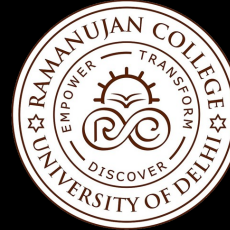# RAMANUJAN COLLEGE
(UNIVERSITY OF DELHI)

Workshop on KOHA for Library Staff

8th – 10th FEBRUARY, 2023

ds.ramanujancollege.ac.in

library@ramanujan.du.ac.in

Workshop Report

NAME OF THE ACTIVITY: Workshop on KOHA for library staff			
DATE(s)	**DEPARTMENT**	**COLLEGE**	**COORDINATOR NAME (s)**
8th to 10th February 2023	Library	Ramanujan College	Dr. Bebi Dr. Nirmalya Samanta
TIME	**VENUE**	**NUMBER OF PARTICIPANTS**	**NATURE: Outdoor/Indoo**
10.00am–5.00pm	TLC Lecture Hall	13	Indoor
ORGANIZED BY:	Ramanujan College (University of Delhi)		
RESOURCE PERSON	Mr. Mukesh Kumar, Library and Information Officer, Election Commission of India, Government of India		

This workshop was organized by the library, Ramanujan College, University of Delhi for its staff to learn the KOHA software from 8th February to 10th February 2023. The invited speaker was Mr. Mukesh Kumar, Library and Information Officer, Election Commission of India, Government of India. The workshop was inaugurated by Prof. (Dr.) S.P. Aggarwal, Principal, Ramanujan College, University of Delhi. This was a three day workshop attended by thirteen participants of college library. Dr. Bebi, Librarian and Dr. Nirmalaya Samanta, Convener, Library Committee was the organizer of the workshop. The primary goal of this workshop was to train the library staff on various modules and customization of KOHA. The convener, library committee Dr. Nirmalaya Samanta encouraged the staff to learn more and more about the KOHA.

Day One

- adding a vendor,
- creating a budget,
- creating a basket and purchase order,
- searching within orders,
- managing purchase suggestions,
- receiving orders, and managing invoices.

Day Two

The expert covered Serials and List module on the second day. He explained how to

- add a subscription,
- manage prediction patterns,
- the inner counter,
- receive new issues and manage serial collections,
- claim late issues,
- subscription monitoring,
- add a new frequency in the serial module.

He taught the staff how to create lists, add titles to lists, view list contents, send your list via email, and manage the list under the list module.

Day Third

On the third day, participants learned about

- installing Postfix email service,
- sending overdue notices to patrons,
- creating barcodes and spine labels.

Not only this, the expert solved other queries/problems of the participants which they face in their daily routine work.

To summarise the report, the workshop was extremely beneficial and increased participants' practical knowledge of KOHA software.

Participants

1. Mr. Jatan Singh (Professional Assistant)
2. Ms. Vinita Thakur (Semi- Professional Assistant)
3. Mr. Krishan Kumar (Semi- Professional Assistant)
4. Mr. Veerpal Singh (Library Assistant)
5. Mr. Sanjeev Kumar (Library Attendant)
6. Mr. Mankesh Meena (Library Attendant)
7. Mr. Sachin Kumar (Library Attendant)
8. Mr. Kapil (Library Attendant)
9. Mr. Amit Kumar (Library Attendant)
10. Mr. Mohit Verma (Library Attendant)
11. Mr. Pankaj Pal (Library Attendant)
12. Ms. Anu Kumari Sharma (Library Attendant)
13. Mr. Keshav (Library Intern)

Photographs of the Workshop