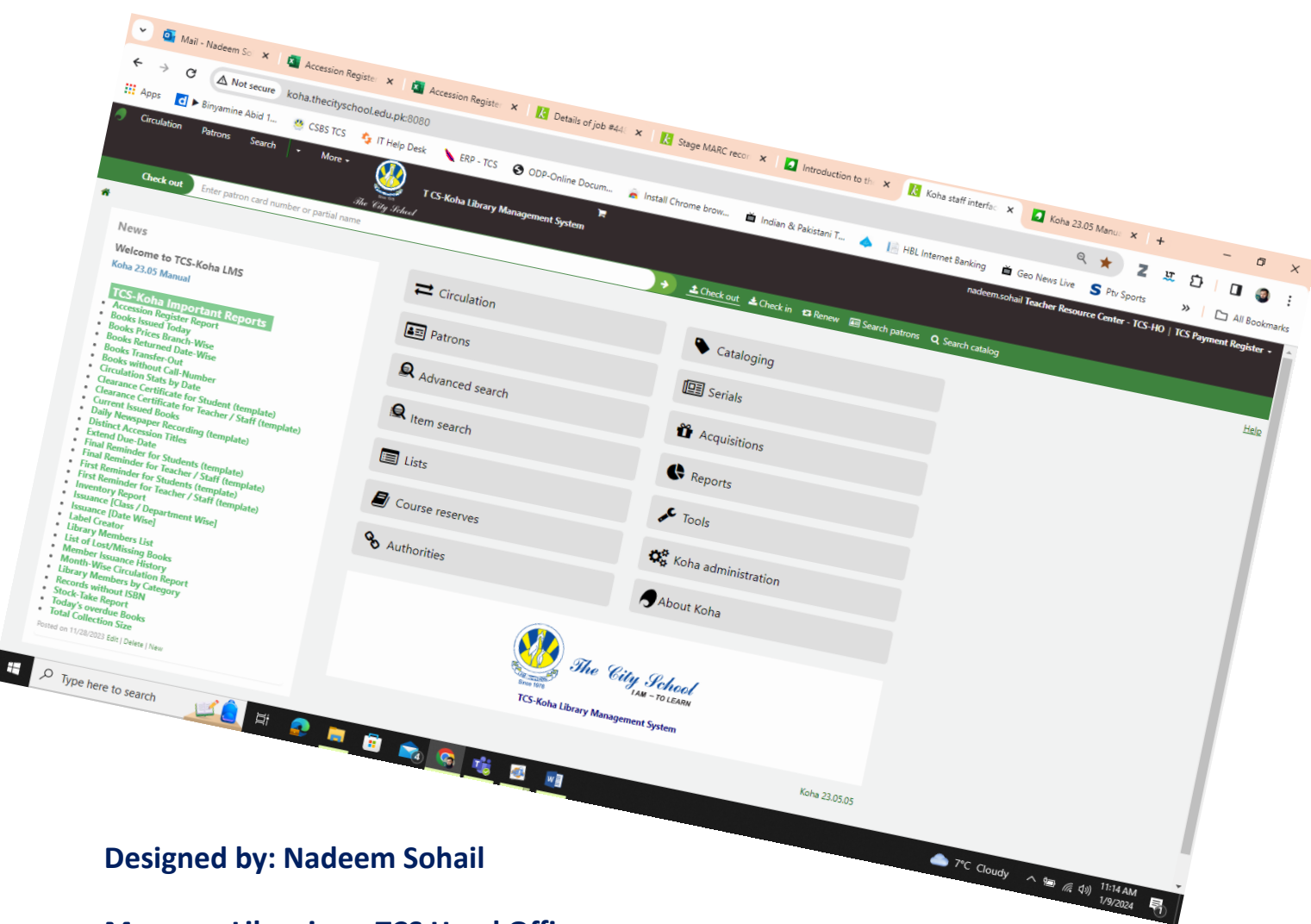




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## User Manual

# TCS-Koha Integrated Library Management System



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## Introduction of TCS-Koha

Welcome to the TCS-Koha 23.05, an open-source Integrated Library System (ILS) designed to empower libraries of TCS with a robust and user-friendly platform for managing their collections efficiently. This user manual aims to provide you with a comprehensive guide to navigate and utilize the features offered by TCS-Koha 23.05.

### What is Koha?

Koha is a powerful ILS that stands out for its flexibility, scalability, and cost-effectiveness. Developed by a global community of volunteers, maintained by the Koha Community and adopted and configured by the TCS Libraries department head office in Lahore led by Nadeem Sohail Manager Libraries head office Lahore, this open-source solution offers a range of features to streamline library operations, enhance user experiences, and adapt to evolving library needs.

### Key Features of TCS-Koha 23.05:

#### Web-Based Interface:

Enjoy the convenience of accessing Koha through a web-based interface, allowing users to manage library tasks from any location with internet access.

#### Cataloguing and Classification:

Koha simplifies the cataloguing process, supporting various cataloguing standards and providing tools to organize and classify items efficiently.

#### Acquisitions and Serials:

Streamline the acquisition process, manage subscriptions, and track the status of orders effortlessly using Koha's acquisition and serials modules.

#### Circulation Management:

Koha facilitates smooth circulation operations, including check-ins, check-outs, renewals, and holds. The system also supports fines and fees management.

#### User Management:

Keep track of patrons, their borrowing history, and preferences with the user management module. Koha supports patron categories, allowing libraries to customize user experiences.

### Search and Discovery:

Empower users with a robust search and discovery interface. Koha supports various search options, ensuring patrons can easily find the materials they need.

### Reporting and Statistics:

Generate insightful reports and statistics to evaluate library performance, collection usage, and other key metrics.

### Customization and Integration:

Koha offers flexibility through customization options, allowing libraries to tailor the system to their specific requirements. Integration capabilities with other libraries and web services enhance the overall functionality.

### Getting Started:

This user manual is designed to guide both new and experienced users through the daily use of Koha 23.05. This manual provides step-by-step instructions, tips, and best practices to make the most of Koha's features.

We hope this user manual enhances your experience with this innovative Integrated Library System. Happy exploring!

## Logging into Koha: Accessing the Staff Interface

### Step 1: Open Your Web Browser

Launch your preferred web browser (e.g., Chrome, Firefox, Safari) and enter the URL: <http://koha.thecityschool.edu.pk:8099/>

### Step 2: Enter Your Credentials


Once the Koha login page opens, enter your assigned username and password in the respective fields. These credentials will be provided by Regional Coordinators Libraries (RCL). If you encounter any issues with your login credentials, contact your RCL for assistance.

### To Reset Your Password:

Always keep your login credentials confidential to maintain the security of the system. If you forget your password, to reset it contact your RCL.



**koha**  
OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

 *The City School*  
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Since 1978

**TCS-Koha Library Management System**

Username:

Password:

**Step 2**

## TCS-Koha 23.5 Main Interface Overview

### 1. Dashboard Overview:

Upon logging in, you will land on the Dashboard. This dynamic page provides an at-a-glance overview of essential information, including recent acquisitions, overdue items, and system notifications. The Dashboard serves as a quick reference point for your library's current status.

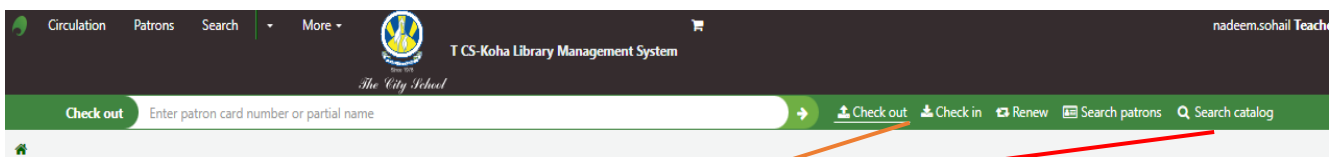
**Koha Important Reports**

- Accession Register Report
- Books Issued Today
- Books Prices Branch-Wise
- Books Returned Date-Wise
- Books Transfer-Out
- Books without Call-Number
- Circulation Stats by Date
- Clearance Certificate for Student (template)
- Clearance Certificate for Teacher / Staff (template)
- Current Issued Books
- Daily Newspaper Recording (template)
- Distinct Accession Titles
- Extend Due-Date
- Final Reminder for Students (template)
- Final Reminder for Teacher / Staff (template)
- First Reminder for Students (template)
- First Reminder for Teacher / Staff (template)
- Inventory Report
- Issuance (Class / Department Wise)
- Issuance (Date Wise)
- Label Creator
- Library Members List
- List of Lost/Missing Books
- Member Issuance History
- Month-Wise Circulation Report
- Library Members by Category
- Records without ISBN
- Stock Take Report
- Today's overdue Books
- Total Collection Size

**Koha Modules (Functions)**

- 1- Circulation
- 2- Cataloging
- 3- Serial Management
- 4- Reports
- 5- Petronas Management
- 6- 6- Tools
- 7- Advance Search

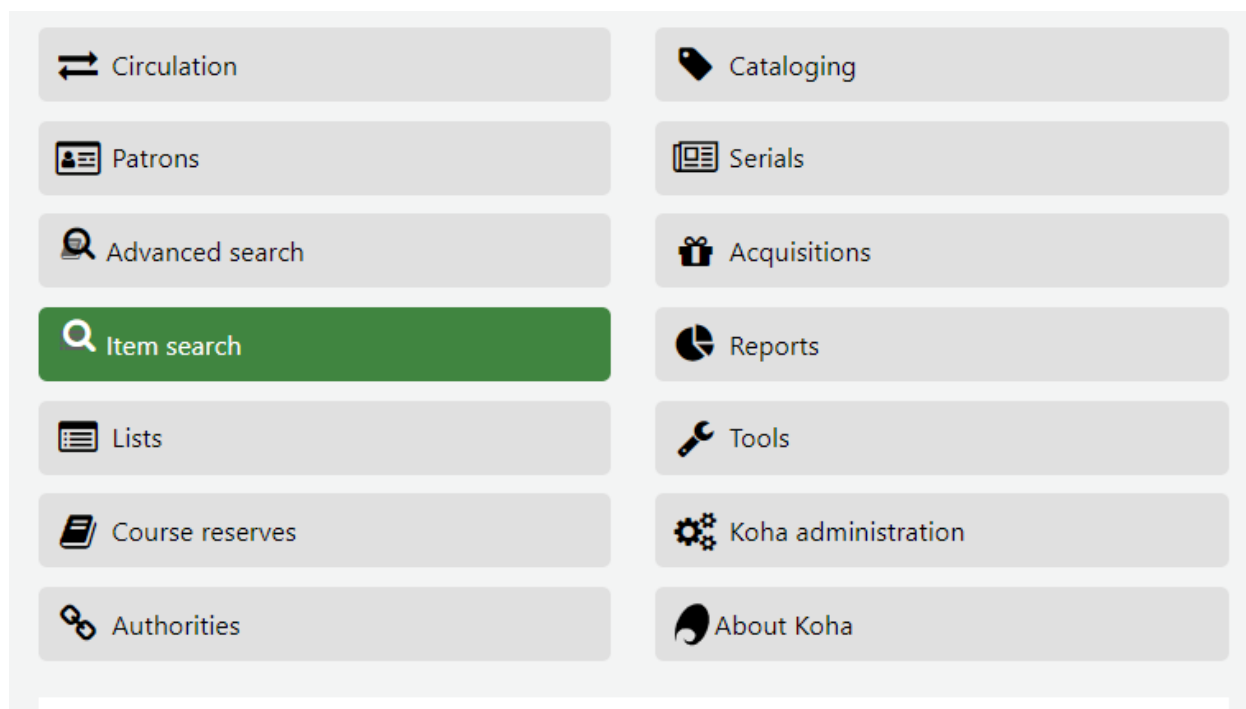
## 2. Top Navigation Bar:



Located at the top of the interface, the navigation bar houses essential Utilize the search bar to quickly locate books, patrons, or transactions within the system. The search function supports various filters and parameters, allowing you to pinpoint information swiftly.

## Quick Links and Action Buttons and Main Modules:

Discover quick links and action buttons strategically placed on the interface for speedy access to commonly used features. Whether you need to add a new item, search the catalog, or manage patron accounts, these shortcuts enhance your workflow efficiency. Koha's main interface is organized into modules, each dedicated to specific library functions. Familiarize yourself with modules such as Cataloging, Circulation, Acquisitions, Serials, and Authorities. Each module houses tools and settings tailored to its respective function.



## 7. Alerts and Notifications:

Stay informed about system updates, overdue items, and other important notifications through the Alerts and Notices feature. Customize alert settings to ensure you receive timely information about your library's operations.

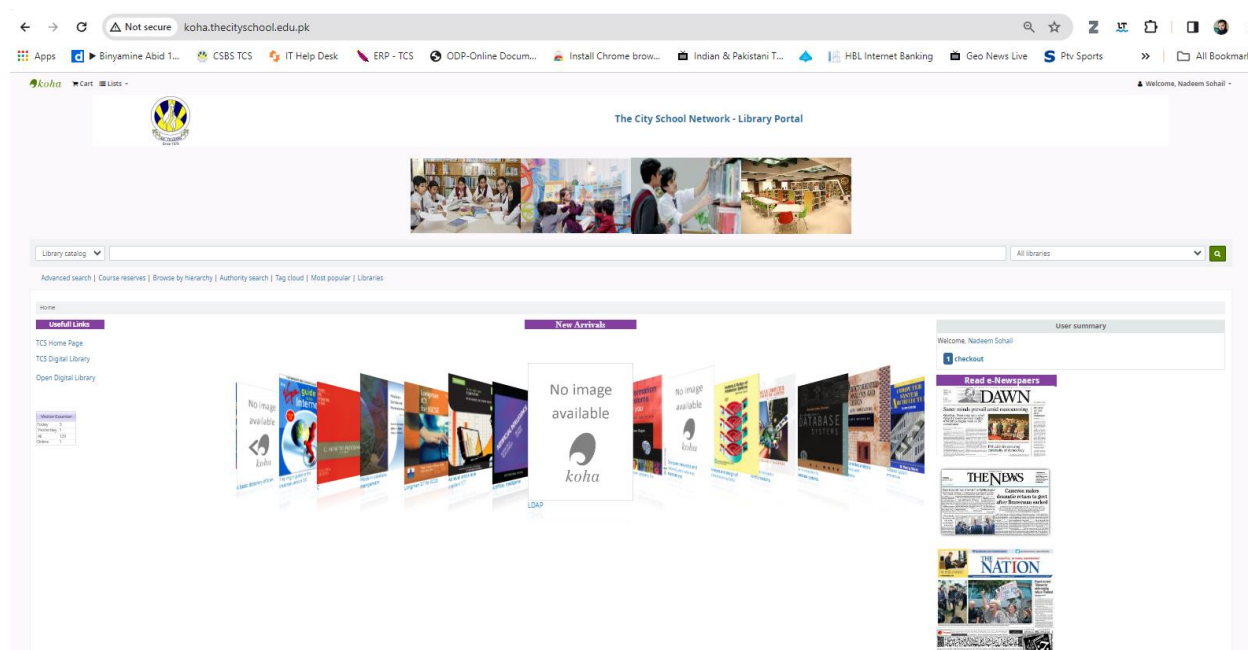
## 8. Reports and Statistics:

Harness the power of Koha's reporting tools to gather insights into your library's performance. The Reports module provides a range of pre-built reports and customization options, allowing you to analyze circulation data, collection statistics, and more.

This overview serves as your gateway to mastering the TCS-Koha 23.5 Main Interface. As you delve into the user manual, explore each section in detail to unlock the full potential of Koha's features. Your journey to efficient library management begins here – happy navigating!

## Overview of User Interface OPAC (Online Public Catalogue)

OPAC (Online Public Access Catalogue) library user portal where students, teachers can search the library books not only their library but also search the whole TCS network libraries on a single interface for resource sharing. Here we can link the e-books, showcase other library resource.

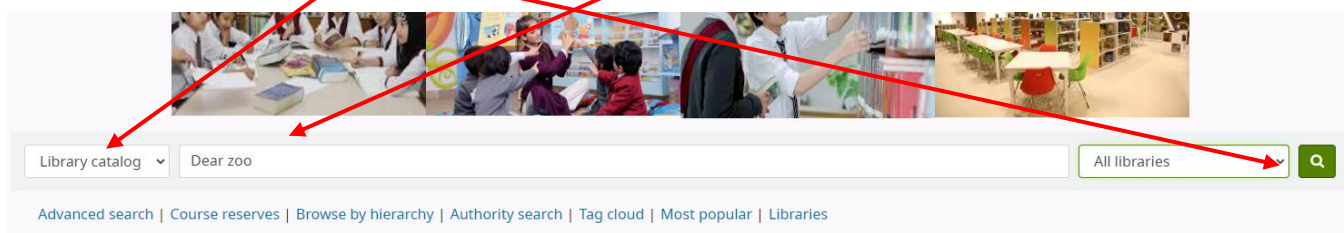


### 1. Accessing the OPAC:

To begin your exploration, open your preferred web browser and enter the URL: <http://koha.thecityschool.edu.pk:8081/> This will lead you to the Koha OPAC interface, where users can discover and access the wealth of resources your library has to offer.

### Search the online Catalogue

To search the OPAC you can either choose to enter your search words in the search box at the top of the OPAC or click on the 'Advanced search' link to perform a more detailed search. You can select your library by clicking of the libraries option button.



## Browsing Collections:

Navigate through different collections and categories effortlessly. Koha's OPAC allows users to browse materials by author, title, subject, and other criteria, providing a seamless browsing experience. You can also see the place of availability of the books and call no as well.

The screenshot shows a search results page for the query 'zoo'. The page displays 856 results. On the left, there is a 'Refine your search' sidebar with categories like 'Availability', 'Authors', 'Holding libraries', and 'Item types'. The main content area shows a list of search results. Three red arrows point from the text above to specific elements: one points to the 'Refine your search' sidebar, another points to the search results list, and a third points to the 'Availability' field of the first result, 'A father like that'.

Home > Results of search for 'zoo', page 1 of 43

Refine your search

Availability

Limit to currently available items

Authors

"ADAMSON, JEAN" (7)

"Bronwyn Tainui" (10)

"CAMPBELL, ROD" (7)

"Campbell, Rod" (7)

"Carle Eric" (10)

Show more

Holding libraries

Behawalpur Campus (EYE Library - Central Region) (13)

DHA Campus Lahore (Junior Library - Central Region) (9)

Faisalabad Chenab Campus (Junior Library - Central Region) (19)

Faisalabad Chenab Campus (Senior Library - Central Region) (9)

Faisalabad People's Colony Jr. Campus (Junior Library - Central Region) (9)

Show more

Item types

Books (394)

Reference (22)

Teacher Resource (19)

Text-Book (30)

Your search returned 856 results.

Did you mean: Search also for broader subjects Search also for narrower subjects Search also for related subjects

1 2 3 4 5 6 7 8 9 10 Next » Last »

Relevance

Unhighlight Select all Clear all Select titles to: Add to... Save Place hold

1. **A father like that**

by "by Charlotte Zolotow; illustrated by LeUyen Pham"; Zolotow Charlotte

Material type: Text; Format: print; Literary form: Not fiction

Publication details: New York New York, NY : HarperCollins, c2007, 2007

Availability: **Items available for loan:** Kharian Branch (Main Library - Central Region) (1) [Location, call number: F 823 ZOL].

Place hold Save to lists Add to cart

2. **Taking Flight**

by "Zoot"

Material type: Text; Format: print; Literary form: Not fiction

Publication details: Australia Funtastic Limited 2005

Availability: **Items available for loan:** Shadman Campus TCN Lahore (Junior Library - Central Region) (1) [Location, call number: 821 ZOO].

Place hold Save to lists Add to cart

3. **Zumble Park**

by "Zoe"

## Item Details and Availability:

Once you've identified an item of interest, click on its title to access detailed information. The OPAC displays availability status, location details, call no and other relevant information, helping you make informed decisions about borrowing or exploring materials.

The screenshot shows the detailed view of the item 'GIRL ONLINE ON TOUR'. Three red arrows point from the text above to specific elements: one points to the title, another points to the availability status, and a third points to the call number. The item details include the author, material type, publication details, and availability information. A small image of the book cover is visible on the right.

8. **GIRL ONLINE ON TOUR**

by "Coelho Paulo"

Material type: Text; Format: print; Literary form: Not fiction

Publication details: 0

Availability: **Items available for loan:** Shalimar Campus Lahore (Senior Library - Central Region) (1) [Location, call number: F 823 ZOE].

Place hold Save to lists Add to cart

9. **DINOSAURS LEVEL 1**

by "Zoehfeld, Kathleen Weidner"

Material type: Text; Format: print; Literary form: Not fiction

Publication details: USA National Geographic Society 2014

Availability: **Items available for loan:** DHA Campus Lahore (Junior Library - Central Region) (1) [Location, call number: 000 ZOE].

Place hold Save to lists Add to cart

10. **Zoo Animals**

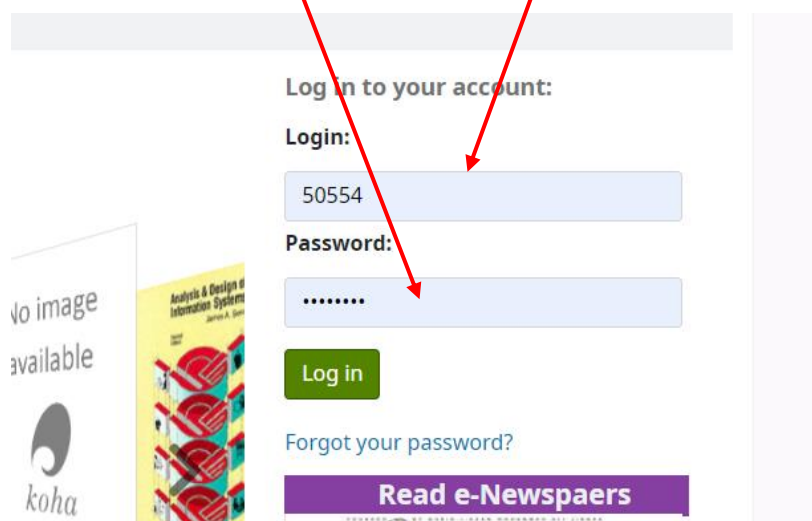
Material type: Text; Format: print; Literary form: Not fiction

Publication details: Holland 2000

Availability: **Items available for loan:** TCN Cantt. Sialkot Campus (EYE Library - Central Region) (1) [Location, call number: 500 ZOO].

## Account Management:

The OPAC interface extends beyond just searching for items. Users can manage their library accounts, view borrowing history, renew materials, and place holds on items directly through the OPAC. This ensures a personalized and convenient user experience. To view the details, you need to login by username and password the user name is your ERP no for teacher and admin staff and Roll no for the students and default password can be asked from the librarian.



## Featured Lists and Recommendations:

Discover curated lists and recommendations to enhance your reading and research experience. Koha's OPAC often showcases featured items, new arrivals, and librarian-recommended collections, providing users with valuable insights and suggestions.

## Accessibility and Mobile Responsiveness:

Koha prioritizes accessibility and user-friendliness. The OPAC interface is designed to be responsive, ensuring a seamless experience across various devices, including desktops, tablets, and smartphones.

Whether you are a casual reader, a student, or a research enthusiast, the TCS-Koha OPAC is your gateway to the vast resources housed in your library. This user manual provides detailed instructions and tips to enhance your OPAC experience. Happy exploring!

## What is MARC?

MARC, which stands for Machine-Readable Cataloging, is a standard for the representation and communication of bibliographic and related information in a machine-readable format. Developed by the Library of Congress, MARC records enable libraries to efficiently manage and exchange bibliographic data across different systems and platforms.

## Key Components of MARC:

1. **Leader:** The leader provides essential information about the record, such as its type, bibliographic level, and encoding information.
2. **Directory:** The directory contains a list of tags indicating the location and length of each data element within the record.
3. **Control Fields:** These fields contain data elements that provide overall information about the bibliographic record, such as the title, author, publication date, and more.
4. **Variable Fields:** These fields accommodate various data elements related to the bibliographic information, such as subject headings, notes, and additional author information.

## Advantages of MARC:

1. **Interoperability:** MARC facilitates the exchange of bibliographic data between different library systems, promoting interoperability and resource sharing.
2. **Standardization:** The use of a standardized format ensures consistency in cataloging practices across libraries, making it easier to share and merge cataloging information.
3. **Efficiency:** MARC records enable automated processes for cataloging, searching, and retrieval, saving time and effort for librarians.

## Your Role in MARC Implementation:

As a school librarian, understanding MARC will empower you to contribute to a more efficient and organized library system. You will be better equipped to create, edit, and manage bibliographic records, enhancing the overall accessibility of resources for students and faculty.

## Most Common MARC Tags:

1. **Leader (LDR):** Provides information about the record as a whole, such as its type, bibliographic level, and character encoding.
2. **Control Number (001):** Unique identifier assigned to the record.
3. **\*\*Control Fields:**
  - 005: Date and Time of Latest Transaction
  - 008: Fixed-Length Data Elements

#### 4. Variable Fields:

- **020:** ISBN (International Standard Book Number)
- **100:** Main Entry—Personal Name (Author)
- **245:** Title Statement (Title and Subtitle)
- **260:** Publication, Distribution, etc. (Place, Publisher, Date)
- **300:** Physical Description (Extent of the Item)
- **500:** General Note
- **650:** Subject Added Entry—Topical Term
- **700:** Added Entry—Personal Name (Additional Authors)
- **856:** Electronic Location and Access (URL for Online Resources)

#### 5. Subfields:

- **\$a:** Main term or title.
- **\$b:** Edition.
- **\$c:** Place of publication.
- **\$d:** Date of publication.

This is a basic list, and the actual tags used can vary based on the specific needs and practices of your school library. A more comprehensive understanding of these tags and their usage will be covered in your training sessions.

## What is AACR-II?

AACR-II, or Anglo-American Cataloging Rules, Second Edition, is a comprehensive set of cataloging rules developed to standardize the creation of bibliographic records. These rules provide guidelines for describing library materials, ensuring consistency and facilitating access to information.

### Eight Access Points for Books:

1. **Main Entry:** The primary access point representing the primary responsibility for the content of the work. In AACR-II, main entry is typically based on the author's name.

2. **Title and Statement of Responsibility Area:** Includes the title proper (main title) and any statement of responsibility (such as authorship, editorship) related to the creation of the work.
3. **Edition Area:** Describes the edition of the book, including any statements regarding revisions or updates.
4. **Imprint Area:** Provides information about the publication, including the place of publication, name of the publisher, and the date of publication.
5. **Collation Area:** Describes the physical make-up of the book, including the number of pages, illustrations, dimensions, etc.
6. **Series Area:** If applicable, information about the series to which the book belongs.
7. **Notes Area:** Includes any additional information deemed important for the user, such as bibliographical references, content notes, etc.
8. **Standard Number and Terms of Availability Area:** Includes International Standard Book Numbers (ISBN), other standard numbers, and information on the terms of availability.

#### Sample AACR-II Catalog Card for a Book:

```
Author: Smith, John A.  
Title: The Art of Storytelling  
Edition: 2nd ed.  
Imprint: New York : ABC Publishers, 2023.  
Collation: vi, 200 p. : ill. ; 23 cm.  
Series: Creative Writing Series ; no. 5  
Notes: Includes bibliographical references.  
ISBN: 978-0-123456-78-9 (hardcover)
```

This sample catalog card provides a glimpse into how AACR-II principles are applied to create a standardized bibliographic record for a book.

Your training sessions will delve deeper into the intricacies of AACR-II, providing you with the skills to create accurate and consistent catalog records for the diverse collection of materials in your school library.

## What is RDA?

Resource Description and Access (RDA) is a set of guidelines and instructions for creating bibliographic records. It represents a shift from the traditional cataloging rules, providing a more flexible and user-focused approach to describing and accessing resources. RDA is designed to adapt to the evolving landscape of information resources in the digital age.

### Key Principles of RDA:

1. **User-Focused:** RDA places a strong emphasis on meeting the needs and expectations of users. It aims to provide clear and consistent information to help users find, identify, and select resources.
2. **Functional Relationships:** RDA focuses on expressing relationships between entities, such as works, expressions, manifestations, and items. This approach allows for a more nuanced and accurate representation of the bibliographic universe.
3. **Flexibility:** RDA is designed to accommodate various types of resources, including digital, electronic, and traditional formats. It provides guidelines that can be applied to a wide range of materials.

### Major Elements of RDA:

1. **Work:** The intellectual or artistic content of a resource, abstracted from its physical manifestation.
2. **Expression:** The specific intellectual or artistic form that a work takes on, independent of the particular manifestation.
3. **Manifestation:** The physical embodiment of an expression of a work.
4. **Item:** A single exemplar of a manifestation.

Title: The Art of Storytelling

Statement of Responsibility: John A. Smith

Edition Statement: Second edition

Publication Information:

Place of Publication: New York

Publisher: ABC Publishers

Date of Publication: 2023

Extent:

Number of Pages: vi, 200 pages

Illustrations: Illustrations

Dimensions: 23 cm

Series Statement:

Series Title: Creative Writing Series

Series Number: 5

Bibliographic Note: Includes bibliographical references.

ISBN: 978-0-123456-78-9 (hardcover)

Subject Headings:

1. Storytelling.
2. Creative writing.

Additional Authors:

1. [Additional Author's Name, if applicable]

Other Titles:

1. [Other Title, if applicable]

Notes:

1. [Additional notes, if applicable]

## Your Role in Implementing RDA:

As a school librarian, understanding RDA will empower you to create comprehensive and user-friendly catalog records. RDA's user-focused approach will enhance the discoverability and accessibility of resources in your school library, providing an improved experience for both students and faculty.

## AACR-II vs. RDA

AACR-II (Anglo-American Cataloging Rules, Second Edition) and RDA (Resource Description and Access) are both sets of cataloging rules used in libraries to create bibliographic records. Here's a short comparison between AACR-II and RDA:

### 1. Approach:

- **AACR-II:** Based on a traditional and rule-based approach to cataloging, focusing on specific formatting and entry rules.
- **RDA:** Adopts a more flexible, principle-based approach, emphasizing user needs and accommodating various types of resources and formats.

### 2. Principles:

- **AACR-II:** Primarily concerned with the description of physical characteristics of a resource and maintaining consistency in cataloging practices.
- **RDA:** Emphasizes user-focused principles, functional relationships, and the representation of the intellectual and artistic content of resources.

### 3. Structure:

- **AACR-II:** Follows a structured format with specific rules for the main entry, title, statement of responsibility, and other cataloging elements.
- **RDA:** Introduces the concepts of Work, Expression, Manifestation, and Item (WEMI), providing a more granular and flexible framework for describing resources.

### 4. Flexibility:

- **AACR-II:** More rigid in application, especially when dealing with non-traditional formats and digital resources.
- **RDA:** Designed to be adaptable to a wide range of materials, including digital, electronic, and traditional formats, promoting a more inclusive approach.

## 5. Relationships:

- **AACR-II:** Less emphasis on expressing relationships between entities, such as different editions, translations, or related works.
- **RDA:** Prioritizes the representation of relationships between various entities (Work, Expression, Manifestation, Item), allowing for more nuanced and detailed descriptions.

## 6. Integration of FRBR:

- **AACR-II:** Lacks explicit integration with the FRBR (Functional Requirements for Bibliographic Records) conceptual model.
- **RDA:** Aligns closely with the FRBR model, focusing on the user tasks of finding, identifying, selecting, and obtaining resources.

## 7. Cataloging Codes:

- **AACR-II:** An earlier and widely used cataloging code, but considered somewhat outdated in the current information environment.
- **RDA:** A more modern cataloging standard designed to replace AACR-II, reflecting current cataloging practices and user needs.

## 8. International Adoption:

- **AACR-II:** Widely adopted internationally for many years.
- **RDA:** Gaining global acceptance as libraries transition to modernize their cataloging practices.

In summary, while AACR-II served as a foundational cataloging standard, RDA represents a shift towards a more user-centric, flexible, and adaptable approach in response to the evolving landscape of information resources. The move to RDA reflects the desire to provide users with richer and more meaningful access to a diverse range of materials in various formats.

Classifying Books According to the Dewey Decimal Classification

Classifying Books According to the Dewey Decimal Classification

### Introduction to DDC:

The Dewey Decimal Classification (DDC) system is a widely used classification scheme for organizing library collections. It categorizes knowledge into ten main classes, each further divided into subclasses,

providing a systematic way to arrange books based on their subjects. DDC Summaries:  
[https://en.wikipedia.org/wiki/List\\_of\\_Dewey\\_Decimal\\_classes](https://en.wikipedia.org/wiki/List_of_Dewey_Decimal_classes)

### **Main Summary of Dewey Decimal Classification System:**

- A. Main Classes: 1. 000-099: Generalities
- 2. 100-199: Philosophy and Psychology
- 3. 200-299: Religion 4. 300-399: Social Sciences
- 5. 400-499: Languages
- 6. 500-599: Natural Sciences and Mathematics
- 7. 600-699: Technology
- 8. 700-799: Arts and Recreation
- 9. 800-899: Literature
- 10. 900-999: History and Geography

### **B. Division and Sections:**

Explanation of how each main class is further divided into divisions and sections.

### **Assigning Dewey Decimal Numbers:**

#### **A. Book Analysis:**

- 1. Examine the subject matter of the book.
- 2. Identify the main topic and subtopics.

#### **B. Locating Dewey Decimal Numbers:**

- 1. Consult the DDC manual or online resources TCS OPAC, Library of Congress, British Library.
- 2. Use classification TCS Guide to determine the appropriate number.

#### **C. Decimal Expansion:**

- 1. Add decimals to further specify subtopics.
- 2. Understand the rules for decimal expansion.

### Practical Application:

- A. Hands-on Exercises:
1. Analyze sample books and assign DDC numbers.
  2. Discuss solutions and reasoning for each assignment.

### B. Case Studies:

1. Explore real-life scenarios for classification challenges.
2. Collaboratively find solutions and discuss best practices.

### Troubleshooting and Tips:

#### A. Common Challenges:

1. Address common difficulties in book classification.
2. Provide tips for overcoming challenges.

#### B. Keeping Up with Updates:

1. Stay informed about DDC updates and revisions.
2. Utilize resources to ensure accurate classification.

## Cataloging of Books in to TCS-Koha

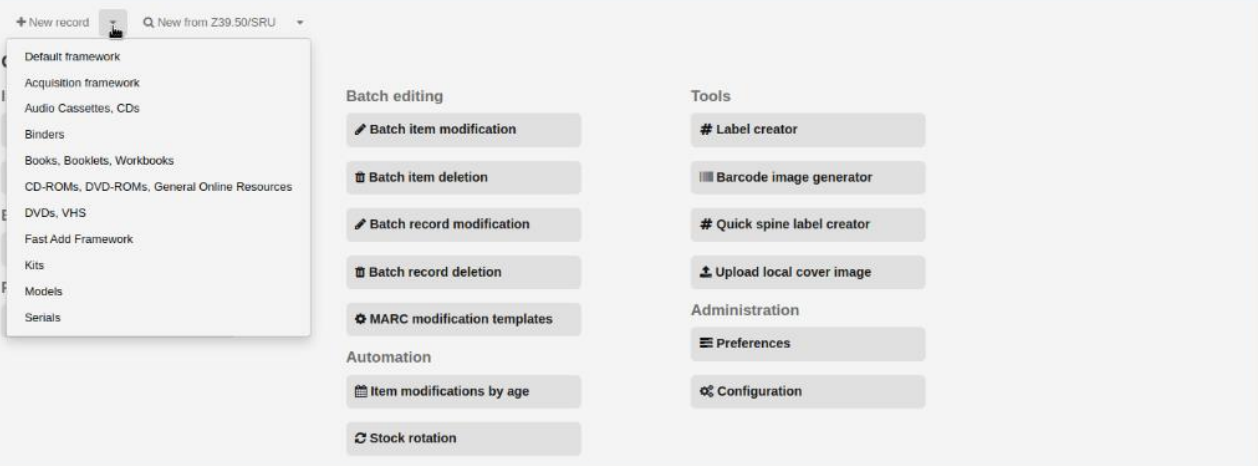
To catalog a record click to the cataloging of module from main Menu of Koha

Click 'New record'

Advanced edit **+ New record** Q New from Z39.50/SRU

**Note**

The 'New record' button will open the default bibliographic framework. If you want to use a different framework, click the small arrow to the right of the 'New record' button and choose the framework.



The screenshot shows a dropdown menu for the '+ New record' button. The menu lists the following options:

- Default framework
- Acquisition framework
- Audio Cassettes, CDs
- Binders
- Books, Booklets, Workbooks
- CD-ROMs, DVD-ROMs, General Online Resources
- DVDs, VHS
- Fast Add Framework
- Kits
- Models
- Serials

Other visible buttons in the interface include:

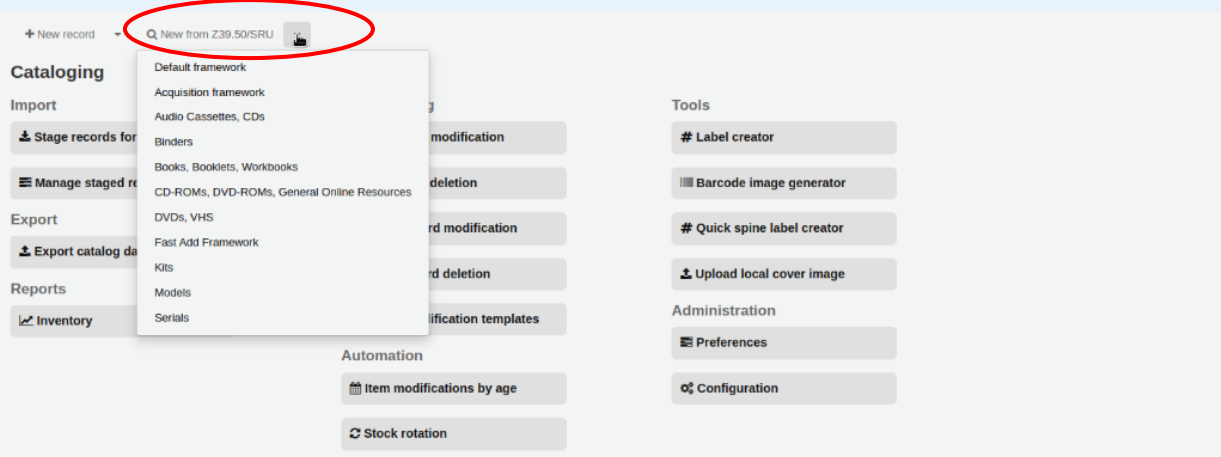
- Batch editing: Batch item modification, Batch item deletion, Batch record modification, Batch record deletion, MARC modification templates
- Automation: Item modifications by age, Stock rotation
- Tools: Label creator, Barcode image generator, Quick spine label creator, Upload local cover image
- Administration: Preferences, Configuration

To catalog a record based on an existing record at another library in the basic or advanced editor:

- Click 'New from Z39.50/SRU'

**Note**

The 'New from Z39.50/SRU' button will import the record into the default bibliographic framework. If you want to use a different framework, click the small arrow to the right of the 'New from Z39.50/SRU' button and choose the framework.



The screenshot shows a dropdown menu for the 'Q New from Z39.50/SRU' button. The menu lists the following options:

- Default framework
- Acquisition framework
- Audio Cassettes, CDs
- Binders
- Books, Booklets, Workbooks
- CD-ROMs, DVD-ROMs, General Online Resources
- DVDs, VHS
- Fast Add Framework
- Kits
- Models
- Serials

Other visible buttons in the interface include:

- Cataloging: Stage records for, Manage staged records
- Export: Export catalog data
- Reports: Inventory
- Automation: Item modifications by age, Stock rotation
- Tools: Label creator, Barcode image generator, Quick spine label creator, Upload local cover image
- Administration: Preferences, Configuration

Search for the item you would like to catalog

## Z39.50/SRU search

ISBN:

ISSN:

Title:

Author:

Publication year:

Subject heading:

Keyword (any):

LC call number:



Control no.:

Dewey:

Standard ID:

 Clear search form

### Search targets

 Select all |  Clear all

- ALBRIGHT COLLEGE
- APPALACHIAN COLLEGE ASSOCIATION UNION CATALOG
- AUSTRIAN UNION CATALOGUE (AUSTRIA)
- BRITISH COLUMBIA OUTLOOK UNION CATALOGUE (CANADA)
- BRITISH LIBRARY (MUST BE REGISTERED TO RETRIEVE MARC RECORDS)
- CALEXICO UNIFIED SCHOOL DISTRICT (CALIFORNIA)
- CASLIN – NATIONAL UNION CATALOGUE (CZECH REPUBLIC) ANSI
- CATHOLIC HIGH SCHOOL (VIRGINIA BEACH, VIRGINIA)
- CATHOLIC HIGH SCHOOL (VIRGINIA BEACH, VIRGINIA)
- DENVER PUBLIC SCHOOLS

Search

Cancel

#### Note

If no results are found, try searching for fewer fields, not all Z39.50 targets can search all of the fields above.

#### Note

Search targets can be edited by using the [Z39.50/SRU servers](#) section of the administration module.

#### Note

The display of extra MARC fields and subfields can be configured via the [AdditionalFieldsInZ3950ResultSearch](#) system preference.

Clicking the arrow button next to a result (or clicking anywhere on the result line) will give you preview and import options.

## Results

You searched for: *Subject heading: library science*

Columns

Export

Configure

Server	Title	Author	Year	Edition	ISBN	LCCN	Actions
LIBRARY OF CONGRESS	AIB notizie :					97650430	Card
LIBRARY OF CONGRESS	AIB studi :					2012213538	Card
LIBRARY OF CONGRESS	ALA-APA salary survey :					2006233278	Card
LIBRARY OF CONGRESS	Advanced technology/libraries.					06	Card
LIBRARY OF CONGRESS	Advances in librarianship.					79000075	Card
LIBRARY OF CONGRESS	Advances in library and information science /					88900435	Card
LIBRARY OF CONGRESS	Advances in library information technology.					sf 88019766	Card

MARC preview

Card preview

Import

### Note

The default option in the button next to a result is the last option used. In the above screenshot, the last option used was 'Card preview' so the button is set to open the card preview by default.

### Note

You can customize the columns of this table in the 'Table settings' section of the Administration module (table id: resultst).

MARC preview: this option will open the record in plain MARC format.

**MARC preview**

```

LDR 04119cas a2200961 4500
001 11224987
005 20220114065653.0
008 750720c19709999enk x 0 a0eng c
010 _a 79088675
016 _a(AMICUS)000000201159
016 7 _a0241522
      _2DNLM
016 7 _aA14325000
      _2DNLM
022 0 _a0065-2830
      _l0065-2830
      _22
030 _zAVLSA
035 _a(OCOLC)ocm01461209
040 _aMUL
      _beng
      _cMUL
      _dSUL
      _dNSD
      _dDLC
      _dSER
  
```

LIBRARY OF CONGRESS Affirmative action programs / 00340309

Card preview: this option will open the record formatted like a card catalog.

**Card preview**

Advances in librarianship.  
New York, Academic Press, 1970- <2008-> Bingley, UK, Emerald

volumes 24 cm

Editor: v. 1-<, 5> M.J. Voigt.

Some volumes have also individual theme titles.

Vol. 41 (2016).

SERBIB/SERLOC merged record

1.Library science--Periodicals.2.Library Science3.Library Surveys4.Biblioth conomie--P riodiques.5.Biblioth conomie.6.Annuaires.7.Library science.--(OCOLC)fst009979168.Biblioth kwezen.9.Library science--Periodicals.i.Library science#24987LCCN: 790-88675020/.5

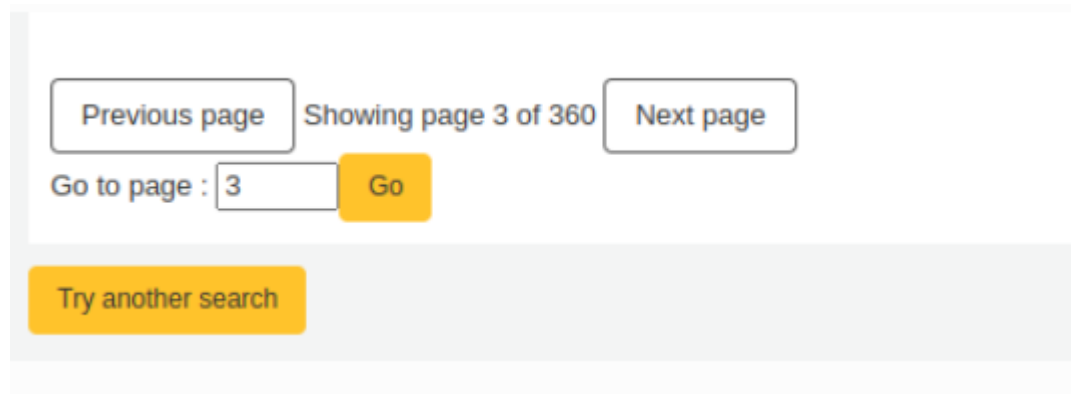
LIBRARY OF CONGRESS Advances in library information technology. sf 88019766

LIBRARY OF CONGRESS Advancing library education : 9781466636880 (hardcover) 2013006537

LIBRARY OF CONGRESS Affirmative action programs / 00340309

Import: this option will open the record in Koha's cataloging editor so that you can modify and save the record in your own catalog.

If you don't find the title you need in the Z39.50 search results, you can click the 'Try another search' button at the bottom left of your results



## Basic editor cataloging

In the basic editor once you've opened a blank framework or imported a record via Z39.50 you will be presented with the form to continue cataloging

**Add MARC record**

Save | Q Z39.50/SRU search | Link authorities automatically | Settings | Cancel

0 1 2 3 4 5 6 7 8 9

000 001 003 005 006 007 008 010 015 016 020 020 022 024 027 028 035 037 040 041 042 045 047 048 050 074 082 086

**Section 0**

**000 ? - LEADER**    
 00 fixed length control field 02506cam a22004095i 4500 *Required*

**001 ? - CONTROL NUMBER**    
 00 control field 18758959

**003 ? - CONTROL NUMBER IDENTIFIER**    
 00 control field *Required*


**005 ? - DATE AND TIME OF LATEST TRANSACTION**    
 00 control field 20170417145046.0 *Required*



**006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS**


**007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION**     
 00 fixed length control field



**008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION**    
 00 fixed length control field 150825t20152015nyua 001 0 eng c *Required*



duplicate a field click on the 'repeat this tag' icon to the right of the tag



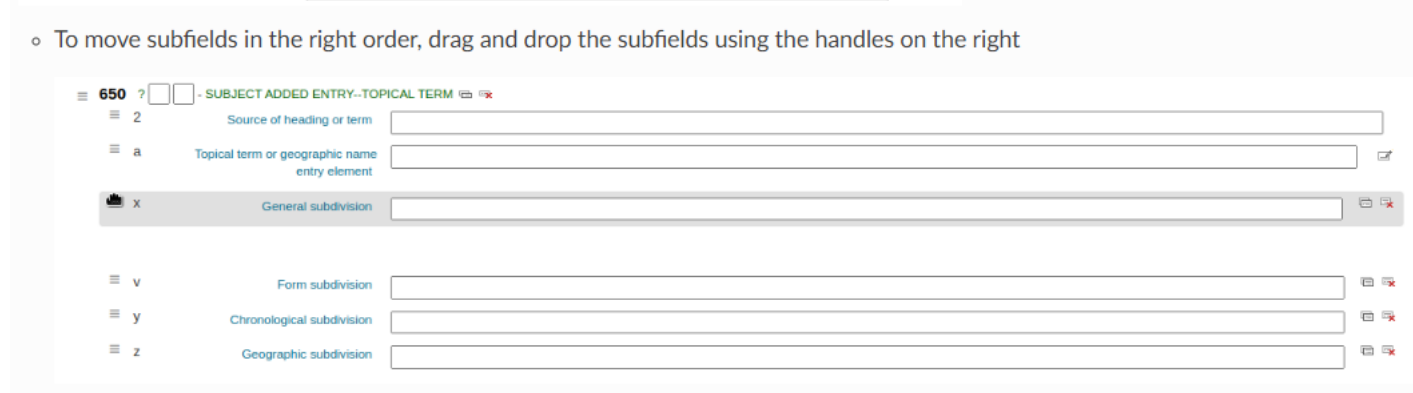
650 ? [ ] [ ] - SUBJECT ADDED ENTRY--TOPICAL TERM  



▲ a Topical term or geographic name as entry element  

▲ x General subdivision   


▲ x General subdivision   




- To move subfields in the right order, drag and drop the subfields using the handles on the right







≡ 650 ? [ ] [ ] - SUBJECT ADDED ENTRY--TOPICAL TERM  



≡ 2 Source of heading or term

≡ a Topical term or geographic name entry element  

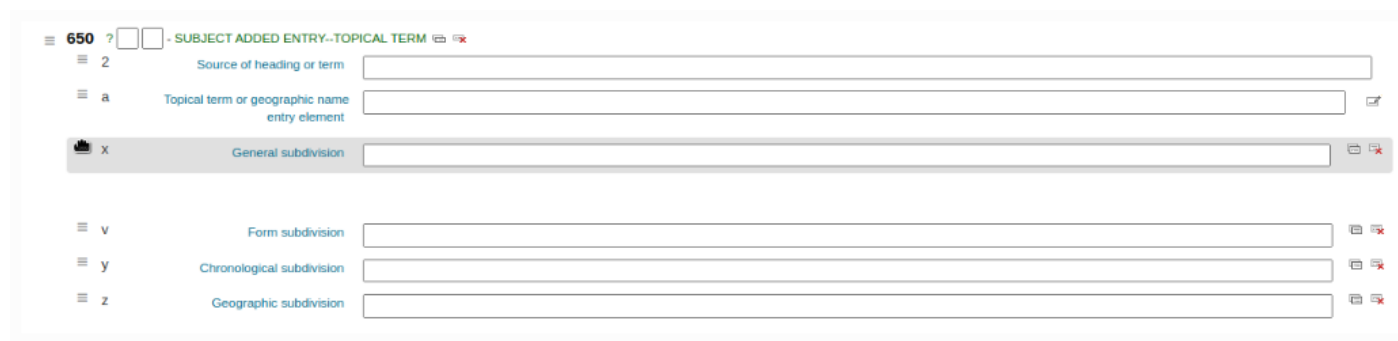
 x General subdivision   



≡ v Form subdivision   

≡ y Chronological subdivision   


≡ z Geographic subdivision   




To move subfields in the right order, drag and drop the subfields using the handles on the right







≡ 650 ? [ ] [ ] - SUBJECT ADDED ENTRY--TOPICAL TERM  



≡ 2 Source of heading or term

≡ a Topical term or geographic name entry element  

 x General subdivision   

≡ v Form subdivision   

≡ y Chronological subdivision   

≡ z Geographic subdivision   

To duplicate a subfield click on the clone icon (to remove a copied field, click the delete clone icon) to the right of the field

▲ d	Active dates	<input type="text"/>	
▲ e	Relator term	<input type="text"/>	
▲ v	Form subdivision	<input type="text"/>	
▲ x	General subdivision	<input type="text"/>	
▲ y	Chronological subdivision	<input type="text"/>	
▲ z	Geographic subdivision	<input type="text"/>	

651 ?   - SUBJECT--GEOGRAPHIC NAME +- Clone this subfield

653 ?   - SUBJECT--UNCONTROLLED +-

655 ?   - SUBJECT--GENRE/FORM +-

To remove a subfield (if there is more than one of the same type), click the - (minus sign) to the right of the field

- Once you've finished, click the 'Save' button at the top and choose whether you want to save and view the bib record you have created or continue on to add/edit items attached to the record

## Add MARC record

Save ▼
Q Z39.50/SRU

Save and view record

Save and edit items

Save and continue editing

- Choosing 'Save and view record' will bring you right to the record you just cataloged
- Choosing 'Save and edit items' will bring you to the add/edit item form after saving the bib record so that you can attach holdings
- Choosing 'Save and continue editing' will allow you to save your work so far and keep you in the editor to continue working
- If you are about to add a duplicate record to the system you will be warned before saving

**Duplicate Record suspected**

Is this a duplicate of [Embracing insanity](#) :?

Yes: Edit existing items

No: Save as New Record

### Note

To find possible duplicates, the system searches for the ISBN, and if there is not ISBN, it searches for the same combination of title and author.

- If mandatory or important fields or subfields are not filled, the system will give a warning. Click ‘Go to field’ to go to the problematic field and correct it.

**The following mandatory subfields aren't filled:**

- Tag 040 subfield c **Transcribing agency** in tab 0 → Go to field
- Tag 942 subfield c **Koha item type** in tab 9 → Go to field

**The following fields aren't filled:**

- Field 040 is mandatory, at least one of its subfields must be filled. → Go to field

**The following important subfields aren't filled:**

- Tag 020 subfield a **International Standard Book Number** in tab 0 → Go to field

If you scrolled down and need to see the warning again, click the ‘Errors’ button at the right of the toolbar.



## Note

Important fields or subfields will not prevent from saving the record.

Only mandatory fields or subfields will block saving.

## Editing new record

### Search

#### Keywords:

 (Ctrl-Alt-K)

#### Author:

 (Ctrl-Alt-A)

#### ISBN:

 (Ctrl-Alt-I)

#### Title:

 (Ctrl-Alt-T)

[Advanced »](#)

000 Leader:##### 1 a m \_ a22##### 7 a \_ 4500

008 Fixed data: BKS 180518 b \_\_\_\_ \_\_ xxu | | | | | null | | | | null @ @ | @ null eng null d

245 \_ \_ ta

Using the search box on the left you can perform Z39.50 searches

## Results

## Servers:

- LIBRARY OF CONGRESS (3)  
 COLUMBIA UNIVERSITY (-)  
 SMITHSONIAN INSTITUTION LIBRARIES (-)  
 Local catalog (-)

Source	Title	Author	LCCN	ISBN	ISSN	Edition	Tools
LIBRARY OF CONGRESS	Library mashups :		2009025999	9781573873727 (pbk.)   1573873721 (pbk.)			View MARC Import
LIBRARY OF CONGRESS	More library mashups :		2014033872	9781573874984 (pbk.)			View MARC Import
LIBRARY OF CONGRESS	Sailing into the future :		2007003758	9780838984192 (pbk. : alk. paper)   0838984193 (pbk. : alk. paper)			View MARC Import

And from those Z39.50 results you can view the marc record by clicking the link to the right

Source	Title	Author	LCCN	ISBN	ISSN	Edition	Tools
LIBRARY OF CONGRESS	000 02675cam a2200325 a 4500 001 15804854 005 20100617133725.0 008 090706s2009 njuab b 001 0 eng 906 -- #a 7 #b cbc #c orignew #d 1 #e ecip #f 20 #gy-gencatlg 925 0 -- #a acquire #b 2 shelf copies #x policy default 955 -- #brg11 2009-07-06 #irg11 2009-07-06 #arg11 2009-07-08 to Policy (CLED/SHED) #atd04 2009-07-09 to Dewey #wrd14 2009-07-10 #axe07 2009-12-15 1 copy rec'd., to CIP ver. #frc02 2010-01-11 CIP VER to BCCD #a Barcode 00240286166 returned from bindery 2010-03-04 #trf17 2010-06-17 copy 2 added 010 -- #a 2009025999 020 -- #a 9781573873727 (pbk.) 020 -- #a 1573873721 (pbk.) 035 -- #a (OCLC)ocn20028105						Hide MARC Import

Clicking 'Import' will bring the record in to the editor where you can perform your edit

## Search

Keywords:

(Ctrl-Alt-K)

Author:

(Ctrl-Alt-A)

ISBN:

(Ctrl-Alt-I)

Title:

(Ctrl-Alt-T)

[Advanced »](#)

## Clipboard

504 -- #a Bibliographical references inclu

## Editing catalogue record #8662 (view) (edit items)

```

000 Leader:##### c a m _ a22##### _ _ _ 4500
001 ocm00002725
005 Updated: 28/04/2011, 21:40:16
008 Fixed data: BKS - v 690408 s 1969 _ _ _ nyu a c _ _ _ _ b _ _ _ _ 0 0 1 0 b eng .
010 -- #a 68057079
035 -- #a 06189462
040 -- #a DLC #c DLC #d m.c. #d ISM
049 1 -- #a SWCN
050 0 -- #a PS3515.E37 #b Z575 1969
082 -- #a 813/.5/2 #a B
092 -- #a 813.52092 #b BAK
100 1 -- #a Baker, Carlos, #d 1909-1987.
245 0 0 #a Ernest Hemingway; a life story, #c by Carlos Baker.
260 -- #a New York, #b Scribner #c [c1969]
300 -- #a xvi, 697 p. #b illus., ports. #c 23 cm.
350 -- #a 10.00
504 -- #a Bibliographical references included in "Notes" (p. 567-668)
600 1 0 #a Hemingway, Ernest, #d 1899-1961 #x Biography.
596 -- #a 1
999 -- #c 8662 #d 8662
  
```

At the bottom of the editor you will see help from the Library of Congress for the field you are on. In cases where your MARC is invalid you will see red highlighting. To edit the record using only keyboard functions the Keyboard shortcuts button will inform you of the necessary commands.

A clipboard is available to copy and paste text between fields. See the image and table below for the shortcuts used with the clipboard.

Supported keyboard shortcuts	
<b>Redefine shortcuts</b>	
Shortcut	Behavior
Ctrl-C	Copy current field
Shift-Ctrl-C	Copy current subfield
Ctrl-X	Delete current field and copy to 'clipboard'
Shift-Ctrl-X	Delete current subfield and copy to 'clipboard'
Alt-C	Insert copyright symbol (©)
Alt-P	Insert copyright symbol (©) (sound recordings)
Ctrl-D	Insert delimiter (‡)
Ctrl-I	Copy current field on next line
Shift-Enter	Insert line break
Shift-Ctrl-L	Link field to authorities
Enter	New field on next line
Tab	Move to next position
Ctrl-P	Paste selection from 'clipboard'
Shift-Tab	Move to previous position
Ctrl-H	Get help on current subfield
Shift-Ctrl-K	Toggle Keyboard
Ctrl-S	Save record (cannot be remapped)

## Advanced cataloging keyboard shortcuts

The following keyboard shortcuts can be used in the advanced cataloging module to save time and clicks

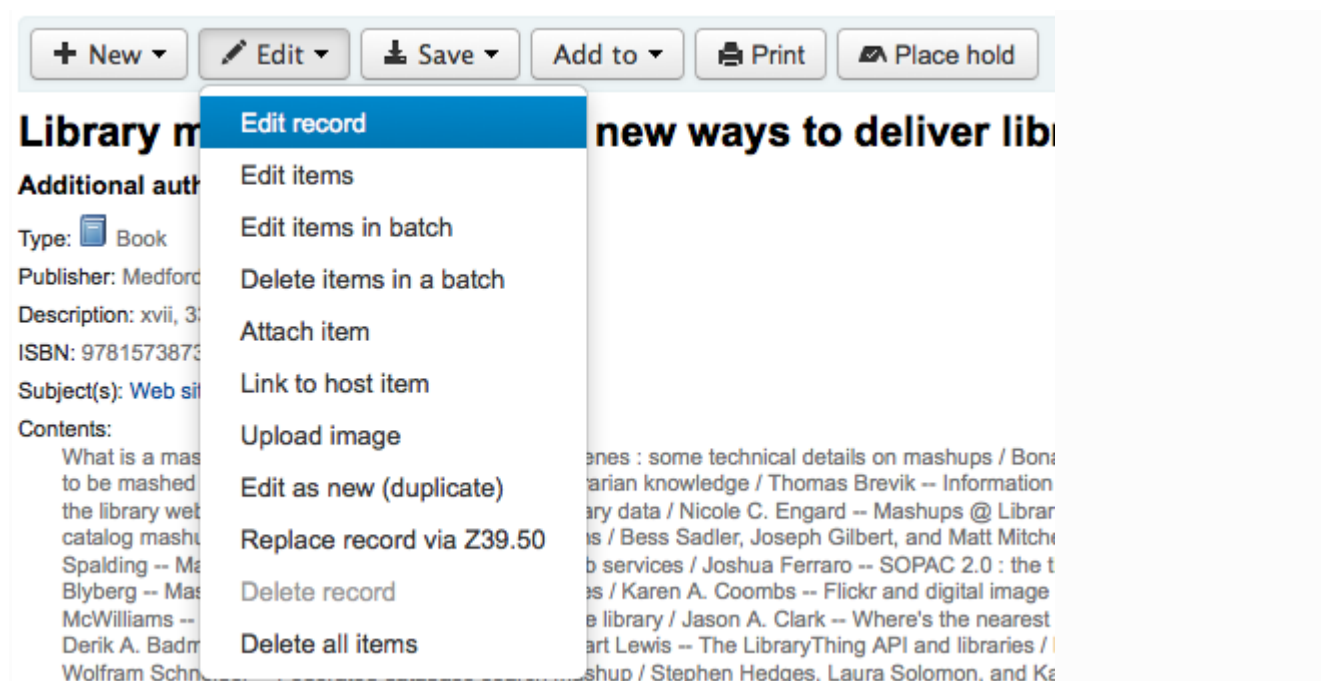
Shortcut	Behavior
Ctrl-C	Copy current field
Shift-Ctrl-C	Copy current subfield
Ctrl-X	Delete current field and copy to 'clipboard'
Shift-Ctrl-X	Delete current subfield and copy to 'clipboard'
Alt-C	Insert copyright symbol (©)
Alt-P	Insert copyright symbol (℗) (sound recordings)
Ctrl-D	Insert delimiter (‡)
Ctrl-I	Copy current field on next line
Shift-Enter	Insert line break
Shift-Ctrl-L	Link field to authorities
Enter	New field on next line
Tab	Move to next position
Ctrl-P	Paste selection from 'clipboard'
Shift-Tab	Move to previous position
Ctrl-H	Get help on current subfield
Shift-Ctrl-K	Toggle Keyboard
Ctrl-S	Save record (cannot be remapped)

## Editing records

To edit a record you can click the 'Actions' button and choose 'Edit biblio' from the search results on the cataloging search page

Drake, Brenda, auteur. - 9782371020795 (broché) ; [Paris] : Lumen, [2016] - 492 pages ; 23 cm.		
<input type="checkbox"/> <b>La bibliothèque du géographe :</b> Fasman, Jon, 1975- - 202067937X (br.) : ; Paris : Éditions du Seuil, 2005. - 393 p. ; 22 cm.	1 Library A	<ul style="list-style-type: none"> <li> MARC preview</li> <li> Card preview</li> <li> Edit biblio</li> <li> Add/Edit items</li> </ul>
<input type="checkbox"/> <b>Achieving information literacy :</b> - 0888023014 ; Ottawa : The Canadian School Library Association : The Association for Teacher-Librarianship in Canada, c2003 - 90 p.	1 Library Reserve 027.8021871 A178	Actions ▾

or by clicking the Edit button on the Bibliographic Record and choosing 'Edit Record'



The screenshot shows a library catalog interface. At the top, there is a toolbar with buttons for '+ New', 'Edit', 'Save', 'Add to', 'Print', and 'Place hold'. The 'Edit' button is selected, and a dropdown menu is open, showing options: 'Edit record' (highlighted in blue), 'Edit items', 'Edit items in batch', 'Delete items in a batch', 'Attach item', 'Link to host item', 'Upload image', 'Edit as new (duplicate)', 'Replace record via Z39.50', 'Delete record', and 'Delete all items'. On the left, a sidebar displays book details: 'Library m...', 'Additional auth...', 'Type: Book', 'Publisher: Medford', 'Description: xvii, 3...', 'ISBN: 978157387...', 'Subject(s): Web sit...', and 'Contents: What is a mas... to be mashed... the library wet... catalog mashu... Spalding -- Ma... Blyberg -- Ma... McWilliams --... Derik A. Badm... Wolfram Schn...'. The main content area shows the title 'new ways to deliver lib...' and a list of authors: '...nes : some technical details on mashups / Bon... arian knowledge / Thomas Brevik -- Information... ary data / Nicole C. Engard -- Mashups @ Librar... s / Bess Sadler, Joseph Gilbert, and Matt Mitch... b services / Joshua Ferraro -- SOPAC 2.0 : the t... es / Karen A. Coombs -- Flickr and digital image... e library / Jason A. Clark -- Where's the nearest... art Lewis -- The LibraryThing API and libraries /... shup / Stephen Hedges, Laura Solomon, and Ka...

The record will open in the MARC editor

## Editing *Library mashups : exploring new ways to deliver library data* / edited by Nicole C. Engard. (Record number 4091)

Show MARC tag documentation links

Change framework:

0 1 2 3 4 5 6 7 8 9

000 ? - LEADER ✕  
 ▲ 00 fixed length control field \* 02470cam a2200289 a 4500

001 ? - CONTROL NUMBER ✕  
 ▲ 00 control field 15804854

003 ? - CONTROL NUMBER IDENTIFIER ✕  
 ▲ 00 control field \* NCE

005 ? - DATE AND TIME OF LATEST TRANSACTION ✕  
 ▲ 00 control field \* 20130429140750.0

006 ? - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION ✕

007 ? - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION ✕  
 ▲ 00 fixed length control field

008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION ✕  
 ▲ 00 fixed length control field \* 090706s2009 njuab f b 001 e eng

The alternative is to search via Z39.50 to overlay your record with a fuller record found at another library. You can do this by choosing 'Replace record via Z39.50/SRU' from the 'Edit' menu.

**Library mashups**  
**Additional author**  
 Type: Book  
 Publisher: Medford  
 Description: xvii, 3  
 ISBN: 9781573873  
 Subject(s): Web sit  
 Contents:  
 What is a mas  
 to be mashed  
 the library we  
 catalog mashu  
 Spalding -- Ma  
 Blyberg -- Ma  
 McWilliams --  
 Derik A. Badm  
 Wolfram Schn  
 mashups using SRU / Michael C. Witt.

**new ways to**

Edit record  
 Edit items  
 Edit items in batch  
 Delete items in a batch  
 Attach item  
 Link to host item  
 Upload image  
**Replace record via Z39.50**  
 Delete record  
 Delete all items

nes : some technical det  
 arian knowledge / Thoma  
 ary data / Nicole C. Engar  
 as / Bess Sadler, Joseph C  
 o services / Joshua Ferra  
 es / Karen A. Coombs -- F  
 e library / Jason A. Clark ·  
 art Lewis -- The LibraryTh  
 shup / Stephen Hedges, I

Once you choose that, you will be brought to a Z39.50 search window to search other libraries for the record in question.

Once you have made your edits (via either method) you can click 'Save' at the top left of the editor.

## Batch record modification

- *Get there:* More > Cataloging > Batch editing > Batch record modification

This tool is used to edit batches of bibliographic and authority records using [MARC modification templates](#). Before visiting this tool you will need to set up at least one [MARC modification template](#).

### Batch record modification

Record type

Biblios:

Authorities:

Upload a file    Select a list of records    Enter a list of record numbers

File:  No file selected.

MARC modification template

Template:

Continue    Cancel

- Record type: choose whether you're editing bibliographic or authority records
- Enter the biblionumbers or authids of records to be edited, in one of three ways
- Upload a file of biblionumbers or authids
- Use a [list](#);

### Batch record modification

Record type

Biblios:

Authorities:

Upload a file    Select a list of records    Enter a list of record numbers

List:

MARC modification template

Template:

Continue    Cancel

- Or enter the numbers (one per line) in the box provided.

**Batch record modification**

Record type

Biblios:

Authorities:

Upload a file   Select a list of records   Enter a list of record numbers

Record numbers:

Enter a list of biblionumbers or authority IDs, one per line.

MARC modification template

Template:

Continue   Cancel

- MARC modification template: finally choose the MARC modification template to use to edit these records.

Once you've entered your criteria click 'Continue'

**Batch record modification**

Modify record using the following template:

Select all |  Clear all

	Biblionumber	Title	
<input checked="" type="checkbox"/>	771	A Midsummer Night's Dream	<input type="button" value="Show MARC"/>
<input checked="" type="checkbox"/>	526	All's Well That Ends Well	<input type="button" value="Show MARC"/>
<input checked="" type="checkbox"/>	520	As You Like It	<input type="button" value="Show MARC"/>
<input checked="" type="checkbox"/>	108	King Richard the Second	<input type="button" value="Show MARC"/>
<input checked="" type="checkbox"/>	123	Measure for Measure	<input type="button" value="Show MARC"/>

**!** Reminder: this action will modify all selected biblios!

Modify selected records

You will be presented with the list of records that will be edited. Next to each one is a checkbox, so you can uncheck any records you would rather not edit at this time.

Clicking 'Preview MARC' will allow you to see what edits will be made when you finalize the edit.

Check out Check in Search the catalog

ation

### Batch record modification

Modify record using the following template:

Select all | Clear all

Biblionumber	Title	Preview
<input checked="" type="checkbox"/> 1	Wuthering heights /	Preview MARC
<input checked="" type="checkbox"/> 2	Moll flanders /	Preview MARC
<input checked="" type="checkbox"/> 3	Shirley /	Preview MARC
<input checked="" type="checkbox"/> 4	Night navigation /	Preview MARC
<input checked="" type="checkbox"/> 5	Book lust to go :	Preview MARC
<input checked="" type="checkbox"/> 6	Light on snow :	Preview MARC
<input checked="" type="checkbox"/> 7	The diary /	Preview MARC

Reminder: this action will modify all selected biblios!

Modify selected records Cancel

Preview MARC Close

```

LDR 01290nam a2200253 a 4500
001 ASIN0140620125
003 NCE
005 20150319083709.0
008 140509s1994 xxu eng d
020 _a0140620125 (paperback)
_c$4.50
020 _a9780140620122 (paperback)
040 _cNIC
050 00 _aPZ3.B7902
_bW36
100 1 _aBrontë, Emily,
_d1818-1848.
245 10 _aWuthering heights /
_cEmily Bronte.
260 _aLondon :
_bPenguin Books,
_c1994.
300 _a279 p. ;
_c18 cm.
490 1 _aPenguin popular classics.
500 _aTest
520 _aIn a house haunted by memories, the past is everywhere
830 0 _aPenguin popular classics.
856 40 _3Amazon.com
_uhttp://www.amazon.com/exec/obidos/ASIN/0140620125/chop
942 _cEBK
_2lcc
_sl
999 _c1
_d1

```

Once you're sure everything is the way you want you can click the 'Modify selected records' button and your records will be modified.

## Merging records

To merge bibliographic records together,

- Perform a search in the catalog to find the records that need to be merged.
- Check the boxes next to the duplicates to select them.

**Search results**  
2 result(s) found for 'path king'.

Edit this search  
Search within results

Select all  Clear all | Highlight |

	Results	Location
<input checked="" type="checkbox"/>	<p>1. <b>The Path of the King [electronic resource] / John Buchan</b> by Buchan, John, 1875-1940.</p> <p>Material type:  Continuing resource; Format: electronic Series: Project Gutenberg ; 1966 Publication details: Project Gutenberg, 1999 Online access: <a href="#">Click here to access online</a></p> <p>Holds (0)   Recalls (0)   <a href="#">Add to cart</a>   <a href="#">Request article</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p>1 Item, 1 available: <a href="#">Centerville • (1) Book</a></p>
<input checked="" type="checkbox"/>	<p>2. <b>The Path of the King [electronic resource] / John Buchan</b> by Buchan, John, 1875-1940.</p> <p>Material type:  Continuing resource; Format: electronic Series: Project Gutenberg ; 1966 Publication details: Project Gutenberg, 1999 Online access: <a href="#">Click here to access online</a></p> <p>Holds (0)   Recalls (0)   <a href="#">Add to cart</a>   <a href="#">Request article</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p>1 Item, 1 available: <a href="#">Centerville • (1) Book</a></p>

- Click “Edit” and choose the “Merge records” option

**Search results**  
2 result(s) found for 'path king'.

Edit this search  
Search within results

Select all  Clear all | Highlight |

	Results	Location
<input checked="" type="checkbox"/>	<p>1. <b>The Path of the King [electronic resource] / J</b> by Buchan, John, 1875-1940.</p> <p>Material type:  Continuing resource; Format: electronic Series: Project Gutenberg ; 1966 Publication details: Project Gutenberg, 1999 Online access: <a href="#">Click here to access online</a></p> <p>Holds (0)   Recalls (0)   <a href="#">Add to cart</a>   <a href="#">Request article</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p>1 Item, 1 available: <a href="#">Centerville • (1) Book</a></p>
<input checked="" type="checkbox"/>	<p>2. <b>The Path of the King [electronic resource] / John Buchan</b> by Buchan, John, 1875-1940.</p> <p>Material type:  Continuing resource; Format: electronic Series: Project Gutenberg ; 1966 Publication details: Project Gutenberg, 1999 Online access: <a href="#">Click here to access online</a></p> <p>Holds (0)   Recalls (0)   <a href="#">Add to cart</a>   <a href="#">Request article</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p>1 Item, 1 available: <a href="#">Centerville • (1) Book</a></p>

## Note

Alternatively, you can go through the cataloging module to merge bibliographic records.

After searching for the records in the cataloging search and selecting the records to be merged, click the ‘Merge selected’ button at the top of the list.

**Cataloging**  
Records found in the catalog

2 result(s) found in catalog, 1 result(s) found in reservoir

	Title	Location	
<input checked="" type="checkbox"/>	<b>The Path of the King [electronic resource] /</b> Buchan, John, - Project Gutenberg, - 1999	1 Centerville	<input type="button" value="Actions"/>
<input checked="" type="checkbox"/>	<b>The Path of the King [electronic resource] /</b> Buchan, John, - Project Gutenberg, - 1999	1 Centerville	<input type="button" value="Actions"/>

- Choose which record to keep as the primary record, the other records will be deleted after the merge

### Merging records

Please choose which record will be the reference for the merge. The record chosen as reference will be kept, and the other will be deleted.

**Merge reference**

**The Path of the King [electronic resource] / (1064) [View MARC](#)**

**The Path of the King [electronic resource] / (1146) [View MARC](#)**

Using framework:

Choose which framework to use for the newly merged record

You will be presented with the MARC for all of the records, each accessible by a tab labeled with the biblionumber for this record. By default the entire first record will be selected.

### Merging records

**Source records**

1064 (ref) 1146

- 000 / 00568cam a22001693a 4500
- 001 / 1966
- 003 / PGUSA
- 005 / 20220704101634.0
- 008 / 991101s1999|||||xxu|||||s|||||000 1 eng d
- 040
  - a / PGUSA
  - b / eng
- 042
  - a / dc
- 050
  - a / PR
- 100
  - a / Buchan, John,
  - d / 1875-1940
- 245
  - a / The Path of the King
  - h / [electronic resource] /
  - c / John Buchan
- 260
  - b / Project Gutenberg,
  - c / 1999
- 505
  - a / Prologue -- Hightower under Sunfell -- The Englishman -- The wife of Flanders -- Eyes of youth -- The maid -- The wood of life -- Eaucourt by the waters -- The hidden city -- The regicide -- The marplot -- The lit chamber -- In the dark land -- The last stage -- The end of

**Destination record**

- 000 / 00568cam a22001693a 4500
- 001 / 1966
- 003 / PGUSA
- 005 / 20220704101634.0
- 008 / 991101s1999|||||xxu|||||s|||||000 1 eng d
- 040
  - a / PGUSA
  - b / eng
- 042
  - a / dc
- 050
  - a / PR
- 100
  - a / Buchan, John,
  - d / 1875-1940
- 245
  - a / The Path of the King
  - h / [electronic resource] /
  - c / John Buchan
- 260
  - b / Project Gutenberg,
  - c / 1999
- 505
  - a / Prologue -- Hightower under Sunfell -- The Englishman -- The wife of Flanders -- Eyes of youth -- The maid -- The wood of life -- Eaucourt by the waters -- The hidden city -- The regicide -- The marplot -- The lit chamber -- In the dark land -- The last stage -- The end of the road -- Epilogue.
- 506

- Uncheck the fields you don't want in the final (destination) record from each source records
- Check the fields you want to add in the final (destination) record

## Note

Should you try to add a field that is not repeatable two times (like choosing the 245 field from both records) you will be presented with an error

The field is non-repeatable and already exists in the destination record. Therefore, you cannot add it.

OK

## Note

If mandatory fields are missing in the destination record, Koha will not merge the records. You must select a value for mandatory fields.

If important fields are missing in the destination record, Koha will warn you, but will still merge the records.

Below the records you are merging is an option to enter fields to report on. This will allow you to control what fields you see on the merge confirmation page:

Merge

Fields to display in report:

(Example: "001,245ab,600")

- If you enter nothing you will be presented with a confirmation of biblionumbers only

### Merging records

The merge was successful. [View the merged record.](#)

#### Report

Biblionumber
768 (record kept)
107

- If you enter fields you will see those on the confirmation page.

### Merging records

The merge was successful. [View the merged record.](#)

#### Report

Biblionumber	100\$a	245\$a	650\$a	650\$v	650\$x	650\$y	650\$z	653\$a	655\$a	655\$v	655\$x	655\$y	655\$z
1064 (record kept)	Buchan, John,	The Path of the King	Kings and rulers War stories	Fiction					Historical fiction				
1146	Buchan, John,	The Path of the King						Kings and rulers -- Fiction War stories Historical fiction					

## Note

You can set defaults for this report with the [MergeReportFields](#) system preference.

- Once you have completed your selections click the 'merge' button.

- The primary record will now contain the data you chose for it, as well as all of the items and acquisition information from both bibliographic records, and the second record will be deleted.

## Item records

In Koha each bibliographic record can have one or more items attached. These items are sometimes referred to as holdings. Each item includes information to the physical copy the library has.

## Adding items

After saving a new bibliographic record, you will be redirected to a blank item record so that you can attach an item to the bibliographic record. You can also click 'Add/Edit items' from the cataloging search results

<input type="checkbox"/>	Drake, Brenda, auteur. - 9782371020795 (broché) ; [Paris] : Lumen, [2016] - 492 pages ; 23 cm.		<input type="checkbox"/> MARC preview <input type="checkbox"/> Card preview <input type="checkbox"/> Edit biblio <input type="checkbox"/> + Add/Edit items
<input type="checkbox"/>	<a href="#">La bibliothèque du géographe :</a> Fasman, Jon, 1975- - 202067937X (br.) ; ; Paris : Éditions du Seuil, 2005. - 393 p. ; 22 cm.	1 Library M	
<input type="checkbox"/>	<a href="#">Achieving information literacy :</a> - 0888023014 ; Ottawa : The Canadian School Library Association : The Association for Teacher-Librarianship in Canada, c2003 - 90 p.	1 Library Reserve 027.8021871 A178	Actions ▾

or you can add new item at any time by clicking 'New' on the bibliographic record and choosing 'New item'

The screenshot shows the Koha cataloging interface. At the top, there is a toolbar with buttons for '+ New', 'Edit', 'Save', 'Add to cart', 'Add to list', 'Print', 'Place hold', and 'Request article'. A dropdown menu is open under the '+ New' button, showing options: 'New record', 'New item' (highlighted), 'New subscription', and 'New child record'. Below the menu, the bibliographic record for 'Project Gutenberg' is displayed. The title is 'Project Gutenberg ; 1102'. The publication details are 'Project Gutenberg, 1997'. The subject(s) are 'Great Britain -- Kings and rulers -- Drama | Henry VI, King of England, 1421-1471 -- Drama | Great Britain -- History -- Henry VI, 1422-1461 -- Drama | Historical drama'. The LOC classification is 'PR'. The online resources are 'Click here to access online'. The OPAC view is 'Open in new window.'. The MARC preview is 'Show'. The holds are '1'.

The item edit form will appear:

### Add item

Do not use template x
Apply template
 For session
 Clear template
Delete template

<b>0 - Withdrawn status</b>	<input type="text"/>
<b>2 - Source of classification or shelving scheme</b>	Dewey Decimal Classification x
<b>3 - Materials specified (bound volume or other part)</b>	<input type="text"/>
<b>4 - Damaged status</b>	<input type="text"/>
<b>5 - Use restrictions</b>	<input type="text"/>
<b>7 - Not for loan</b>	<input type="text"/>
<b>8 - Collection</b>	<input type="text"/>
<b>a - Home library</b>	Centerville x
<b>b - Current library</b>	Centerville x
<b>c - Shelving location</b>	<input type="text"/>
<b>d - Date acquired</b>	<input type="text"/>
<b>e - Source of acquisition</b>	<input type="text"/>
<b>f - Coded location qualifier</b>	<input type="text"/>
<b>g - Cost, normal purchase price</b>	<input type="text"/>
<b>h - Serial Enumeration / chronology</b>	<input type="text"/>
<b>i - Inventory number</b>	<input type="text"/>
<b>j - Shelving control number</b>	<input type="text"/>
<b>o - Full call number</b>	<input type="text"/>
<b>p - Barcode</b>	<input type="text"/>
<b>t - Copy number</b>	<input type="text"/>
<b>u - Uniform Resource Identifier</b>	<input type="text"/>
<b>v - Cost, replacement price</b>	<input type="text"/>
<b>w - Price effective from</b>	<input type="text"/>
<b>x - Non-public note</b>	<input type="text"/>
<b>y - Koha item type</b>	<input type="text"/> <span style="color: red;">Required</span>
<b>z - Public note</b>	<input type="text"/>

Add item
Add & duplicate
Add multiple copies of this item
Save as template

At the very least, if you plan on circulating the item, the following fields should be entered for new items:

**2 - Source of classification or shelving scheme**

a - Home library

b - Current library

o - Full call number

If you'd like you can use the [cataloguing plugin](#) 'call number browser' (cn\_browser.pl) for this field. If it's enabled you'll see a ... to the right of the field. When clicked that will open a call number browser window if the row is highlighted in Red then the call number is in use, if there is a thin Green line instead then the call number can be used.

g - Cost, normal purchase price	<input type="text"/>		Newman, Nancy,	Library
h - Serial Enumeration / chronology	<input type="text"/>	PS3623.A7323	Salvage the bones : by Ward, Jesmyn.	Nicole's Library
i - Inventory number	<input type="text"/>	PS3623.H578	The sixes : by White, Kate,	Nicole's Library
j - Shelving control number	<input type="text"/>	PT9876.22.A6933 M3613 2008	The girl with the dragon tattoo / by Larsson, Stieg,	Nicole's Library
o - Full call number	<input type="text" value="PZ3.B7902 W36"/>	PZ3.B7902 W36	Wuthering heights / by Brontë, Emily,	Nicole's Library
p - Barcode	<input type="text"/>	PZ4.R494	Interview with the vampire : by Rice, Anne,	Nicole's Library
t - Copy number	<input type="text"/>	PZ7.G1273	The graveyard book / by Gaiman, Neil.	Nicole's Library
u - Uniform Resource Identifier	<input type="text"/>	PZ7.G8233	Will Grayson, Will Grayson / by Green, John,	Nicole's Library
v - Cost, replacement price	<input type="text"/>			

p - Barcode

v - Cost, replacement price

This value will be charged to patrons when you mark an item they have checked out as 'Lost'

952\$y - Koha item type

To make sure that these values are filled in you can mark them as mandatory in the [framework](#) you're using and then they will appear in red with a 'required' label. The item will not save until the required fields are filled in.

x - Non-public note

y - Koha item type  Required

z - Public note

Below the add form there are 3 buttons for adding the item.

- 'Add item' will add just the one item
- 'Add & duplicate' will add the item and fill in a new form with the same values for you to alter

- ‘Add multiple copies of this item’ will ask how many copies and will then add that number of items adding +1 to the barcode so each barcode is unique

Number of copies of this item to add:

The barcode you enter will be incremented for each additional item.

- ‘Save as template’ will save this item as an [item template](#) to reuse later.

### Warning

- Saving as template will not save the item. It will only create the template.
- Your added items will appear above the add form once submitted

Search: <input type="text"/> <input type="button" value="Clear filter"/>													<input type="button" value="Columns"/>	<input type="button" value="Export"/>	<input type="button" value="Configure"/>
	Withdrawn status	Source of classification or shelving scheme	Home library	Current library	Shelving location	Date acquired	Total Checkouts	Full call number	Barcode	Date last seen	Price effective from	Koha item type			
<input type="button" value="Actions"/>	Withdrawn		Centerville	Centerville		07/04/2022	0		000099	07/04/2022	07/04/2022	Ebook			
<input type="button" value="Actions"/>		Dewey Decimal Classification	Centerville	Centerville	New Materials Shelf	12/09/2022	0	822.33 SHA	151567	12/09/2022	12/09/2022	Books			

Your items will also appear below the bibliographic details on the record details page, in the ‘Holdings’ tab.

Holdings (3) <input type="button" value="Descriptions (2)"/> <input type="button" value="Acquisition details"/>															
▼ Activate filters   ✓ Select all   ✕ Clear all															
Showing 1 to 3 of 3 entries Search: <input type="text"/> <input type="button" value="Clear filter"/>													<input type="button" value="Columns"/>	<input type="button" value="Export"/>	<input type="button" value="Configure"/>
	Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode					
<input type="checkbox"/>	Books	Centerville	Centerville	Reference	822.33 SHA	Available	05/16/2023 12:37	04/04/2023		000041	<input type="button" value="Edit"/>				
<input type="checkbox"/>	Books	Franklin	Franklin	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001980	<input type="button" value="Edit"/>				
<input type="checkbox"/>	Books	Midway	Midway	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001967	<input type="button" value="Edit"/>				

Showing 1 to 3 of 3 entries

If the [SpineLabelShowPrintOnBibDetails](#) system preference is set to ‘Show’, there will be a button to print a quick spine label next to each item.

Holdings (3) Descriptions (2) Acquisition details

▼ Activate filters | ✓ Select all | ✕ Clear all

Showing 1 to 3 of 3 entries Search:  ✕ Clear filter

Columns Export Configure

Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode	Spine label
<input type="checkbox"/> Books	Centerville	Centerville	Reference	822.33 SHA	Available	05/16/2023 12:37	04/04/2023		000041	<input type="button" value="Print label"/> <input type="button" value="Edit"/>
<input type="checkbox"/> Books	Franklin	Franklin	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001980	<input type="button" value="Print label"/> <input type="button" value="Edit"/>
<input type="checkbox"/> Books	Midway	Midway	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001967	<input type="button" value="Print label"/> <input type="button" value="Edit"/>

Showing 1 to 3 of 3 entries

You can also filter the contents of your holdings table by clicking the ‘Activate filters’ links. This will show a row at the top where you can type in any column to filter the results in the table.

Holdings (3) Descriptions (2) Acquisition details

▼ Activate filters | ✓ Select all | ✕ Clear all

Showing 1 to 3 of 3 entries Search:  ✕ Clear filter

Columns Export Configure

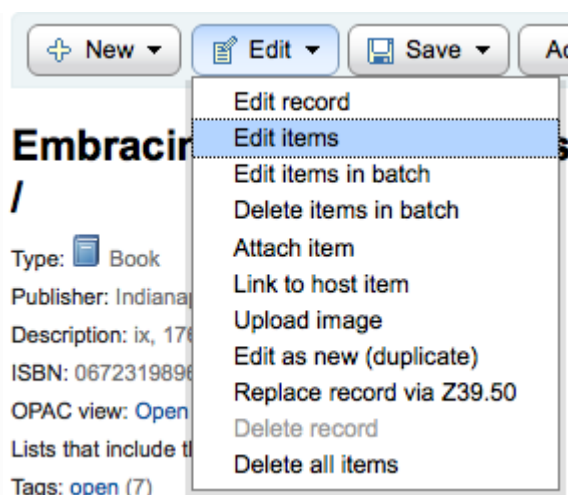
Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode
<input type="checkbox"/> Books	Centerville	Centerville	Reference	822.33 SHA	Available	05/16/2023 12:37	04/04/2023		000041
<input type="checkbox"/> Books	Franklin	Franklin	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001980
<input type="checkbox"/> Books	Midway	Midway	Reference	822.33 SHA	Available	05/16/2023 12:35	04/04/2023		001967

Showing 1 to 3 of 3 entries

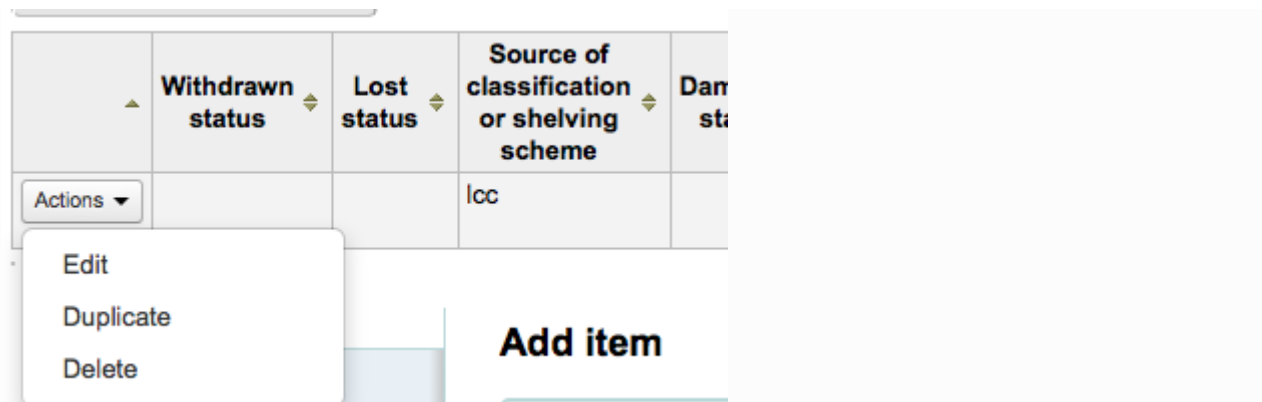
## Editing items

Items can be edited in several ways.

- Clicking ‘Edit’ and ‘Edit items’ from the bibliographic record



Which will open up a list of items where you can click the 'Actions' button to the left of the specific item you would like to edit and choose 'Edit'.



- Clicking 'Edit items' beside the item on the 'Items' tab

Normal  
MARC  
ISBD  
**Items**  
Holds (3)  
Article requests (1)  
Checkout history  
Modification log  
Rota  
Recalls (0)

**Item details for Shakespeare's Sonnets [electronic resource] /**

+ New ▼ / Edit / Save / Add to cart / Add to list ▼ / Print / Place hold / Request article

**Shakespeare's Sonnets**  
by Shakespeare, William,

**Biblionumber:** 41  
**Rental charge:** 0.00  
**Daily rental charge:** 0.00  
**Hourly rental charge:** 0.00  
**ISBN:** 9798725708967  
**Publication details:** Project Gutenberg,  
**Physical details:**  
**No. of items:** 1

Barcode 000041  
*Item information* / [Edit Item](#)

**Home library:** Centerville  
**Item type:** Book  
**Item callnumber:** 822.33 SHA  
**Replacement price:** 10.95

**Statuses**

**Current library:** Centerville  
**Checkout status:** Checked out to Roy Edwards (23529000132291) Last renewed 12/05/2023, Due back on 01/12/2022  
**Current renewals:** 1 [ [View](#) ]  
**Lost status:** Choose ▼ [Set status](#)  
**Damaged status:** Choose ▼ [Set status](#)  
**Withdrawn status:** Choose ▼ [Set status](#)

**Priority**

**Exclude from local holds priority:** No ▼ [Update](#)

**History**

**Accession date:** 04/07/2022  
**Total checkouts:** 1 (View item's checkout history)  
**Last seen:** 03/11/2022  
**Last borrowed:** 03/11/2022  
**Public note:**  [Update](#)  
**Non-public note:**  [Update](#)

Which will open up the editor on the item you'd like to edit

## Items for Library mashups : (Record #110)

Search:

	Withdrawn status	Lost status	Source of classification or shelving scheme	Damaged status	Not for loan	Permanent location	Current location	Date acquired	Total Checkouts
Actions ▼			lcc			Nicole's Library	Nicole's Library	2015-01-27	
Actions ▼			lcc			Nicole's Library	Nicole's Library	2015-03-04	
Actions ▼		Long Overdue (Lost)	lcc			Nicole's Library	Nicole's Library	2015-03-04	1
Actions ▼			lcc			Nicole's Library	Nicole's Library	2015-03-04	1

**Edit Item #539 / Barcode 1000001**

Normal

MARC

ISBD

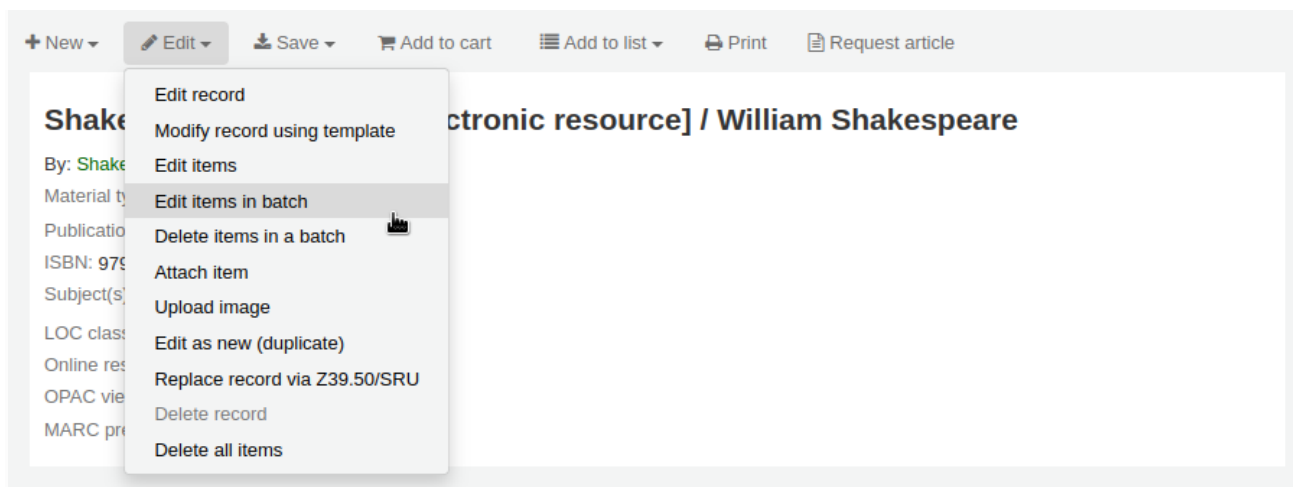
Items

0 - Withdrawn status

2 - Source of classification or shelving scheme





3 - Materials specified (bound volume or other part)

- Clicking 'Edit' and then 'Edit items in batch'






This will open up the [batch item modification tool](#) where you can edit all of the items on this record as a batch.


You can also enable [StaffDetailItemSelection](#) to have checkboxes appear to the left of each item on the detail display. You can then check off the items you would like to edit and click 'Modify selected items' at the top of the list.

Holdings		Descriptions	Images			
Select all   Clear all   Actions: Delete selected items Modify selected items Activate filters						
	Item type	Current location	Home library	Collection	Call number	
<input checked="" type="checkbox"/>	 Books	Fairfield	Fairfield	Library & Information Science	Z674.75.W67 L52 2009	
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009	
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009	
<input type="checkbox"/>	 Books	Nicole's Library	Nicole's Library	Library & Information Science	Z674.75.W67 L52 2009	

- You can click 'Edit' to the right of each item in the Holdings tab

	Item type	Current location	Home library	Call number	Status	Last seen	Barcode	Edit
<input type="checkbox"/>	 Books	Centerville	Centerville	Z678.9.O65 E54 2010	Available	08/02/2012	503046642	Edit
<input type="checkbox"/>	 Books	Fairfield	Fairfield	Z678.9 .E54 2010	Available	07/19/2011	3160778988	Edit
<input type="checkbox"/>	 Books	Nicole's Library	Nicole's Library	Z678.9 .E54 2010	Available	04/30/2011	65104144	Edit

- There is also a link to Edit items from the search results in the staff client

Results	
	<input type="checkbox"/> <p><b>1. Library mashups : exploring new ways to deliver library data / edited by Nicole C. Engard.</b> by Engard, Nicole C 1979-.</p> <p>Publisher: Medford, N.J. : Information Today, Inc., c2009            Description: xvii, 334 p. : ill., maps ; 23 cm.            ISBN: 9781573873727 (pbk.); 1573873721 (pbk.).</p> <p style="text-align: right;"><a href="#">Holds</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a></p>

Finally you can use the [batch item modification](#) tool

## Quick item status updates

Circulation staff often need to change the status of an item to Lost or Damaged. This doesn't require you to edit the entire item record. Instead, clicking on the item barcode on the checkout summary or checkin history will bring you to an [item summary](#). You can also get to the item summary by clicking on the Items tab to the left of the bibliographic record's detail page.

Normal

MARC

ISBD

Items

Holds (3)

Article requests (1)

Checkout history

Modification log

Rota

Recalls (0)

### Item details for Shakespeare's Sonnets [electronic resource] /

[+ New](#)
[Edit](#)
[Save](#)
[Add to cart](#)
[Add to list](#)
[Print](#)
[Place hold](#)
[Request article](#)

## Shakespeare's Sonnets

by Shakespeare, William,

<b>Biblionumber:</b>	41
<b>Rental charge:</b>	0.00
<b>Daily rental charge:</b>	0.00
<b>Hourly rental charge:</b>	0.00
<b>ISBN:</b>	9798725708967
<b>Publication details:</b>	Project Gutenberg,
<b>Physical details:</b>	
<b>No. of items:</b>	1

---

Barcode 000041

[Item information](#) [Edit item](#)

<b>Home library:</b>	Centerville
<b>Item type:</b>	Book
<b>Item callnumber:</b>	822.33 SHA
<b>Replacement price:</b>	10.95

**Statuses**

**Current library:** Centerville

**Checkout status:** Checked out to Roy Edwards (23529000132291) Last renewed 12/05/2023, Due back on 01/12/2022

**Current renewals:** 1 [ [View](#) ]

**Lost status:**  [Set status](#)

**Damaged status:**  [Set status](#)

**Withdrawn status:**  [Set status](#)

**Priority**

**Exclude from local holds priority:**  [Update](#)

**History**

**Accession date:** 04/07/2022

**Total checkouts:** 1 ( [View item's checkout history](#) )

**Last seen:** 03/11/2022

**Last borrowed:** 03/11/2022

**Public note:**  [Update](#)

**Non-public note:**  [Update](#)

From this view, you can mark an item lost by choosing a lost status from the pull down and clicking the 'Set status' button. Same applies to the damaged and withdrawn statuses.

**Statuses**

**Current library:** Centerville

**Checkout status:** Checked out to Roy Edwards (23529000132291) Due back on 17/11/2022

**Current renewals:**

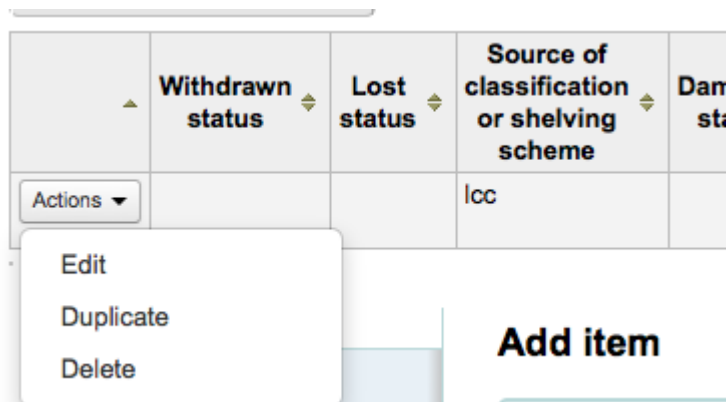
**Lost status:**  [Set status](#)

**Damaged status:**  [Set status](#)

**Withdrawn status:**  [Set status](#)

## Duplicating items

You can easily duplicate each item by clicking the 'Actions' button the left of each item on the edit items screen



From here you can choose to 'Duplicate' the item and this will populate the form with the values from the item you chose.

## Batch editing items

- *Get there:* More > Cataloging > Batch editing > Batch item modification

This tool will allow you to modify a batch of item records in Koha.

### Batch item modification

**Use a file**

Barcode file:

Item number file:

File:  No file selected.

**Or scan items one by one**

Barcode list (one barcode per line):

**Use default values**

Populate fields with default values from default framework

From the tool, choose to either upload a file of barcodes or itemnumbers, or scan item barcodes one by one into the box below the upload tool. You can also decide the items edited should be populated with the default values defined in the [default framework](#).

Once the file is uploaded or the barcodes listed, click 'Continue.'

**Batch item modification**

✔ Select all | ✖ Clear all | Clear on loan

Show/hide columns:  Show all columns  Hide all columns  Home library  Current library  Date acquired  Total Checkouts  Barcode  Date last seen  Price effective from  Koha item type

	Title	Holds	Home library	Current library	Date acquired	Total Checkouts	Barcode	Date last seen	Price effective from	Koha item type
<input checked="" type="checkbox"/>	Shakespeare's Sonnets , by Shakespeare, William,	0	Centerville	Centerville	07/04/2022	0	000041	07/27/2022	07/04/2022	Ebook
<input checked="" type="checkbox"/>	The Third Part of King Henry the Sixth , by Shakespeare, William,	0/1	Centerville	Centerville	07/04/2022	0	000099	07/04/2022	07/04/2022	Ebook
<input checked="" type="checkbox"/>	The Two Gentlemen of Verona , by Shakespeare, William,	0	Centerville	Centerville	07/04/2022	0	000105	07/04/2022	07/04/2022	Ebook
<input checked="" type="checkbox"/>	King Richard the Second , by Shakespeare, William,	0	Centerville	Centerville	07/04/2022	0	000108	07/04/2022	07/04/2022	Ebook
<input checked="" type="checkbox"/>	A Midsummer Night's Dream , by Shakespeare, William,	0	Centerville	Centerville	07/04/2022	0	000110	07/04/2022	07/04/2022	Ebook

You will be presented with a summary of the items you want to modify. From here, you can uncheck the items you don't want to modify before making changes in the form below. You can also hide columns you don't need to see to prevent having to scroll from left to right to see the entire item table. The holds column displays a count of the current holds for the item.

## Note

To uncheck all items that are currently checked out you can click the 'Clear on loan' link at the top of the form.

Using the edit form, choose which fields to make edits to. By checking the checkbox to the right of each field you can clear the values in that field for the items you are modifying.

**Edit items**

Checking the box right next to the subfield label will disable the entry and delete the subfield on all selected items. Leave fields blank to make no change.

<b>0 - Withdrawn status</b>	<input type="text"/>	<input type="checkbox"/>
<b>2 - Source of classification or shelving scheme</b>	<input type="text"/>	<input type="checkbox"/>
<b>3 - Materials specified (bound volume or other part)</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>4 - Damaged status</b>	<input type="text"/>	<input type="checkbox"/>
<b>5 - Use restrictions</b>	<input type="text"/>	<input type="checkbox"/>
<b>7 - Not for loan</b>	<input type="text"/>	<input type="checkbox"/>
<b>8 - Collection</b>	<input type="text"/>	<input type="checkbox"/>
<b>a - Home library</b>	<input type="text"/>	<input type="checkbox"/>
<b>b - Current library</b>	<input type="text"/>	<input type="checkbox"/>
<b>c - Shelving location</b>	<input type="text"/>	<input type="checkbox"/>
<b>d - Date acquired</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>e - Source of acquisition</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>f - Coded location qualifier</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>g - Cost, normal purchase price</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>h - Serial Enumeration / chronology</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>i - Inventory number</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>j - Shelving control number</b>	<input type="text"/>	<input type="checkbox"/>
<b>o - Full call number</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>t - Copy number</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>u - Uniform Resource Identifier</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>v - Cost, replacement price</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>w - Price effective from</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>x - Non-public note</b>	<input type="text"/>	<input type="checkbox"/> RegEx
<b>y - Koha item type</b>	<input type="text"/>	<b>Required</b>
<b>z - Public note</b>	<input type="text"/>	<input type="checkbox"/> RegEx

**Other attributes**

Exclude from local holds priority:

## Creating labels

- *Get there:* More > Cataloging > Tools > Label creator

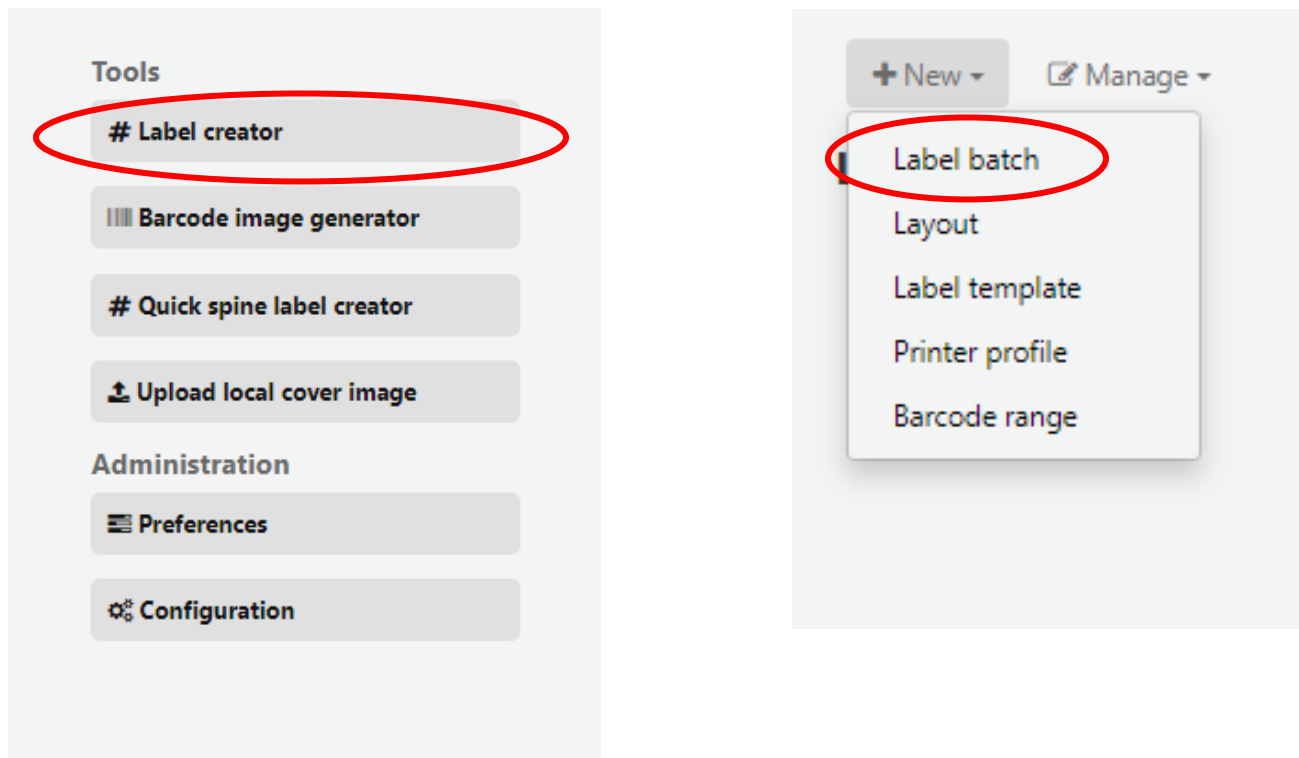
The label creator tool allows you to use layouts and templates which you design to print a nearly unlimited variety of labels including barcodes. Here are some of the features of the label creator tool:

- Customize label layouts
- Design custom label templates for printed labels
- Build and manage batches of labels
- Export single or multiple batches
- Export single or multiple labels from within a batch
- Export label data in one of three formats:
  - PDF - Readable by any standard PDF reader, making labels printable directly on a printer
  - CSV - Export label data after your chosen layout is applied allowing labels to be imported in to a variety of applications

- XML - Included as an alternate export format

## Label Printing

- *Get there:* More > Cataloging > Tools > Label creator > New > Layouts



It will open the following window and add barcode one in a row you may copy and paste too after adding barcode click on add items

The screenshot shows the 'New label batch' window. At the top, there are '+ New' and 'Manage' buttons. The main heading is 'New label batch'. Below this, there are two radio button options: 'Enter by barcode:' (selected) and 'Enter by itemnumber:'. Underneath, there is a text input field labeled 'Add by barcode(s) or itemnumbers(s):' containing the following text:  
00000123  
00000456  
000000378  
0000890  
Below the input field, there is a note: 'One number per line. Leave empty to add via item search (itemnumber)'. At the bottom, there is a '+ Add item(s)' button. Two red arrows point from the text above to the input field: one from the word 'barcode' and one from the word 'add'.

## How to add new members from ERP to you Library

Click on Library members by Category:

News

Welcome to TCS-Koha LMS  
Koha 23.05. Manual

**TCS-Koha Important Reports**

- Accession Register Report
- Books Issued Today
- Books Prices Branch-Wise
- Books Returned Date-Wise
- Books Transfer Out
- Books without Call-Number
- Circulation Stats by Date
- Clearance Certificate for Student (template)
- Clearance Certificate for Teacher / Staff (template)
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- First Reminder for Teacher / Staff (template)
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- Issuance [Class / Department Wise]
- Issuance [Date Wise]
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- **Library Members by Category**
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- Stock-Take Report
- Today's overdue Books
- Total Collection Size

Posted on 11/28/2023 Edit | Delete | New

Koha 23.05.05

Select your center Z-001 Z-your branch code in the drop-down menu

Circulation Patrons Search More

nadeem.sohail Teacher Resource Center - TCS-HO | NO DESK SET | TRC-HO

Check out Enter patron card number or partial name

Reports > Guided reports wizard

Run reports

Saved reports

Reports dictionary

View dictionary

Useful resources

Koha report library

Koha database schema

Enter parameters for report Class Wise Members :

Class Wise Members and Campus wise members

branchcode: Faisalabad Chenab Campus (O/A level Library - Central Region)

categorycode:

Run the report

- Warsak Jr. Campus (Main Library - Northern Region)
- Z-C001 (TCS) DHAKA Campus LHR
- Z-C002 (TCS) Shalimar Campus LHR
- Z-C003 (TCS) Paragon Campus LHR
- Z-C004 (TCS) Ravi Campus LHR
- Z-C007 (TCS) Shalimar A Levels
- Z-C008 (TCN) Model Town LHR
- Z-C009 (TCN) Shadman LHR
- Z-C010 (TCN) Model Town Campus LHR
- Z-C011 (TCS) Kasur
- Z-C012 (TCS) Muslim Town Jr.
- Z-C013 (TCS) Boys Muslim Town
- Z-C014 (TCN) Model Town Link Rd LHR
- Z-C016 (TCN) Allama Iqbal Town LHR
- Z-C017 (TCS) Jhang Sr. Branch
- Z-C018 (TCS) Joharabad Campus
- Z-C019 (TCS) FSD Chenab Campus
- Z-C020 (TCS) College Campus Sargodha
- Z-C021 (TCS) Sargodha Campus
- Z-C022 (TCN) Jhang

15°C Smoke 10:49 AM 2/15/2024

Select the class or teacher according to your library level:

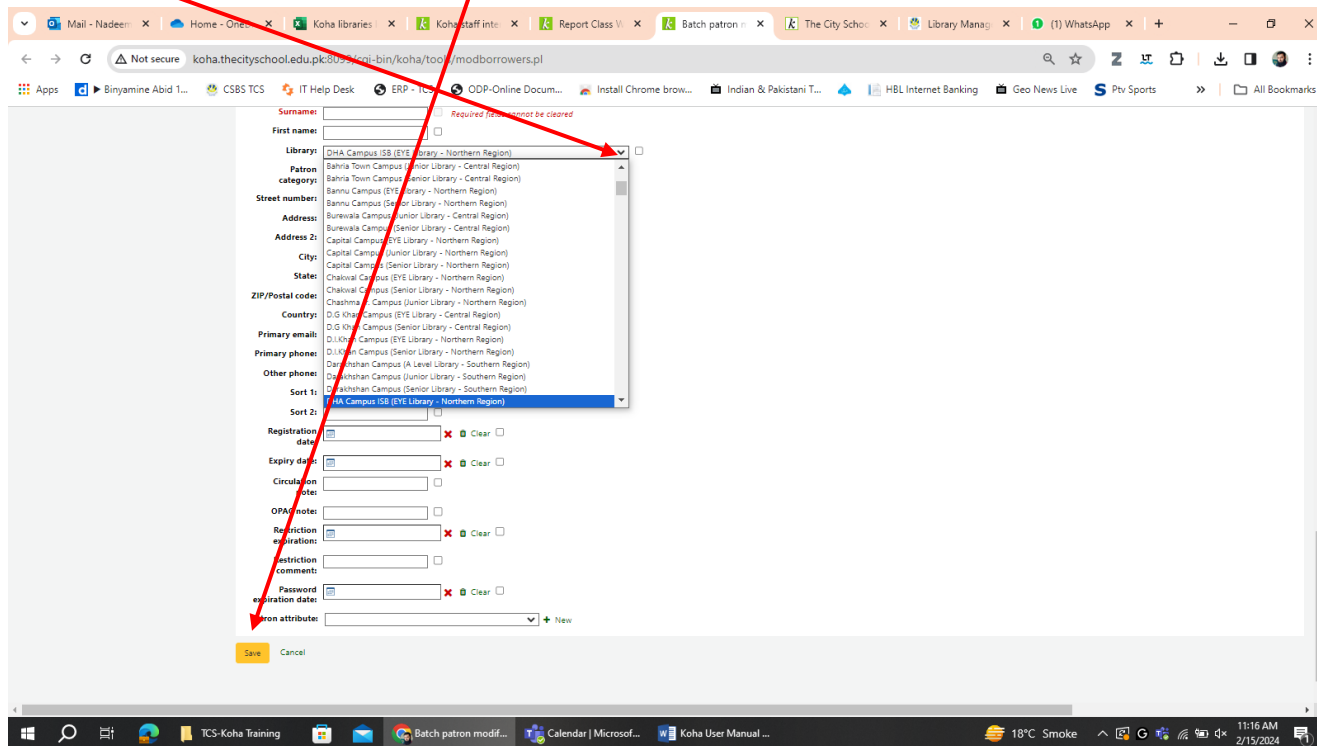
The screenshot shows the 'Enter parameters for report Class Wise Members' form in the TCS-Koha Library Management System. The 'branchcode' is set to 'Z-C007-(TCS) Shaamar A Levels'. The 'categorycode' dropdown menu is open, displaying a list of options. A red arrow points to the 'categorycode' dropdown menu.

It will open list of students; Click batch patron modification

The screenshot shows the 'Class Wise Members' report in the TCS-Koha Library Management System. The report ID is 93. The table displays student information. A red arrow points to the 'Batch patron modification' button in the 'Patron records' table.

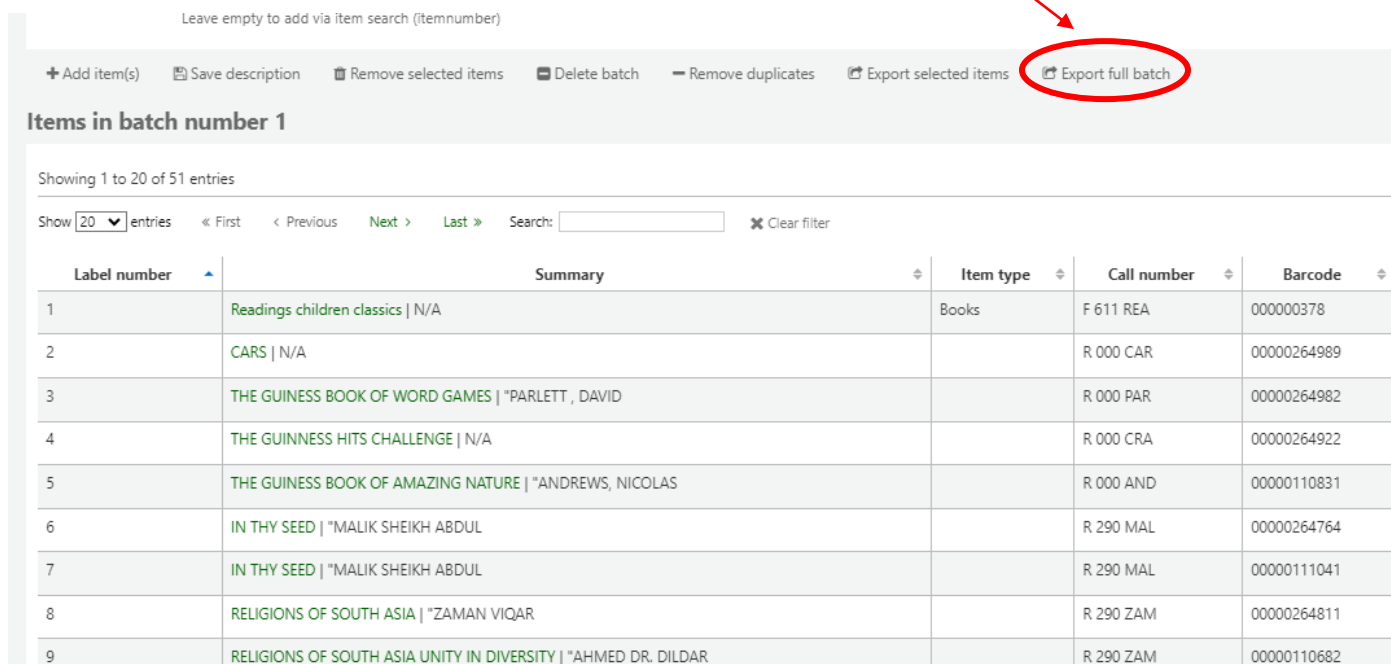
Patron records	name	surname	address	city	email	dateexpiry	dateenrolled	date_renewed	userid
596111	Hiba Nabeel	Hiba Nabeel	Phase-6, Sector - D, House #1015, St. #34, DHA, Pakistan	Lahore	itsnabeel@gmail.com	2065-12-08	2023-12-11		596111
596123	Aiza Asmaar	Aiza Asmaar	House #32, Block-D, St. #26, Phase-1, DHA, Pakistan	Lahore	asmar.iqbal@gmail.com	2065-12-08	2023-12-11		596123
596803	Zain Abid Mustafa	Zain Abid Mustafa	Abid villa, House # 67, Sofia farm house main bedian road Lahore, Pakistan	Lahore	amus76gdp@yahoo.com	2065-12-08	2023-12-11		596803
596885	Zaina Shoaib	Zaina Shoaib	HR323, St#4, Defence Raya, Phase 6, DHA, Lahore Pakistan	Lahore	izzah.shoaib@gmail.com	2065-12-08	2023-12-11		596885
597154	Huda Ehsan	Huda Ehsan	House no#214,Pacewood,Society Lahore, Pakistan	Lahore	ehsan_ahmed78@hotmail.com	2065-12-08	2023-12-11		597154
597206	Shaheer	Shaheer	House#204, Street 7,	Lahore	modelian@gmail.com	2065-12-	2023-12-11		597206

Select your Library and press the save baton members will be add in to your library



When you click on add item there will be appeared a window as:

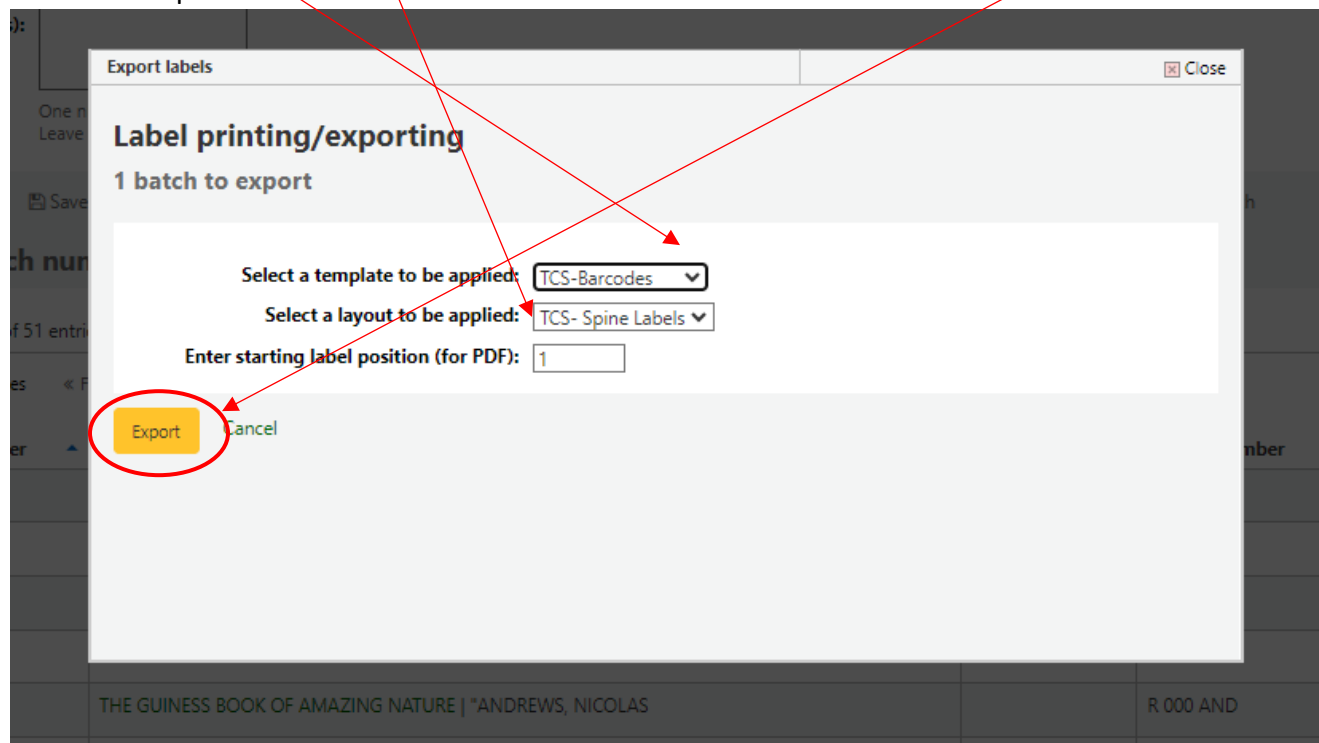
You can view, edited or add more barcode before exporting the list. Then click on export on full batch



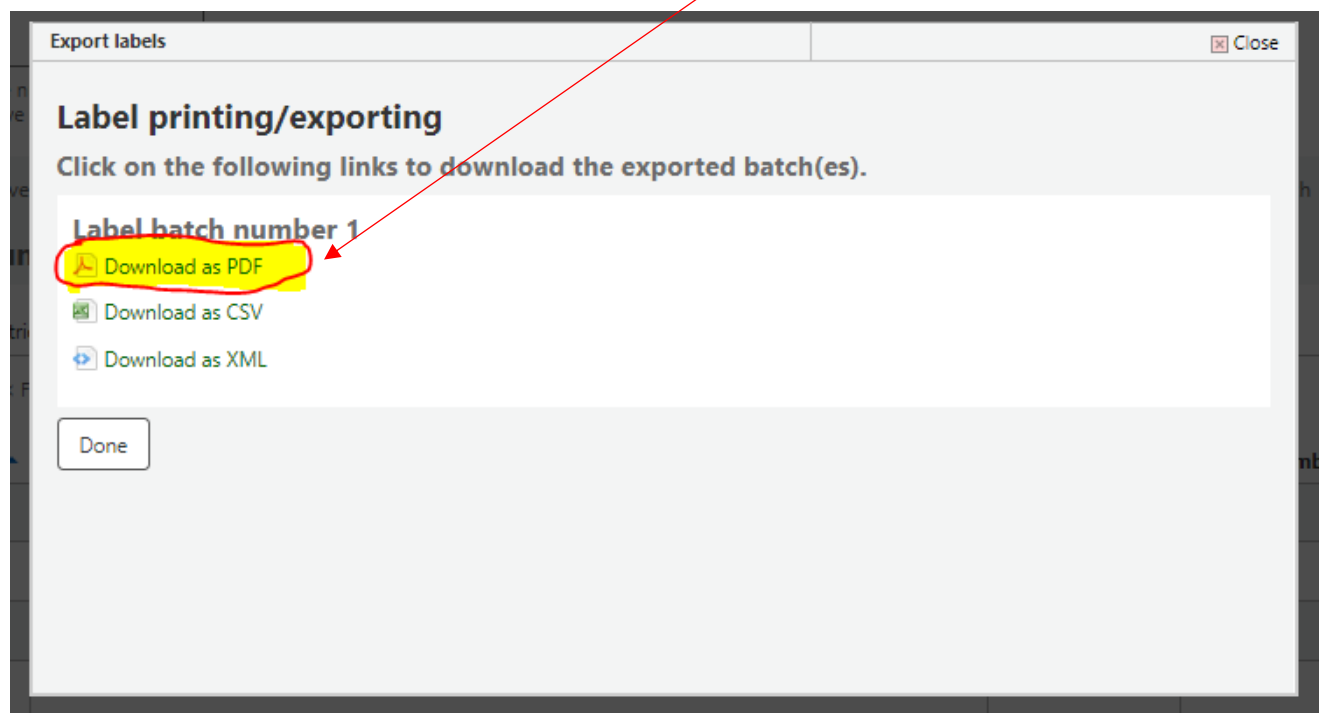
On Click the following window will be appeared as:

Select a template and layout to be applied and print the spine labels or barcodes and click on export

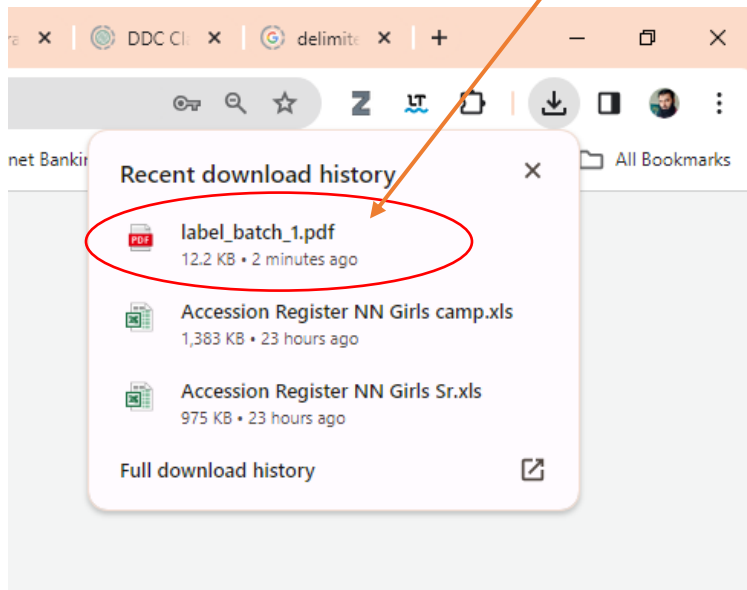
- TCS Barcodes for
- TCS Spine Labels



On apprising the following window Click on **Download as PDF**

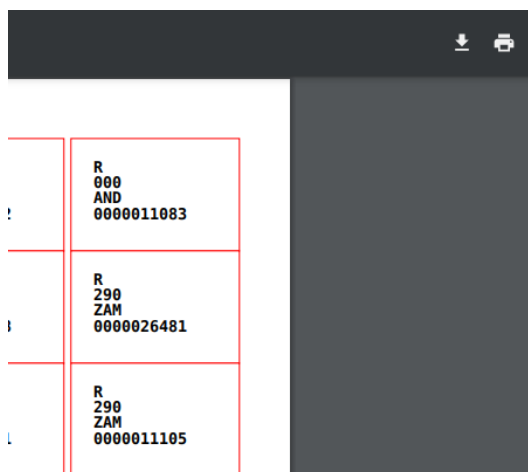


It will download lables\_batch\_1.pdf file just click on it to view and print the labels

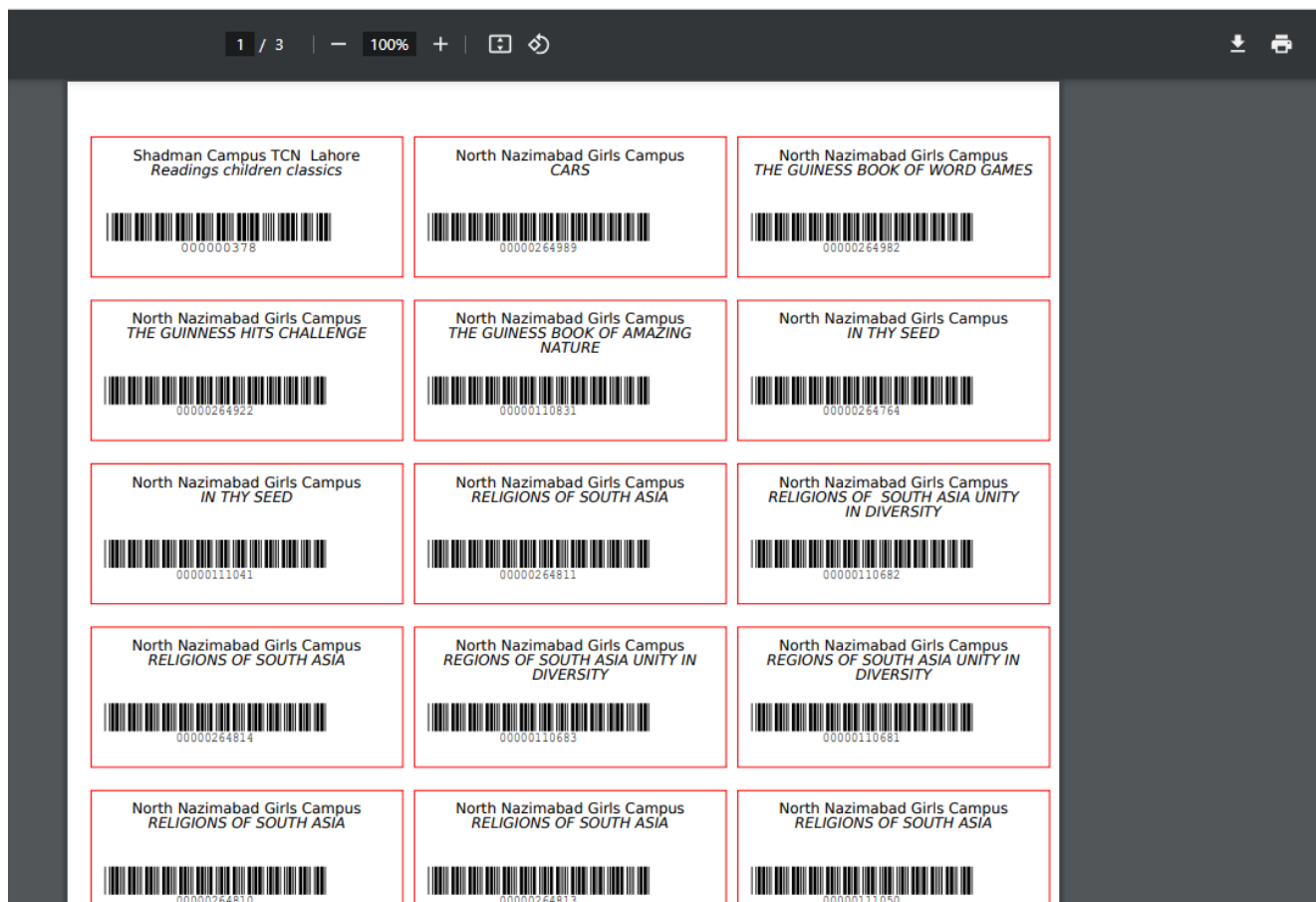


F 611 REA 000000378	R 000 CAR 0000026498	R 000 PAR 0000026498	R 000 CRA 0000026492	R 000 AND 0000011083
R 290 MAL 0000026476	R 290 MAL 0000011104	R 290 ZAM 0000026481	R 290 ZAM 0000011068	R 290 ZAM 0000026481
R 290 ZAM 0000011068	R 290 ZAM 0000011068	R 290 ZAM 0000026481	R 290 ZAM 0000026481	R 290 ZAM 0000011105
R 290 ZAM 0000026481	R 082 MUN 0000026492	R 082 MUN 0000026491	R 082 QUO 0000026499	R 082 PHI 0000026492
R 082 WOR 0000000446	R 000 AER 0000026499	820 COR 0000014750	820 BOA 0000014750	820 BOA 0000014750
820 BOA 0000014750	820 BOA 0000014750	820 BOA 0000014750	820 BOA 0000014750	T SS891.4393 JAH 0000014969

Just click on print on a 4 size printing papaer:

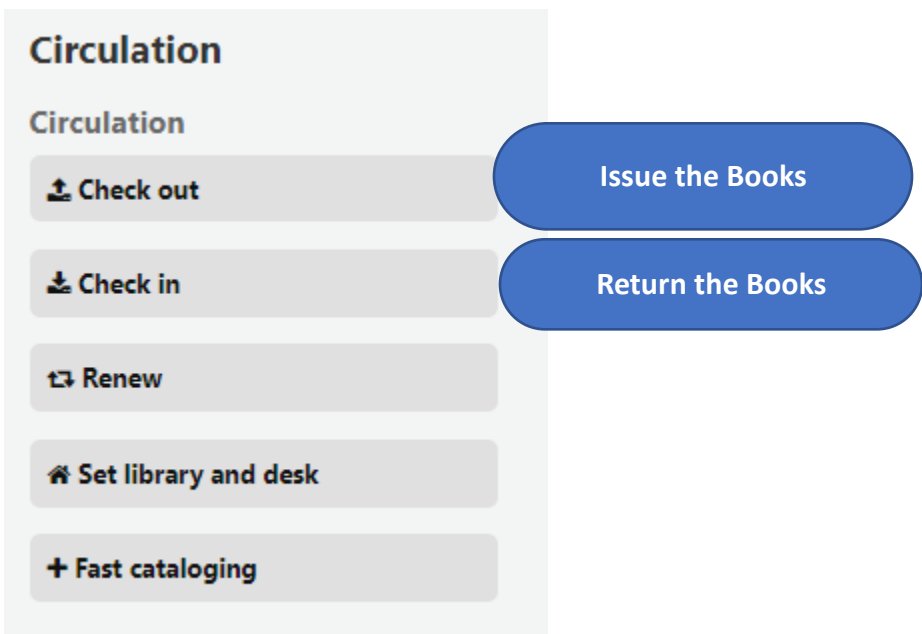
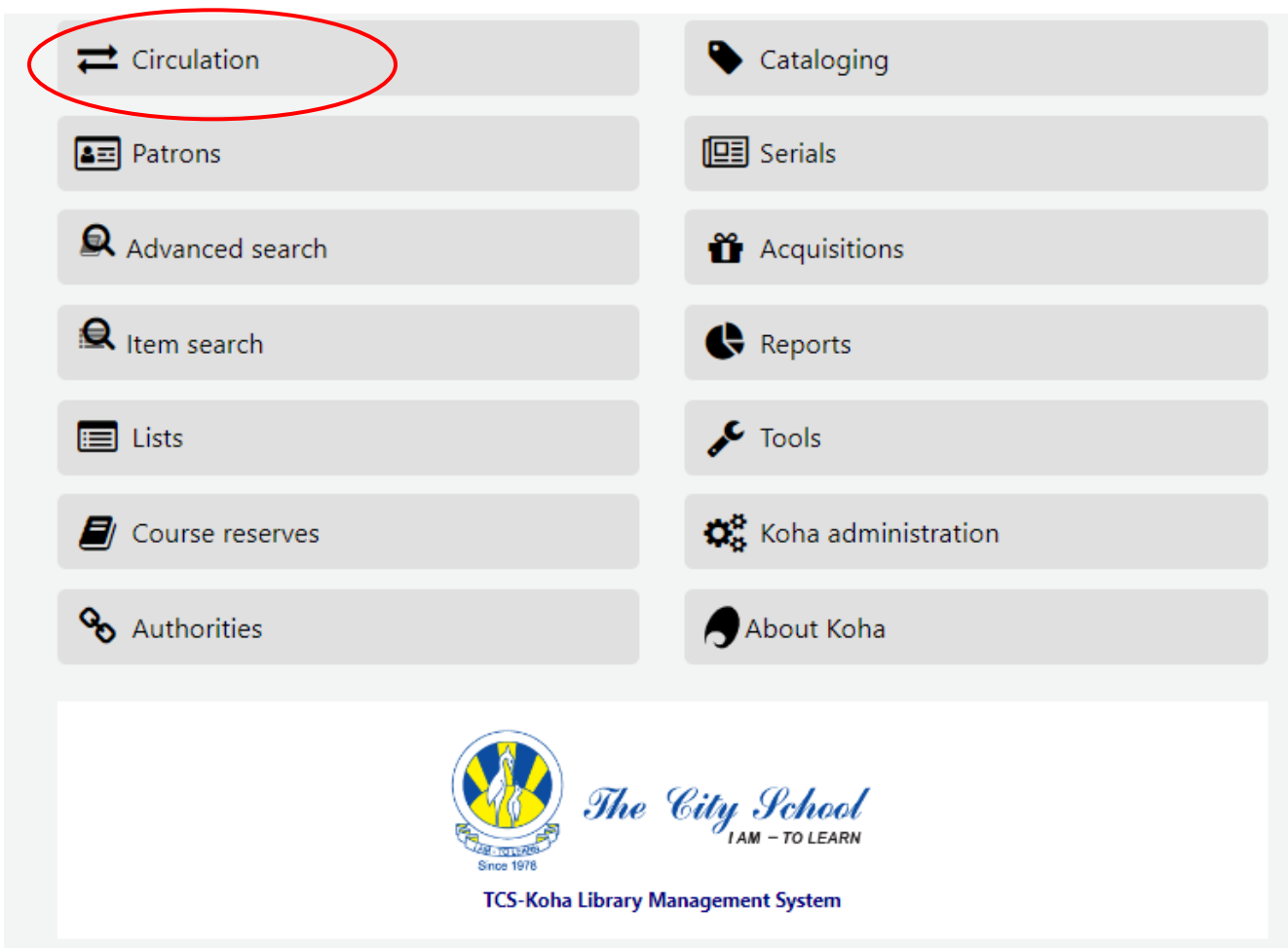


## Barcode Sheet view



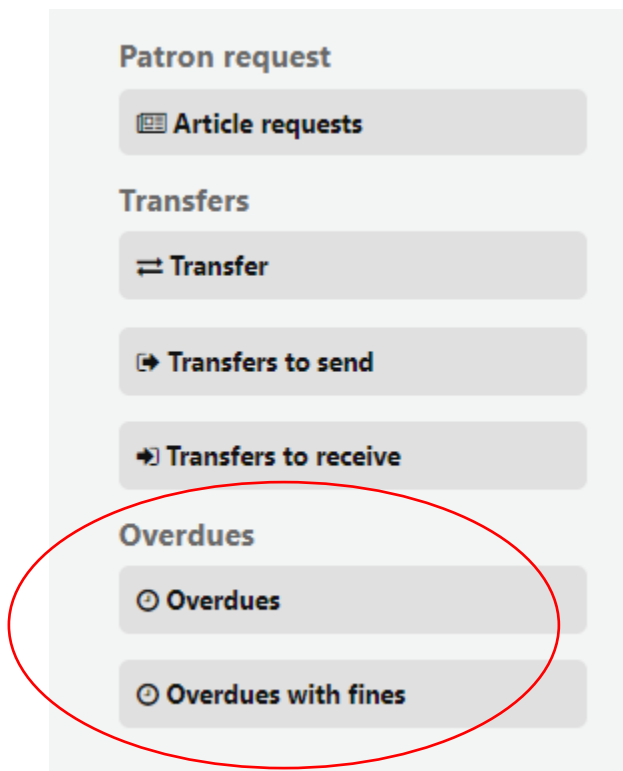
## Circulation of Library Books

To start the issue and return just click on circulation module from main Menu



## Overdue Management

- To print overdue reminder, click on overdue



Report Module:

## TCS-Koha Important Reports

- **Accession Register Report**
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- **Books Prices Branch-Wise**
- **Books Returned Date-Wise**
- **Books Transfer-Out**
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- **First Reminder for Students (template)**
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- **Inventory Report**
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- **Issuance [Date Wise]**
- **Label Creator**
- **Library Members List**
- **Library Collection Statistics**
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