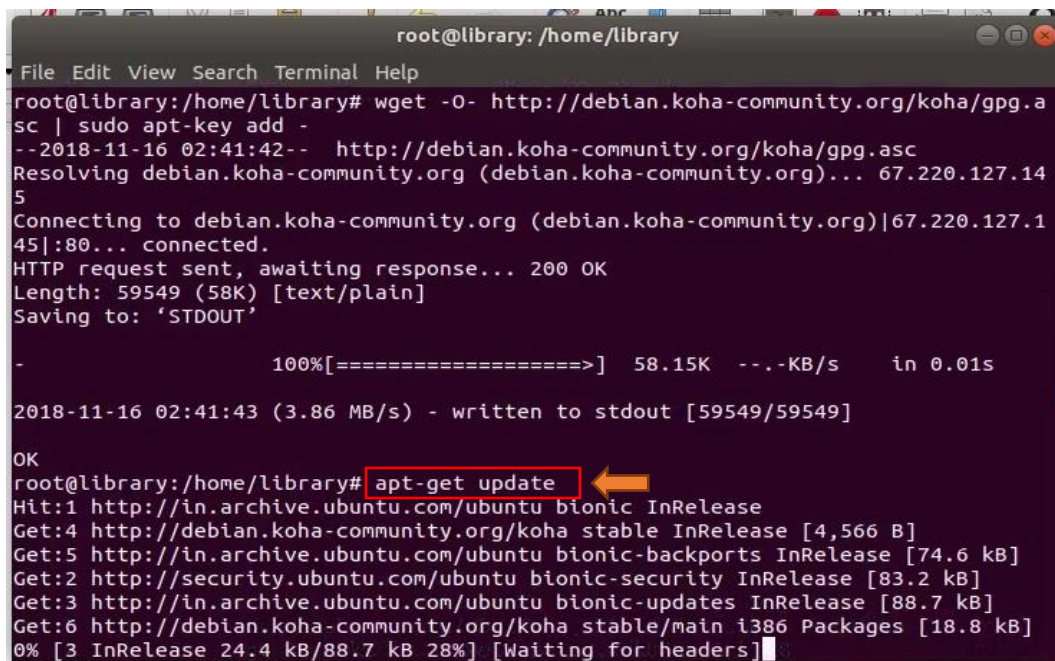
```
root@library: /home/library
File Edit View Search Terminal Help
itory will not be applied.
E: Release file for http://in.archive.ubuntu.com/ubuntu/dists/bionic-backports/I
nRelease is not valid yet (invalid for another 6h 3min 10s). Updates for this re
pository will not be applied.
root@library:/home/library# sudo apt-get upgrade
Reading package lists... Done
Building dependency tree
Reading state information... Done
Calculating upgrade... Done
The following packages have been kept back:
 gir1.2-javascriptcoregtk-4.0 gir1.2-webkit2-4.0 libjavascriptcoregtk-4.0-18
 libwebkit2gtk-4.0-37 linux-generic linux-headers-generic linux-image-generic
0 upgraded, 0 newly installed, 0 to remove and 7 not upgraded.
root@library:/home/library# echo deb http://debian.koha-community.org/koha stabl
e main | sudo tee /etc/apt/sources.list.d/koha.list
deb http://debian.koha-community.org/koha stable main
root@library:/home/library# wget -O- http://debian.koha-community.org/koha/gpg.a
sc | sudo apt-key add -
--2018-11-16 02:41:42-- http://debian.koha-community.org/koha/gpg.asc
Resolving debian.koha-community.org (debian.koha-community.org)... 67.220.127.14
5
Connecting to debian.koha-community.org (debian.koha-community.org)|67.220.127.1
45|:80... connected.
HTTP request sent, awaiting response...
```

```
apt-get update
```



In the next step, Install Koha by running the following command

```
apt-get install koha-common
```



```
root@library: /home/library
File Edit View Search Terminal Help
root@library:/home/library# wget -O- http://debian.koha-community.org/koha/gpg.asc
sc | sudo apt-key add -
--2018-11-16 02:41:42-- http://debian.koha-community.org/koha/gpg.asc
Resolving debian.koha-community.org (debian.koha-community.org)... 67.220.127.14
5
Connecting to debian.koha-community.org (debian.koha-community.org)|67.220.127.1
45|:80... connected.
HTTP request sent, awaiting response... 200 OK
Length: 59549 (58K) [text/plain]
Saving to: 'STDOUT'

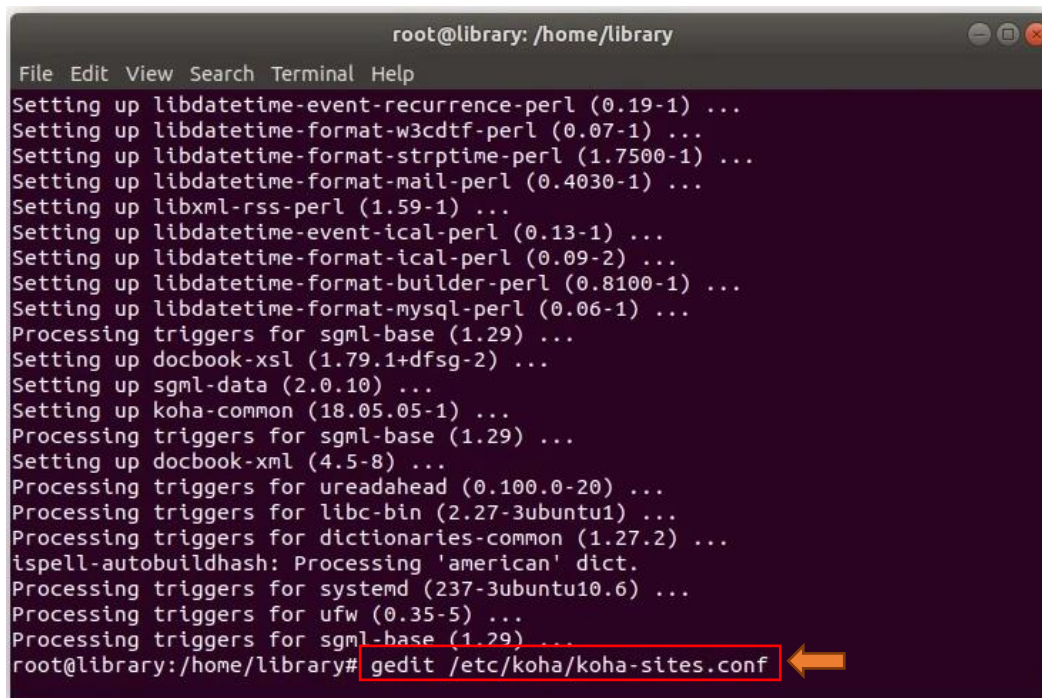
-
          100%[=====] 58.15K  --.-KB/s   in 0.01s

2018-11-16 02:41:43 (3.86 MB/s) - written to stdout [59549/59549]

OK
root@library:/home/library# apt-get update
Hit:1 http://in.archive.ubuntu.com/ubuntu bionic InRelease
Get:4 http://debian.koha-community.org/koha stable InRelease [4,566 B]
Get:5 http://in.archive.ubuntu.com/ubuntu bionic-backports InRelease [74.6 kB]
Get:2 http://security.ubuntu.com/ubuntu bionic-security InRelease [83.2 kB]
Get:3 http://in.archive.ubuntu.com/ubuntu bionic-updates InRelease [88.7 kB]
Get:6 http://debian.koha-community.org/koha stable/main i386 Packages [18.8 kB]
0% [3 InRelease 24.4 kB/88.7 kB 28%] [Waiting for headers]
```

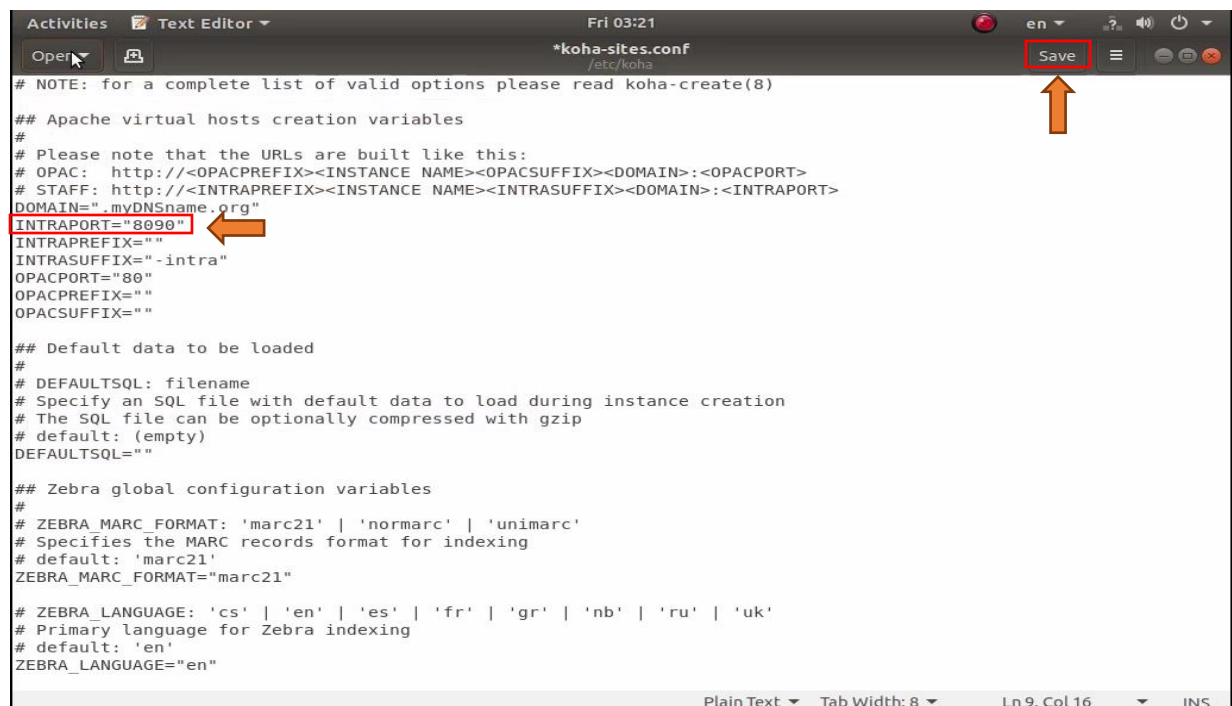
In the next step, configure the server by running the following command.

```
gedit /etc/koha/koha-sites.conf
```



```
root@library: /home/library
File Edit View Search Terminal Help
Setting up libdatetime-event-recurrence-perl (0.19-1) ...
Setting up libdatetime-format-w3cdtf-perl (0.07-1) ...
Setting up libdatetime-format-strptime-perl (1.7500-1) ...
Setting up libdatetime-format-mail-perl (0.4030-1) ...
Setting up libxml-rss-perl (1.59-1) ...
Setting up libdatetime-event-ical-perl (0.13-1) ...
Setting up libdatetime-format-ical-perl (0.09-2) ...
Setting up libdatetime-format-builder-perl (0.8100-1) ...
Setting up libdatetime-format-mysql-perl (0.06-1) ...
Processing triggers for sgml-base (1.29) ...
Setting up docbook-xsl (1.79.1+dfsg-2) ...
Setting up sgml-data (2.0.10) ...
Setting up koha-common (18.05.05-1) ...
Processing triggers for sgml-base (1.29) ...
Setting up docbook-xml (4.5-8) ...
Processing triggers for ureadahead (0.100.0-20) ...
Processing triggers for libc-bin (2.27-3ubuntu1) ...
Processing triggers for dictionaries-common (1.27.2) ...
ispell-autobuildhash: Processing 'american' dict.
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ufw (0.35-5) ...
Processing triggers for sgml-base (1.29) ...
root@library:/home/library# gedit /etc/koha/koha-sites.conf
```

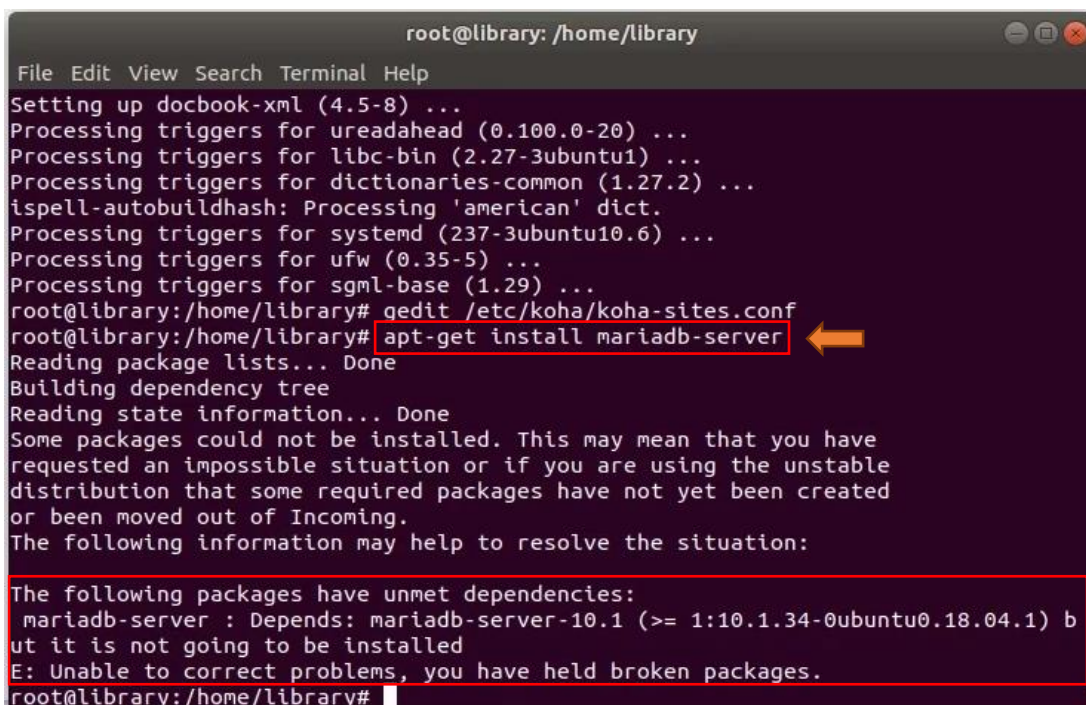
The above command will open an editor page. Here, add the port number for staff client and OPAC. Don't keep same port no for both. After that save and close the editor.



```
Activities Text Editor Fri 03:21
*koha-sites.conf
/etc/koha
Save
# NOTE: for a complete list of valid options please read koha-create(8)
## Apache virtual hosts creation variables
#
# Please note that the URLs are built like this:
# OPAC: http://<OPACPREFIX><INSTANCE NAME><OPACSUFFIX><DOMAIN>:<OPACPORT>
# STAFF: http://<INTRAPREFIX><INSTANCE NAME><INTRASUFFIX><DOMAIN>:<INTRAPORT>
DOMAIN="myDNSname.org"
INTRAPORT="8090"
INTRAPREFIX=""
INTRASUFFIX="-intra"
OPACPORT="80"
OPACPREFIX=""
OPACSUFFIX=""
## Default data to be loaded
#
# DEFAULTSQL: filename
# Specify an SQL file with default data to load during instance creation
# The SQL file can be optionally compressed with gzip
# default: (empty)
DEFAULTSQL=""
## Zebra global configuration variables
#
# ZEBRA_MARC_FORMAT: 'marc21' | 'normarc' | 'unimarc'
# Specifies the MARC records format for indexing
# default: 'marc21'
ZEBRA_MARC_FORMAT="marc21"
# ZEBRA_LANGUAGE: 'cs' | 'en' | 'es' | 'fr' | 'gr' | 'nb' | 'ru' | 'uk'
# Primary language for Zebra indexing
# default: 'en'
ZEBRA_LANGUAGE="en"
Plain Text Tab Width: 8 Ln 9, Col 16 INS
```

In the next step, install MySQL server by running the following command.

**apt-get install mysql-server**



```
root@library: /home/library
File Edit View Search Terminal Help
Setting up docbook-xml (4.5-8) ...
Processing triggers for ureadahead (0.100.0-20) ...
Processing triggers for libc-bin (2.27-3ubuntu1) ...
Processing triggers for dictionaries-common (1.27.2) ...
ispell-autobuildhash: Processing 'american' dict.
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ufw (0.35-5) ...
Processing triggers for sgml-base (1.29) ...
root@library:/home/library# gedit /etc/koha/koha-sites.conf
root@library:/home/library# apt-get install mariadb-server
Reading package lists... Done
Building dependency tree
Reading state information... Done
Some packages could not be installed. This may mean that you have
requested an impossible situation or if you are using the unstable
distribution that some required packages have not yet been created
or been moved out of Incoming.
The following information may help to resolve the situation:

The following packages have unmet dependencies:
 mariadb-server : Depends: mariadb-server-10.1 (>= 1:10.1.34-0ubuntu0.18.04.1) b
ut it is not going to be installed
E: Unable to correct problems, you have held broken packages.
root@library:/home/library#
```



After giving the command it will result that it could not possible to install MariaDB due to broken packages (see the above image). To fix this issue install the MariaDB client by running the following commands.

```
root@library: /home/library
File Edit View Search Terminal Help
Processing triggers for libc-bin (2.27-3ubuntu1) ...
Processing triggers for dictionaries-common (1.27.2) ...
ispell-autobuildhash: Processing 'american' dict.
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ufw (0.35-5) ...
Processing triggers for sgml-base (1.29) ...
root@library:/home/library# gedit /etc/koha/koha-sites.conf
root@library:/home/library# apt-get install mariadb-server
Reading package lists... Done
Building dependency tree
Reading state information... Done
Some packages could not be installed. This may mean that you have
requested an impossible situation or if you are using the unstable
distribution that some required packages have not yet been created
or been moved out of Incoming.
The following information may help to resolve the situation:

The following packages have unmet dependencies:
 mariadb-server : Depends: mariadb-server-10.1 (>= 1:10.1.34-0ubuntu0.18.04.1) b
ut it is not going to be installed
E: Unable to correct problems, you have held broken packages.
root@library:/home/library# apt-get install mariadb-client-10.1
Reading package lists... Done
Building dependency tree... 86%
```

After completing run the MariaDB server installation again. It will install now. Then assign the MySQL root password by running the below command

**mysqladmin -u root password library**

```
root@library: /home/library
File Edit View Search Terminal Help
Preparing to unpack .../6-mariadb-server_1%3a10.1.34-0ubuntu0.18.04.1_all.deb ..
.
Unpacking mariadb-server (1:10.1.34-0ubuntu0.18.04.1) ...
Setting up mariadb-server-core-10.1 (1:10.1.34-0ubuntu0.18.04.1) ...
Setting up libhtml-template-perl (2.97-1) ...
Processing triggers for ureadahead (0.100.0-20) ...
Setting up socat (1.7.3.2-2ubuntu2) ...
Setting up gawk (1:4.1.4+dfsg-1build1) ...
Processing triggers for libc-bin (2.27-3ubuntu1) ...
Setting up galera-3 (25.3.20-1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for man-db (2.8.3-2ubuntu0.1) ...
Setting up mariadb-server-10.1 (1:10.1.34-0ubuntu0.18.04.1) ...
Created symlink /etc/systemd/system/mysql.service → /lib/systemd/system/mariadb
.service.
Created symlink /etc/systemd/system/mysqld.service → /lib/systemd/system/mariadb
.service.
Created symlink /etc/systemd/system/multi-user.target.wants/mariadb.service → /l
ib/systemd/system/mariadb.service.
Setting up mariadb-server (1:10.1.34-0ubuntu0.18.04.1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ureadahead (0.100.0-20) ...
root@library:/home/library# mysqladmin -u root password library
root@library:/home/library#
```

Configure the Apache by running the following commands

```
a2enmod rewrite
```

```
a2enmod cgi
```

```
service apache2 restart
```

```
root@library: /home/library
File Edit View Search Terminal Help
Setting up galera-3 (25.3.20-1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for man-db (2.8.3-2ubuntu0.1) ...
Setting up mariadb-server-10.1 (1:10.1.34-0ubuntu0.18.04.1) ...
Created symlink /etc/systemd/system/mysql.service → /lib/systemd/system/mariadb.service.
Created symlink /etc/systemd/system/mysqld.service → /lib/systemd/system/mariadb.service.
Created symlink /etc/systemd/system/multi-user.target.wants/mariadb.service → /lib/systemd/system/mariadb.service.
Setting up mariadb-server (1:10.1.34-0ubuntu0.18.04.1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ureadahead (0.100.0-20) ...
root@library:/home/library# mysqladmin -u root password library
root@library:/home/library# a2enmod rewrite
Enabling module rewrite.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# a2enmod cgi
Enabling module cgi.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# service apache2 restart
root@library:/home/library#
```

In the next step, create Koha database by running the following command. Here it was given 'library' for example.

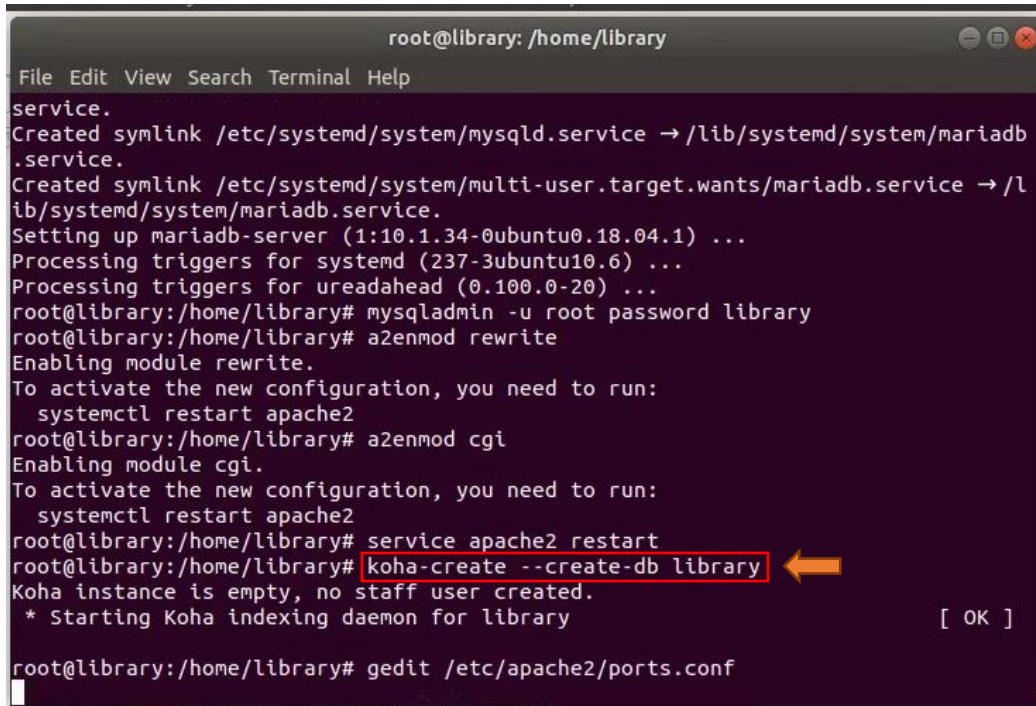
```
koha-create --create-db library
```

```
root@library: /home/library
File Edit View Search Terminal Help
Created symlink /etc/systemd/system/mysql.service → /lib/systemd/system/mariadb.service.
Created symlink /etc/systemd/system/mysqld.service → /lib/systemd/system/mariadb.service.
Created symlink /etc/systemd/system/multi-user.target.wants/mariadb.service → /lib/systemd/system/mariadb.service.
Setting up mariadb-server (1:10.1.34-0ubuntu0.18.04.1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ureadahead (0.100.0-20) ...
root@library:/home/library# mysqladmin -u root password library
root@library:/home/library# a2enmod rewrite
Enabling module rewrite.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# a2enmod cgi
Enabling module cgi.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# service apache2 restart
root@library:/home/library# koha-create --create-db library
Koha instance is empty, no staff user created.
* Starting Koha indexing daemon for library
[ OK ]
root@library:/home/library#
```



Next then add port to Koha staff client and OPAC by running the following command

**gedit /etc/apache2/ports.conf**



```
root@library: /home/library
File Edit View Search Terminal Help
service.
Created symlink /etc/systemd/system/mysqld.service → /lib/systemd/system/mariadb.service.
Created symlink /etc/systemd/system/multi-user.target.wants/mariadb.service → /lib/systemd/system/mariadb.service.
Setting up mariadb-server (1:10.1.34-0ubuntu0.18.04.1) ...
Processing triggers for systemd (237-3ubuntu10.6) ...
Processing triggers for ureadahead (0.100.0-20) ...
root@library:/home/library# mysqladmin -u root password library
root@library:/home/library# a2enmod rewrite
Enabling module rewrite.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# a2enmod cgi
Enabling module cgi.
To activate the new configuration, you need to run:
  systemctl restart apache2
root@library:/home/library# service apache2 restart
root@library:/home/library# koha-create --create-db library
Koha instance is empty, no staff user created.
* Starting Koha indexing daemon for library
[ OK ]
root@library:/home/library# gedit /etc/apache2/ports.conf
```

It will open an editor. Here add the port number what you have assigned before for OPAC in after Listen. Then press enter and write **Listen** and then add the staff client port what you have assigned before. Then save and close the editor.



```
Activities Text Editor Fri 03:45
*ports.conf /etc/apache2
Open Save
# If you just change the port or add more ports here, you will likely also
# have to change the VirtualHost statement in
# /etc/apache2/sites-enabled/000-default.conf
Listen 80
Listen 8090
<IfModule ssl_module>
  Listen 443
</IfModule>
<IfModule mod_gnutls.c>
  Listen 443
</IfModule>
# vim: syntax=apache ts=4 sw=4 sts=4 sr noet
Plain Text Tab Width: 4 Ln 6, Col 12 INS
```

After closing the editor restart the Apache by running the following command.

```
service apache2 restart
```

In the next step, enable some modules by running the following commands.

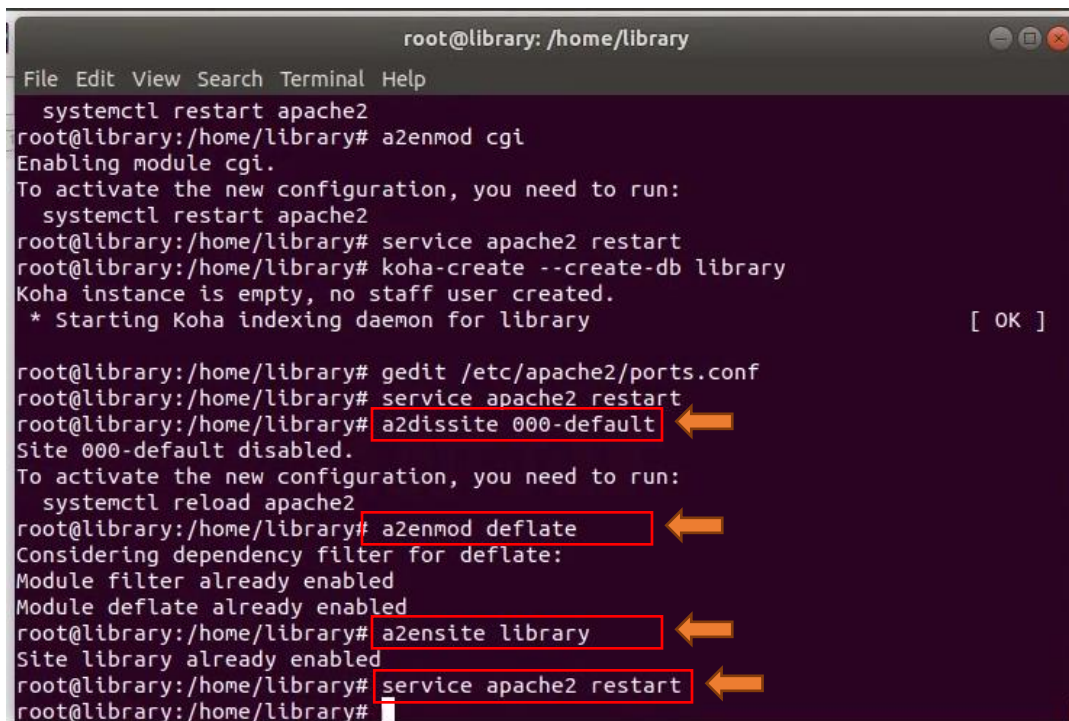
```
sudo a2dissite 000-default
```

```
sudo a2enmod deflate
```

```
sudo a2ensite library
```

Then restart the Apache by running the following command.

```
sudo service apache2 restart
```



```
root@library: /home/library
File Edit View Search Terminal Help
systemctl restart apache2
root@library:/home/library# a2enmod cgi
Enabling module cgi.
To activate the new configuration, you need to run:
systemctl restart apache2
root@library:/home/library# service apache2 restart
root@library:/home/library# koha-create --create-db library
Koha instance is empty, no staff user created.
* Starting Koha indexing daemon for library [ OK ]

root@library:/home/library# gedit /etc/apache2/ports.conf
root@library:/home/library# service apache2 restart
root@library:/home/library# a2dissite 000-default
Site 000-default disabled.
To activate the new configuration, you need to run:
systemctl reload apache2
root@library:/home/library# a2enmod deflate
Considering dependency filter for deflate:
Module filter already enabled
Module deflate already enabled
root@library:/home/library# a2ensite library
Site library already enabled
root@library:/home/library# service apache2 restart
root@library:/home/library#
```

In the next step, change the Koha default master password. In order to do so, you have to enter in MySQL and run the following commands.

```
mysql -uroot -p
```

Give the MySQL root password. Then run the commands.

```
use mysql;
```

```
SET PASSWORD FOR 'koha_library'@'localhost' =  
PASSWORD('koha123');
```

```
flush privileges;
```

```
quit;
```

```
root@library: /home/library  
File Edit View Search Terminal Help  
root@library: /home/library# gedit /etc/koha/sites/library/koha-conf.xml  
root@library: /home/library# mysql -uroot -p  
Enter password:  
Welcome to the MariaDB monitor. Commands end with ; or \g.  
Your MariaDB connection id is 44  
Server version: 10.1.34-MariaDB-0ubuntu0.18.04.1 Ubuntu 18.04  
  
Copyright (c) 2000, 2018, Oracle, MariaDB Corporation Ab and others.  
  
Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.  
  
MariaDB [(none)]> use mysql;  
Reading table information for completion of table and column names  
You can turn off this feature to get a quicker startup with -A  
  
Database changed  
MariaDB [mysql]> SET PASSWORD FOR 'koha_library'@'localhost' = PASSWORD('koha123'  
'');  
Query OK, 0 rows affected (0.28 sec)  
  
MariaDB [mysql]> flush privileges;  
Query OK, 0 rows affected (0.18 sec)  
  
MariaDB [mysql]> quit;
```

After coming from MySQL to root run the following command to change the password

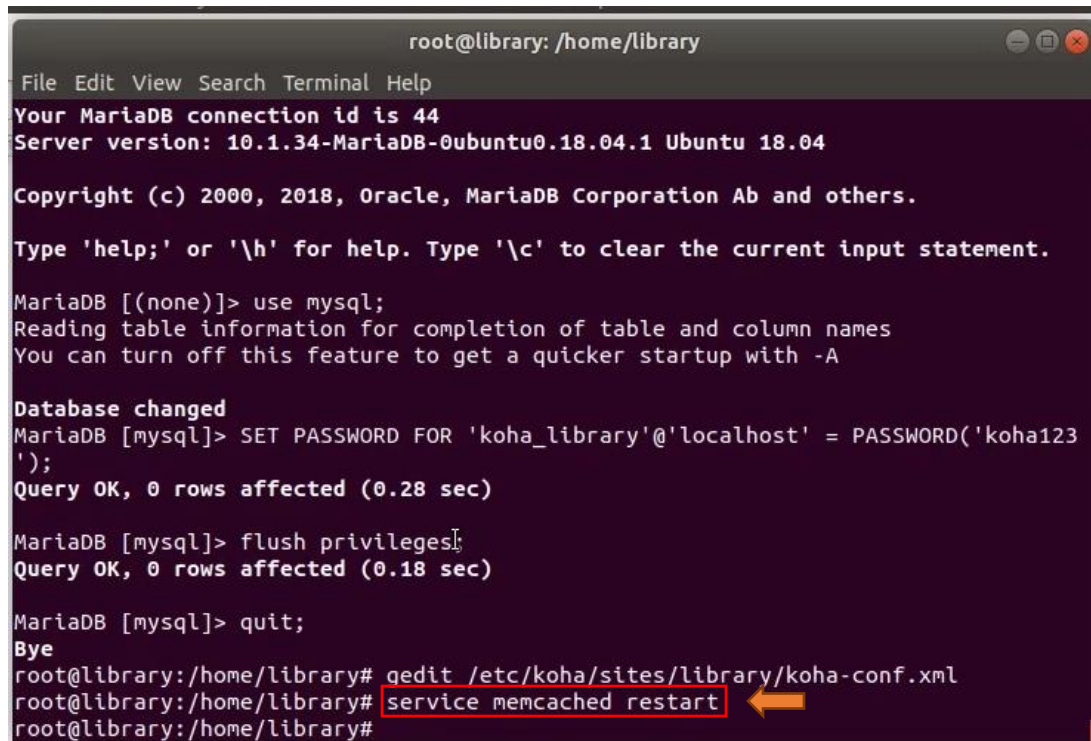
```
gedit /etc/koha/sites/library/koha-conf.xml
```

```
Activities Text Editor Fri 04:00  
koha-conf.xml /etc/koha/sites/library  
Save  
<?serverinfo>  
-->  
  
<config>  
<db_scheme>mysql</db_scheme>  
<database>koha_library</database>  
<hostname>localhost</hostname>  
<port>3306</port>  
<user>koha_library</user>  
<pass>koha123</pass>  
<biblioserver>1</biblioserver>  
<biblioserversshadow>1</biblioserversshadow>  
<authorityserver>authorities</authorityserver>  
<authorityserversshadow>1</authorityserversshadow>  
<pluginsdir>/var/lib/koha/library/plugins</pluginsdir> <!-- This entry can be repeated to use multiple  
directories -->  
<enable_plugins>0</enable_plugins>  
<upload_path>/var/lib/koha/library/uploads</upload_path>  
<tmp_path>/var/lib/koha/library/tmp</tmp_path>  
<intranetdir>/usr/share/koha/intranet/cgi-bin</intranetdir>  
<opacdir>/usr/share/koha/opac/cgi-bin/opac</opacdir>  
<opachtdocs>/usr/share/koha/opac/htdocs/opac-tmpl</opachtdocs>  
<intrahtdocs>/usr/share/koha/intranet/htdocs/intranet-tmpl</intrahtdocs>  
<includes>/usr/share/koha/intranet/htdocs/intranet-tmpl/prog/en/includes/</includes>  
<logdir>/var/log/koha/library</logdir>  
<docdir>/usr/share/doc/koha-common</docdir>  
<backupdir>/var/spool/koha/library</backupdir>
```

It will open an editor. Find there the following piece of information in the above image. Change the password given in between these '<pass></pass>' tags. Then save and close the editor.

Then restart the Memcached

### Service memcached restart

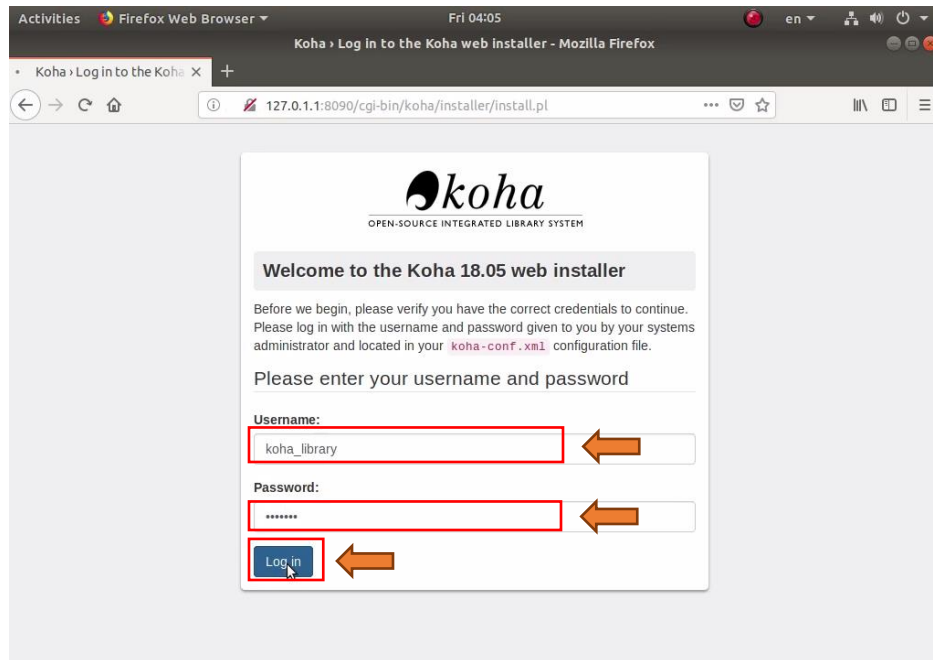


```
root@library: /home/library
File Edit View Search Terminal Help
Your MariaDB connection id is 44
Server version: 10.1.34-MariaDB-0ubuntu0.18.04.1 Ubuntu 18.04
Copyright (c) 2000, 2018, Oracle, MariaDB Corporation Ab and others.
Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.
MariaDB [(none)]> use mysql;
Reading table information for completion of table and column names
You can turn off this feature to get a quicker startup with -A
Database changed
MariaDB [mysql]> SET PASSWORD FOR 'koha_library'@'localhost' = PASSWORD('koha123');
Query OK, 0 rows affected (0.28 sec)
MariaDB [mysql]> flush privileges;
Query OK, 0 rows affected (0.18 sec)
MariaDB [mysql]> quit;
Bye
root@library:/home/library# qedit /etc/koha/sites/library/koha-conf.xml
root@library:/home/library# service memcached restart
root@library:/home/library#
```

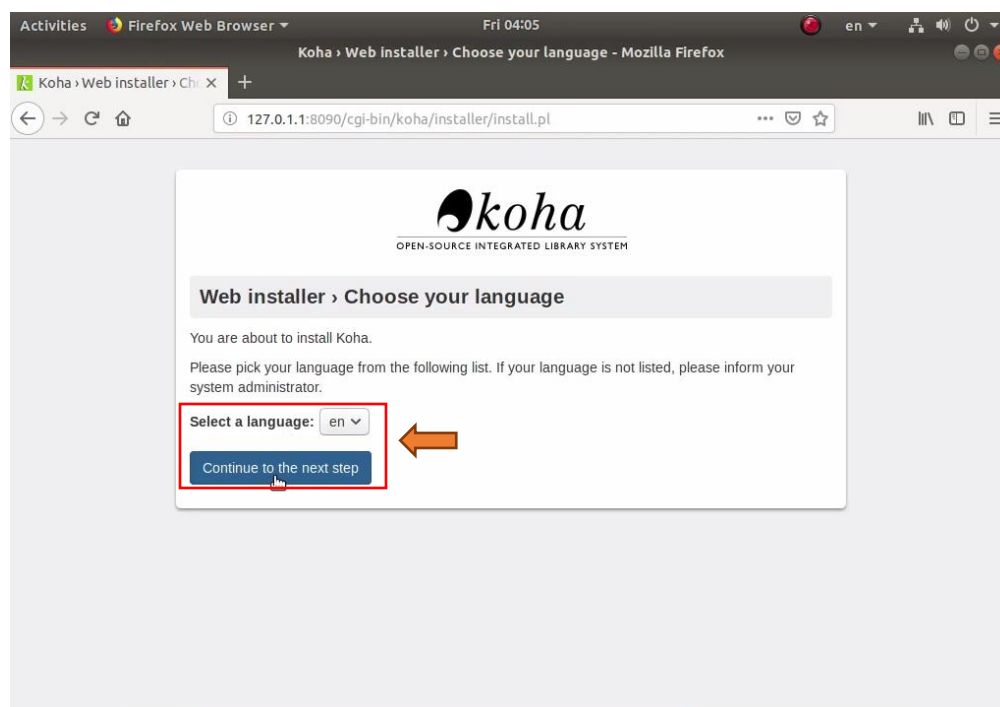


Your installation is almost done. Next open the Firefox browser and enter the URL 'http://localhost:8090' (your staff client port no what you have assigned here it is 8090).

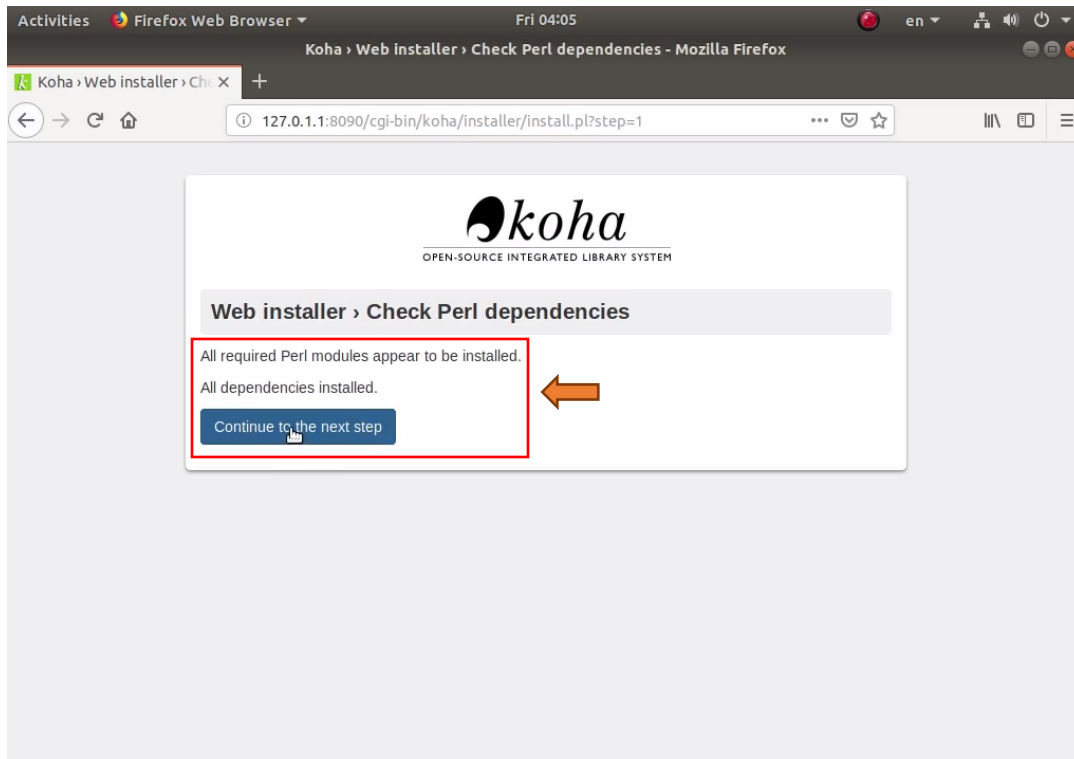
It will open the Koha staff client portal to install the wen installer. Give your client user ID and password to login.



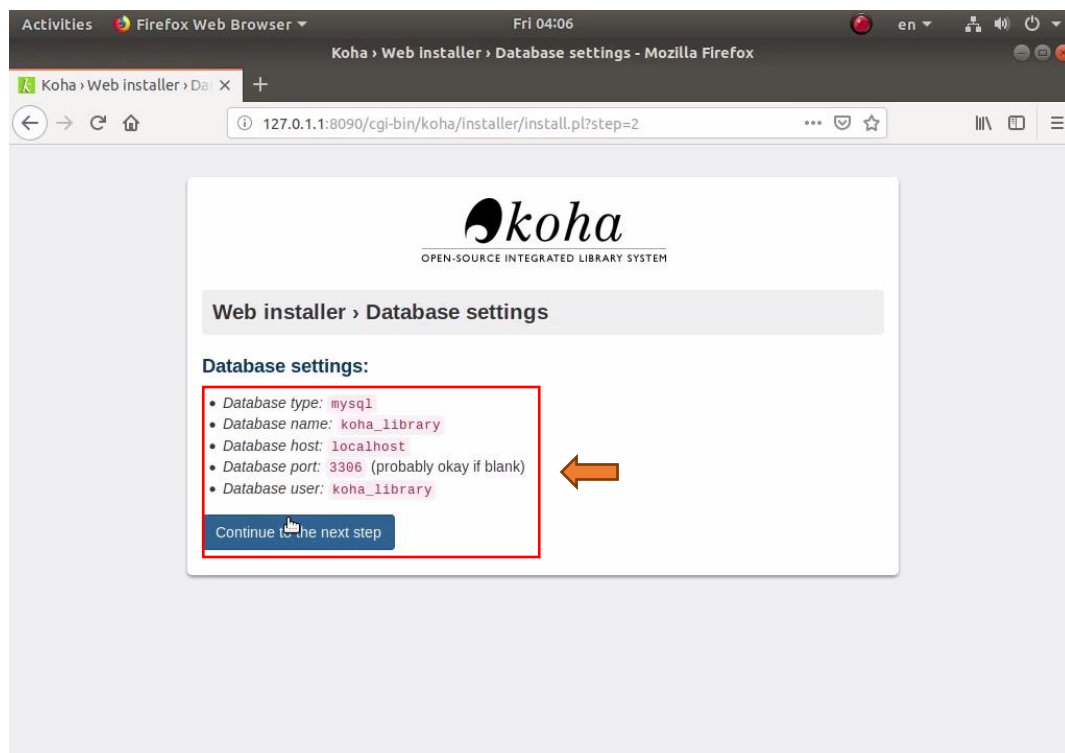
After login, you have to install some packages manually. First is choose the language.

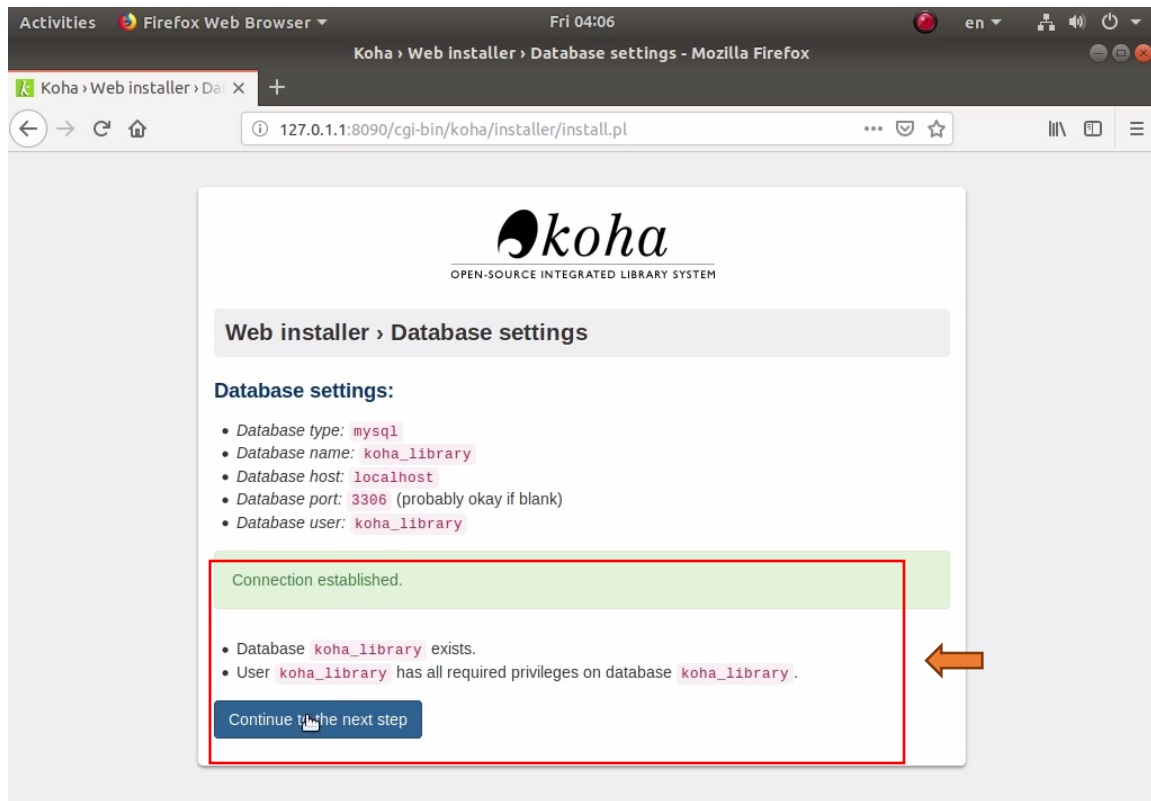


Next install the required Perl modules and dependencies. Just click on next.

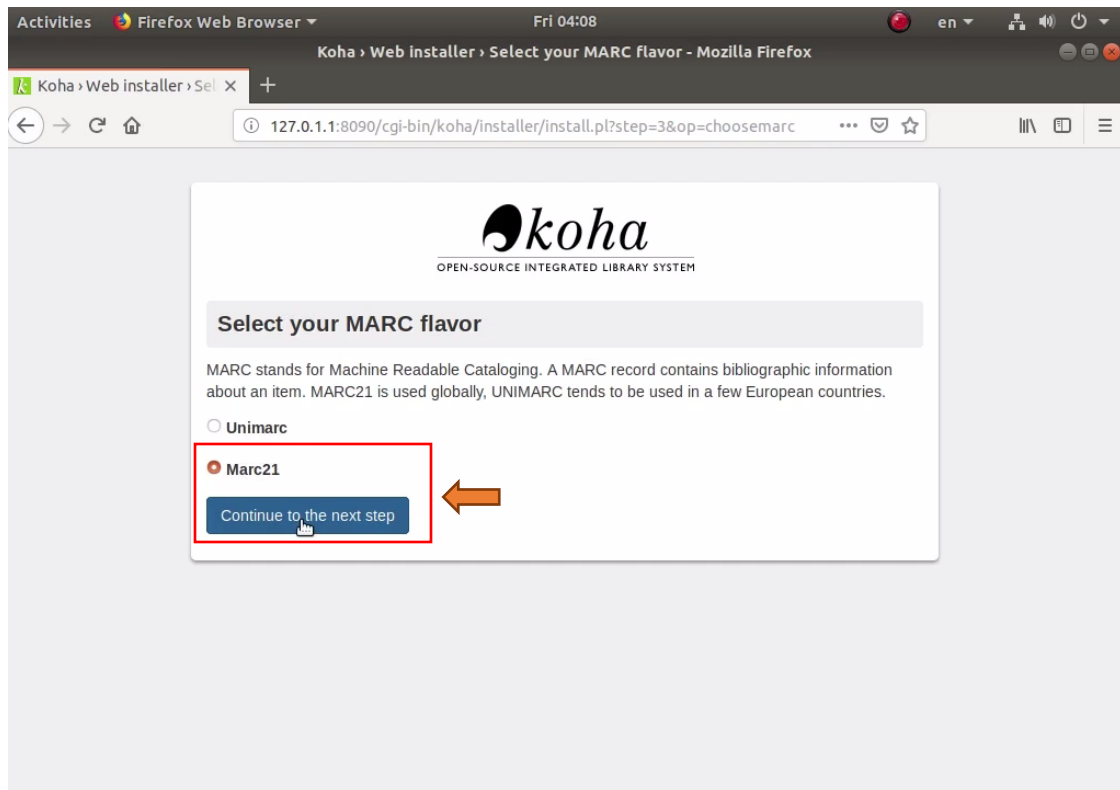


Next confirm the database setting and the click on next to create default database table.





After that choose the MARC format for bibliographic data input and click continue.



Next to it, default frameworks are to be established. Choose the value and import.

**Web installer > Selecting default settings**

**MARC frameworks: MARC21**

**Mandatory**  
Select none

- Default MARC21 Standard Authority types  
Personal Name  
Corporate Name  
Meeting Name  
Uniform Title  
Chronological Term  
Topical Term  
Geographic Name  
Genre/Form Term  
(*authorities\_normal\_marc21*)
- Default MARC 21 bibliographic framework.  
(*marc21\_framework\_DEFAULT*)

Select all

- Selected matching rules for MARC 21 bibliographic records, including:  
ISBN  
ISSN  
(*marc21\_default\_matching\_rules*)
- 'FA', a 'Fast Add' minimal MARC21 framework suitable for ILL or on-the-fly cataloguing.  
(*marc21\_sample\_fastadd\_framework*)
- Simple MARC 21 bibliographic frameworks for some common types of bibliographic material. Frameworks are used to define the structure of your MARC records and the behavior of the integrated MARC editor. You can change these at any time after installation. The frameworks in this optional default setting include:  
BKS Books, Booklets, Workbooks  
CF CD-ROMs, DVD-ROMs, General Online Resources  
SR Audio Cassettes, CDs  
VR DVDs, VHS  
AR Models  
KT Kits  
IR Binders  
SER Serials  
(*marc21\_simple\_bib\_frameworks*)

**Other data**

**Mandatory**  
Select none

- Default Koha system authorised values  
(*auth\_values*)
- Default classification sources and filing rules  
(*class\_sources*)
- Defines default message transports for email and sms.  
(*message\_transport\_types*)
- Sample frequencies for subscriptions  
(*sample\_frequencies*)
- Sample notices  
(*sample\_notices*)
- Defines default messages for the enhanced messaging configuration.  
(*sample\_notices\_message\_attributes*)
- Defines default message transports for sending item due messages and advance notice messages through email and SMS.  
(*sample\_notices\_message\_transports*)
- Sample numbering patterns for subscriptions  
(*sample\_numberpatterns*)



## Optional

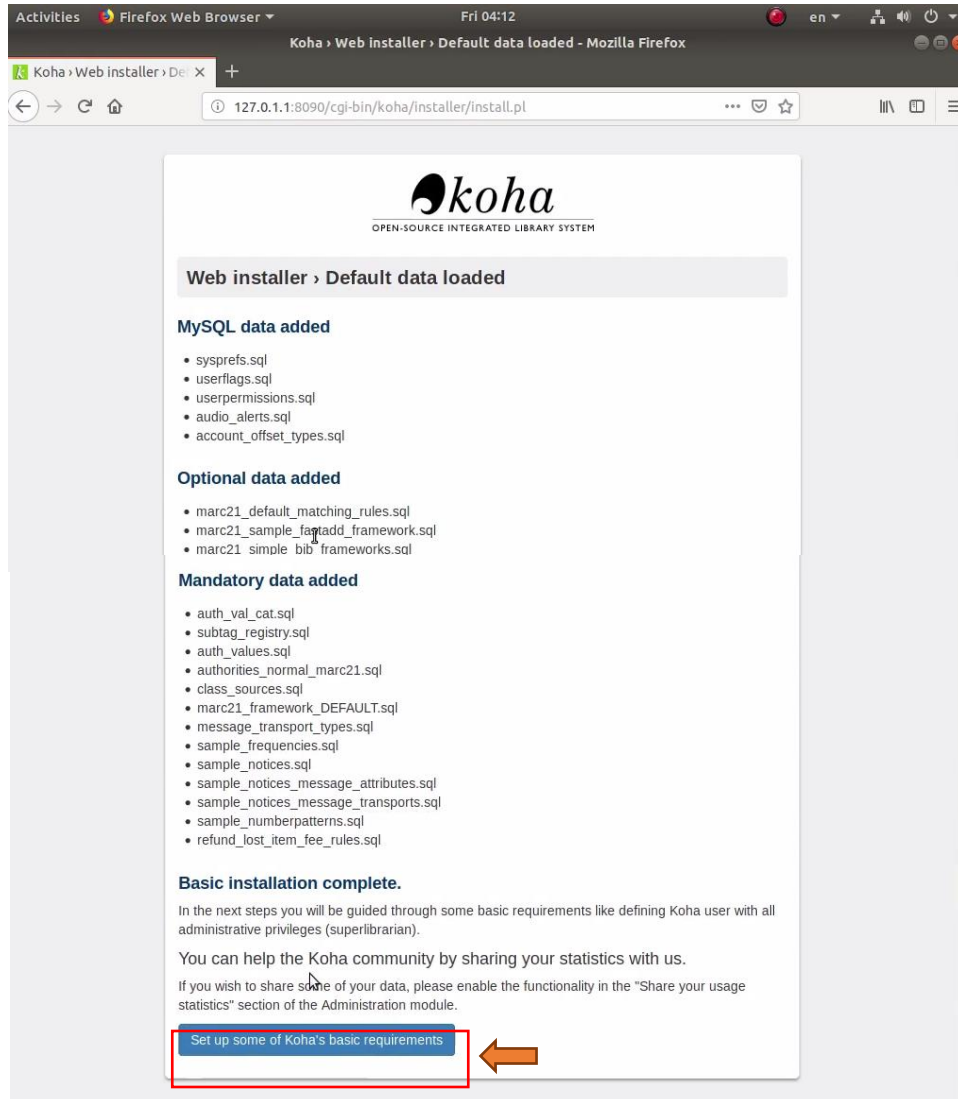
Select all

- Some basic default authorised values for library locations, item lost status, etc. You can change these at any time after installation.  
(*auth\_val*)
- CSV profiles  
  
Default CSV export profiles; including one for exporting serial claims.  
(*csv\_profiles*)
- Coded values conforming to the Z39.71-2006 holdings statements for bibliographic items. Refer to <http://www.niso.org/standards/index.html> for details.  
(*marc21\_holdings\_coded\_values*)
- MARC code list for relators, as of <http://www.loc.gov/marc/relators/relaterm.html>  
(*marc21\_relator\_terms*)
- Some basic currencies with USA dollar as default for ACQ module  
(*parameters*)
- Useful patron attribute types:  
\* SHOW\_BCODE - Show barcode on the patron summary screen items listings  
(*patron\_attributes*)
- Sample patron types and categories. Types are currently hardcoded but you can manage categories after installation from the administration module.  
  
Adult patron - default patron type  
PT - Patron  
ST - Student  
BH - Homebound  
  
Child - patron with a guarantor  
K - Kid  
J - Juvenile  
YA - Young Adult  
  
Organization - patron is an institution, not a person  
ILL - Inter-library Loan  
SC - School  
L - Library  
  
Professional - a member of an organization (organization is guarantor)  
T - Teacher  
S - Staff  
B - Board  
(*patron\_categories*)
- Sample label and patron card data  
(*sample\_creator\_data*)
- Sample holidays: Sunday, Christmas, New Year's  
(*sample\_holidays*)
- A set of default item types.  
(*sample\_itemtypes*)
- Sample libraries.  
(*sample\_libraries*)
- Sample news items  
(*sample\_news*)
- Sample patrons  
(*sample\_patrons*)
- Sample quotes  
(*sample\_quotes*)
- Allow access to the following servers to search and download record information:  
LIBRARY OF CONGRESS  
LIBRARY OF CONGRESS NAMES (authority records)  
LIBRARY OF CONGRESS SUBJECTS (authority records)  
COLUMBIA UNIVERSITY  
(*sample\_z3950\_servers*)

When you've made your selections, please click 'Import' below to begin the process. It may take a while to complete. Please be patient.



After choosing the default frameworks and values it will ask for conformation to set up the parameters. Click to set up.



The web installer installation is complete now. Now it will ask to onboard for some basic set up. It will automatically take you to the first step.



At first you have to create a library by providing library code and name.

Activities Firefox Web Browser Fri 04:13  
Koha > Web Installer > Create a library - Mozilla Firefox

Koha > Web installer > Create a library

127.0.1.1:8090/cgi-bin/koha/installer/onboarding.pl

**koha**  
OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

Web installer > Create a library

Library code:  Required

Name:  Required

To add another library and for more settings, go to:

Administration > Libraries and groups

Submit

Waiting for 127.0.1.1...

In the next satge, chose the MARC form for record keeping. Chose MARC21 and then click next.

Activities Firefox Web Browser Fri 04:14  
Koha > Web installer > Add a patron category - Mozilla Firefox

Koha > Web installer > Add a patron category

127.0.1.1:8090/cgi-bin/koha/installer/onboarding.pl

Web installer > Create a patron category

Library created!

The patron category you create will be used by the administrator account.

Category code:  Required

Description:  Required

Overdue notice required:

Category type:

Default privacy:

Controls how long a patrons checkout history is kept for new patrons of this category. "Never" anonymizes checkouts on return, and "Forever" keeps a patron's checkout history indefinitely. When set to "Default", the amount of history kept is controlled by the cronjob `batch_anonymise.pl` which should be set up by your system administrator.

Enrolment period:

Choose one

In months:

Until date:

Please choose an enrolment period in months OR by date.  
(MM/DD/YYYY)

To add another patron category and for more settings go to:

[Administration > Patron categories](#)

After that, create a patron with super librarian permission. You can use the same ID

Activities Firefox Web Browser Fri 04:15  
Koha > Web Installer > Create Koha administrator patron - Mozilla Firefox

Koha > Web installer > Cre X +  
127.0.1.1:8090/cgi-bin/koha/installer/onboarding.pl

Patron category created!

Now we will create a patron with superlibrarian permissions. Log in with this to access Koha as a staff member with all permissions.

**Administrator identity**

Surname:  Required

First name:  Required

Card number:  Required

Library:  Required

Patron category:  Required

Note: If you installed sample patron categories please select the "Staff" option in the patron categories dropdown box.

**Administrator account permissions**

superlibrarian

**Administrator login**

Username:  Required

Password:  Required

Password must contain at least 3 characters, including UPPERCASE, lowercase and numbers

Confirm password:  Required

To create another patron, go to:

[Patrons > New patron](#)

To edit patron permissions, go to:

[More > Set permissions](#)

Next to it create an item type with a code and description.

Activities Firefox Web Browser Fri 04:17  
Koha > Web Installer > Create a new item type - Mozilla Firefox

Koha > Web installer > Create a new item type

127.0.1.1:8090/cgi-bin/koha/installer/onboarding.pl

**KOHA**  
OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

Web installer > Create a new item type

Administrator account created!

Item types are used to group related items. Examples of item types might be books, CDs, or DVDs. When adding to your institution's catalog you will create an item of a particular item type.

Important! Item types are what you apply circulation rules to. Circulation rules govern how your institution will lend its items: Checkout length, renewal policy, hold policy, etc. For example a circulation rule applied to the DVD item type may enforce a payment of \$1.00 for checking out any DVD.

Item type code: BK Required

Description: Book Required

To create another item type later and for more settings go to:

Administration > Item types

Submit

After that, create a circulation rule for one library and one patron at least.

Activities Firefox Web Browser Fri 04:18  
Koha > Web Installer > Create circulation rule - Mozilla Firefox

Koha > Web installer > Create a new item type

127.0.1.1:8090/cgi-bin/koha/installer/onboarding.pl

Library branch: Institute Library Required

Patron category: Staff Required

Item type: All Required

Current checkouts allowed: 5 Required

Loan period: 30 Required

Units: Days

Renewals allowed: 2 Required

Renewals period: 14 Required

On shelf holds allowed: Yes

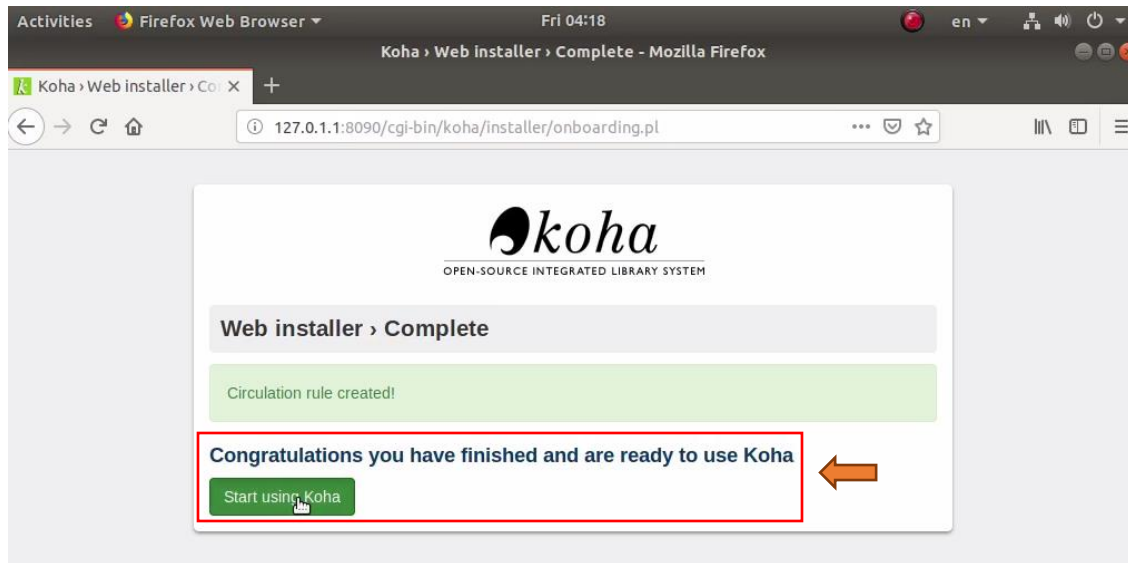
To create circulation rule, go to:

Administration > Circulation and fine rules

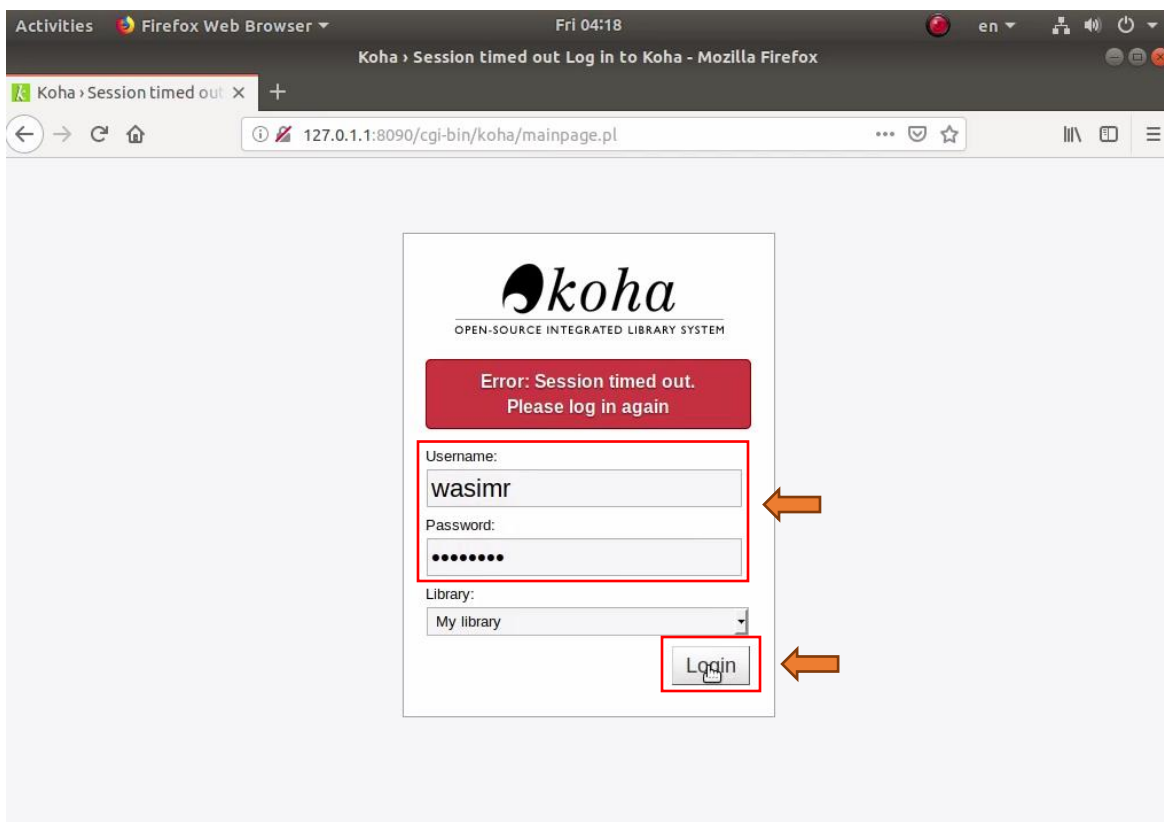
Submit

Waiting for 127.0.1.1...

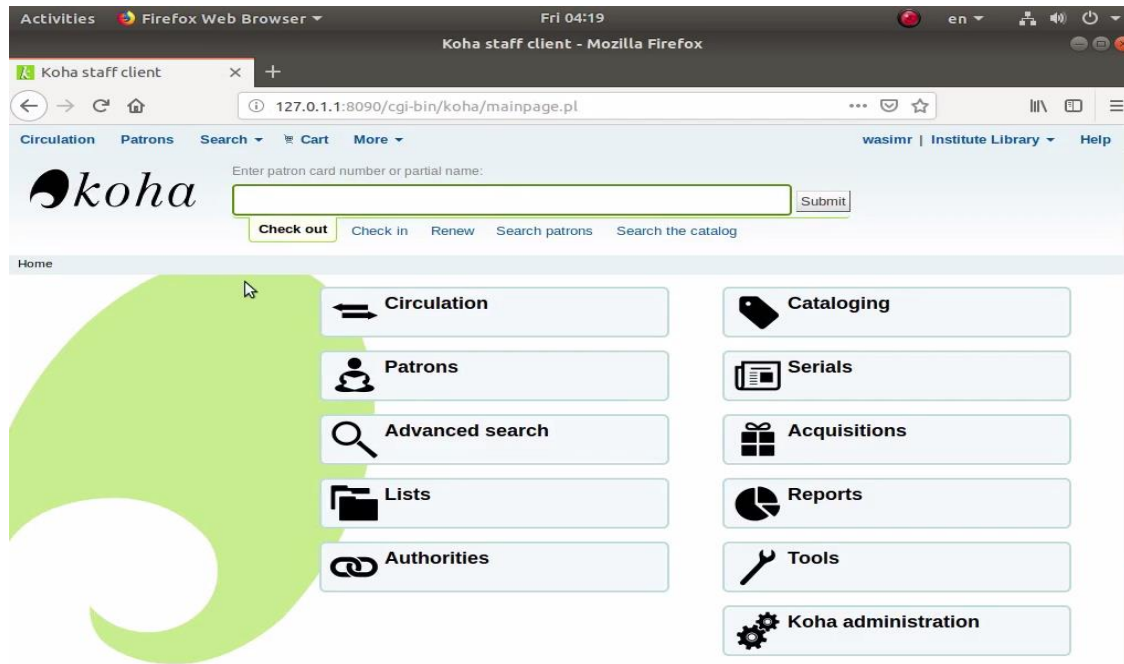
Now your installation is complete click to start using Koha



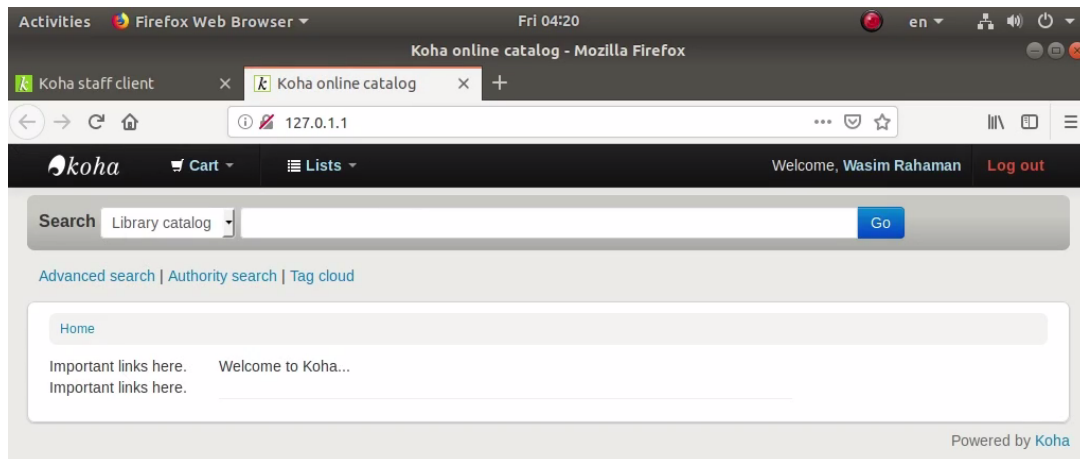
Login your staff client by your user ID and password.



Enjoy your Koha staff interface (<http://localhost:8090>) and OPAC (<http://localhost:80>)



For OPAC, open another tab and put the URL 'localhost:(your OPAC port what you have assigned)'. Here it is 8000 for example.





# Koha and Its Modules

This is your staff interface after log in to Koha with your staff ID password.

Circulation Patrons Search More admin | Central Library | Help

Enter patron card number or partial name:  Submit

Check out Check in Search patrons Search the catalog

Home

**Quick Important Links**

**Welcome to Koha**

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust, Koha is currently maintained by a team of software providers and library technology staff from around the globe.

Posted on 29/10/2007 Edit | Delete | New

**What's Next?**

Now that you've installed Koha, what's next? Here are some suggestions:

- Read Koha Documentation
- Read/Write to the Koha Wiki
- Read and Contribute to Discussions
- Report Koha Bugs
- Submit Patches to Koha using Git (Version Control System)
- Chat with Koha users and developers

Posted on 29/10/2007 Edit | Delete | New

**Koha administration**

**Acquisition**

**Cataloging**

**Circulation**

**Serials Control**

**Generate Reports**

**Database Backup & Restore**

**Add User/Patrons**

**Tools (Export/Import)**

**Authorities**

**Private/Public Lists**

**Advanced search**

**About Koha**

**Logout**

## Go to Global System Preferences

Enter search keywords:  Submit

Check out Check in Search the catalog

Home Administration

**Koha Administration**

**Global system preferences**

Manage global system preferences like MARC flavor, date format, administrator email, and templates.

Search

**Basic parameters**

**Libraries and Groups**

Define libraries and groups.

**Item types / Document Types**

Define item types / document types used for circulation rules.

**Authorized Values**

Define categories and authorized values for them.

**Patrons and circulation**

**Patron categories**

Define patron categories.

**Circulation and fines rules**

Define circulation and fines rules for combinations of libraries, patron categories, and item types

**Patron attribute types**

Define extended attributes (identifiers and statistical categories) for patron records

**Library transfer limits**

Limit the ability to transfer items between libraries based on the library sending, the library receiving, and the item type involved. These rules only go into effect if the preference UseBranchTransferLimits is set to ON.

**Transport cost matrix**

Define transport costs between branches

**Item circulation alerts**

Define rules for check-in and checkout notifications for combinations of libraries, patron categories, and item types

**Cities and towns**

Define cities and towns that your patrons live in.

**Catalog**

**MARC bibliographic framework**

Create and manage Bibliographic frameworks that define the characteristics of your MARC Records (field and subfield definitions) as well as templates for the MARC editor.

**Koha to MARC mapping**

Define the mapping between the Koha transactional database (SQL) and the MARC Bibliographic records. Note that the mapping can be defined through MARC Bibliographic Framework. This tool is just a shortcut to speed up linkage.

**Keywords to MARC mapping**

Define the mapping between keywords and MARC fields, those keywords are used to find some datas independently of the framework.

**MARC Bibliographic framework test**

Checks the MARC structure. If you change your MARC Bibliographic framework it's recommended that you run this tool to test for errors in your definition.

**Authority types**

Create and manage Authorities frameworks that define the characteristics of your MARC Records (field and subfield definitions).

**Classification sources**

Define classification sources (i.e., call number schemes) used by your collection. Also define filing rules used for sorting call numbers.

**Record matching rules**

Manage rules for automatically matching MARC records during record imports.

**OAI sets configuration**

Manage OAI Sets

**Acquisition parameters**

**Currencies and exchange rates**

Define currencies and exchange rates used for acquisitions.

**Budgets**

Define your budgets

**Funds**

Define funds within your budgets

192.168.28.215:8080/cgi-bin/koha/admin/preferences.pl

There you can find different parameter for different module. Change according wise.



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**Acquisitions preferences****▼ Policy**

Preference	Value
AcqCreateItem	Create an item when receiving an order.
AcqItemSetSubfieldsWhenReceived	Set subfields for item when items are created when receiving (e.g. o=5[a="foo bar"])
AcqViewBaskets	Show baskets created or managed by staff member.
AcqWarnOnDuplicateInvoice	Warn when the librarian tries to create an invoice with a duplicate number.
BasketConfirmations	When closing or reopening a basket, always ask for confirmation.
CurrencyFormat	Display currencies using the following format 360,000.00 (US)
gst	Default tax rates are 0 (enter in numeric form, 0.12 for 12%. First is the default. If you want more than 1 value, please separate with  )
UniqueItemFields	The following database columns should be unique in an item: barcode (separated by a space)

**▼ Printing**

Preference	Value
OrderPdfFormat	Use pdfformat::layout3page when printing basket groups.

 **Administration preferences****▼ CAS Authentication**

Preference	Value
AllowPkiAuth	Use no field for SSL client certificate authentication
casAuthentication	Don't use CAS for login authentication.
casLogout	Don't Logout of CAS when logging out of Koha.
casServerUrl	The CAS Authentication Server can be found at https://localhost:8443/

**▼ Interface options**

Preference	Value
DebugLevel	Show lots of debugging information in the browser when an internal error occurs.
delimiter	Separate columns in an exported report file with semicolons by default.
KohaAdminEmailAddress	Use bimtechworkshop@gn as the email address for the administrator of Koha. (This is the default From: address for emails unless there is one for the particular library, and is referred to when an internal error occurs.)
noItemTypeImages	Show itemtype icons in the catalog.
virtualshelves	Allow staff and patrons to create and view saved lists of books.

**▼ Login options**

Preference	Value
AutoLocation	Don't require staff to log in from a computer in the IP address range specified by their library (if any).
IndependentBranches	Don't prevent staff (but not superlibrarians) from modifying objects (holds, items, patrons, etc.) belonging to other libraries.
SessionStorage	Store login session information in the MySQL database.
timeout	Automatically log out users after 12000000 seconds of inactivity. Adding d will specify it in days, e.g. 1d is timeout of one day.

**▼ Mozilla Persona**

Preference	Value
Persona	Don't Allow Mozilla persona for login

**▼ Search Engine**

Preference	Value
SearchEngine	Zebra is the search engine used.

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**Authorities preferences**

Save all Authorities preferences

**▼ General**

Preference	Value
AuthDisplayHierarchy	Display <input type="text" value="broader term/narrower term hierarchies when viewing authorities."/> broader term/narrower term hierarchies when viewing authorities.
AutoCreateAuthorities	When editing records, <input type="text" value="generate"/> authority records that are missing (BiblioAddsAuthorities must be set to "allow" for this to have any effect).
BiblioAddsAuthorities	When editing records, <input type="text" value="allow"/> them to automatically create new authority records if needed, rather than having to reference existing authorities.
dontmerge	<input type="text" value="Do"/> automatically update attached biblios when changing an authority record. If this is off, please ask your administrator to enable the merge_authority.pl cronjob.
MARCAuthorityControlField008	Use the following text for the contents of MARC authority control field 008 position 06-39 (fixed length data elements). Do NOT include the date (position 00-05). <a href="#">Click to Edit</a>
UNIMARCAuthorityField100	Use the following text for the contents of UNIMARC authority field 100 position (fixed length data elements). Do NOT include the date (position 00-05). <a href="#">Click to Edit</a>
UseAuthoritiesForTracings	<input type="text" value="Don't use"/> authority record numbers instead of text strings for searches from subject tracings.

**▼ Linker**

Preference	Value
CatalogModuleRelink	<input type="text" value="Do not"/> automatically relink headings that have previously been linked when saving records in the cataloging module.
LinkerKeepStale	<input type="text" value="Do not"/> keep existing links to authority records for headings where the linker is unable to find a match.
LinkerModule	Use the <input type="text" value="Default"/> linker module for matching headings to authority records.
LinkerOptions	Set the following options for the authority linker <input type="text"/> (separate options with  )
LinkerRelink	<input type="text" value="Do"/> relink headings that have previously been linked to authority records.

Save all Authorities preferences Cancel

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Save all Cataloging preferences

**▼ Display**

Preference	Value
authoritysep	Separate multiple displayed authors, series or subjects with -- <input type="text"/> .
hide_marc	Display <input type="text" value="MARC tag numbers, subfield codes and indicators in MARC views."/> MARC tag numbers, subfield codes and indicators in MARC views.
IntranetBiblioDefaultView	By default, display biblio records in <input type="text" value="normal form."/> normal form.
ISBD	Use the following as the ISBD template: <a href="#">Click to Edit</a>
LabelMARCView	<input type="text" value="Don't"/> collapse repeated tags of the same type into one tag entry on the display.
NotesBlacklist	Don't show these <input type="text"/> note fields in title notes separator (OPAC record details) and in the description separator (Staff client record details). The fields should appear separated with commas and according with the Koha MARC format (eg 3.. for UNIMARC, 5.. for MARC21)
OpacSuppression	<input type="text" value="Don't hide"/> items marked as suppressed from OPAC search results. Note that you must have the Suppress index set up in Zebra and at least one suppressed item, or your searches will be broken. Restrict the suppression to IP addresses outside of the IP range
OpacSuppressionByIPRange	<input type="text"/> (Leave blank if not used. Define a range like 192.168..)
SeparateHoldings	<input type="text" value="Don't separate"/> items display into two tabs, where the first tab contains items whose <input type="text" value="home library"/> home library is the logged in user's library. The second tab will contain all other items.
SeparateHoldingsBranch	
URLLinkText	Show <input type="text"/> as the text of links embedded in MARC records.
UseControlNumber	<input type="text" value="Don't use"/> record control number (\$w subfields) and control number (001) for linking of bibliographic records.

**▼ Interface**

Preference	Value
advancedMARCeditor	Display <input type="text" value="descriptions of fields and subfields in the MARC editor."/> descriptions of fields and subfields in the MARC editor.
DefaultClassificationSource	Use <input type="text" value="Dewey Decimal Classification"/> as the default classification source.
EasyAnalyticalRecords	Display <input type="text" value="easy ways to create analytical record relationships"/> easy ways to create analytical record relationships

▼ Record Structure

Preference	Value
AlternateHoldingsField AlternateHoldingsSeparator	Display MARC subfield _____ as holdings information for records that do not have items (This can contain multiple subfields to look in; for instance 852abhi would look in 852 subfields a, b, h, and i, with the subfields separated by _____).
autoBarcode	Barcodes are <input type="text" value="incremental EAN-13 barcodes"/>
DefaultLanguageField008	Fill in the default language for field 008 Range 35-37 (e.g. eng, nor, ger, see <a href="#">MARC Code List for Languages</a> ) <input type="text" value="eng"/> Empty defaults to eng.
item-level_itypes	Use the item type of the <input type="text" value="specific item"/> as the authoritative item type (for determining circulation and fines rules, for displaying an item type icon on either opac detail or results page, etc).
itemcallnumber	Map the MARC subfield 082ab _____ to an item's callnumber. (This can contain multiple subfields to look in; for instance 082ab would look in 082 subfields a and b.) Examples: Dewey: 082ab or 092ab; LOC: 050ab or 090ab; from the item record: 852hi
marcflavour	Interpret and store MARC records in the <input type="text" value="MARC21"/> format.
MARCOrgCode	Fill in the MARC organization code <input type="text" value="Ost"/> by default in new MARC records (leave blank to disable).
NewItemsDefaultLocation	When items are created, give them the temporary location of <input type="text"/> (should be a location code, or blank to disable).
PrefillItem	When a new item is added, the new item is not prefilled with last created item values. <input type="text"/>
SubfieldsToUseWhenPrefill	Define a list of subfields to use when prefilling items (separated by space) <input type="text"/>
UNIMARCField100Language	Use the language (ISO 690-2) <input type="text" value="fre"/> as default language in the UNIMARC field 100 when creating a new record or in the field plugin.
z3950NormalizeAuthor z3950AuthorAuthFields	Don't copy <input type="text"/> authors from the UNIMARC <input type="text" value="701,702,700"/> tags (separated by commas) to the correct author tags when importing a record using Z39.50.

▼ Spine Labels

Preference	Value
SpineLabelAutoPrint	When using the quick spine label printer, <input type="text" value="don't"/> automatically pop up a print dialog.
SpineLabelFormat	Include the following fields on a quick-printed spine label: (Enter in columns from the <code>biblio</code> , <code>biblioitems</code> or <code>items</code> tables, surrounded by <code>&lt;</code> and <code>&gt;</code> .) <a href="#">Click to Edit</a>
SpineLabelShowPrintOnBibDetails	<input type="text" value="Display"/> buttons on the bib details page to print item spine labels.

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▼ Checkin Policy

Preference	Value
BlockReturnOfWithdrawnItems	<input type="text" value="Block"/> returning of items that have been withdrawn.
CalculateFinesOnReturn	<input type="text" value="Do"/> calculate and update overdue charges when an item is returned. <b>NOTE If you are doing hourly loans then you should have this on.</b>

▼ Checkout Policy

Preference	Value
AgeRestrictionMarker	Restrict patrons with the following target audience values from checking out inappropriate materials: <input type="text"/> E.g. enter target audience keyword(s) split by   (bar) FSK PEGI Age  (No white space near  ). Be sure to map agerestriction in Koha to MARC mapping (e.g. 521\$a). A MARC field value of FSK 12 or PEGI 12 would mean: Borrower must be 12 years old. Leave empty to not apply an age restriction.
AgeRestrictionOverride	<input type="text" value="Don't allow"/> staff to check out an item with age restriction.
AllFinesNeedOverride	<input type="text" value="Require"/> staff to manually override all fines, even fines less than noissuescharge.
AllowFineOverride	<input type="text" value="Don't allow"/> staff to manually override and check out items to patrons who have more than noissuescharge in fines.
AllowItemsOnHoldCheckout	<input type="text" value="Don't allow"/> checkouts of items reserved to someone else. If allowed do not generate RESERVE_WAITING and RESERVED warning. This allows self checkouts for those items.
AllowNotForLoanOverride	<input type="text" value="Don't allow"/> staff to override and check out items that are marked as not for loan.
AllowRenewalLimitOverride	<input type="text" value="Don't allow"/> staff to manually override the renewal limit and renew a checkout when it would go over the renewal limit.
AllowReturnToBranch	Allow materials to be returned to <input type="text" value="only the library the item was checked out from"/> .
AllowTooManyOverride	<input type="text" value="Allow"/> staff to override and check out items when the patron has reached the maximum number of allowed checkouts.
AutomaticItemReturn	<input type="text" value="Do"/> automatically transfer items to their home library when they are returned.
AutoRemoveOverduesRestrictions	<input type="text" value="Do not"/> allow OVERDUES restrictions triggered by sent notices to be cleared automatically when all overdue items are returned by a patron.
CircControl	Use the checkout and fines rules of <input type="text" value="the library the item is from"/> .
HomeOrHoldingBranch	Use the checkout and fines rules of <input type="text" value="the library the item was checked out from"/> .
HomeOrHoldingBranchReturn	On checkin route the returned item to <input type="text" value="the library the item is from"/> .
InProcessingToShelvingCart	<input type="text" value="Don't move"/> items that have the location PROC to the location CART when they are checked in.
IssueLostItem	When issuing an item that has been marked as lost, <input type="text" value="require confirmation"/> .
IssuingInProgress	<input type="text" value="Prevent"/> patrons from checking out an item whose rental charge would take them over the limit.
ManInvInNoissuesCharge	<input type="text" value="Include"/> MANUAL INV charges when summing up charges for noissuescharge.

maxoutstanding	Prevent patrons from making holds on the OPAC if they owe more than 500 INR in fines.
noissuescharge	Prevent patrons from checking out books if they have more than 500 INR in fines.
OverdueNoticeBcc	Send all notices as a BCC to this email address: <input type="text" value="dptkvs@gmail.com"/>
OverduesBlockCirc	Don't block when checking out to a borrower that has overdues outstanding
PrintNoticesMaxLines	Include up to 0 item lines in a printed overdue notice. If the number of items is greater than this number, the notice will end with a warning asking the borrower to check their online account for a full list of overdue items. Set to 0 to include all overdue items in the notice, no matter how many there are.
RenewalPeriodBase	When renewing checkouts, base the new due date on the current date.
RenewalSendNotice	Send a renewal notice according to patron checkout alert preferences.
RentalsInNoissuesCharge	Include rental charges when summing up charges for noissuescharge.
ReturnBeforeExpiry	Require patrons to return books before their accounts expire (by restricting due dates to before the patron's expiration date).
ReturnToShelvingCart	Don't move all items to the location CART when they are checked in.
TransfersMaxDaysWarning	Show a warning on the "Transfers to Receive" screen if the transfer has not been received 1 days after it was sent.
UseBranchTransferLimits BranchTransferLimitsType	Don't enforce library transfer limits based on collection code.
useDaysMode	Calculate the due date using the calendar to push the due date to the next open day.
UseTransportCostMatrix	Use Transport Cost Matrix for calculating optimal holds filling between branches.

#### ▼ Course Reserves

Preference	Value
UseCourseReserves	Use course reserves

#### ▼ Fines Policy

Preference	Value
finesCalendar	Calculate fines based on days overdue: directly.
FinesIncludeGracePeriod	Include the grace period when calculating the fine for an overdue item.
finesMode	Calculate and charge fines (when misc/cronjobs/fines.pl is being run).
RefundLostItemFeeOnReturn	Refund lost item fees charged to a borrower when the lost item is returned.
WhenLostChargeReplacementFee	Charge the replacement price when a patron loses an item.
WhenLostForgiveFine	Don't Forgive the fines on an item when it is lost.

#### ▼ Holds Policy

Preference	Value
AllowHoldDateInFuture	Allow hold requests to be placed that do not enter the waiting list until a certain future date.
AllowHoldPolicyOverride	Allow staff to override hold policies when placing holds.
AllowHoldsOnDamagedItems	Don't allow hold requests to be placed on damaged items.
AllowHoldsOnPatronsPossessions	Allow a patron to place a hold on a record where the patron already has one or more items attached to that record checked out.
AllowOnShelfHolds	Allow hold requests to be placed on items that are not checked out.
AutoResumeSuspendedHolds	Allow suspended holds to be automatically resumed by a set date.
canreservefromotherbranches	Don't allow (with independent branches) a user from one library to place a hold on an item from another library
ConfirmFutureHolds	Confirm future hold requests (starting no later than 0 days from now) at checkin time. Note that this number of days will be used too in calculating the default end date for the Holds to pull-report. But it does not interfere with issuing, renewing or transferring books.
decreaseLoanHighHolds decreaseLoanHighHoldsDuration decreaseLoanHighHoldsValue	Don't enable the reduction of loan period to days for items with more than holds.
DisplayMultiPlaceHold	Enable the ability to place holds on multiple biblio from the search results
emailLibrarianWhenHoldIsPlaced	Don't enable sending an email to the Koha administrator email address whenever a hold request is placed.
ExpireReservesMaxPickUpDelay	Allow holds to expire automatically if they have not been picked by within the time period specified in ReservesMaxPickUpDelay
ExpireReservesMaxPickUpDelayCharge	If using ExpireReservesMaxPickUpDelay, charge a borrower who allows his or her waiting hold to expire a fee of 0
maxreserves	Patrons can only have holds at once.
OPACAllowHoldDateInFuture	Allow patrons to place holds that don't enter the waiting list until a certain future date. (AllowHoldDateInFuture must also be enabled).
OPACAllowUserToChooseBranch	Allow a user to choose the library to pick up a hold from.
ReservesControlBranch	Check the item's home library to see if the patron can place a hold on the item.
ReservesMaxPickUpDelay	Mark a hold as problematic if it has been waiting for more than 3 days.
ReservesNeedReturns	Don't automatically mark holds as found and waiting when a hold is placed specifically on them and they are already checked in.
StaticHoldsQueueWeight RandomizeHoldsQueueWeight	Satisfy holds from the libraries 0 (as branchcodes, separated by commas; if empty, uses all libraries) in that order.
SuspendHoldsIntranet	Allow holds to be suspended from the intranet.
SuspendHoldsOpac	Allow holds to be suspended from the OPAC.
TransferWhenCancelAllWaitingHolds	Don't transfer items when cancelling all waiting holds.

### ▼ Interface

Preference	Value
AllowAllMessageDeletion	Don't allow <input type="checkbox"/> staff to delete messages added from other libraries.
AllowOfflineCirculation	Do not enable <input type="checkbox"/> offline circulation on regular circulation computers. (NOTE: This system preference does not affect the Firefox plugin or the desktop application)
CircAutocompl	Try <input type="checkbox"/> to guess the patron being entered while typing a patron search on the circulation screen. Only returns the first 10 results at a time.
CircAutoPrintQuickSlip	When an empty barcode field is submitted in circulation <input type="checkbox"/> open a print quick slip window <input type="checkbox"/> .
DisplayClearScreenButton	Show <input type="checkbox"/> a button to clear the current patron from the screen on the circulation screen.
ExportRemoveFields	The following fields should be excluded from the patron checkout history CSV or iso2709 export <input type="text"/> (separate fields with space, e.g. 100a 200b 300c)
ExportWithCsvProfile	Use the <input type="text"/> CSV profile when exporting patron checkout history (enter CSV Profile name)
FilterBeforeOverdueReport	Don't require <input type="checkbox"/> staff to choose which checkouts to show before running the overdues report.
FineNotifyAtCheckin	Notify <input type="checkbox"/> librarians of overdue fines on the items they are checking in.
HoldsToPullStartDate	Set the default start date for the Holds to pull list to <input type="text"/> day(s) ago. Note that the default end date is controlled by preference ConfirmFutureHolds.
itemBarcodeFallbackSearch	Don't enable <input type="checkbox"/> the automatic use of a keyword catalog search if the phrase entered as a barcode on the checkout page does not turn up any results during an item barcode search.
itemBarcodeInputFilter	Don't filter <input type="checkbox"/> scanned item barcodes.
NoticeCSS	Include the stylesheet at <input type="text"/> on Notices. (This should be a complete URL, starting with http://)
numReturnedItemsToShow	Show the <input type="text"/> last returned items on the checkin screen.
previousIssuesDefaultSortOrder	Sort previous checkouts on the circulation page from <input type="text"/> due date.
RecordLocalUseOnReturn	Don't record <input type="checkbox"/> local use when an unissued item is checked in.
soundon	Don't enable <input type="checkbox"/> circulation sounds during checkin and checkout in the staff interface. Not supported by all web browsers yet.
SpecifyDueDate	Allow <input type="checkbox"/> staff to specify a due date for a checkout.
todaysIssuesDefaultSortOrder	Sort today's checkouts on the circulation page from <input type="text"/> due date.
UpdateTotalIssuesOnCirc	Do not <input type="checkbox"/> update a bibliographic record's total issues count whenever an item is issued (WARNING! This increases server load significantly; if performance is a concern, use the update_totalissues.pl cron job to update the total issues count).
UseTablesortForCirc	Don't enable <input type="checkbox"/> the sorting of current patron checkouts on the circulation screen. NOTE: Enabling this function may slow down circulation time for patrons with many checkouts.
WaitingNotifyAtCheckin	Don't notify <input type="checkbox"/> librarians of waiting holds for the patron whose items they are checking in.

### ▼ Self Checkout

Preference	Value
AllowSelfCheckReturns	Allow <input type="checkbox"/> patrons to return items through web-based self checkout system.
AutoSelfCheckAllowed	Allow <input type="checkbox"/> the web-based self checkout system to automatically login with this staff login <input type="text"/> self <input type="text"/> and this password <input type="text"/> selfissue <input type="text"/> .
AutoSelfCheckID	
AutoSelfCheckPass	
SCOUserCSS	Include the following CSS on all pages in the web-based self checkout: <a href="#">Click to Edit</a>
SCOUserJS	Include the following JavaScript on all pages in the web-based self checkout: <a href="#">Click to Edit</a>
SelfCheckHelpMessage	Include the following HTML in the Help page of the web-based self checkout system: <a href="#">Click to Edit</a>
SelfCheckoutByLogin	Have patrons login into the web-based self checkout system with their <input type="text"/> Username and Password <input type="text"/>
SelfCheckTimeout	Time out the current patron's web-based self checkout system login after <input type="text"/> seconds.
ShowPatronImageInWebBasedSelfCheck	Show <input type="checkbox"/> the patron's picture (if one has been added) when they use the web-based self checkout.
WebBasedSelfCheck	Enable <input type="checkbox"/> the web-based self checkout system. (available at: /cgi-bin/koha/sco/sco-main.pl)

Save all Circulation preferences



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#### ▼ Patron Cards

Preference	Value
ImageLimit	Limit the number of creator images stored in the database to <input type="text" value="5"/> images.

Save all Creators preferences    Cancel



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#### ▼ All

Preference	Value
FRBRizeEditions	Don't show ▼ other editions of an item on the staff client (if found by one of the services below).
OPACFRBRizeEditions	Don't show ▼ other editions of an item on the OPAC.
NOTE: you can only choose one source of cover images from below, otherwise Koha will show the images from all sources selected.	

#### ▼ Amazon

Preference	Value
AmazonAssocTag	Put the associate tag <input type="text"/> on links to Amazon. This can net your library referral fees if a patron decides to buy an item.
AmazonCoverImages	Don't show ▼ cover images from Amazon on search results and item detail pages on the staff interface.
AmazonLocale	Use Amazon data from its <input type="text" value="American"/> website.
OPACAmazonCoverImages	Don't show ▼ cover images from Amazon on search results and item detail pages on the OPAC.

#### ▼ Babelthèque

Preference	Value
Babeltheque	Don't ▼ include information (such as reviews and citations) from Babelthèque in item detail pages on the OPAC.
Babeltheque_url_js	<input type="text"/> Defined the url for the Babeltheque javascript file (eg. <a href="http://www.babeltheque.com/bw_XX.js">http://www.babeltheque.com/bw_XX.js</a> )
Babeltheque_url_update	<input type="text"/> Defined the url for the Babeltheque update periodically (eg. <a href="http://www.babeltheque.com/.../file.csv.bz2">http://www.babeltheque.com/.../file.csv.bz2</a> ).

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## ▼ Baker and Taylor

Preference	Value
BakerTaylorBookstoreURL	Baker and Taylor "My Library Bookstore" links should be accessed at <a href="https://[ ] isbn">https:// [ ] isbn</a> (this should be filled in with something like <a href="https://ocls.mylibrarybookstore.com/MLB/actions/searchHandler.do?nextPage=bookDetails&amp;parentNum=10923&amp;key=">ocls.mylibrarybookstore.com/MLB/actions/searchHandler.do?nextPage=bookDetails&amp;parentNum=10923&amp;key=</a> ). Leave it blank to disable these links.
BakerTaylorEnabled	Don't add <input type="checkbox"/> Baker and Taylor links and cover images to the OPAC and staff client. This requires that you have entered in a username and password (which can be seen in image links).
BakerTaylorUsername	Access Baker and Taylor using username <input type="text"/> and password <input type="password"/> .
BakerTaylorPassword	

## ▼ Google

Preference	Value
GoogleJackets	Add <input type="checkbox"/> cover images from Google Books to search results and item detail pages on the OPAC.

## ▼ HTML5 Media

Preference	Value
HTML5MediaEnabled	Show a tab with a HTML5 media player for files catalogued in field 856 in OPAC and staff client. <input type="checkbox"/>
HTML5MediaExtensions	Media file extensions <input type="text"/> (separated with  ).

## ▼ iDreamLibraries

Preference	Value
iDreamBooksReadometer	Don't add <input type="checkbox"/> a "Readometer" that summarizes the reviews gathered by <a href="http://iDreamBooks.com">iDreamBooks.com</a> to the OPAC details page.
iDreamBooksResults	Don't add <input type="checkbox"/> the rating from <a href="http://iDreamBooks.com">iDreamBooks.com</a> to OPAC search results.
iDreamBooksReviews	Don't add <input type="checkbox"/> a tab on the OPAC details with book reviews from critics aggregated by <a href="http://iDreamBooks.com">iDreamBooks.com</a> .

## ▼ Library Thing

Preference	Value
LibraryThingForLibrariesEnabled	Don't show <input type="checkbox"/> reviews, similar items, and tags from Library Thing for Libraries on item detail pages on the OPAC. If you've enabled this, you need to <a href="#">sign up</a> , then enter in your ID below.
LibraryThingForLibrariesID	Access Library Thing for Libraries using the customer ID <input type="text"/> .
LibraryThingForLibrariesTabbedView	Show Library Thing for Libraries content <input type="checkbox"/> in line with the bibliographic information.
ThingISBN	Don't use <input type="checkbox"/> the ThingISBN service to show other editions of a title (when either FRBRizeEditions or OPACFRBRizeEditions is on). This is separate from Library Thing for Libraries.

## ▼ Local Cover Images

Preference	Value
AllowMultipleCovers	Don't allow <input type="checkbox"/> multiple images to be attached to each bibliographic record.
LocalCoverImages	Display <input type="checkbox"/> local cover images on intranet search and details pages.
OPACLocalCoverImages	Display <input type="checkbox"/> local cover images on OPAC search and details pages.

## ▼ Novelist Select

Preference	Value
NovelistSelectEnabled	Don't add <input type="checkbox"/> Novelist Select content to the OPAC (requires that you have entered in a user profile and password, which can be seen in image links).
NovelistSelectProfile	Access Novelist Select using user profile <input type="text"/> and password <input type="password"/> .
NovelistSelectPassword	
NovelistSelectView	Display Novelist Select content <input type="checkbox"/> in an OPAC tab <input type="checkbox"/> .

## ▼ OCLC

Preference	Value
OCLCAffiliateID	Use the OCLC affiliate ID <input type="text"/> to access the xISBN service. Note that unless you have signed up for an ID, you are limited to 1000 requests per day.
XISBN	Don't use <input type="checkbox"/> the OCLC xISBN service to show other editions of a title (when either FRBRizeEditions or OPACFRBRizeEditions is on).
XISBNDailyLimit	Only use the xISBN service <input type="text"/> times a day. Unless you are paying for the xISBN service, you should leave this at the default of 999 (as detailed above).

## ▼ Open Library

Preference	Value
OpenLibraryCovers	Don't add <input type="checkbox"/> cover images from Open Library to search results and item detail pages on the OPAC.

## ▼ OverDrive

Preference	Value
OverDriveClientKey	Include OverDrive availability information with the client key <input type="text"/> and client secret <input type="password"/> .
OverDriveClientSecret	
OverDriveLibraryID	Show items from the OverDrive catalog of library # <input type="text"/> .

## ▼ Plugins

Preference	Value
UseKohaPlugins	Enable <input type="checkbox"/> the ability to use Koha Plugins. Note, the plugin system must also be enabled in the Koha configuration file to be fully enabled.

▼ Syndetics

Preference	Value
SyndeticsAuthorNotes	Don't show ▾ notes about the author of a title from Syndetics on item detail pages on the OPAC.
SyndeticsAwards	Don't show ▾ information from Syndetics about the awards a title has won on item detail pages on the OPAC.
SyndeticsClientCode	Use the client code <input type="text" value="0"/> to access Syndetics.
SyndeticsCoverImages SyndeticsCoverImageSize	Don't show ▾ cover images from Syndetics on search results and item detail pages on the OPAC in a <input type="text" value="medium"/> size.
SyndeticsEditions	Don't show ▾ information about other editions of a title from Syndetics on item detail pages on the OPAC (when OPACFRBRizeEditions is on).
SyndeticsEnabled	Don't use ▾ content from Syndetics. Note that this requires that you have signed up for the service and entered in your client code below.
SyndeticsExcerpt	Don't show ▾ excerpts from of a title from Syndetics on item detail pages on the OPAC.
SyndeticsReviews	Don't show ▾ reviews of a title from Syndetics on item detail pages on the OPAC.
SyndeticsSeries	Don't show ▾ information on other books in a title's series from Syndetics on item detail pages on the OPAC.
SyndeticsSummary	Don't show ▾ a summary of a title from Syndetics on item detail pages on the OPAC.
SyndeticsTOC	Don't show ▾ the table of contents of a title from Syndetics on item detail pages on the OPAC.

▼ Tagging

Preference	Value
TagsEnabled	Allow ▾ patrons and staff to put tags on items.
TagsExternalDictionary	Allow tags in the dictionary of the ispell executable <input type="text"/> on the server to be approved without moderation.
TagsInputOnDetail	Allow ▾ patrons to input tags on item detail pages on the OPAC.
TagsInputOnList	Don't allow ▾ patrons to input tags on search results on the OPAC.
TagsModeration	Require ▾ that tags submitted by patrons be reviewed by a staff member before being shown.
TagsShowOnDetail	Show <input type="text" value="10"/> tags on item detail pages on the OPAC.
TagsShowOnList	Show <input type="text" value="6"/> tags on search results on the OPAC.



System preference search:

**I18N/L10N preferences**

Preference	Value
alphabet	Use the alphabet A B C D E F G H I J K L M N O P Q R S T U for lists of browsable letters. This should be a space separated list of uppercase letters.
calendarFirstDayOfWeek	Use <input type="text" value="Monday"/> as the first day of week in the calendar.
dateformat	Format dates like <input type="text" value="dd/mm/yyyy"/> .
language	Enable the following languages on the staff interface: <input checked="" type="checkbox"/> English(en)
opaclanguages	Enable the following languages on the OPAC: <input checked="" type="checkbox"/> English(en)
opaclanguagesdisplay	<input type="text" value="Allow"/> ▾ patrons to change the language they see on the OPAC.
timeFormat	Format times in <input )"="" 02:18="" pm"="" type="text" value="12 hour format ( e.g. "/> .

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System preference search:

[Search system preferences](#) [Check out](#) [Search the catalog](#)

Home > Administration > System preferences

- Acquisitions
- Administration
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- Cataloging
- Circulation
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- Enhanced content
- I18N/L10N
- Local use
- Logs
- OPAC
- Patrons
- Searching
- Serials
- Staff client
- Web services

[+ New preference](#)

### Local use preferences

Preference	Explanation	Value	Edit	Delete
FrameworksLoaded	Frameworks loaded through webinstaller	sysprefs.sql auth_val.sql auth_values <input type="button" value="Save"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
INTRAdidyoumean	Did you mean? configuration for the Intranet. Do not change, as this is controlled by /cgi-bin/koha/admin/didyoumean.pl.	{{ "name": "ExplodedTerms"}, { "nam <input type="button" value="Save"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
NoZebraIndexes	Enter a specific hash for NoZebra indexes. Enter : 'indexname' => '100a,245a,500', 'index2' => '...'	<a href="#">Click to edit</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
OPACdidyoumean	Did you mean? configuration for the OPAC. Do not change, as this is controlled by /cgi-bin/koha/admin/didyoumean.pl.	{{ "name": "ExplodedTerms", "enable <input type="button" value="Save"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
printcirculationslips	If ON, enable printing circulation receipts	<input checked="" type="radio"/> ON <input type="radio"/> OFF <input type="button" value="Save"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
Version	The Koha database version. WARNING: Do not change this value manually, it is maintained by the webinstaller	3.1404000 <input type="button" value="Save"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

Home > Administration > System preferences

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### Logging preferences

[Save all Logging preferences](#)

Preference	Value
AuthoritiesLog	Log ▾ changes to authority records.
BorrowersLog	Log ▾ changes to patron records.
CataloguingLog	Log ▾ any changes to bibliographic or item records. Since this occurs whenever a book is checked in or out as well, it is not advisable to turn this on.
FinesLog	Log ▾ when fines are charged, paid, or forgiven.
IssueLog	Log ▾ when items are checked out.
LetterLog	Log ▾ when an automatic claim notice is sent.
ReturnLog	Log ▾ when items are returned.
SubscriptionLog	Log ▾ when serials are added, deleted or changed.

[Save all Logging preferences](#) [Cancel](#)

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## OPAC preferences

Save all OPAC preferences

## ▼ Appearance

Preference	Value
AuthorisedValueImages	Don't show <input type="checkbox"/> images for authorized values (such as lost statuses and locations) in search results and item detail pages on the OPAC.
BiblioDefaultView	By default, show bib records in <input type="text" value="simple form"/> .
COinSinOPACResults	Include <input type="checkbox"/> COinS / OpenURL / Z39.88 in OPAC search results. Warning: Enabling this feature will slow OPAC search response times.
DisplayOPACIconsXSLT	Show <input type="checkbox"/> the format, audience, and material type icons in XSLT MARC21 results and detail pages in the OPAC.
hideLostItems	Show <input type="checkbox"/> lost items on search and detail pages.
HighlightOwnItemsOnOPAC	Don't emphasize <input type="checkbox"/> results from the <input type="text" value="patron's home branch"/> by moving the results to the front and increasing the size or highlighting the rows for those results. (Non-XSLT Only)
HighlightOwnItemsOnOPACWhich	
LibraryName	Show <input type="text" value="Central Library"/> as the name of the library on the OPAC.
OpacAddMastheadLibraryPullDown	Add <input type="checkbox"/> a library select pulldown menu on the OPAC masthead.
OPACBaseURL	The OPAC is located at <input type="text" value="http://127.0.0.1"/> . Do not include a trailing slash in the URL. (This must be filled in correctly for RSS, unAPI, and search plugins to work.)
opacolorstylesheet	Include the additional CSS stylesheet <input type="text" value="colors.css"/> to override specified settings from the default stylesheet (leave blank to disable). Enter just a filename, a full local path or a complete URL starting with <code>http://</code> (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the <code>css</code> subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
opaccredits	Include the following HTML in the footer of all pages in the OPAC: <a href="#">Click to Edit</a>
OPACDisplay856uAsImage	Display the URI in the 856u field as an image on: <input type="text" value="Both Details and Results pages"/> Note: The corresponding OPACXSLT option must be turned on.
OpacExportOptions	List export options that should be available from OPAC detail page separated by  : <code>bibtex dc marcxml marc8 utf8 marcstd mods </code> Note: Available options are: BIBTEX ( <code>bibtex</code> ), Dublin Core ( <code>dc</code> ), MARCXML ( <code>marcxml</code> ), MARC-8 encoded MARC ( <code>marc8</code> ), Unicode/UTF-8 encoded MARC ( <code>utf8</code> ), Unicode/UTF-8 encoded MARC without local use - <code>9xx</code> , <code>x9x</code> , <code>xx9</code> - fields and subfields ( <code>marcstd</code> ), MODS ( <code>mods</code> ), RIS ( <code>ris</code> )
OpacFavicon	Use the image at <input type="text"/> for the OPAC's favicon. (This should be a complete URL, starting with <code>http://</code> .)
opacheader	Include the following HTML in the header of all pages in the OPAC: <a href="#">Click to Edit</a>
OpacHighlightedWords	Highlight <input type="checkbox"/> words the patron searched for in their search results and detail pages.
OpacKohaUrl	Show <input type="checkbox"/> 'Powered by Koha' text on OPAC footer.

opaclayoutstylesheet	Use the CSS stylesheet <input type="text" value="opac.css"/> on all pages in the OPAC, instead of the default <code>css</code> (used when leaving this field blank). Enter just a filename, a full local path or a complete URL starting with <code>http://</code> (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the <code>css</code> subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
OpacMaintenance	Don't show <input type="checkbox"/> a warning that the OPAC is under maintenance, instead of the OPAC itself. Note: this shows the same warning as when the database needs to be upgraded, but unconditionally.
OpacMainUserBlock	Show the following HTML in its own column on the main page of the OPAC: <a href="#">Click to Edit</a>
OpacMainUserBlockMobile	Show the following HTML in its own column on the main page of the OPAC (mobile version): <a href="#">Click to Edit</a>
OPACMobileUserCSS	Include the following CSS for the mobile view on all pages in the OPAC: <a href="#">Click to Edit</a>
OPACMySummaryHTML	Include a "Links" column on the "my summary" and "my reading history" tabs when a user is logged in to the OPAC, with the following HTML (leave blank to disable): Note: The placeholders <code>{BIBLIONUMBER}</code> , <code>{TITLE}</code> , <code>{ISBN}</code> and <code>{AUTHOR}</code> will be replaced with information from the displayed record. <a href="#">Click to Edit</a>
OpacNav	Show the following HTML on the left hand column of the main page and patron account on the OPAC (generally navigation links): <a href="#">Click to Edit</a>
OpacNavBottom	Show the following HTML on the left hand column of the main page and patron account on the OPAC, after <code>OpacNav</code> , and before patron account links if available: <a href="#">Click to Edit</a>
OpacNavRight	Show the following HTML in the right hand column of the main page under the main login form: <a href="#">Click to Edit</a>
OPACNoResultsFound	Display this HTML when no results are found for a search in the OPAC: Note: You can insert placeholders <code>{QUERY_KW}</code> that will be replaced with the keywords of the query. <a href="#">Click to Edit</a>
OpacPublic	Enable <input type="checkbox"/> Koha OPAC as public. Private OPAC requires authentication before accessing the OPAC.
OPACResultsSidebar	Include the following HTML under the facets in OPAC search results: <a href="#">Click to Edit</a>
OPACSearchForTitleIn	Include a "More Searches" box on the detail pages of items on the OPAC, with the following HTML (leave blank to disable): Note: The placeholders <code>{BIBLIONUMBER}</code> , <code>{CONTROLNUMBER}</code> , <code>{TITLE}</code> , <code>{ISBN}</code> , <code>{ISSN}</code> and <code>{AUTHOR}</code> will be replaced with information from the displayed record. <a href="#">Click to Edit</a>
OpacSeparateHoldings	Don't separate <input type="checkbox"/> items display into two tabs, where the first tab contains items whose <input type="text" value="home library"/> is the logged in user's library. The second tab will contain all other items.
OpacSeparateHoldingsBranch	
OPACShowBarcode	Show <input type="checkbox"/> the item's barcode on the holdings tab.
OPACShowCheckoutName	Show <input type="checkbox"/> the name of the patron that has an item checked out on item detail pages on the OPAC.
OpacShowFiltersPullDownMobile	Show <input type="checkbox"/> the search filters pulldown on the mobile version of the OPAC.
OPACShowHoldQueueDetails	Don't show any hold details <input type="checkbox"/> to patrons in the OPAC.
OpacShowLibrariesPullDownMobile	Show <input type="checkbox"/> the libraries pulldown on the mobile version of the OPAC.
OpacShowRecentComments	Don't show <input type="checkbox"/> a link to recent comments in the OPAC masthead.



OPACShowUnusedAuthorities	Show <input type="button" value="v"/> unused authorities in the OPAC authority browser.
opacsmallimage	Use the image at <input type="text"/> in the OPAC header, instead of the Koha logo. If this image is a different size than the Koha logo, you will need to customize the CSS. (This should be a complete URL, starting with http://.)
OpacStarRatings	Show star-ratings on <input type="button" value="v"/> results and details <input type="button" value="v"/> pages.
opacthemes	Use the <input type="button" value="v"/> bootstrap <input type="button" value="v"/> theme on the OPAC.
OPACURLOpenInNewWindow	When patrons click on a link to another website from your OPAC (like Amazon or OCLC), <input type="button" value="v"/> do <input type="button" value="v"/> open the website in a new window.
OPACUserCSS	Include the following CSS on all pages in the OPAC: <a href="#">Click to Edit</a>
opacuserjs	Include the following JavaScript on all pages in the OPAC: <a href="#">Click to Edit</a>
OPACXSLTDetailsDisplay	Display OPAC details using XSLT stylesheet at: <input type="text"/> default Options: <ul style="list-style-type: none"> <li>• Leave empty for "no xslt"</li> <li>• enter "default" for the default one</li> <li>• put a path to define a xslt file</li> <li>• put an URL for an external specific stylesheet.</li> </ul> (langcode) will be replaced with current interface language
OPACXSLTResultsDisplay	Display OPAC results using XSLT stylesheet at: <input type="text"/> default Options: <ul style="list-style-type: none"> <li>• Leave empty for "no xslt"</li> <li>• enter "default" for the default one</li> <li>• put a path to define a xslt file</li> <li>• put an URL for an external specific stylesheet.</li> </ul> (langcode) will be replaced with current interface language

#### ▼ Features

Preference <input type="button" value="▲"/>	Value
numSearchRSSResults	Display <input type="text"/> 50 search results in the RSS feed.
OpacAuthorities	<input type="button" value="v"/> Don't allow <input type="button" value="v"/> patrons to search your authority records.
opacbookbag	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to store items in a temporary "Cart" on the OPAC.
OpacBrowser	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to browse subject authorities on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to create the browser list)
OpacBrowseResults	<input type="button" value="v"/> Enable <input type="button" value="v"/> browsing and paging search results from the OPAC detail page.
OpacCloud	<input type="button" value="v"/> Show <input type="button" value="v"/> a subject cloud on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to build)
OPACFinesTab	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to access the Fines tab on the My Account page on the OPAC.
OpacHoldNotes	<input type="button" value="v"/> Do not allow <input type="button" value="v"/> users to add a note when placing a hold.
OpacItemLocation	<input type="button" value="v"/> Show <input type="button" value="v"/> call number only <input type="button" value="v"/> for items on the OPAC search results.
OpacPasswordChange	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to change their own password on the OPAC. Note that this must be off to use LDAP authentication.
OPACPatronDetails	<input type="button" value="v"/> Don't allow <input type="button" value="v"/> patrons to notify the library of changes to their contact information from the OPAC.
OPACpatronimages	<input type="button" value="v"/> Show <input type="button" value="v"/> patron images on the patron information page in the OPAC.
OPACPopupAuthorsSearch	<input type="button" value="v"/> Don't display <input type="button" value="v"/> the list of authors/subjects in a popup for a combined search on OPAC detail pages.
OpacTopissue	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to access a list of the most checked out items on the OPAC. Note that this is somewhat experimental, and should be avoided if your collection has a large number of items.
opacuserlogin	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to log in to their accounts on the OPAC.
QuoteOfTheDay	<input type="button" value="v"/> Disable <input type="button" value="v"/> Quote of the Day display on OPAC home page
RequestOnOpac	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to place holds on items from the OPAC.
reviewson	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to make comments on items on the OPAC.
ShowReviewer	<input type="button" value="v"/> Show <input type="button" value="v"/> full name <input type="button" value="v"/> of commenter with comments in OPAC.
ShowReviewerPhoto	<input type="button" value="v"/> Hide <input type="button" value="v"/> reviewer's photo beside comments in OPAC.
SocialNetworks	<input type="button" value="v"/> Disable <input type="button" value="v"/> social network links in opac detail pages
suggestion	<input type="button" value="v"/> Allow <input type="button" value="v"/> patrons to make purchase suggestions on the OPAC.

### ▼ Policy

Preference	Value
AllowPurchaseSuggestionBranchChoice	Allow ▾ patrons to select library when making a purchase suggestion
OpacAllowPublicListCreation	Allow ▾ opac users to create public lists
OpacAllowSharingPrivateLists	Don't allow ▾ opac users to share private lists with other patrons. This feature is not active yet but will be released soon
OPACFineNoRenewals	Only allow patrons to renew their own books on the OPAC if they have less than 500 INR in fines (leave blank to disable).
OpacHiddenItems	<a href="#">Click to Edit</a> Allows to define custom rules for hiding specific items at opac. See docs/opac/OpacHiddenItems.txt for more informations
OPACItemHolds	Allow ▾ patrons to place holds on specific items in the OPAC. If this is disabled, users can only put a hold on the next available item.
OpacRenewalAllowed	Allow ▾ patrons to renew their own books on the OPAC.
OpacRenewalBranch	Use the item's home library ▾ as branchcode to store in the statistics table.
OPACViewOthersSuggestions	Don't show ▾ purchase suggestions from other patrons on the OPAC.
SearchMyLibraryFirst	Don't limit ▾ patrons' searches to the library they are registered at.
singleBranchMode	Allow ▾ patrons to select their branch on the OPAC or show branch names with callnumbers.

### ▼ Privacy

Preference	Value
AnonSuggestions	Don't allow ▾ patrons that aren't logged in to make purchase suggestions. Suggestions are connected to the AnonymousPatron syspref
AnonymousPatron	Use borrowernumber 0 as the Anonymous Patron (for anonymous suggestions and reading history)
EnableOpacSearchHistory	Keep ▾ patron search history in the OPAC.
OPACPrivacy	Don't allow ▾ patrons to choose their own privacy settings for their reading history. This requires opacreadinghistory and AnonymousPatron
opacreadinghistory	Allow ▾ patrons to see what books they have checked out in the past.
TrackClicks	Don't track ▾ links that patrons click on

### ▼ Self Registration

Preference	Value
PatronSelfRegistration	Don't allow ▾ library patrons to register an account via the OPAC.
PatronSelfRegistrationAdditionalInstructions	Display the following additional instructions for patrons who self register via the OPAC (HTML is allowed): <a href="#">Click to Edit</a>
PatronSelfRegistrationBorrowerMandatoryField	The following database columns must be filled in on the patron entry screen: surnamefirstname (separate columns with  )
PatronSelfRegistrationBorrowerUnwantedField	The following database columns will not appear on the patron entry screen: (separate columns with  )
PatronSelfRegistrationDefaultCategory	Use the patron category code as the default patron category for patrons registered via the OPAC.
PatronSelfRegistrationExpireTemporaryAccountsDelay	Delete patrons registered via the OPAC, but not yet verified after 0 days.
PatronSelfRegistrationVerifyByEmail	Don't require ▾ that a self-registering patron verify his or herself via email.

### ▼ Shelf Browser

Preference	Value
OPACShelfBrowser	Show ▾ a shelf browser on item details pages, allowing patrons to see what's near that item on the shelf. Note that this uses up a fairly large amount of resources on your server, and should be avoided if your collection has a large number of items.
ShelfBrowserUsesCoode	Use ▾ the item collection code when finding items for the shelf browser.
ShelfBrowserUsesHomeBranch	Use ▾ the item home library when finding items for the shelf browser.
ShelfBrowserUsesLocation	Use ▾ the item location when finding items for the shelf browser.

Save all OPAC preferences Cancel

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## Patrons preferences

Save all Patrons preferences

Preference	Value
AddPatronLists	List <input type="text" value="specific categories"/> under the new patron menu.
AutoEmailOpacUser	Send <input type="text" value=""/> an email to newly created patrons with their account details.
AutoEmailPrimaryAddress	Use <input type="text" value="first valid"/> patron email address for sending out emails.
autoMemberNum	Don't <input type="text" value=""/> default the card number field on the patron addition screen to the next available card number (for example, if the largest currently used card number is 26345000012941, then this field will default to 26345000012942).
BorrowerMandatoryField	The following database columns must be filled in on the patron entry screen: <input type="text" value="surname cardnumber"/> (separate columns with  )
borrowerRelationship	Guarantors can be the following of those they guarantee: <input type="text" value="father mother"/> (input multiple choices separated by  ). Leave empty to deactivate
BorrowerRenewalPeriodBase	When renewing borrowers, base the new expiry date on <input type="text" value="current membership expiry date"/> .
BorrowersTitles	Borrowers can have the following titles: <input type="text" value="Mr Mrs Miss Ms Dr"/> (separate multiple choices with  )
BorrowerUnwantedField	The following database columns will not appear on the patron entry screen: <input type="text" value=""/> (separate columns with  )
checkdigit	Don't <input type="text" value=""/> check and construct borrower card numbers in the Katipo style. This overrides autoMemberNum if on.
EnableBorrowerFiles	Don't <input type="text" value=""/> enable the ability to upload and attach arbitrary files to a borrower record.
EnhancedMessagingPreferences	Allow <input type="text" value=""/> patrons to choose which notices they receive and when they receive them. Note that this only applies to certain kinds of notices.
ExtendedPatronAttributes	Enable <input type="text" value=""/> searching, editing and display of custom attributes on patrons.
intranetreadinghistory	Allow <input type="text" value=""/> staff to access a patron's checkout history (it is stored regardless).
MaxFine	The late fine for all checkouts will only go up to <input type="text" value=""/> INR. Empty value means no limit. Single item caps are specified in the circulation rules matrix.
memberofinstitution	Don't <input type="text" value=""/> allow patrons to be linked to institutions (which must be set up as Institution patrons).
minPasswordLength	Login passwords for staff and patrons must be at least <input type="text" value="3"/> characters long.
NotifyBorrowerDeparture	Show a notice that a patron is about to expire <input type="text" value="15"/> days beforehand.
patronimages	Allow <input type="text" value=""/> images to be uploaded and shown for patrons on the staff client.
PatronsPerPage	By default, show <input type="text" value="20"/> results per page in the staff client.
SMSSendDriver	Use the SMS::Send::DeviceGsm <input type="text" value=""/> driver to send SMS messages.
StatisticsFields	Show the following fields from the items database table as columns on the statistics tab on the patron record: <input type="text" value="location type ccode"/> (separate fields with  )
TalkingTechIvivaPhoneNotification	Disable <input type="text" value=""/> patron phone notifications using Talking Tech I-tiva (overdues, predues and holds notices currently supported).
uppercaseurnames	Don't <input type="text" value=""/> store and display surnames in upper case.

Save all Patrons preferences

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## Searching preferences

Save all Searching preferences

## ▼ Features

Preference	Value
IncludeSeeFromInSearches	Don't include <input type="text" value=""/> see from (non-preferred form) headings in bibliographic searches. Please note: you will need to reindex your bibliographic database when changing this preference.
OpacGroupResults	Don't use <input type="text" value=""/> PazPar2 to group similar results on the OPAC. This requires that PazPar2 is set up and running.
QueryAutoTruncate	Perform wildcard searching (where, for example, <i>Har</i> would match <i>Hary</i> and <i>harp</i> ) automatically. <input type="text" value=""/> (The * character would be used like so: <i>Har*</i> or <i>*logging</i> .)
QueryFuzzy	Try <input type="text" value=""/> to match similarly spelled words in a search (for example, a search for <i>flang</i> would also match <i>flange</i> and <i>fang</i> ; REQUIRES ZEBRA).
QueryStemming	Try <input type="text" value=""/> to match words of the same base in a search (for example, a search for <i>enabling</i> would also match <i>enable</i> and <i>enabled</i> ; REQUIRES ZEBRA).
QueryWeightFields	Enable <input type="text" value=""/> ranking of search results by relevance (REQUIRES ZEBRA).
TraceCompleteSubfields	Don't force <input type="text" value=""/> subject tracings in the OPAC and Staff Client to search only for complete-subfield matches.
TraceSubjectSubdivisions	Don't include <input type="text" value=""/> subdivisions for searches generated by clicking on subject tracings.
UseICU	Not using <input type="text" value=""/> ICU Zebra indexing. Please note: This setting will not affect Zebra indexing, it should only be used to tell Koha that you have activated ICU indexing if you have actually done so, since there is no way for Koha to figure this out on its own.
UseQueryParser	Do not try <input type="text" value=""/> to use the QueryParser module for parsing queries. Please note: enabling this will have no impact if you do not have QueryParser installed, and everything will continue to work as usual.

## ▼ Results Display

Preference	Value
defaultSortField	By default, sort search results in the staff client by <input type="text" value="relevance"/> , <input type="text" value="descending"/> .
defaultSortOrder	
displayFacetCount	Don't show <input type="text" value=""/> facet counts. The relevance of these numbers highly depends on the value of the maxRecordsForFacets preference. Applies to OPAC and staff interface.
FacetLabelTruncationLength	Truncate facets length to <input type="text" value="50"/> characters, in OPAC/staff interface.
maxItemsInSearchResults	Show up to <input type="text" value="50"/> items per biblio in the search results
maxRecordsForFacets	Build facets based on <input type="text" value="50"/> records from the search results.
numSearchResults	By default, show <input type="text" value="50"/> results per page in the staff client.
OPACdefaultSortField	By default, sort search results in the OPAC by <input type="text" value="relevance"/> , <input type="text" value="descending"/> .
OPACdefaultSortOrder	
OPACItemsResultsDisplay	Show <input type="text" value=""/> an item's library, location and call number in OPAC search results.

OPACNumSearchResults	By default, show <input type="text" value="50"/> results per page in the OPAC.
UNIMARCAuthorsFacetsSeparator	Use the following text as separator for UNIMARC authors facets , <input type="text"/>

### ▼ Search Form

Preference	Value
AdvancedSearchTypes	Show tabs in OPAC and staff-side advanced search for limiting searches on the <input type="text" value="itemtypes"/> fields (separate values with ). Tabs appear in the order listed. <i>Currently supported values:</i> Item types ( <b>itemtypes</b> ), Collection Codes ( <b>ccode</b> ) and Shelving Location ( <b>loc</b> ).
expandedSearchOption	By default, <input type="text" value="don't show"/> "More options" on the OPAC and staff advanced search pages.
IntranetNumbersPreferPhrase	By default, <input type="text" value="don't use"/> the operator "phr" in the callnumber and standard number staff client searches
OPACNumbersPreferPhrase	By default, <input type="text" value="don't use"/> the operator "phr" in the callnumber and standard number OPAC searches

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### Serials preferences

Preference	Value
opacSerialDefaultTab	Show <input type="text" value="Subscriptions tab"/> as default tab for serials in OPAC. Please note that the Serial Collection tab is currently available only for UNIMARC.
OPACSerialIssueDisplayCount	Show the <input type="text" value="3"/> previous issues of a serial on the OPAC.
RenewSerialAddsSuggestion	<input type="text" value="Don't add"/> a suggestion for a biblio when its attached serial is renewed.
RoutingListAddReserves	<input type="text" value="Place"/> received serials on hold if they are on a routing list.
RoutingListNote	Include following note on all routing lists: <a href="#">Click to Edit</a>
RoutingSerials	<input type="text" value="Don't add"/> received serials to the routing list.
StaffSerialIssueDisplayCount	Show the <input type="text" value="3"/> previous issues of a serial on the staff client.
SubscriptionDuplicateDroppedInput	List of fields which must not be rewritten when a subscription is duplicated (Separated by pipe  ) <input type="text"/>
SubscriptionHistory	When showing the subscription information for a bibliographic record, preselect <input type="text" value="brief history"/> view of serial issues.

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**Staff client**

Web services

### Staff Client preferences

Save all Staff Client preferences

#### ▼ Appearance

Preference	Value
Display856uAsImage	Display the URI in the 856u field as an image on: Both Results and Details pages (for future use, Results XSLT not functional at this time). Note: The corresponding XSLT option must be turned on.
DisplayIconsXSLT	Show the format, audience, and material type icons in XSLT MARC21 results and detail pages in the staff client.
intranet_includes	Use include files from the includes directory in the template directory, instead of includes/. (Leave blank to disable)
intranetcolorstylesheet	Include the additional CSS stylesheet to override specified settings from the default stylesheet (leave blank to disable.) Enter just a filename, a full local path or a complete URL starting with http:// (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the css subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
IntranetFavicon	Use the image at for the Staff Client's favicon. (This should be a complete URL, starting with http://.)
IntranetmainUserblock	Show the following HTML in its own column on the main page of the staff client: <a href="#">Click to Edit</a>
IntranetNav	Show the following HTML to the left of the More menu at the top of each page on the staff client (should be a list of links or blank): <a href="#">Click to Edit</a>
IntranetSlipPrinterJS	Use the following JavaScript for printing slips. Define at least function printThenClose(). For use e.g. with Firefox PlugIn jsPrintSetup, see <a href="http://jsprintsetup.mozdev.org/">http://jsprintsetup.mozdev.org/</a> : <a href="#">Click to Edit</a>
intranetstylesheet	Use the CSS stylesheet on all pages in the staff interface, instead of the default css (used when leaving this field blank). Enter just a filename, a full local path or a complete URL starting with http:// (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the css subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
IntranetUserCSS	Include the following CSS on all pages in the staff client: <a href="#">Click to Edit</a>
intranetuserjs	Include the following JavaScript on all pages in the staff client: <a href="#">Click to Edit</a>
SlipCSS	Include the stylesheet at on Issue and Reserve Slips. (This should be a complete URL, starting with http://.)
StaffAuthorisedValueImages	Show images for authorized values (such as lost statuses and locations) in search results.
staffClientBaseURL	The staff client is located at http://. Do not include a trailing slash in the URL.
template	Use the prog theme on the staff interface.
XSLTDetailsDisplay	Display details in the staff client using XSLT stylesheet at: default Options: <ul style="list-style-type: none"> <li>• Leave empty for "no xslt"</li> <li>• enter "default" for the default one</li> <li>• put a path to define a xslt file</li> <li>• put an URL for an external specific stylesheet.</li> </ul> {langcode} will be replaced with current interface language
XSLTResultsDisplay	Display results in the staff client using XSLT stylesheet at: default Options: <ul style="list-style-type: none"> <li>• Leave empty for "no xslt"</li> <li>• enter "default" for the default one</li> <li>• put a path to define a xslt file</li> <li>• put an URL for an external specific stylesheet.</li> </ul> {langcode} will be replaced with current interface language
yuiopath	Use the Yahoo UI libraries included with Koha (faster, will work if internet goes down).

#### ▼ Options

Preference	Value
HidePatronName	Show the names of patrons that have items checked out or on hold on detail pages or the "Place Hold" screen.
intranetbookbag	Don't show the cart option in the staff client.
StaffDetailItemSelection	Enable item selection in record detail page.
viewISBD	Allow staff to view records in ISBD form on the staff client.
viewLabeledMARC	Allow staff to view records in labeled MARC form on the staff client.
viewMARC	Allow staff to view records in plain MARC form on the staff client.

Save all Staff Client preferences

Cancel



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## Web services preferences

Save all Web services preferences

## ▼ ILS-DI

Preference	Value
ILS-DI	Disable ▾ ILS-DI services for OPAC users
ILS-DI:AuthorizedIPs	<input type="text"/> allowed IPs to use the ILS-DI services

## ▼ OAI-PMH

Preference	Value
OAI-PMH	Enable ▾ Koha's OAI-PMH server.
OAI-PMH:archiveID	Identify records at this site with the prefix KOHA-OAI-TEST : .
OAI-PMH:AutoUpdateSets	Enable ▾ automatic update of OAI-PMH sets when a bibliographic record is created or updated
OAI-PMH:ConfFile	<input type="text"/> . If empty, Koha OAI Server operates in normal mode, otherwise it operates in extended mode. In extended mode, it's possible to parameter other formats than marcxml or Dublin Core. OAI-PMH:ConfFile specify a YAML configuration file which list available metadata formats and XSL file used to create them from marcxml records.
OAI-PMH:MaxCount	Only return 50 <input type="text"/> records at a time in response to a ListRecords or ListIdentifiers query.

## ▼ Reporting

Preference	Value
SvcMaxReportRows	Only return 10 <input type="text"/> rows of a report requested via the reports web service.

Save all Web services preferences

Cancel

After setting up the global system preferences you have to set some more administrative parameter in the Administration Module as according wise as they appear.

## Basic Parameter

### Basic parameters

#### Libraries and Groups

Define libraries and groups.

#### Item types / Document Types

Define item types / document types used for circulation rules.

#### Authorized Values

Define categories and authorized values for them.

#### Hint:

Configure these parameters in the order they appear.

In the latest version of Koha one Library and one Item Type has to create at the time of fresh installation. However you can edit and update the information. Go to the particular library or item type and edit the details.

### Libraries

Showing 1 to 3 of 3 Show 10  entries     Search:

Name	Code	Address	Properties	IP		
Central Library	MAIN	India librarianguide@gmail.com http://koha.librarianguide.in			Edit	Delete
Main Library	LIB		NIT Rourkela		Edit	Delete
Main Library	vkm				Edit	Delete

Showing 1 to 3 of 3

Further you can add more item type like journal, CD/DVD, Thesis/Dissertation, Projects etc. by clicking on new item type tab. Fill the item type description and choose a logo.

[+ New item type](#)








## Item types administration

Showing 1 to 8 of 8

Show 10 entries

Previous Next

Search:

Image	Code	Description	Not for loan	Charge	Checkin message	Actions
	BB	Book Bank		0.00		<a href="#">Edit</a> <a href="#">Delete</a>
	BK	Books		0.00		<a href="#">Edit</a> <a href="#">Delete</a>
	CD	CD/DVD	Yes			<a href="#">Edit</a> <a href="#">Delete</a>
	JRL	Journals/Serial	Yes			<a href="#">Edit</a> <a href="#">Delete</a>
	PR	Proceedings	Yes			<a href="#">Edit</a> <a href="#">Delete</a>
	REF	Reference	Yes			<a href="#">Edit</a> <a href="#">Delete</a>
	TXT	Text/Reserve Book		0.00		<a href="#">Edit</a> <a href="#">Delete</a>
	TH	Thesis		0.00		<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 8 of 8

Previous Next

### Add item type

Item type:

Description:

Choose an icon:

[None](#)

[crystal-clear](#)

[liblime-kids](#)

[colors](#)

[bridge](#)

[vokal](#)

[Seshat](#)

[npl](#)

[carredart](#)

[Remote image](#)

No image:

Not for loan:

(if checked, no item of this type can be issued. If not checked, every item of this type can be issued unless notforloan is set for a specific item)

Rental charge:

Checkin message:

Checkin message type:

Summary:

Enter a summary that will overwrite the default one in search results lists. Example, for a website itemtype :

`<a href="[856u]">open site</a>` will show the link just below the title

[Save changes](#)

[Cancel](#)

Next check the sample authorized value. If you wish to create new authorized values then click on the new category.

New authorized value for LOC

New category

## Authorized values

**NOTE:** If you change an authorized value, existing records using it won't be updated.

Show category:

Values for shelving locations

### Authorized values for category LOC:

Showing 1 to 16 of 16 Show 20 entries First Previous Next Last Search:

Authorized value	Description	Description (OPAC)	Icon	Branches limitations	Edit	Delete
AV	Audio Visual			No limitation	Edit	Delete
CART	Book Cart			No limitation	Edit	Delete
BV	Bound Volumes	Bound Volumes		No limitation	Edit	Delete
CD	CD/DVD Rack	CD/DVD Rack		No limitation	Edit	Delete
CHILD	Children's Area			No limitation	Edit	Delete
FIC	Fiction			No limitation	Edit	Delete
GEN	General Section	General Section		No limitation	Edit	Delete
NEW	New Materials Shelf			No limitation	Edit	Delete
DISPLAY	On Display			No limitation	Edit	Delete
JRL	Periodicals Section	Periodicals Section		No limitation	Edit	Delete
PROC	Processing Center			No limitation	Edit	Delete
REF	Reference Section	Reference Section		No limitation	Edit	Delete
STAFF	Staff Office			No limitation	Edit	Delete
Test	Testing	Testing		No limitation	Edit	Delete
TXT	Text/Reserve Section	Text/Reserve Section		No limitation	Edit	Delete
THE	Thesis Section	Thesis Section		No limitation	Edit	Delete

Showing 1 to 16 of 16 First Previous Next Last

## Patron and Circulation

Set different patron categories like students, staff, administration, scholars, non-teaching etc. by clicking new categories and set the parameter and save it.

+ New category

### Patron category administration

Showing 1 to 12 of 12 Show 20 entries First Previous Next Last Search:

Code	Category name	Type	Enrollment period	Age required	Upper age limit	Enrollment fee	Overdue	Lost items	Hold fee	Messaging	Branches limitations	Edit	Delete
FACU	Faculty	Prof.	until 31/07/2020	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
LS	Lib. Staff	Org.	until 31/03/2024	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
S	Library Staff	Staff	999 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
NTS	Non-Teaching Staff	Prof.	until 31/07/2023	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
PG	Post Graduate	Prof.	until 31/07/2014	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
RA	Research Associate	Org.	until 31/03/2020	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
PHD	Research Scholar	Prof.	until 31/07/2014	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
STUD	Students	Org.	48 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete
STUDM	Study Material	Org.	60 months	0 years	0 years	0.00	Yes	Shown	0.00	Advance notice : email Item checkout : email Hold filled : email Item due : email Item check-in : email	No limitation	Edit	Delete

## New category

**Category code:**   
**Description:**   
**Enrollment period:** Choose one  
     **In months:**  months  
     **Until date:**

**Age required:**  years  
**Upperage limit:**  years  
**Enrollment fee:**   
**Overdue notice required:** No

**Lost items in staff client:** Shown  
**Hold fee:**   
**Category type:** Select a category type  
**Branches limitation:**

- All branches
- Main Library
- Central Library
- Main Library

Select All if this category type must to be displayed all the time. Otherwise select libraries you want to associate with this value.

### Default messaging preferences for this patron category

	Days in advance	SMS	Email	Digests only?	Do not notify
Advance notice	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Item due	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>

Next to it define the circulation and fine rules for each category/item types for the borrowing purpose.

### Defining circulation and fine rules for all libraries

The rules are applied from most specific to less specific, using the first found in this order:

- same library, same patron type, same item type
- same library, same patron type, all item types
- same library, all patron types, same item type
- same library, all patron types, all item types
- default (all libraries), same patron type, same item type
- default (all libraries), same patron type, all item types
- default (all libraries), all patron types, same item type
- default (all libraries), all patron types, all item types

To modify a rule, create a new one with the same patron type and item type.

Select a library: All libraries Clone these rules to: Central Library

Patron category	Item type	Current checkouts allowed	Loan period	Unit	Hard due date	Fine amount	Fine charging interval	Fine grace period (day)	Overdue fines cap (amount)	Suspension in days (day)	Renewals allowed (count)	Renewal period	Holdings allowed (count)	Rental discount (%)	
Faculty	Books	10	30	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Library Staff	Books	5	30	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Non-Teaching Staff	Books	3	15	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Post Graduate	Books	21	3	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Research Scholar	Books	6	21	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Testing	Books	4	21	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
Testing	CD/DVD	1	1	days	None defined	5.00	1	0	0	0	0	0	2	0.000000	Ed
Under Graduate	Books	3	21	days	None defined	1.00	1	0	0	0	2	0	2	0.000000	Ed
All	All	10	30	days	None defined	1.00	1	0	0	0	10	30	10	0.000000	Ed
All	All	<input type="text"/>	<input type="text"/>	Days	Before	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	S
					<input type="text"/>										C

To define fine rules you have to choose the patron type, choose the item type to be issued, no of check out at a time, loan period, fine amount per day and hold allowed.

## Catalogue

Some default frameworks are defined for some item types. You can create your own framework by clicking on new framework and choose the fields you needed by defining the MARC structure and can exclude other fields.

[+ New framework](#)

## MARC frameworks

Framework name, then go to MARC biblio to set MARC editor parameters

Code	Description		Edit	Delete	Export	Import
	Default framework	MARC structure			Export	Import
ACQ	Acquisition	MARC structure	Edit	Delete	Export	Import
BKS	Books, Booklets, Workbooks	MARC structure	Edit	Delete	Export	Import
SER	Bound Volumes/Journals/Serials/Magazines	MARC structure	Edit	Delete	Export	Import
CF	CD-ROMs, DVD-ROMs	MARC structure	Edit	Delete	Export	Import
FA	Fast Add Framework	MARC structure	Edit	Delete	Export	Import
TEST	Testing	MARC structure	Edit	Delete	Export	Import
THE	Thesis/Dissertation/Project	MARC structure	Edit	Delete	Export	Import

## Acquisition

In this section, set the currency by which you are going to purchase materials for the library. Set the currency exchange rate for transferring of payment for foreign materials.

[+ New currency](#)

## Currencies and exchange rates

Currency	Rate	Symbol	Last updated	Active	Actions	
CAD	1.02207	\$	22/07/2013		Edit	Delete
EUR	0.87400	€	22/07/2013		Edit	Delete
GBP	1.99290	£	22/07/2013		Edit	Delete
INR	1.00000	₹	22/07/2013	✓	Edit	Delete
USD	50.00000	\$	01/03/2014		Edit	Delete

Next to it set your library budget from where you will purchase materials for library. For Indian currency we will create a new currency named Indian Rupees (INR) and make it active.



[+ New budget](#)

## Budgets administration

Currency = INR

Active budgets

Inactive budgets

Budget name	Start date	End date	Locked	Total	Actions
Library Budget	01/04/2013	31/03/2014		100,000.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add fund</a>

After creating budget, allocate fund for different item types like books, journals etc. and allocate money from the main budget.

[+ New](#)

[Edit](#)

[Planning](#)

## Funds for 'Library Budget'

Currency = INR

Showing 1 to 2 of 2 Show 20 entries [First](#) [Previous](#) [Next](#) [Last](#) Search:

Fund code	Fund name	Total allocated	Base-level allocated	Base-level spent	Total sublevels spent	Base-level remaining	Actions
Book	Book Budget	50,000.00	50,000.00	6,985.00	6,985.00	43,015.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add child fund</a>
Journal	Journal Budget	50,000.00	50,000.00	450.00	450.00	49,550.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add child fund</a>
Period allocated 100,000.00		100,000.00		7,435.00	7,435.00		

Showing 1 to 2 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

## Acquisition Module

After setting these parameters now you can go to the different modules for regular housework. So you can start with the acquisition module. At first you have to create vendors to whom you can order materials. Go to vendor fill the necessary columns and create a vendor. While saving the vendor name, make sure you have putted a tick to vendor is an active vendor.

### Add vendor

**Company details**

Name: \*

Postal address:

Physical address:

Phone:

Fax:

Website:

Account number:

**Contact details**

Contact name:

Position:

Phone:

Alternative phone:

Fax:

Email:

Notes:

**Ordering information**

Vendor is:  Active  Inactive

List prices are:

Invoice prices are:

Tax number registered: Yes  No

List prices: Include tax  Don't include tax

Invoice prices: Include tax  Don't include tax

Tax rate:

Discount:  %

Delivery time:  days

Notes:

Then you can go for order to the vendor. In the vendor section search for a registered active vendor's name and create a basket under the vendor.

The screenshot shows a top navigation bar with three buttons: '+ New' (highlighted with a red box), 'Edit vendor', and 'Receive shipments'. Below this is a link 'Show all baskets'. The main content area features a card for 'Vikash Publishing House' with the text 'No pending baskets' and two buttons: '+ New basket' (highlighted with a red box) and 'Receive shipment'.

After clicking the new basket fill the necessary columns and then save it.

### Add a basket to Vikash Publishing House

The form contains the following fields: 'Basket name' (text input with value 'Vikash - 10', highlighted in red), 'Billing place' (dropdown menu with 'Central Library'), 'Delivery place' (dropdown menu with 'Central Library'), 'Vendor' (dropdown menu with 'Vikash Publishing House', highlighted in red), 'Internal note' (text area), and 'Vendor note' (text area). At the bottom left, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted in red.

Then choose for an item to order say a book. You can order a book by 5 methods in Koha these are-

**From an existing record-** search for the record and import the data.

**From a suggestion-** suggestions are given through OPAC.

**From a new empty record-** enter the details manually.

**Import from an external source-** import from a catalogue through z39.50

**From staged file-** import from tools of a file given the details of the book.

Below the methods are given one by one.

**Method 1-** search for the details and fill up the columns.

## Search existing records

15 results found

Summary	Publisher	Copyright		
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 21	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 21	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>
<a href="#">Theory of library cataloguing</a> by S. R. Ranganathan, ; 7	SRELS	2003	<a href="#">View MARC</a>	<a href="#">Order</a>

## New order

### Basket details

Managed by: Administrator Library

Open on: 01/04/2014

### Catalog details [Edit record](#)

Title: Theory of library cataloguing

Author: S. R. Ranganathan

Publisher: SRELS

Edition:

Publication year: 2003

ISBN:

Series:

### Accounting details

Quantity:

Fund:  Select a fund  Show all:

Currency: INR

Vendor price:  0.00

Uncertain price:

Tax rate: 0.0%

Discount: 0.0000 %

Replacement cost:  (adjusted for INR)

Budgeted cost:  0.00

Total: 0.00 (budgeted cost \* quantity)

Actual cost:  0.00

Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

## Method 2- suggestions are made from OPAC and approve and order it from client end.

Home Private List Public List Export/Import Contact Us

Search

[Advanced search](#) | [Course reserves](#) | [Browse by hierarchy](#) | [Tag cloud](#) | [Subject cloud](#) | [Most popular](#)

Home > Results of search for 'kw,wrld: ghosala'

**No results found!**  
No results found for that in Central Library catalog

**Did you mean:** [Search also for narrower subjects](#) [Search also for broader subjects](#) [Search also for related subjects](#)

Not finding what you're looking for?  
Make a [purchase suggestion](#)

**Title:**

**Author:**

**Copyright date:**

**Standard number (ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Item type:**

**Library:**

**Reason for suggestion:**

**Notes:**



Enter patron card number or partial name:

Home

**Quick Important Links**

**Welcome to Koha**

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust, Koha is currently maintained by a team of software providers and library technology staff from around the globe.

Posted on 29/10/2007 [Edit](#) | [Delete](#) | [New](#)

**What's Next?**

Now that you've installed Koha, what's next? Here are some suggestions:

- Read Koha Documentation
- Read/Write to the Koha Wiki
- Read and Contribute to Discussions
- Report Koha Bugs
- Submit Patches to Koha using Git (Version Control System)
- Chat with Koha users and developers

Posted on 29/10/2007 [Edit](#) | [Delete](#) | [New](#)

- Koha administration**
- Acquisition**
- Cataloging**
- Circulation**
- Serials Control**
- Generate Reports**
- Database Backup & Restore**

- Add User/Patrons**
- Tools (Export/Import)**
- Authorities**
- Private/Public Lists**
- Advanced search**
- About Koha**
- Logout**

Suggestions pending approval: 1

## Suggestions management

Check all |  Uncheck all

Showing 1 to 1 of 1 Show 20 entries     Search:

<input type="checkbox"/>	Suggestion	Suggested by - on	Managed by - on	Library	Fund	Status
<input checked="" type="checkbox"/>	Ghosala, by Ram Nath [edit] © 2001 ; Published by Vikash in <i>New Delhi</i> ; BK	Library, Administrator - 01/04/2014		Central Library		Pending

Showing 1 to 1 of 1

Mark selected as:  with this reason:  OR:  Delete selected

- 
- Pending
- Accepted
- Checked
- Rejected

## Suggestions

Showing 1 to 2 of 2 Show 10 entries     Search:

Suggestion	Suggested by	Accepted by	
Ghosala - Ram Nath copy. year:2001 published by:Vikash at <i>New Delhi</i>	Library, Administrator	Library, Administrator	<input type="button" value="Order"/>
Theory of romance - Lal Bihari copy. year:2003	Library, Administrator	Library, Administrator	<input type="button" value="Order"/>

Showing 1 to 2 of 2



## New order

### Basket details

Managed by: Administrator Library

Open on: 01/04/2014

### Catalog details

Title: Ghosala

Author: Ram Nath

Publisher: Vikash

Edition:

Publication year: 2001

ISBN:

Series:

### Suggestion

Suggested by: Library, Administrator (suggestion #6)

### Accounting details

Quantity: 1

Fund: Book Budget  Show all:

Currency: INR

Vendor price: 340.00

Uncertain price:

Tax rate: 0.0%

Discount: 0.0000 %

Replacement cost: 340.00 (adjusted for INR)

Budgeted cost: 340.00

Total: 340.00 (budgeted cost \* quantity)

Actual cost: 0.00

Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Statistic 1:

Statistic 2:

**Method 3-** choose and fill up the details manually to make order.

## New order

**Basket details**

Managed by: Administrator Library  
Open on: 01/04/2014

**Catalog details**

Title:   
Author:   
Publisher:   
Edition:   
Publication year:   
ISBN:   
Series:

**Accounting details**

Quantity:   
Fund:  Select a fund Show all:   
Currency:  INR  
Vendor price:  0.00  
Uncertain price:   
Tax rate:  0.0%  
Discount:  0.0000 %  
Replacement cost:  (adjusted for INR)  
Budgeted cost:  0.00  
Total:  0.00 (budgeted cost \* quantity)  
Actual cost:  0.00  
Notes:

The 2 following fields are available for your own usage. They can be useful for statistical purposes

Method 4- search the document and import from a catalogue.

Home > Acquisitions > Vikash Publishing House > Basket 18 > Order from external source

### Order from external source

Title:   
ISBN:   
LC call number:   
Control no.:

Author:   
ISSN:   
Subject heading:   
Dewey:

Select used MARC framework:  Default

**Search targets** [Select all](#) [Clear all](#)

COLUMBIA UNIVERSITY [clio-db.cc.columbia.edu]  
 LIBRARY OF CONGRESS [lx2.loc.gov]  
 SMITHSONIAN INSTITUTION LIBRARIES [sirius-libraries.si.edu]

Method 5- go to tools and upload the file and click on purchase through staged file.

## Choose the file to add to the basket

Showing 1 to 1 of 1 Show  10 entries     Search:

File name	Comments	Status	Staged	# Bibs	
koha.mrc		staged	18/03/2014 03:38 AM		<a href="#">Add orders</a>

Showing 1 to 1 of 1

## Add orders from (koha.mrc staged on 01/04/2014 02:30 PM)

Citation	Match?	Order
Title Author	no_match	<a href="#">Add order</a>
Progressive fiscal policy in India Jha, Praveen, ed.	no_match	<a href="#">Add order</a>
Reproductive epidemiology: principles and methods Merrill, Ray M.	no_match	<a href="#">Add order</a>
Rural development: principles, policies, and management Singh, Katar	no_match	<a href="#">Add order</a>
Sage handbook of leadership Bryman, Alan, ed.	no_match	<a href="#">Add order</a>
Strategies for achieving sustained high economic growth: the case of indian states Kaliranjan, Kaliappa	no_match	<a href="#">Add order</a>
Sustainability of rights after globalisation Chaudhury, Sabyasachi Basu Ray, ed.	no_match	<a href="#">Add order</a>
Sage handbook of cultural analysis Bennett, Tony, ed.	no_match	<a href="#">Add order</a>
Towards a new poverty agenda in Asia: social policies and economic transformation Haan, Arjan De	no_match	<a href="#">Add order</a>
Working with qualitative data Gibson, William J.	no_match	<a href="#">Add order</a>
Water governance for sustainable development Perret, Sylvain, ed.	no_match	<a href="#">Add order</a>

Now after completing the order send it to the vendor. After they delivered the ordered books are to be received. Search the vendor and click on the received shipment.

[+ New](#)
[Edit vendor](#)
[Receive shipments](#)

Show all baskets

**Vikash Publishing House**
[+ New basket](#)
[Receive shipment](#)

No.	Name	Item count	Biblio count	Items expected	Created by	Date	Basket group	Closed	
18	Vikash - 10	9	9	2	Administrator Library	01/04/2014			<a href="#">View</a>   <a href="#">Add to basket</a>

Then check and fill up the details required and click on next.

### Receive shipment from vendor **Vikash Publishing House**

3 shipments

Showing 1 to 3 of 3 Show 10 entries

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Line	Date received	Invoice number	Item count	Biblio count	Items expected
1	06/03/2014	6	1	1	0
2	06/03/2014	7	1	1	0
3	06/03/2014	8	2	2	0

Showing 1 to 3 of 3 [First](#) [Previous](#) [Next](#) [Last](#)

**Receive a new shipment**

Vendor invoice:

Shipment date:  (DD/MM/YYYY)

Shipping cost:

Fund:  Show all:

[Next](#) [Cancel](#)

Then check the ordered materials and click on the receive link to add item and copies and save it. Then back to the previous page and finish receiving.

## Receipt summary for Vikash Publishing House [ 10 ] on 01/04/2014

Invoice number: 10 Received by: admin On: 01/04/2014

### Pending orders

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
Vikash - 10 (18)	No basket group	20	Theory of library cataloguing by S. R. Ranganathan Suggested by: Library, Administrator (suggestion #1) [Add note]	MARC   Card	1	290.00	290.00	Book Budget	Receive Transfer	Delete order Can't delete order and catalog record 2 item(s) left 1 order(s) left
Vikash - 10 (18)	No basket group	21	Ghosala by Ram Nath Suggested by: Library, Administrator (suggestion #6) [Add note]	MARC   Card	1	340.00	340.00	Book Budget	Receive Transfer	Delete order Delete order and catalog record

Showing 1 to 2 of 2 First Previous Next Last

### Already received

There are no received orders.

Finish receiving

## Receive items from : Vikash Publishing House [10] (order #20)

Catalog details										Accounting details			
Title:	Theory of library cataloguing									Date received:	01/04/2014		
Author:	S. R. Ranganathan									Fund:	Book Budget		
Copyright:	2003									(Current: Library Budget - Book Budget)			
ISBN:										Created by:	No name		
Series:										Quantity to receive:	1		
Suggestion										Quantity received:	1		
Suggested by: Library, Administrator (suggestion #1)										Replacement cost:	290.00		
Items list										Budgeted cost:	290.00		
		Barcode	Home library	Holding library	Not for loan	Restricted	Location	Call number	Copy number	Actual cost:	290.00		
Edit	Delete		Central Library	Central Library			General Section			Notes:			
Item													
Save										Cancel			

## Receipt summary for Vikash Publishing House [ 10 ] on 01/04/2014

Invoice number: 10 Received by: admin On: 01/04/2014

### Pending orders

There are no pending orders.

### Already received

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

Basket	Basket group	Order Line	Holds	Summary	View record	Quantity	Fund	Est cost	Actual cost	TOTAL	
Vikash - 10 (18)	No basket group	20	0	Theory of library cataloguing / S. R. Ranganathan Suggested by: Library, Administrator (suggestion #1)	MARC   Card	1	Book Budget	290.00	290.00	290.00	Cancel receipt
Vikash - 10 (18)	No basket group	21	0	Ghosala / Ram Nath Suggested by: Library, Administrator (suggestion #6)	MARC   Card	1	Book Budget	340.00	340.00	340.00	Cancel receipt
							(Tax exc.) Subtotal for Book Budget	630.00	630.00		
Total tax exc.										630.00	
Total (GST 0.0%)										0	
Total tax inc.										630.00	

Showing 1 to 2 of 2 First Previous Next Last

Finish receiving

Next process the invoice of the received documents and then close the basket.

## Invoice: 10

Vendor: Vikash Publishing House

Shipment date:	01/04/2014
Billing date:	
Shipping cost:	0.00
Fund:	Book Budget
Status:	Open.
Close:	<input checked="" type="checkbox"/>

Save

[Go to receipt page](#)

### Invoice details

Summary	Publisher	Library	RRP	Est.	Qty.	Total	Fund
Ghosala by Ram Nath			340.00	340.00	1	340	Book Budget
Theory of library cataloguing by S. R. Ranganathan			290.00	290.00	1	290	Book Budget
<b>Total tax exc.</b>			<b>630.00</b>		<b>2</b>	<b>630.00</b>	
<b>Tax (0.00%)</b>			<b>0.00</b>			<b>0.00</b>	
<b>Total tax inc. (INR)</b>			<b>630.00</b>		<b>2</b>	<b>630.00</b>	
<b>Total + shipment cost (INR)</b>					<b>2</b>	<b>630.00</b>	

### Basket Vikash - 10 (18) for Vikash Publishing House

Delivery place: Central Library  
 Billing place: Central Library  
 Created by: Administrator Library  
 Managed by:    
 Branch: No branch    
 Opened on: 01/04/2014

### Orders

Show all details

Showing 1 to 2 of 2 Show 10 entries     Search:

Order	RRP tax exc.	ecost tax exc.	Qty.	Total tax exc. (INR)	GST %	GST	Fund	Modify	Delete
(rcvd) Ghosala by Ram Nath, Vikash Suggested by: Library, Administrator (suggestion #6) <a href="#">[Add note]</a>	340.00	340.00	1	340.00	0.00	0.00	Book Budget	Modify	Delete order Delete order and catalog record
(rcvd) Theory of library cataloguing by S. R. Ranganathan, SRELS Suggested by: Library, Administrator (suggestion #1) <a href="#">[Add note]</a>	290.00	290.00	1	290.00	0.00	0.00	Book Budget	Modify	Delete order Can't delete order and catalog record 2 item(s) left 1 order(s) left
<b>Total (GST 0.00)</b>			<b>2</b>	<b>630</b>		<b>0</b>			
<b>Total (INR)</b>			<b>2</b>	<b>630.00</b>		<b>0.00</b>			

Showing 1 to 2 of 2

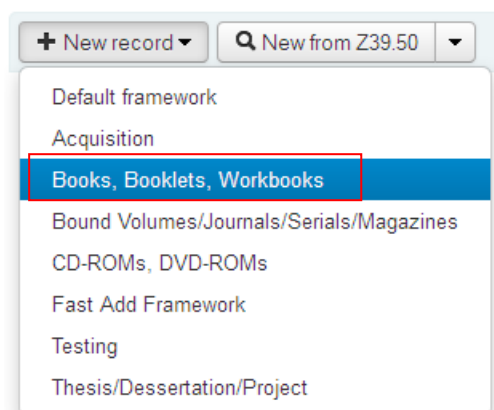
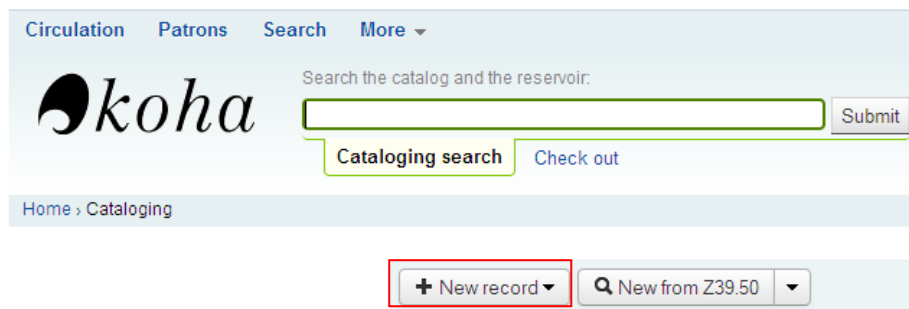
### Are you sure you want to close basket Vikash - 10?

Attach this basket to a new basket group with the same name



## Catalogue Module

After acquisitioning the book it is need to be catalogued. So catalogue the item through catalogue module. Open the module and click on the new record tab. It will show a list of framework. Choose the book framework.

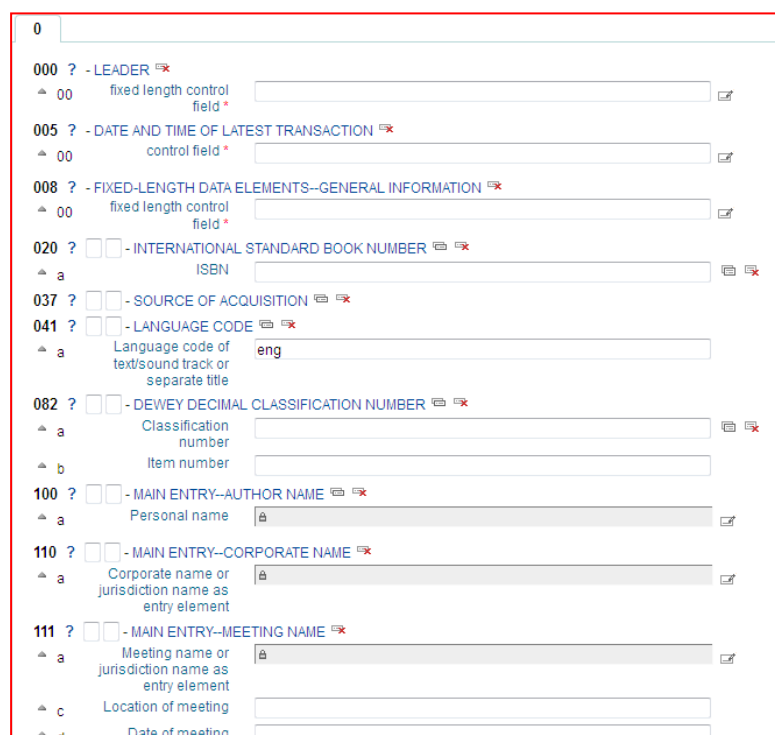


It will open the MARC records fields. Each details of the book will fill in the different tags like 020, 080, 100, 245, 250, 260, 300, 440, 490, 500, 650, 700, 85, 942 etc.

### Add MARC record

Show MARC tag documentation links

Change framework: Books, Booklets, Workbooks



245 ?   - TITLE STATEMENT

▲ a TITLE STATEMENT Title \*

▲ b Remainder of title

▲ c Statement of responsibility, etc

250 ?   - EDITION STATEMENT

▲ a Edition statement

260 ?   - PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

▲ a Place of publication

▲ b Name of publisher

▲ c Year of publication

300 ?   - PHYSICAL DESCRIPTION

▲ a Number of Pages

▲ e Accompanying material

440 ?   - SERIES STATEMENT/ADDED ENTRY--TITLE

▲ a Title

490 ?   - SERIES STATEMENT

▲ a Series statement

500 ?   - GENERAL NOTE

▲ a General note

505 ?   - FORMATTED CONTENTS NOTE

▲ a Formatted contents note

520 ?   - SUMMARY, ETC.

▲ a Summary, etc

650 ?   - SUBJECT ADDED ENTRY--TOPICAL TERM

▲ a Topical Term

▲ x General subdivision

700 ?   - ADDED ENTRY--PERSONAL NAME

▲ a Personal name

856 ?   - ELECTRONIC LOCATION AND ACCESS

▲ u Uniform Resource Identifier

942 ?   - ADDED ENTRY ELEMENTS (KOHA)

▲ c Koha [default] item type \*

You can also import the catalogue data from others OPAC through z39.50

+ New record    🔍 New from Z39.50

Koha > Z39.50 search results - Mozilla Firefox  
192.168.28.215:8080/cgi-bin/koha/cataloguing/z3950\_search.pl?frameworkcode=BKS

### Z39.50 search points

Title: <input type="text"/>	Author: <input type="text"/>
ISBN: <input type="text"/>	ISSN: <input type="text"/>
LC call number: <input type="text"/>	Subject heading: <input type="text"/>
Control no.: <input type="text"/>	Dewey: <input type="text"/>
Raw (any): <input type="text"/>	Standard ID: <input type="text"/>

**Search targets**    [Select all](#)    [Clear all](#)

COLUMBIA UNIVERSITY

LIBRARY OF CONGRESS

SMITHSONIAN INSTITUTION LIBRARIES

## Circulation Module

After cataloguing the book is ready to circulate among the users. In the circulation module issue/ return/ renew/ transfer/ set a library for a book to the users can be done.

### Circulation

- Check out
- Check in
- Renew
- Transfer
- Set library

#### Fast cataloging

#### Offline circulation

- Upload offline circulation file (.koc)
- Pending offline circulation actions
  - Get desktop application
  - Get Firefox add-on

### Circulation Reports

- Holds queue
- Holds to pull
- Holds awaiting pickup
- Hold ratios
- Transfers to receive
- Overdues - **Warning:** This report is very resource intensive on systems with large numbers of overdue items.
- Overdues with fines - Limited to your library. See report help for other details.

Click on the check out, put the name or ID of the user and hit enter. It will open the user's details page, put the accession number and click on check out. You can also check the user's details here and can edit.

The screenshot displays the Koha Circulation Module interface. At the top, there are navigation tabs: Circulation, Patrons, Search, and More. The Koha logo is on the left. A search bar prompts the user to 'Enter patron card number or partial name:' with a 'Submit' button. Below the search bar are buttons for 'Check out', 'Check in', and 'Search the catalog'. The main content area shows the breadcrumb 'Home > Circulation > Checkouts > Library (1)'. On the left, the 'Library (1)' section features the logo of Biju Patnaik Central Library, Rourkela, Odisha, India, along with contact information and category details. The main area contains a toolbar with buttons for 'Edit', 'Change password', 'Duplicate', 'Print', 'Search to hold', and 'More'. A 'Checking out to Library (1)' form is visible, with a 'Check Out' button and a 'Remember for session' checkbox. A summary bar shows '0 Checkouts', '3 Hold(s)', and 'Restrictions'. A message states 'Patron has nothing checked out.' On the right, there are sections for 'Attention:' and 'Messages: Add a new message'. A sidebar on the left, under the heading 'Check out', lists options: Details, Fines, Circulation history, Modification log, Notices, and Statistics.

Again click on the check in tab and put the accession number and then hit enter.

**Check in**

Enter item barcode:

**Options**

Forgive overdue charges

Book drop mode

**Checked-in items**

Due date	Title	Author	Barcode	Home library	Holding library	Shelving location	Call number	Type	Patron	Note
01/05/2014 11:59 PM	Advances in cell biology.		25	MAIN	MAIN			BK	Library, Administrator (LS)	

Again click on renew button and put the accession number and hit enter.

**Renew**

Enter item barcode:

You may transfer the book to other library by clicking on transfer and then put the accession number and hit enter.

**Transfer**

Destination library:

Enter barcode:

If multiple library or branch library is there then you can work with the particular library by choosing it.

**Set library**

Choose library:

Central Library

Central Library

Main Library

Main Library

## Serial Control Module

This module is used to manage the serial publications like journal, magazine etc. It is also used like the acquisition module. Go to serial module and click on new subscription.

[Home](#) > [Serials](#)

[Advanced search](#)

[+ New subscription](#)

- [Claims](#)
- [Check expiration](#)
- [Manage frequencies](#)
- [Manage numbering patterns](#)

After that, search for a vendor first. If vendor is available then choose it otherwise register for a vendor like before. Then fill the journal details and other necessary columns and click on next.

### Add a new subscription (1/2)

**Subscription details**

Vendor:  (  ) [Search for a vendor](#)

Biblio:  (  ) *Required*  
[Search for Biblio](#) | [Create Biblio](#)

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:  (select a library)

Public note:

Nonpublic note:

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

Location:

Grace period:  day(s)

Number of issues to display to staff:

Number of issues to display to the public:

[Next >>](#)

Then fill the next page after words and check the test prediction patterns and save it.



## Add a new subscription (2/2)

**Serials planning**

First issue publication date: (\*)

Frequency: (\*)

Subscription length:   (enter amount in numerals)

Subscription start date: (\*)

Subscription end date:

Numbering pattern:

Locale  If empty, system locale is used

	Volume	Number
Begins with	<input type="text" value="1"/>	<input type="text" value="1"/>
Inner counter	<input type="text"/>	<input type="text" value="10"/>

[Show/Hide advanced pattern](#)

<< Previous

Next to it start receiving the journal. Search for the journal name and hit enter.

Search subscriptions:

ISSN:  Title:   [Advanced search](#)

[Check out](#) [Search the catalog](#)

Click on the receive link of the particular journal it will show the volume/ issue no and their status to be used. Set and save it.

### Serials subscriptions (2 found)

Open (2) Closed (0)

Showing 1 to 2 of 2 Show 10 entries First Previous Next Last Search:

ISSN	Title	Notes	Library	Location	Call number	Expiration date	Issue history	Serial receive
	Journal of thethology		Central Library	Periodicals Section		31/03/2015	<input type="button" value="Issue history"/>	<input type="button" value="Serial receive"/>
	Journal of thethology		Central Library	Periodicals Section		31/03/2015	<input type="button" value="Issue history"/>	<input type="button" value="Serial receive"/>

Showing 1 to 2 of 2 First Previous Next Last

### Serial edition *Journal of thethology* ( Periodicals Section )

Numbered	Published on	Expected on	Status	Notes
Issue <input type="text" value="Vol 1, No 1"/>	<input type="text" value="01/04/2014"/>	<input type="text" value="01/04/2014"/>	Expected <input type="button" value="v"/>	<input type="text"/>
Supplemental issue <input type="text"/>	<input type="text"/>	<input type="text"/>	Expected	<input type="text"/>

- Expected
- Expected
- Arrived
- Late
- Missing
- Claimed
- Not available
- Delete

If you don't receive any issue then you can also use the late status and continue for next issues.

### Serial edition *Journal of thethology* ( Periodicals Section )

Numbered	Published on	Expected on	Status	Notes
Issue Vol 1, No 3	01/06/2014	01/06/2014	Late	
Supplemental issue			----	

Save Multi receiving

You can also claim a missed issue to the vendor dealing the journal.

Advanced search + New subscription

- Claims
- Check expiration
- Manage frequencies
- Manage numbering patterns

Fill the journal details and send it to the vendor.

#### Claims

Vendor: Vikash Publishing House (2) OK

#### Missing issues

Filters :

Status : (All) Title : Library : (All) From: To: (DD/MM/YYYY) OK

Clear filters

<input type="checkbox"/>	Vendor	Library	Title	Issue number	Status	Since	Claim date
<input type="checkbox"/>	Vikash Publishing House	Central Library	Journal of thethology	Vol 1, No 1	Expected	01/04/2014	
<input checked="" type="checkbox"/>	Vikash Publishing House	Central Library	Journal of thethology	Vol 1, No 3	Claimed	01/06/2014	02/04/2014

Select CSV profile: issues to claim Download selected claims

Select notice: Claim Serial issues Send notification

# Generate Report Module

You can generate report to look over all library works. There are thousands types of reports can be generated. The reports can be generated by two ways. One is filling the required fields manually and the other is using MySQL codes.

## Reports

### Guided reports

- [Guided reports wizard](#)
- [Build new](#)
- [Use saved](#)
- [Create from SQL](#)

### Reports dictionary

- [View dictionary](#)

### Statistics wizards

- [Acquisitions](#)
- [Patrons](#)
- [Catalog](#)
- [Circulation](#)
- [Serials](#)
- [Holds](#)

### Report Plugins

- [Report Plugins](#)

### Top lists

- [Patrons checking out the most](#)
- [Most-circulated items](#)

### Inactive

- [Patrons who haven't checked out](#)
- [Items with no checkouts](#)

### Other

- [Items lost](#)
- [Catalog by item type](#)
- [Average loan time](#)
- [Koha database schema](#)
- [Koha reports library](#)

## Saved reports

ID	Report name	Type	Group	Subgroup	Notes	Author	Creation date	Public	Saved results	Actions
1	Acquisition-Accession Register	1	Acquisitions		To create an Accession Register Sorted by Barcode Number Report	Library, Administrator (1)	17/07/2013	No		Actions
2	Circulation-Damaged Items with Title	1	Circulation		Damaged Items with Title	Library, Administrator (1)	17/07/2013	No		Actions
3	Catalogue-Items with list of Collection Code	1	Catalog		Catalogue-Items with list of Collection Code	Library, Administrator (1)	17/07/2013	No		Actions
4	Catalogue-List of Items Marked Lost/Missing	1	Catalog		Finds all items that are marked as lost in some way.	Library, Administrator (1)	17/07/2013	No		Actions
5	Catalogue-List of New Items	1	Catalog			Library, Administrator (1)	17/07/2013	No		Actions
6	Circulation-All Checked Out Books	1	Circulation		A report to show you all items that are currently checked out and who they're checked out to	Library, Administrator (1)	17/07/2013	No		Actions
7	Circulation-All Circ Actions on Date	1	Circulation		Give you stats for all circ actions on a specific date	Library, Administrator (1)	17/07/2013	No		Actions
8	Circulation-All returned books arranged in date wise	1	Circulation		All returned books arranged in date wise. Please write the date range in sql code before running this report.	Library, Administrator (1)	17/07/2013	No		Actions
9	Circulation-Checkins by Shelving Location	1	Circulation		A count of checkins by shelving location at a specific branch in a specific timeframe.	Library, Administrator (1)	17/07/2013	No		Actions
10	Circulation-Checkout by Shelving Location	1	Circulation		A count of checkouts by shelving location at a specific branch in a specific timeframe	Library, Administrator (1)	17/07/2013	No		Actions
11	Circulation-Circulation Report by Date	1	Circulation		Issue of books in date range	Library, Administrator (1)	17/07/2013	No		Actions
12	Circulation-Items currently Checked out	1	Circulation		Shows all items currently checked out along with details.	Library, Administrator (1)	17/07/2013	No		Actions
13	Circulation-Number of books renewed	1	Circulation		A count of renewals by shelving location at a specific branch in a specific timeframe.	Library, Administrator (1)	17/07/2013	No		Actions

These are some examples of saved report in different modules. You can change the parameter by editing them through the action tab in right side.

## Patron Module

This module is used to create patron or users. You can add/ delete/ modify/ restrict/ give permission to a user. Click on new patron and choose category.

The screenshot shows the Koha Patron Module interface. At the top, there are navigation links: Circulation, Patrons, Search, and More. The Koha logo is on the left. A search bar is in the center with the text "Enter patron card number or partial name:" and a "Search" button. Below the search bar are links for "Search patrons", "Check out", "Check in", and "Search the catalog". A breadcrumb trail shows "Home > Patrons". A dropdown menu labeled "+ New patron" is open, showing a list of categories: Faculty, Lib. Staff, Library Staff, Non-Teaching Staff, Post Graduate, Research Associate, Research Scholar, Students, Study Material, Testing, Under Graduate, and Visiting Faculty. To the right of the dropdown menu, a grid of letters "DEFGHIJKLMNOPQRSTUVWXYZ" is visible.

It will open the patron details part fill the required fields and save it.

### Add Library Staff patron

The screenshot shows the "Add Library Staff patron" form. It is divided into three sections: "Patron identity", "Main address", and "Contact".

- Patron identity:** Includes fields for Salutation (dropdown), Surname (Required), First name, Date of birth (DD/MM/YYYY), Initials, Other name, and gender (Female, Male, N/A).
- Main address:** Includes fields for Street number, Address, Address 2, City, State, Zip/Postal code, and Country.
- Contact:** Includes fields for Primary phone (Shows on transit slips), Secondary phone, Other phone, Primary email (Shows on transit slips), Secondary email, and Fax.

Alternate address

Address:

Address 2:

City:

State:

Zip/Postal code:

Country:

Phone:

Email:

Contact note:

Alternate contact

Surname:

First name:

Address:

Address 2:

City:

State:

Zip/Postal code:

Country:

Phone:

Library management

Card number:  *Required*

Library:  *Required*

Category:  *Required*

Sort 1:

Sort 2:

Library set-up

Registration date:  (DD/MM/YYYY)

Expiry date (leave blank for auto calc):  (DD/MM/YYYY)

OPAC note:

This message appears on this patron's user page in the OPAC

Circulation note:

This message displays when checking out to this patron

OPAC/Staff login

Username:

Password:

Minimum password length: 3

Confirm password:

Additional attributes and identifiers

Show barcode on the summary screen items listings:

Patron messaging preferences


	Days in advance	SMS	Email	Digests only?	Do not notify
Advance notice	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Item due	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>

SMS number:



You can edit and modify/ delete or set permission for a patron. Click on the more tab on the top. Choose edit or delete. You can set permission to a staff user to perform library task from the client end. Choose super librarian for all permission together else choose particular area for partial permission.

Library (1)



Biju Patnaik Central Library  
Rourkela, Odisha 769008,  
India  
No phone stored.  
bimtechworkshop@gmail.com ...  
Category: Lib. Staff (LS)  
Home library: Central  
Library

[Check out](#)  
[Details](#)  
[Fines](#)  
[Circulation history](#)  
[Modification log](#)  
[Notices](#)  
[Statistics](#)

[Edit](#) [+ Add child](#) [Change password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More](#)

### Administrator Library (1)

Biju Patnaik Central Library  
Rourkela Odisha 769008  
India

Primary email: [bimtechworkshop@gmail.com](mailto:bimtechworkshop@gmail.com)  
[Edit](#)

#### Manage Patron Image

To update the image for Library, select a new image file and click 'Upload.'  
Click the 'Delete' button to remove the current image.  
Only PNG, GIF, JPEG, XPM formats are supported.

Select the file to upload:  
[Browse...](#) No file selected.

[Upload](#) [Delete](#)

**Library use**

Card number: 1  
Borrowernumber: 1  
Category: Lib. Staff (LS)  
Registration date: 17/07/2013  
Expiration date: 31/03/2024  
Library: Central Library  
Username: admin  
Password: \*\*\*\*\*  
[Edit](#)

**Alternate address**

Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip/Postal code: \_\_\_\_\_  
[Edit](#)

**Alternative contact**

Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip/Postal code: \_\_\_\_\_  
[Edit](#)

**Additional attributes and identifiers**  
[Edit](#)

**Patron messaging preferences**

	Days in advance	SMS	Email	Digests only?
Advance notice	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item checkout	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Hold filled	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Item due	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item check-in	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

SMS number: \_\_\_\_\_  
[Edit](#)

[Checkout\(s\)](#) [Fines & Charges](#) [3 Hold\(s\)](#) [Restrictions](#)

Patron has nothing checked out.

[Edit](#) [Change password](#) [Duplicate](#) [Print](#) [Search to hold](#) [More](#)

### Set permissions for Library, Administrator

(*superlibrarian*) Access to all librarian functions

- (*circulate*) Check out and check in items
- (*catalogue*) Required for staff login. Staff access, allows viewing of catalogue in staff client.
- (*parameters*) Manage Koha system settings (Administration panel)
- (*borrowers*) Add or modify patrons
- (*permissions*) Allow staff members to modify permissions for other staff members
- (*reserveforothers*) Place and modify holds for patrons
- (*borrow*) Borrow books
- (*editcatalogue*) Edit Catalog (Modify bibliographic/holdings data)
- (*updatecharges*) Manage patrons fines and fees
- (*acquisition*) Acquisition and/or suggestion management
- (*management*) Set library management parameters (deprecated)
- (*tools*) Use all tools (expand for granular tools permissions)
- (*editauthorities*) Edit Authorities
- (*serials*) Manage serial subscriptions
- (*reports*) Allow access to the reports module
- (*staffaccess*) Allow staff members to modify permissions for other staff members
- (*coursereserves*) Course Reserves
- (*plugins*) Koha plugins

[Save](#) [Cancel](#)

# Tools Module

This module is used for various tasks.

Home > Tools

## Patrons and circulation

### Patron lists

Manage lists of patrons.

### Comments

Moderate patron comments.

### Import patrons

Import patron data

### Notices & slips

Define notices (print and email notification messages for overdues, etc.)

### Overdue notice/status triggers

Set overdue notice triggers for overdue items

### Patron card creator

Create printable patron cards

### Batch patron deletion/anonymization

Batch delete patrons and delete patron circulation history

### Batch patron modification

Modify patrons in batch

### Tags

Moderate patron tags

### Upload patron images

Upload patron images in a batch or one at a time

## Catalog

### Batch item deletion

Delete a batch of items

### Batch item modification

Modify items in a batch

### Export data

Export bibliographic, holdings, and authority records

### Inventory/stocktaking

Perform inventory (stocktaking) of your catalog

### Label creator

Create printable labels and barcodes from catalog data

### Quick spine label creator

Enter a barcode to generate a printable spine label. For use with dedicated label printers

### MARC modification templates

Manage templates for modifying MARC records during import.

### Stage MARC records for import

Stage MARC records into the reservoir.

### Staged MARC record management

Managed staged MARC records, including completing and reversing imports

### Upload local cover image

Utility to upload scanned cover images for display in OPAC

## Additional tools

### Calendar

Define days when the library is closed

### CSV profiles

Manage CSV export profiles

### Log viewer

Browse the system logs

### News

Write news for the OPAC and staff interfaces

### Task scheduler

Schedule tasks to run

### Edit quotes for QOTD feature

Quote editor for Quote-of-the-day feature in OPAC

### Tool Plugins

Use tool plugins

## Patron and Circulation

You can import multiple patrons at a time. A format file is given there. You can download the file, fill the details and upload the file.

You can set notices and slips for circulation transactions.

You can create patron ID cards as library cards.

You can upload patron image together.

## Catalogue

You can export multiple data for different materials.

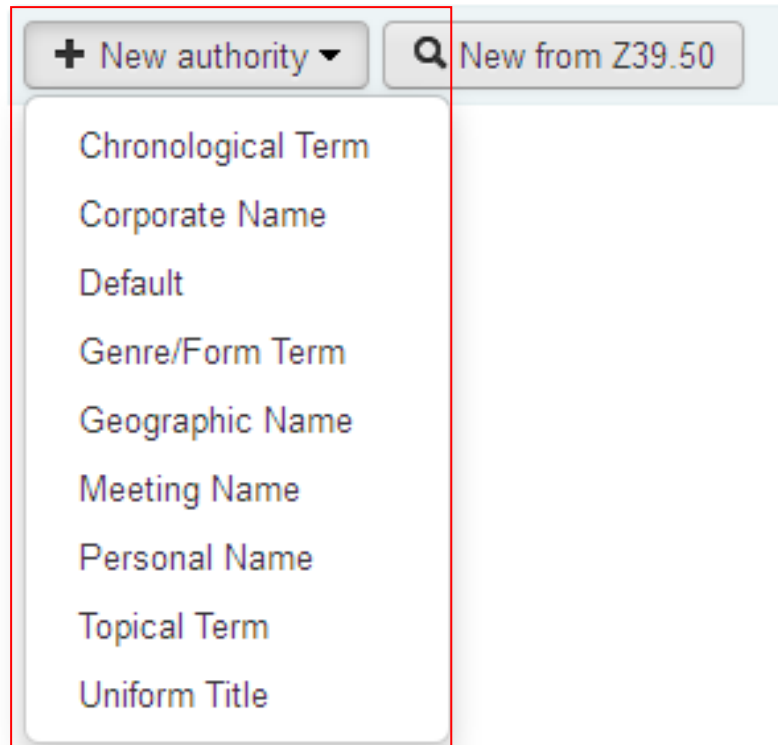
You can create spine levels and bar codes for the materials.

You can import multiple data for different materials.

You can upload local cover images of the books.

## Authority Module

This module is used to create and maintain authority like chronological term, corporate name, personal name etc. You can also import the authorities from others.



## List Module

This module is used to create public/ private list of readings. Public list is visible to all users in OPAC but private list is visible to the particular user after login. Click on the new list choose the required fields and save it.

**+ New list**

**Create a new list**

**List name:**

**Owner:** admin

**Sort this list by:**

**Category:**

**Permissions:**  anyone else to add entries.

anyone to remove his own contributed entries.

anyone to remove other contributed entries.

**Save**

Cancel

- A **Private** list is managed by you and can be seen only by you.
- A **Public** list can be seen by everybody, but managed only by you.
- The owner of a list is always allowed to add entries, but needs permission to remove.

## Advanced Search Module

This search facility provides users a deep search. If you are not able to locate the document by simple search then use this search. You can apply here different search terms single or together.

### Advanced search








#### Search for

Keyword	▼	<input type="text"/>
Keyword	▼	<input type="text"/>
Keyword	▼	<input type="text"/>

Search [\[More options\]](#) [\[New search\]](#)

#### Item type

Limit to any of the following:

<input type="checkbox"/>  Bank	<input type="checkbox"/>  Books	<input type="checkbox"/>  CD/DVD	<input type="checkbox"/>  Journals/Serial	<input type="checkbox"/> Proceedings
<input type="checkbox"/>  Reference	<input type="checkbox"/>  Text/Reserve	<input type="checkbox"/>  Thesis		

#### Subtype limits

Any audience ▼ Any content ▼ Any format ▼ Additional content types ▼

#### Location and availability

Only items currently available

Individual libraries:  ▼  
OR  
Groups of libraries:  ▼

#### Sorting

Sort by:  ▼

Search [\[More options\]](#) [\[New search\]](#)

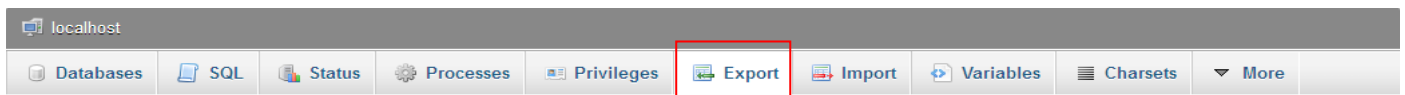
## Database Backup/Restore Module

As we are using automated process of running libraries, it is very necessary that we kept a regular backup to our database. If in case any crash or damage or server error or any other kind of fall down found then we can run our library as smooth as before by restoring the backup data. Go to backup restore module and use GUI interface to take backup from PHPMYAdmin.



The image shows the phpMyAdmin welcome screen. At the top, there is a logo for phpMyAdmin and the text "Welcome to phpMyAdmin". Below this, there is a "Language" section with a dropdown menu set to "English". Underneath is a "Log in" section with two input fields for "Username:" and "Password:". A "Go" button is located at the bottom right of the login section. Red boxes highlight the "Go" button and the "Username:" and "Password:" input fields.

Use your root ID password to login. Then go to export tab and select particular details and click on go button.

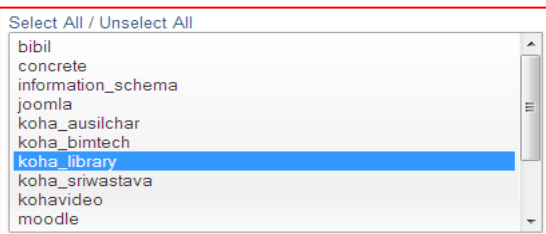


### Exporting databases from the current server

#### Export Method:

- Quick - display only the minimal options
- Custom - display all possible options

#### Database(s):



The image shows a list of databases available for export. The list includes: bibil, concrete, information\_schema, joomla, koha\_ausilchar, koha\_bimtech, koha\_library, koha\_sriwastava, kohavideo, and moodle. The "koha\_library" database is selected and highlighted with a blue background. A red box surrounds the entire list.

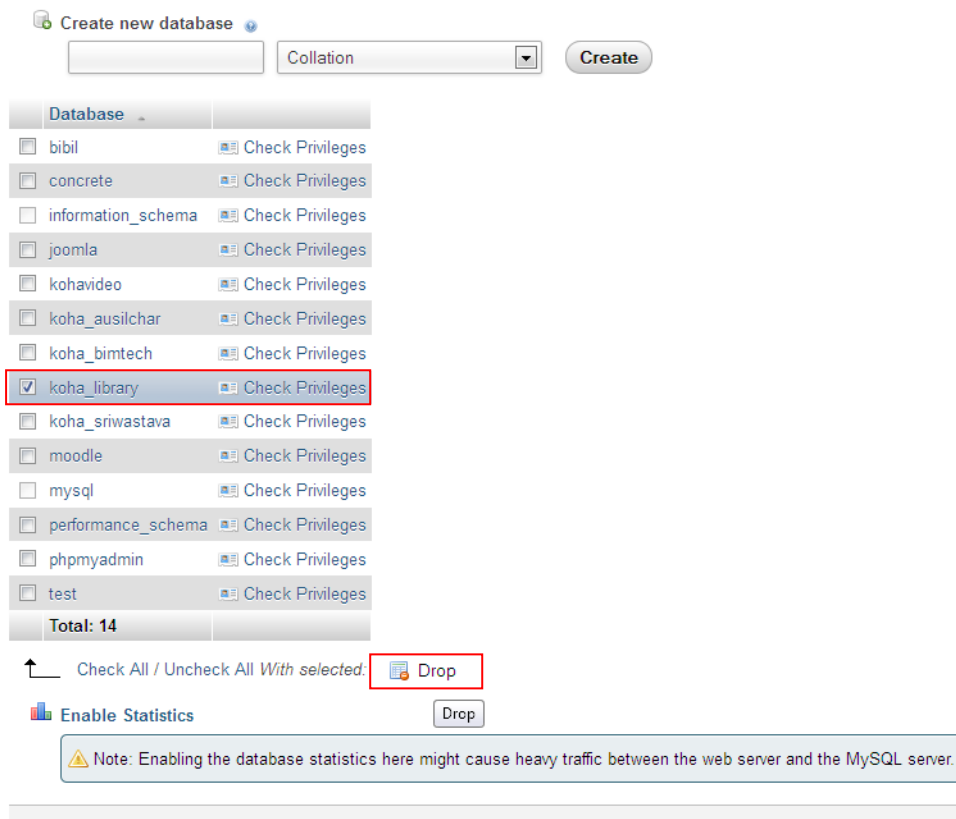
#### Output:

- Save output to a file
  - Save on server in the directory /etc/phpmyadmin/upload/
  - Overwrite existing file(s)
  - File name template: @SERVER@  use this for future exports
  - Character set of the file: utf-8
  - Compression: None
- View output as text



If you want to restore your database then go to database tab and delete the existing database first.

## Databases



Create new database

Collation

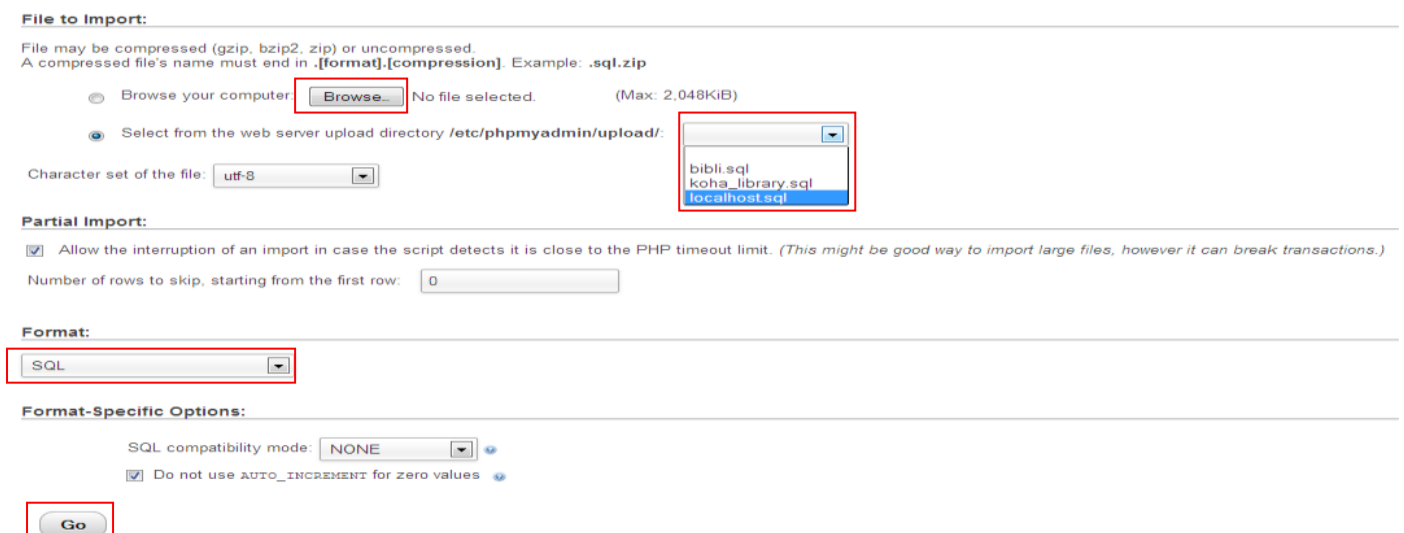
Database	
<input type="checkbox"/> bibil	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> concrete	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> information_schema	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> joomla	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> kohavideo	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_ausilchar	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_bimtech	<input type="button" value="Check Privileges"/>
<input checked="" type="checkbox"/> koha_library	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> koha_sriwastava	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> moodle	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> mysql	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> performance_schema	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> phpmyadmin	<input type="button" value="Check Privileges"/>
<input type="checkbox"/> test	<input type="button" value="Check Privileges"/>
Total: 14	

Check All / Uncheck All With selected:

Note: Enabling the database statistics here might cause heavy traffic between the web server and the MySQL server.

Then go to import tab and click upload the database file and choose the SQL file type and click on go. It may take some time to complete.

### Importing into the current server



**File to Import:**

File may be compressed (gzip, bzip2, zip) or uncompressed.  
A compressed file's name must end in **[format].[compression]**. Example: **.sql.zip**

Browse your computer:  No file selected. (Max: 2,048KiB)

Select from the web server upload directory **/etc/phpmyadmin/upload/**:

Character set of the file:

**Partial Import:**

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. (This might be good way to import large files, however it can break transactions.)

Number of rows to skip, starting from the first row:

**Format:**

**Format-Specific Options:**

SQL compatibility mode:

Do not use AUTO\_INCREMENT for zero values

You can also do this task by using command lines. Follow the link instructions.

[kohageek.blogspot.com/2015/08/move-old-koha-database-to-new.html](http://kohageek.blogspot.com/2015/08/move-old-koha-database-to-new.html)

## Some Other important Configuration

### E-mail Configuration

E-mail notification can be set to send notice e-mail for circulation purpose like issue, return, renew, overdue, fine etc. through Gmail service it can be configured to send automatic e-mail.

Postfix is used to configure the Gmail. To install postfix and configure e-mail services follow the instruction given in below link.

[kohageek.blogspot.com/2012/09/configure-gmail-with-postfix-to-send.html](http://kohageek.blogspot.com/2012/09/configure-gmail-with-postfix-to-send.html)

### Use Regional Language Search

As Indians use various languages so Koha also has a provision of searching through regional languages. To configure the regional search services follow the instructions given in the below link.

[kohageek.blogspot.com/2013/10/zebra-configuration-for-regional\\_2.html](http://kohageek.blogspot.com/2013/10/zebra-configuration-for-regional_2.html)

### Koha MySQL Reports

Through MySQL you can generate any type of reports in Koha. Just paste the code in the SQL code area in Reports Module and run it. You can also change the parameter in a SQL code to make different result as per your need. Find out thousands of SQL code in the below link.

[https://wiki.koha-community.org/wiki/SQL\\_Reports\\_Library](https://wiki.koha-community.org/wiki/SQL_Reports_Library)

### Schedule Koha Database Backup

Taking Koha backup regularly is very important. But sometimes we don't get the time or may forget to take the backup. So a schedule backup taking process is set up to avoid failure of taking backup. The process of schedule backup is set through command lines.

You have to open the terminal and set a cronjob. Follow the instructions below link to set up the automatic backup process.

[kohageek.blogspot.com/2013/05/how-to-schedule-database-backup-in-koha.html](http://kohageek.blogspot.com/2013/05/how-to-schedule-database-backup-in-koha.html)

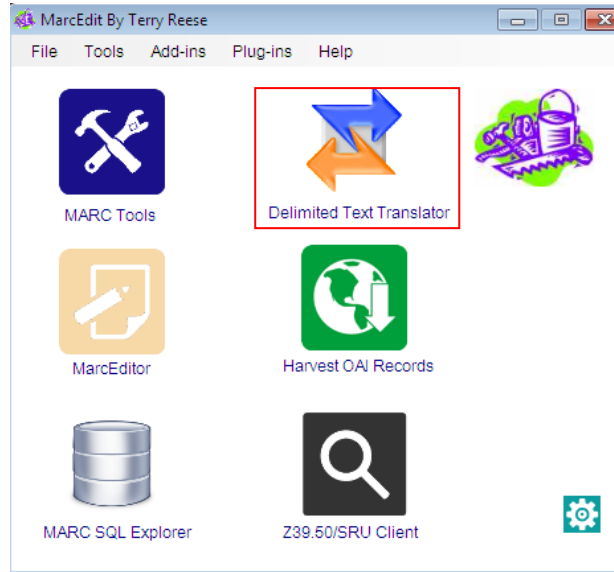
You can take the backup into your pen drive daily or you can store it to your Google Drive. It is more safe and free to archive your backup at Drive automatically. You have to run some commands. Follow the instructions given in the below link.

<http://blog.l2c2.co.in/index.php/2016/07/27/easy-peasy-way-of-automating-remote-backup-on-cloud/>

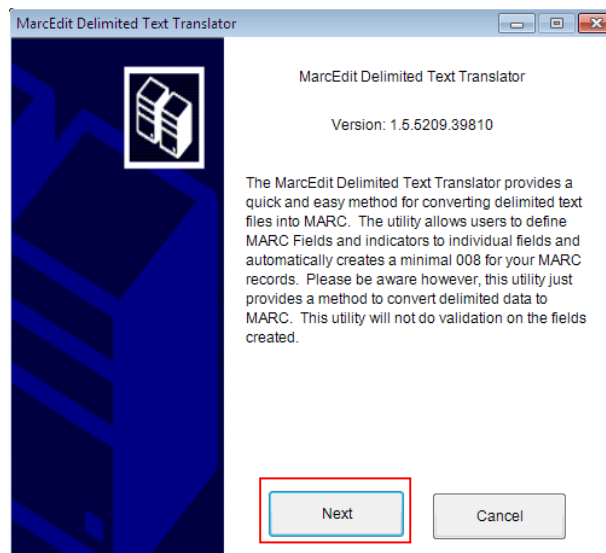
### Bulk Data Import through MARCEdit

If you have lot of data in a recorded format and you want to import the full data at a time then MARCEdit will help you out. Prepare your data in excel, you can also use the

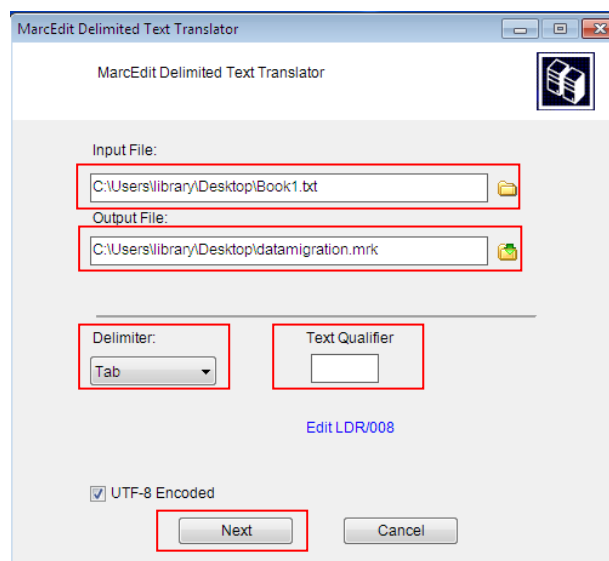
fileformat given in the stage marc import in tool module. Download the file and set the data field wise. Then open marcedit



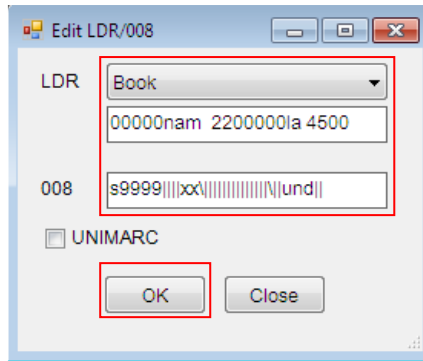
Click on Delimited Text Translator and then click on next



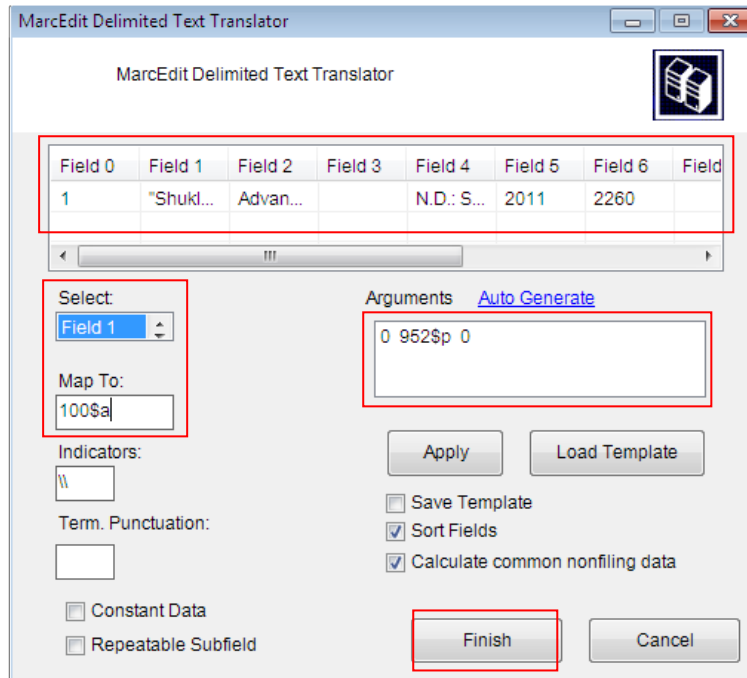
Then choose the input-output location and click on next



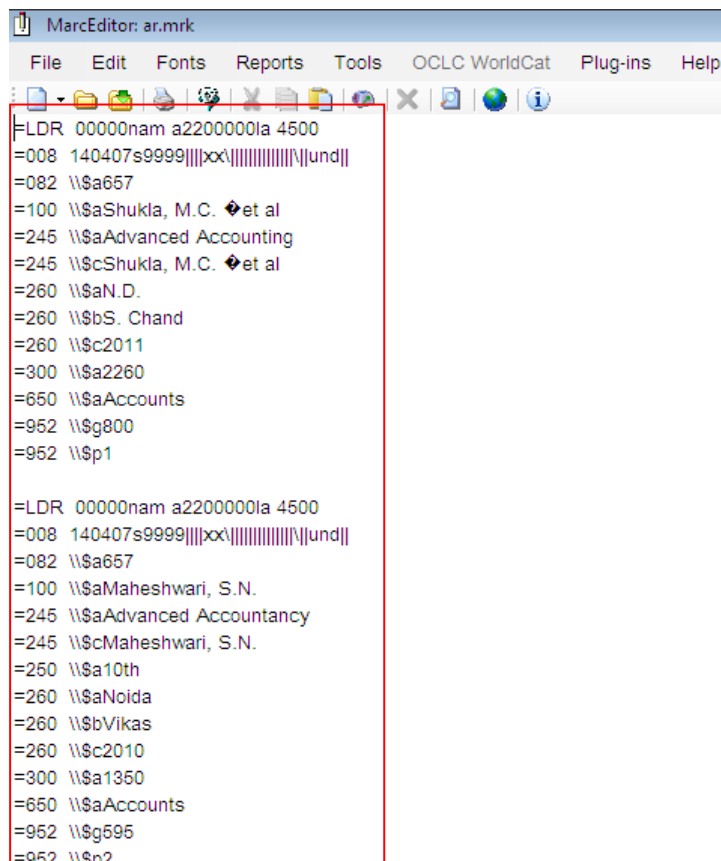
Then set the LDR to book and check UTF- 8 Encoder and click ok



Now map the MARC tags. Define each tag to each field and click on finish button.



The file will convert to .mrk extension. Open the file with marc edit.



Click on tool and save the file to .mrc format.

Then open Tool Module in Koha and go to stage marc import under catalogue.

### Catalog

#### Batch item deletion

Delete a batch of items

#### Batch item modification

Modify items in a batch

#### Export data

Export bibliographic, holdings, and authority records

#### Inventory/stocktaking

Perform inventory (stocktaking) of your catalog

#### Label creator

Create printable labels and barcodes from catalog data

#### Quick spine label creator

Enter a barcode to generate a printable spine label. For use with dedicated label printers

#### MARC modification templates

Manage templates for modifying MARC records during import.

#### Stage MARC records for import

Stage MARC records into the reservoir.

#### Staged MARC record management

Managed staged MARC records, including completing and reversing imports

#### Upload local cover image

Utility to upload scanned cover images for display in OPAC

Browse and upload the file

### Stage MARC records for import

- Select a MARC file to stage in the import reservoir. It will be parsed, and each valid record staged for later import into the catalog.
- You can enter a name for this import. It may be useful, when creating a record, to remember where the suggested MARC data comes from!

Stage records into the reservoir

Select the file to stage:  ar.mrc

Choose the necessary fields and click on stage import

Upload progress:  100%

Comments about this file:

Record type: Bibliographic

Character encoding: UTF-8 (Default)

Look for existing records in catalog?

Record matching rule: Do not look for matching records

Action if matching record found: Replace existing record with incoming record

Action if no match is found: Add incoming record

Check for embedded item record data?

Yes  No

How to process items: Always add items

After completing see the import result.

## Stage MARC records for import

MARC staging results :

- 333 records in file
- 0 records not staged because of MARC error
- 333 records staged
- Did not check for matches with existing records in catalog
- 629 item records found and staged
- [Manage staged records](#)
- [Back](#)

Then import the records to catalogue.

### Manage staged MARC records › Batch 6

File name: ar.mrc  
Comments: (none)  
Type: Bibliographic records  
Staged: 2014-04-08 09:48:33  
Status: Staged  
Matching rule applied: Do not look for matching records  
Action if matching record found: Add incoming record  
Action if no match found: Add incoming record  
Item processing: Always add items

Add new bibliographic records into this framework: Books, Booklets, Workbooks

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14

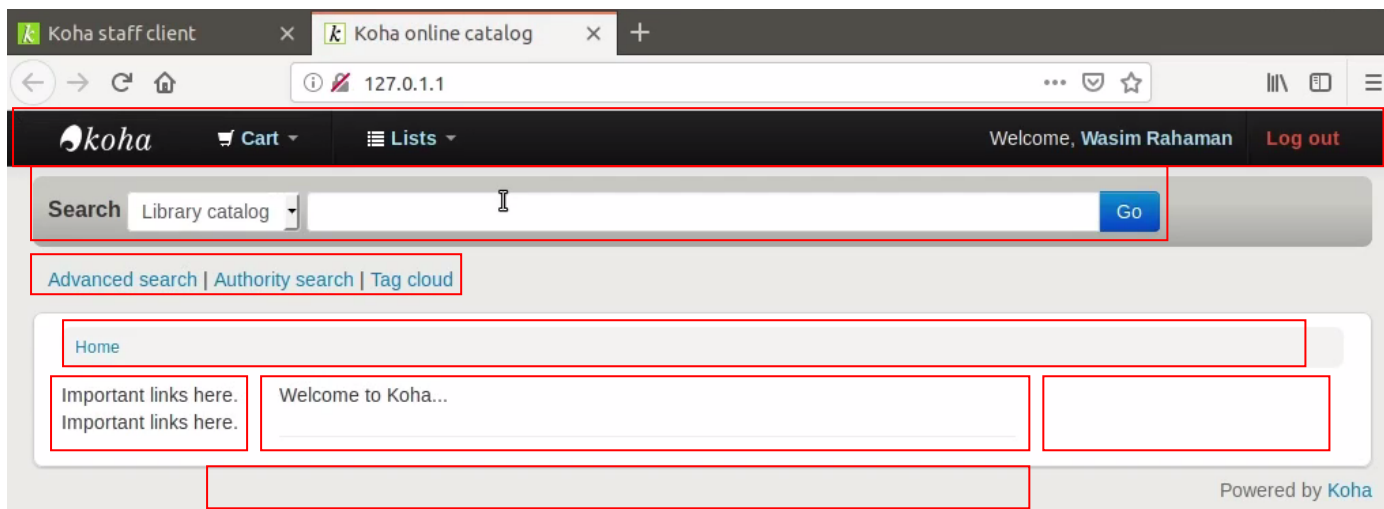
#	Citation	Status	Match?	Record
1	<a href="#">Advanced Accounting Shukla, M.C. et al</a>	Staged	No match	
2	<a href="#">Advanced Accountancy Maheshwari, S.N.</a>	Staged	No match	
3	<a href="#">Advanced Accountancy Gupta, R.L. and Radhaswamy, M.</a>	Staged	No match	
4	<a href="#">Advanced Accountancy Gupta, R.L. and Radhaswamy, M.</a>	Staged	No match	
5	<a href="#">Elements of Mercantile Law Kapoor, N.D.</a>	Staged	No match	
6	<a href="#">Statistical Methods Gupta, S.P.</a>	Staged	No match	
7	<a href="#">Business Law Kuchhal, M.C.</a>	Staged	No match	
8	<a href="#">Advanced Engineering Mathematics Jain, R.K. and Lyengar, S.R.K.</a>	Staged	No match	
9	<a href="#">Advanced Engineering Mathematics Kreyszig, Erwin</a>	Staged	No match	
10	<a href="#">Matrix and Linear Algebra Dutta, Kanti Bhushan</a>	Staged	No match	
11	<a href="#">Advanced Economic Theory Jhingan, M.L.</a>	Staged	No match	

Then rebuild the zebra indexing by the command in terminal `Koha-rebuild-zebra -v -f library` to search and look it in OPAC.

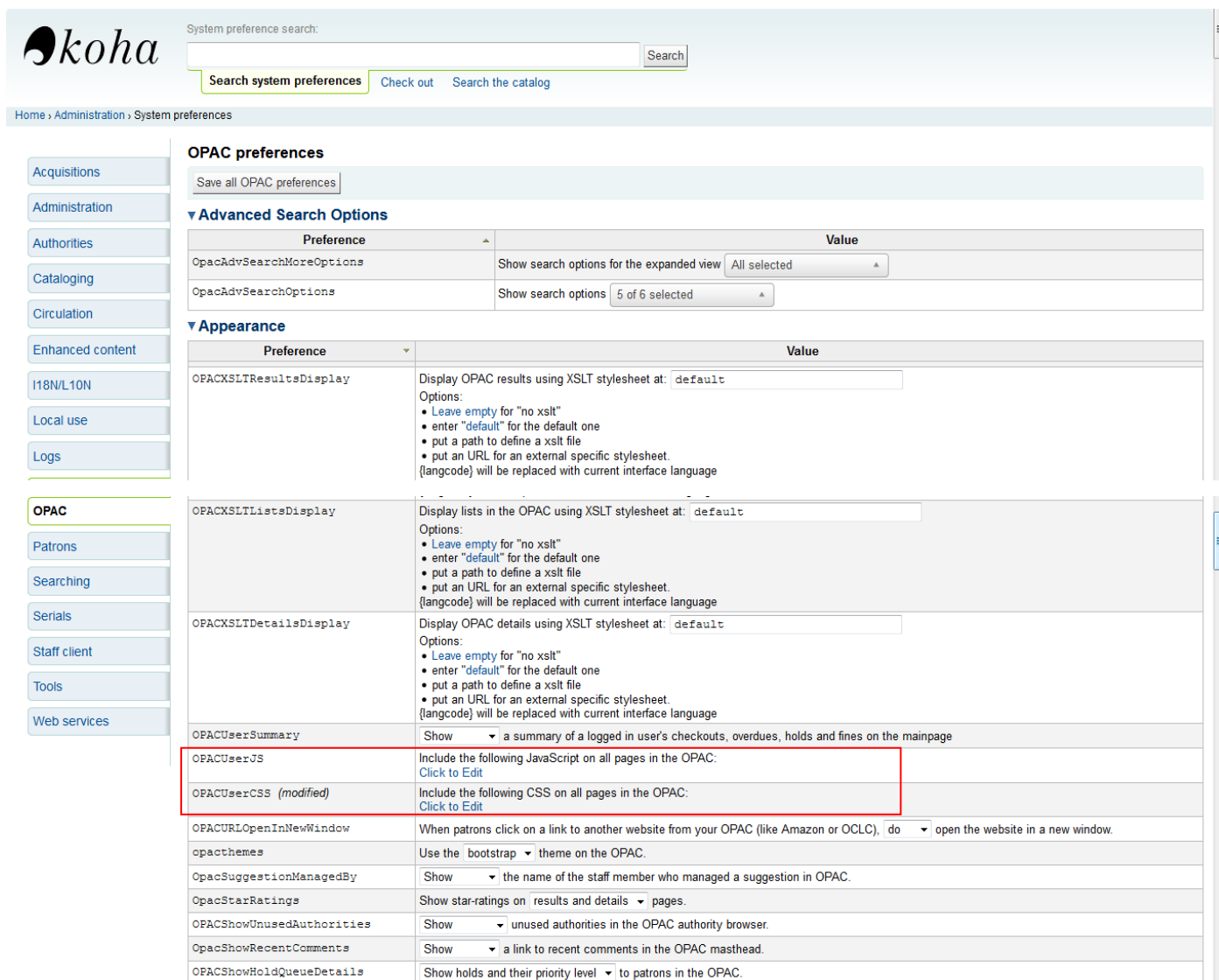


# OPAC Customization

You can customize your OPAC to give it a beautiful look. You can add different codes to customize different parts of your OPAC.



The above rectangle area may be customized by colour and content. To customize the OPAC go to Administration Module at staff interface. Then go to global system preferences then choose the OPAC from left menu. After opening the OPAC page you have to change and use codes in several parts for several areas in OPAC.



OPACShowCheckoutName	Don't show ▾ the name of the patron that has an item checked out on item detail pages on the OPAC.
OpacSeparateHoldings OpacSeparateHoldingsBranch	Don't separate ▾ items display into two tabs, where the first tab contains items whose <input type="text" value="home library"/> is the logged in user's library. The second tab will contain all other items.
OPACSearchForTitleIn	Include a "More Searches" box on the detail pages of items on the OPAC, with the following HTML (leave blank to disable): Note: The placeholders {BIBLIONUMBER}, {CONTROLNUMBER}, {TITLE}, {ISBN}, {ISSN} and {AUTHOR} will be replaced with information from the displayed record. <a href="#">Click to Edit</a>
OPACResultsSidebar	Include the following HTML under the facets in OPAC search results: <a href="#">Click to Edit</a>
OPACResultsLibrary	For search results in the OPAC, show the item's <input type="text" value="home library"/> . Please note that this feature is currently available for MARC21 and UNIMARC.
OpacPublic	Enable ▾ Koha OPAC as public. Private OPAC requires authentication before accessing the OPAC.
OPACNoResultsFound	Display this HTML when no results are found for a search in the OPAC: Note: You can insert placeholders {QUERY_KW} that will be replaced with the keywords of the query. <a href="#">Click to Edit</a>
OpacNavRight	Show the following HTML in the right hand column of the main page under the main login form: <a href="#">Click to Edit</a>
OpacNavBottom	Show the following HTML on the left hand column of the main page and patron account on the OPAC, after OpacNav, and before patron account links if available: <a href="#">Click to Edit</a>
OpacNav	Show the following HTML on the left hand column of the main page and patron account on the OPAC (generally navigation links): <a href="#">Click to Edit</a>
OPACMySummaryNote	Note to display on the patron summary page. This note only appears if the patron is logged in: <a href="#">Click to Edit</a>
OPACMySummaryHTML	Include a "Links" column on the "my summary" and "my reading history" tabs when a user is logged in to the OPAC, with the following HTML (leave blank to disable): Note: The placeholders {BIBLIONUMBER}, {TITLE}, {ISBN} and {AUTHOR} will be replaced with information from the displayed record. <a href="#">Click to Edit</a>
OpacMainUserBlock	Show the following HTML in its own column on the main page of the OPAC: <a href="#">Click to Edit</a>
OpacMaintenanceNotice	Show the following HTML when OpacMaintenance is enabled: <a href="#">Click to Edit</a>
OpacMaintenance	Don't show ▾ a warning that the OPAC is under maintenance, instead of the OPAC itself. Note: this shows the same warning as when the database needs to be upgraded, but unconditionally.
OpacLoginInstructions	Show the following HTML on the OPAC login form when a patron is not logged in: <a href="#">Click to Edit</a>
OpacLocationOnDetail	Display the shelving location <input type="text" value="below the holding library"/> for items on the OPAC record details page. Note: If 'on a separate column' is selected, you still need to enable the item_shelving_location display on the <a href="#">configure columns</a> administration page
OpacLocationBranchToDisplay	Display the <input type="text" value="holding library"/> for items on the OPAC record details page.
opaclayoutstylesheet	Use the CSS stylesheet <input type="text" value="opac.css"/> on all pages in the OPAC, instead of the default css (used when leaving this field blank). Enter just a filename, a full local path or a complete URL starting with http:// (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the css subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
OpacLangSelectorMode	Display language selector on <input type="text" value="only footer"/>
OpacKohaUrl	Show ▾ 'Powered by Koha' text on OPAC footer.
OPACHoldingsDefaultSortField	First column of the table <input type="text" value=""/> is the default sort field for the holdings table
OpacHighlightedWords NotHighlightedWords	Highlight ▾ words the patron searched for in their search results and detail pages; To prevent certain words from ever being highlighted, enter a list of stopwords here <input type="text" value="and/or not"/> (separate columns with  )
opacheader	Include the following HTML in the header of all pages in the OPAC: <a href="#">Click to Edit</a>
OpacFavicon	Use the image at <input type="text" value="http://bywatersolutions.com/wp-content/upl/"/> for the OPAC's favicon. (This should be a complete URL, starting with http://.)
OPACFallback	Use the <input type="text" value="prog"/> theme as the fallback theme on the OPAC.
OpacExportOptions	Select export options that should be available from OPAC detail page: <input type="text" value="5 of 9 selected"/>
OPACDisplay856uAsImage	Display the URI in the 856u field as an image on: <input type="text" value="Neither detail or result pages"/> . Note: The corresponding OPACXSLT option must be turned on.
OpacCustomSearch	Replace the search box at the top of OPAC pages with the following HTML: <a href="#">Click to Edit</a>
opaccredits	Include the following HTML in the footer of all pages in the OPAC: <a href="#">Click to Edit</a>
OPACBaseUrl	The OPAC is located at <input type="text" value="http://catalog.bywatersolutions.com"/> . This should be a complete URL, starting with http:// or https://. Do not include a trailing slash in the URL. (This must be filled in correctly for RSS, unAPI, and search plugins to work.)
OpacAddMastheadLibraryPulldown	Add ▾ a library select pulldown menu on the OPAC masthead.
OpacAdditionalStylesheet	Include the additional CSS stylesheet <input type="text" value=""/> to override specified settings from the default stylesheet (leave blank to disable). Enter just a filename, a full local path or a complete URL starting with http:// (if the file lives on a remote server). Please note that if you just enter a filename, the file should be in the css subdirectory for each active theme and language within the Koha templates directory. A full local path is expected to start from your HTTP document root.
LibraryName	Show <input type="text" value="ByWater Library System"/> as the name of the library on the OPAC.
HighlightOwnItemsOnOPAC HighlightOwnItemsOnOPACWhich	Don't emphasize ▾ results from the patron's home branch <input type="text" value=""/> by moving the results to the front and increasing the size or highlighting the rows for those results. (Non-XSLT Only)
hideLostItems	Show ▾ lost items on search and detail pages.
GoogleIndicTransliteration	Don't show ▾ GoogleIndicTransliteration on the OPAC.
DisplayOPACIconsXSLT	Show ▾ the format, audience, and material type icons in XSLT MARC21 results and detail pages in the OPAC.
COinSinOPACResults	Include ▾ COinS / OpenURL / Z39.88 in OPAC search results. Warning: Enabling this feature will slow OPAC search response times.
BiblioDefaultView	By default, show bib records <input type="text" value="in simple form"/> .

#### ▼ Features

Preference	Value
numSearchRSSResults	Display <input type="text" value="50"/> search results in the RSS feed.
OPACAcquisitionDetails	Don't display ▾ the acquisition details on OPAC detail pages.
OpacAuthorities	Allow ▾ patrons to search your authority records.
opacbookbag	Allow ▾ patrons to store items in a temporary "Cart" on the OPAC.
OpacBrowser	Don't allow ▾ patrons to browse subject authorities on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to create the browser list)
OpacBrowseResults	Enable ▾ browsing and paging search results from the OPAC detail page.
OpacCloud	Don't show ▾ a subject cloud on OPAC (run misc/cronjobs/build_browser_and_cloud.pl to build)
OPACFinesTab	Allow ▾ patrons to access the Fines tab on the My Account page on the OPAC.
OpacHoldNotes	Allow ▾ users to add a note when placing a hold.
OPACISBD	Use the following as the OPAC ISBD template: <a href="#">Click to Edit</a>
OpacItemLocation	Show <input type="text" value="call number only"/> for items on the OPAC search results.
OpacNewsLibrarySelect	Don't display ▾ a branch selection list for news items in the OPAC.
OpacPasswordChange	Allow ▾ patrons to change their own password on the OPAC. Note that this must be off to use LDAP authentication.
OPACPatronDetails	Allow ▾ patrons to notify the library of changes to their contact information from the OPAC.
OPACPatronImages	Show ▾ patron images on the patron information page in the OPAC.
OPACPopupAuthorsSearch	Don't display ▾ the list of authors/subjects in a popup for a combined search on OPAC detail pages.
OpacResetPassword	Library users are <input type="text" value="not allowed"/> to recover their password via e-mail in the OPAC

OpacTopissue	Allow	patrons to access a list of the most checked out items on the OPAC. Note that this is somewhat experimental, and should be avoided if your collection has a large number of items.
opacuserlogin	Allow	patrons to log in to their accounts on the OPAC.
QuoteOfTheDay	Enable	Quote of the Day display on OPAC home page
RequestOnOpac	Allow	patrons to place holds on items from the OPAC.
reviewson	Allow	patrons to make comments on items on the OPAC.
ShowReviewer	Show	first name and last name initial of commenter with comments in OPAC.
ShowReviewerPhoto	Hide	reviewer's avatar beside comments in OPAC. The avatar will be searched on www.libravatar.org using the patron's e-mail address.
SocialNetworks	Enable	social network links in opac detail pages
suggestion	Allow	patrons to make purchase suggestions on the OPAC.

#### ▼ Payments

Preference	Value	
EnablePayPalOpacPayments	Don't allow	patrons to make payments from the OPAC via PayPal in Sandbox mode.
PayPalSandboxMode		
PayPalChargeDescription	The patron should see the charge description as	Koha fee payment
PayPalPwd	The password for the PayPal account to receive payments is	
PayPalSignature	The signature for the PayPal account to receive payments is	
PayPalUser	The email address to receive PayPal payments is	

#### ▼ Policy

Preference	Value	
AllowPurchaseSuggestionBranchChoice	Allow	patrons to select library when making a purchase suggestion
BlockExpiredPatronOpacActions	Block	expired patrons from OPAC actions such as placing a hold or renewing. Note that the setting for a patron category takes priority over this system preference.
MaxOpenSuggestions	Limit patrons to	open suggestions. Leave empty for no limit. **Note: this setting does not affect anonymous suggestions
OpacAllowPublicListCreation	Don't allow	opac users to create public lists
OpacAllowSharingPrivateLists	Allow	opac users to share private lists with other patrons.
OPACFineNoRenewals	Only allow patrons to renew their own books on the OPAC if they have less than	99999 INDIAN REU in fines (leave blank to disable).
OpacHiddenItems	<a href="#">Click to Edit</a> Define custom rules to hide specific items from search and view on the OPAC. How to write these rules is documented on the <a href="#">Koha wiki</a> .	
OpacRenewalAllowed	Allow	patrons to renew their own books on the OPAC.
OpacRenewalBranch	Use the library the item was checked out from	as branchcode to store in the statistics table.
OPACSuggestionMandatoryFields	Fields that should be mandatory for patron purchase suggestions:	Title
	Note: if none of the above options are selected, 'Title' field would be mandatory anyway, by default.	
OPACViewOthersSuggestions	Show	purchase suggestions from other patrons on the OPAC.
SearchMyLibraryFirst	Don't limit	patrons' searches to the library they are registered at.

#### ▼ Privacy

Preference	Value	
AllowPatronToSetCheckoutsVisibilityForGuarantor	Don't allow	patrons to choose their own privacy settings for showing the patron's checkouts to the patron's guarantor.
AnonSuggestions	Don't allow	patrons that aren't logged in to make purchase suggestions. Suggestions are connected to the AnonymousPatron syspref
AnonymousPatron	Use borrowernumber	244 as the Anonymous Patron (for anonymous suggestions and reading history)
EnableOpacSearchHistory	Keep	patron search history in the OPAC.
OPACPrivacy	Allow	patrons to choose their own privacy settings for their reading history. This requires opacreadinghistory and AnonymousPatron
opacreadinghistory	Allow	patrons to see what books they have checked out in the past.
StoreLastBorrower	Don't store	the last patron to return an item. This setting is independent of opacreadinghistory/AnonymousPatron.
TrackClicks	Don't track	links that patrons click on

#### ▼ Restricted page

Preference	Value
RestrictedPageContent	HTML content of your restricted page <a href="#">Click to Edit</a>
RestrictedPageLocalIPs	Access from IP addresses beginning with do not need to be authenticated (comma separated - ex: '127.0.0.1,127.0.1')
RestrictedPageTitle	Use as title of your restricted page (appears in the breadcrumb and on the top of the restricted page)

#### ▼ Self Registration

Preference	Value
PatronSelfModificationBorrowerUnwantedField	The following database columns will not appear on the patron self-modification screen: altcontactphone altcontactcountry altcontact (separate columns with  )
PatronSelfRegistration	Allow library patrons to register or modify their account via the OPAC. Note: This needs PatronSelfRegistrationDefaultCategory to be set to a valid patron category code.
PatronSelfRegistrationAdditionalInstructions	Display the following additional instructions for patrons who self register via the OPAC (HTML is allowed): <a href="#">Click to Edit</a>
PatronSelfRegistrationBorrowerMandatoryField	The following database columns must be filled in on the patron entry screen: surname firstname (separate columns with  )
PatronSelfRegistrationBorrowerUnwantedField	The following database columns will not appear on the patron self-registration screen: altcontactphone altcontactcountry altcontact (separate columns with  )
PatronSelfRegistrationDefaultCategory	Use the patron category code SELF as the default patron category for patrons registered via the OPAC.
PatronSelfRegistrationEmailMustBeUnique	Do not consider patron's email (borrowers.email) as unique on self registering. An email won't be accepted if it already exists in the database.
PatronSelfRegistrationExpireTemporaryAccountsDelay	Delete patrons registered via the OPAC, but not yet verified after 2 days.
PatronSelfRegistrationLibraryList	Enable the self registration for the following libraries: (separate branchcode with  ). If empty, all libraries will be listed.
PatronSelfRegistrationPrefillForm	Display and prefill password and login form after a patron has self registered.
PatronSelfRegistrationVerifyByEmail	Don't require that a self-registering patron verify his or herself via email.

#### ▼ Shelf Browser

Preference	Value
OPACShelfBrowser	Show a shelf browser on item details pages, allowing patrons to see what's near that item on the shelf. Note that this uses up a fairly large amount of resources on your server, and should be avoided if your collection has a large number of items.
ShelfBrowserUsesCcode	Don't use the item collection code when finding items for the shelf browser.
ShelfBrowserUsesHomeBranch	Use the item home library when finding items for the shelf browser.
ShelfBrowserUsesLocation	Use the item location when finding items for the shelf browser.

Save all OPAC preferences Cancel

## Reference Used

1. <http://www.koha-community.org>
2. <http://kohageek.blogspot.in>
3. <http://opensource-ils.cci.utk.edu/content/koha-migration-process>
4. [library.nitrkl.ac.in/guide.pdf](http://library.nitrkl.ac.in/guide.pdf)

# Thank You

