

# Training of Librarians Working in Higher Secondary Schools of GOA on use of advance Software in Library

(PAC No. 16.31)

Year 2019-20



**Regional Institute of Education**  
**(National Council of Educational Research & Training)**  
**Shyamla Hills, Bhopal-462002**

# **Training of Librarians Working in Higher Secondary Schools of GOA on use of advance Software in Library**

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विद्यया ऽ मृतमश्नुते



**एन सी ई आर टी  
NCERT**

**Programme Coordinator**

**Dr. P. K. Tripathy**

**Deputy Librarian**





## **1. Introduction**

For the purpose of Training of Librarians Working in Higher Secondary Schools of GOA on use of advance Software in Library, a Five days training programme was Organized by Regional Institute of Education (NCERT), Bhopal date on 25th – 29th Nov. 2019 at SCERT, Goa . The Training was arranged mainly for learning the use of Koha Library Management Software for better library services. The Librarian who are in working in higher Secondary School of Goa participated in this training to get some idea how to use the open source software (Koha) in library and give how to handle library automation work tools and technique. As we have converted the manual circulation process of books into an automated one through Koha Library Management Software and Barcode technology in near future we wish to introduce this automated service in the School libraries also. So the librarian will also be able to know the new trend of services through this training programme. This Training is for the skill development of the Librarian for handling the library services, Library Automation and routine works efficiently and effectively and also use of modern technologies for better services to the users.

## 2. Time Table for Training Programme

	9.30 – 11.00	11.30 – 1.00 PM		2.00 – 3.30 P M	3.30 – 5.00 P M
Monday 25.11.2019	Registration and Inauguration	OSS:General Overview of Open Source Software and their role in school libraries  <b>Dr. S. Nagraj</b>	<b>L</b>	Ubuntu and KOHA for school Libraries  <b>Dr. P. K. Tripathy</b>	Practical Session: Installation of Operation System Ubuntu.  <b>Mr. Alekha Karadia</b>
Tuesday 26.11.2019	Implementation of KOHA: Experience of DM School and RIE, Mysuru Libraries  <b>Dr. S. Nagraj</b>	Advance software for management of school libraries.  <b>Dr V. Gopakumar</b>	<b>U</b>	Practical Session: Installation and customization of KOHA  <b>Mr. Alekha Karadia</b>	Practical Session: Hands on practice by participants on Installation and customization of KOHA  <b>Mr. Alekha Karadia</b>
Wednesday 27.11.2019	Managing e-resources by Open Source Software in school libraries. <b>Dr V. Gopakumar</b>	Practical Session: System settings and database creation in KOHA  <b>Mr. Alekha Karadia</b>	<b>N</b>	Practical Session: Hands on practice by participants on System settings and database creation in KOHA  <b>Mr. Alekha Karadia</b>	Practical Session: Hands on practice by participants on System settings and database creation in KOHA  <b>Mr. Alekha Karadia</b>
Thursday 28.01.2019	Practical Session: Hands on practice by participants on data feeding in KOHA  <b>Mr. Alekha Karadia</b>	KOHA: Trouble shootings KOHA: Library Card and Barcode preparation  <b>Dr S K Pathak</b>	<b>C</b>	Practical Session: OPAC, Acquisition and Serial Control in KOHA  <b>Mr. Alekha Karadia</b>	Practical Session: Hands on practice by participants on OPAC, Acquisition and Serial Control in KOHA  <b>Mr. Alekha Karadia</b>
Friday 29.11.2019	KOHA: IISERB Experiences KOHA: Back up and Restoration  <b>Dr S K Pathak</b>	Review of all modules of KOHA  <b>Mr. Alekha Karadia</b>	<b>H</b>	Assessment of KOHA training (On-line practical test of participants and grading) <b>Dr S K Pathak</b> <b>Dr. P. K. Tripathy</b> <b>Mr. Alekha Karadia</b>	Valedictory Session

### 3. Training Team

	<b>Programme coordinator</b> Dr. P.K. Tripathy Deputy Librarian Regional Institute of Education, Bhopal
	<b>Dr. Sandeep Kumar Pathak</b> Deputy Librarian Indian Institute of Science and Research, Bhopal
	<b>Dr. S. Nagaraja</b> Deputy Librarian Regional Institute of Education, Mysuru
	<b>Mr. Alekha Karadia</b> Professional Assistant Regional Institute of Education, Bhopal

### 4. Summary of the Training Programme.

#### Day- 1 ( 25.11.2019 )

The topic of the Training was “Training of Librarians Working in Higher Secondary Schools of GOA on use of advance Software in Library”. 30 Librarian attended the Training Programme. KOHA are open source software and KOHA is a multiple lingual library management software that is effectively being used in most of the countries around the globe by providing free access to users. This workshop served as a yardstick for building the foundation of innovative library management system in the libraries of India. An inaugural ceremony were also held in the training programme. Then training coordinator Dr. P.K. Tripathy, Deputy Librarian, Regional Institute of Education, Bhopal briefed the participants about the Training programme and he also told the participants that how that training can be lucrative for them. Dr. Gopal Pradhan, SCERT, Goa of message were also present there they opined that this will turn out to be an excellent Training and it would provide an opportunity to learn new skills in the field of Information technology and also Koha Library Management Software useful for Higher Secondary Schools of GOA.

Dr. S. Nagaraja, Deputy Librarian Regional Institute of Education, Mysuru. Message for brief introduction of koha and their Features.



The day one session was thereafter taken over by experts from Training team . Dr. S. Nagaraja, Deputy Librarian Regional Institute of Education, Mysuru went on in details to discuss about the General Overview of Open Source Software and their role in school libraries. The discourse was very engaging with a lot of Q&A throughout the sessions. After Lunch Break Dr. PK Tripathy, Deputy Librarian Regional Institute of Education, Bhopal was discuss about the Ubuntu and KOHA for school Libraries and thereafter Practical Session: Installation of Operation System Ubuntu Continue by Mr. Alekha Karadia Professional Assistant Regional Institute of Education, Bhopal.

### **Day- 2( 26.11.2019 )**

Second Day of Training programme was started by Dr. S. Nagaraja details present the Implementation of KOHA: Experience of DM School and RIE, Mysuru Libraries and share own experience how to implement Koha in RIE ,Mysore Library and also share different type of Service and facility are available in RIE Mysuru library. Then after that Dr. PK Tripathy and Mr. Alekha Karadia continue Practical Session: Installation and customization of KOHA and also Hands on practice by participants on Installation and customization of KOHA.

### **Day-3 (27.11.2019)**

Third day of morning Training Practical Session were started by Mr. Alekha Karadia practically show Koha Cataloging Module and after that Dr. PK Tripathy and Mr. Alekha Karadia Hands on practice to participates different type of documents data entry and Dr. PK Tripathy was engaging with a lot of Q&A throughout the sessions.

### **Day-4 (28.11.2019)**

Day 4 sessions started with review of the content discussed on prior day. Post which Mr. Alekha Karadia went to give further Practical Session on Circulation modules of Koha . Thereafter an interesting discussion was initiated by Dr S K Pathak on the possibility of KOHA: Trouble shootings and practically show and Hands on practice Library Card and Barcode preparation with us the Participates. After Lunch break Mr. Alekha Karadia start Practical Session: OPAC,

Acquisition and Serial Control in KOHA and also Hands on practice by participants on OPAC, Acquisition and Serial Control in KOHA.

## Day-5 (29.11.2019)

Last Day of Training Programme started with Dr.SK Pathak discuss IISER Bhopal koha implementation Experiences and also take practical session of Back up and Restoration in koha. After that Mr. Alekha Karadia Review of all modules of KOHA. Thereafter lunch break Assessment of KOHA training (On-line practical test of participants and grading) and also Q&A practical session conduct by Dr S K Pathak,Dr. P. K. Tripathy and Mr.Alekha Karadia. Lastly Valedictory Session wereDr.Shri. Nagaraj G. Honnekeri Director – SCERT Goa; Dr.PK Tripathy,Programme coordinator,Deputy Librarian,Regional Institute of Education, Bhopal,Dr. Sandeep Kumar Pathak Deputy Librarian, Indian Institute of Sience and Research,BhopalMr. Alekha Karadia Professional Assistant Regional Institute of Education, Bhopal Dr.Gopal Pradhan in his valedictory address appreciated the initiative and efforts put by the Librarian, Dr.PK Tripathy and his team. He concluded with his statement that attending such Training and gaining knowledge and development skill will only be fruitful if the same so acquired are put into action. The Training was concluded by vote of thanks by Dr.Gopal Pradhan after distribution of certificates to the participants.

## 5. User Guide for participate

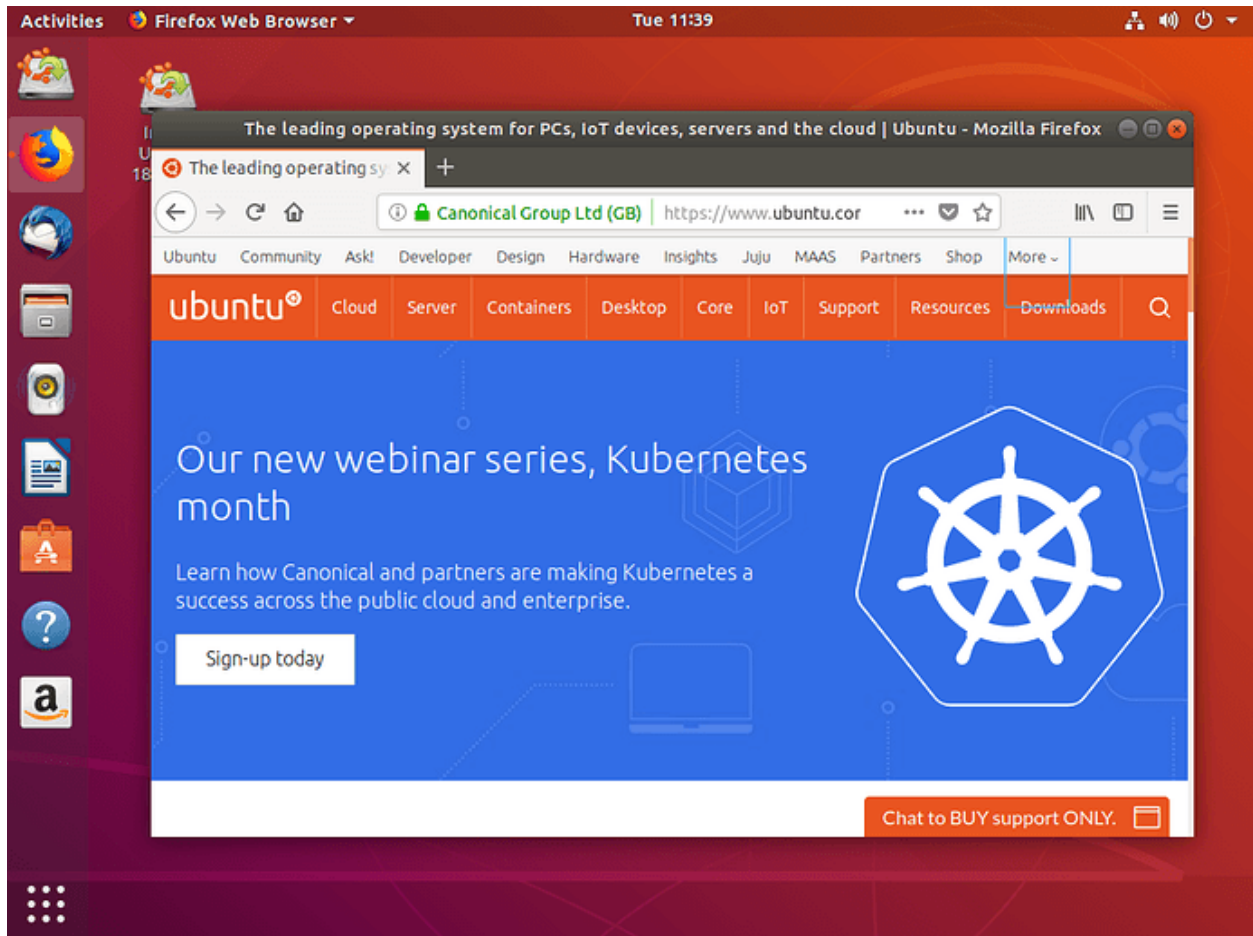
Training Team create a Online user Guide for participate future reference and self-learning Guide URL:<https://riebhopalkohaonlineguide.joomla.com/>

The screenshot displays the KOHA website interface. At the top, it features the title "Training of Librarians Working in Higher Secondary School of Goa on Use of Advance Software in Library" and logos for KOHA and Open Source. A navigation menu includes links like Home, About Linux, Installation of Koha, Global system preferences, Koha Administration, Acquisition, Catalogging, Circulation, Serial Control, Generate Reports, Tools, Back-up, Module Wise Exercises, and Online Quiz. The main content area has a central graphic for "Cloud Computing Koha Library Software" with icons for Mobile, Laptop, Network, Server, Desktop, Database, and Other. Below this, there are sections for "Useful Links" (Koha Community, Online Koha Demo, Koha Documentation, Librarian Guide, Koha Greek), "Koha ISO Download" (with a DOWNLOAD button and links to Bootable USB Creating, Dual-boot Linux and Windows, and Most-used-Ubuntu-Commands), "Installation of koha 19.05 Video" (with a video player thumbnail), and "Koha OPAC Customization" (with a screenshot of the OPAC interface). A "Koha Salient Features:" section lists various capabilities such as supporting international standards, multilingual support, and flexible customization. The footer contains "Contact Us" information for the Regional Institute of Education, Bhopal, including the address and PIN code.

## 6. Ubuntu Installation

### a. About Ubuntu Desktop

The Ubuntu desktop is easy to use, easy to install and includes everything you need to run your organisation, school, home or enterprise. It's also open source, secure, accessible and free to download.



In this tutorial, we're going to install Ubuntu desktop onto your computer, using either your computer's DVD drive or a USB flash drive.

### b. Requirements

You'll need to consider the following before starting the installation:

- Connect your laptop to a power source.
- Ensure you have at least 25 GB of free storage space, or 5 GB for a minimal installation.
- Have access to either a DVD or a USB flash drive containing the version of Ubuntu you want to install.
- Make sure you have a recent backup of your data. While it's unlikely that anything will go wrong, you can never be too prepared.

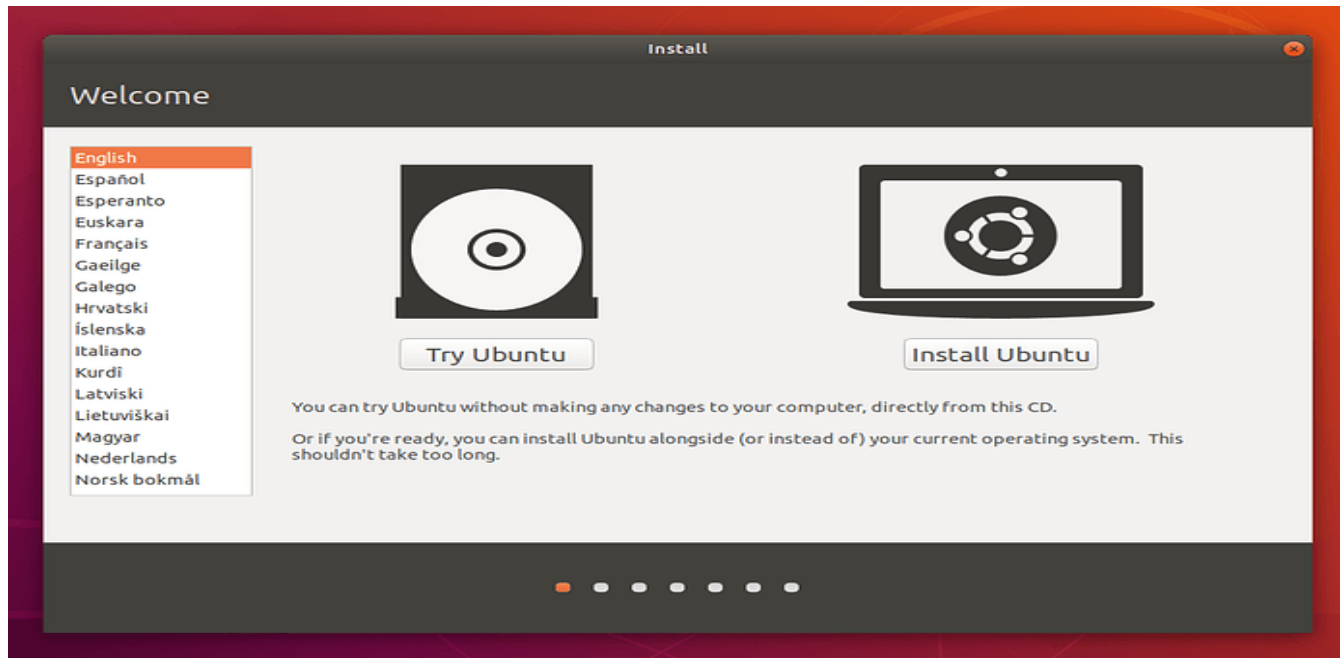


## c. Boot from DVD

It's easy to install Ubuntu from a DVD. Here's what you need to do:

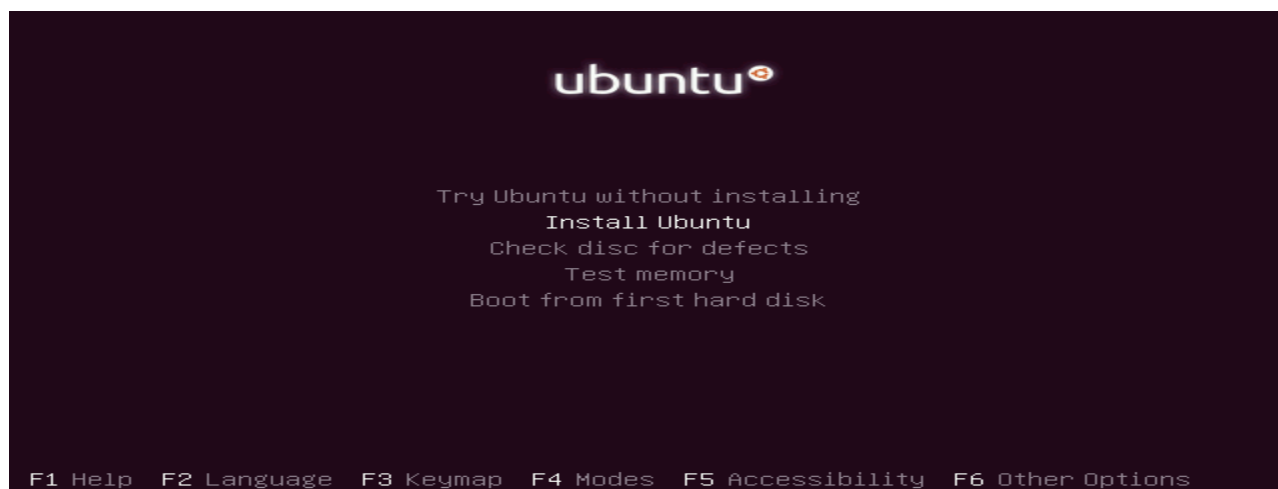
1. Put the Ubuntu DVD into your optical/DVD drive.
2. Restart your computer.

As soon as your computer boots you'll see the welcome window.



From here, you can select your language from a list on the left and choose between either installing Ubuntu directly, or trying the desktop first (if you like what you see, you can also install Ubuntu from this mode too).

Depending on your computer's configuration, you may instead see an alternative boot menu showing a large language selection pane. Use your mouse or cursor keys to select a language and you'll be presented with a simple menu.



Select the second option, ‘Install Ubuntu’, and press return to launch the desktop installer automatically. Alternatively, select the first option, ‘Try Ubuntu without installing’, to test Ubuntu (as before, you can also install Ubuntu from this mode too).

A few moments later, after the desktop has loaded, you’ll see the welcome window. From here, you can select your language from a list on the left and choose between either installing Ubuntu directly, or trying the desktop first.

#### **d. Boot from USB flash drive**

Most computers will boot from USB automatically. Simply insert the USB flash drive and either power on your computer or restart it. You should see the same welcome window we saw in the previous ‘Install from DVD’ step, prompting you to choose your language and either install or try the Ubuntu desktop.

If your computer doesn’t automatically boot from USB, try holding **F12** when your computer first starts. With most machines, this will allow you to select the USB device from a system-specific boot menu.

F12 is the most common key for bringing up your system’s boot menu, but Escape, F2 and F10 are common alternatives. If you’re unsure, look for a brief message when your system starts - this will often inform you of which key to press to bring up the boot menu.

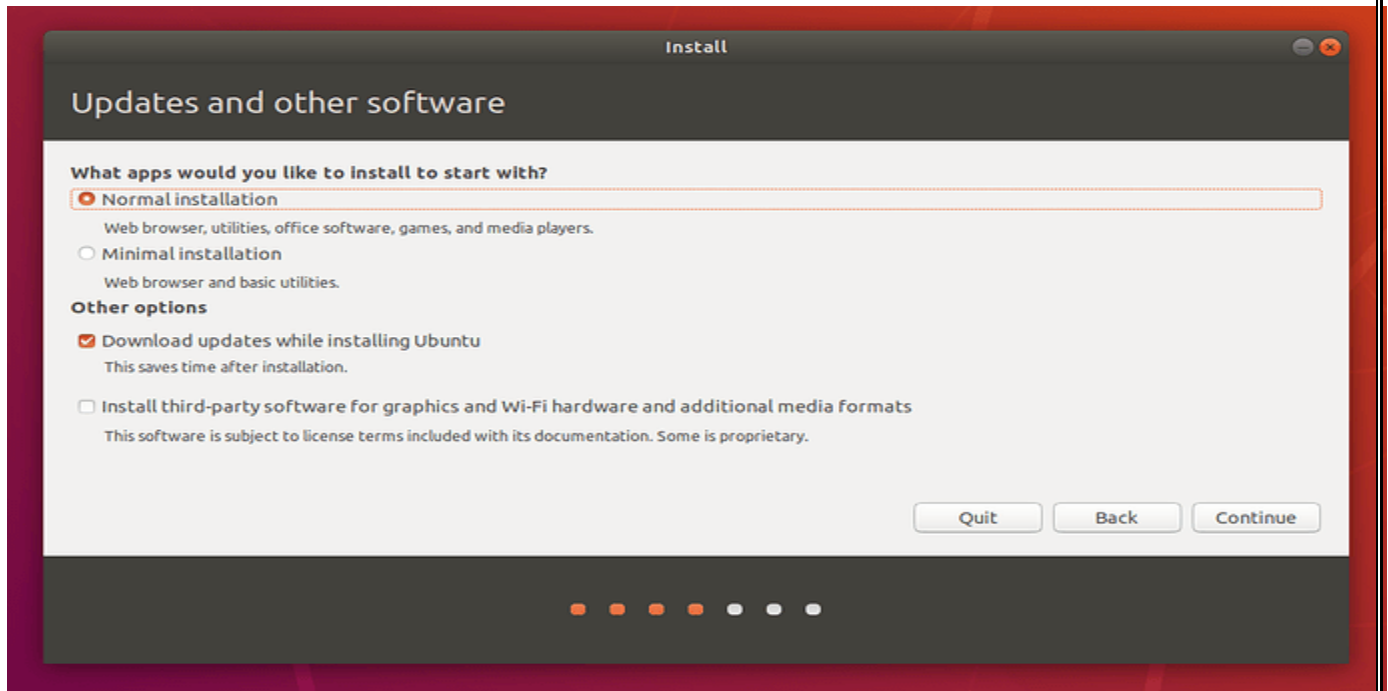
#### **e. Prepare to install Ubuntu**

You will first be asked to select your keyboard layout. If the installer doesn’t guess the default layout correctly, use the ‘Detect Keyboard Layout’ button to run through a brief configuration procedure.

After selecting Continue you will be asked What apps would you like to install to start with? The two options are ‘Normal installation’ and ‘Minimal installation’. The first is the equivalent to the old default bundle of utilities, applications, games and media players — a great launchpad for any Linux installation. The second takes considerably less storage space and allows you to install only what you need.

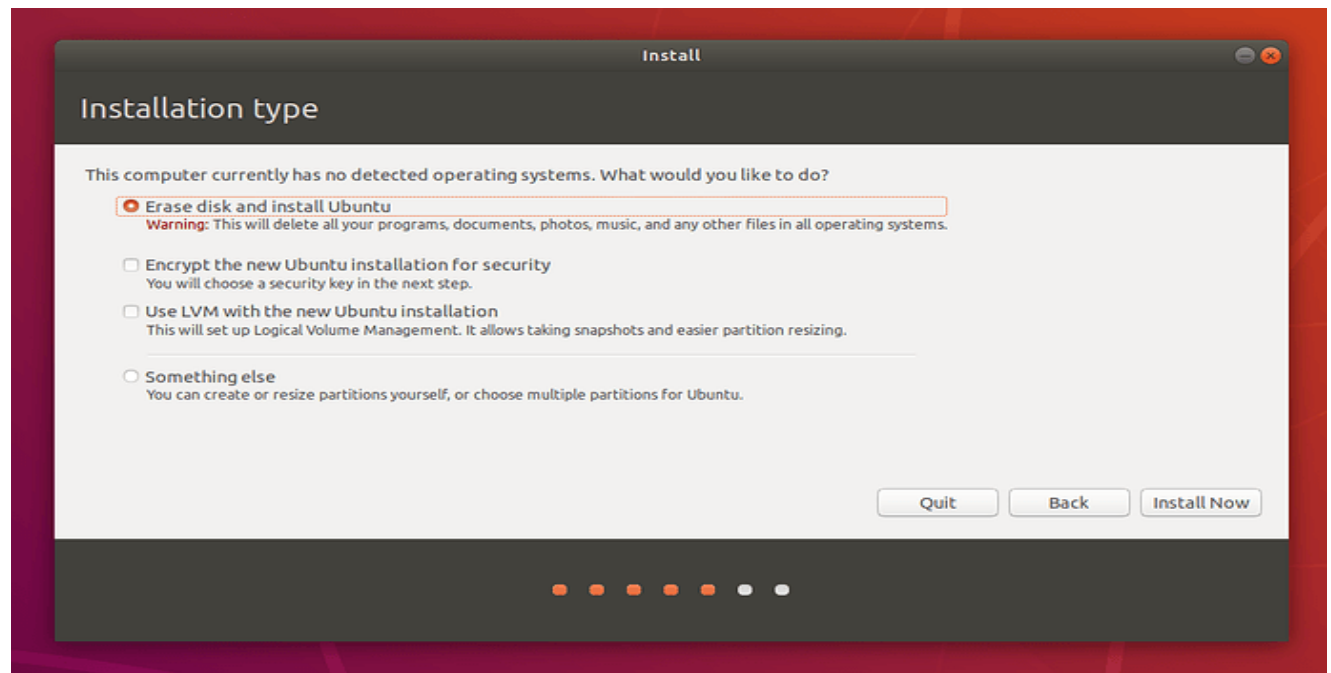
Beneath the installation-type question are two checkboxes; one to enable updates while installing and another to enable third-party software.

- We advise enabling both Download updates and Install third-party software.
- Stay connected to the internet so you can get the latest updates while you install Ubuntu.
- If you are not connected to the internet, you will be asked to select a wireless network, if available. We advise you to connect during the installation so we can ensure your machine is up to date



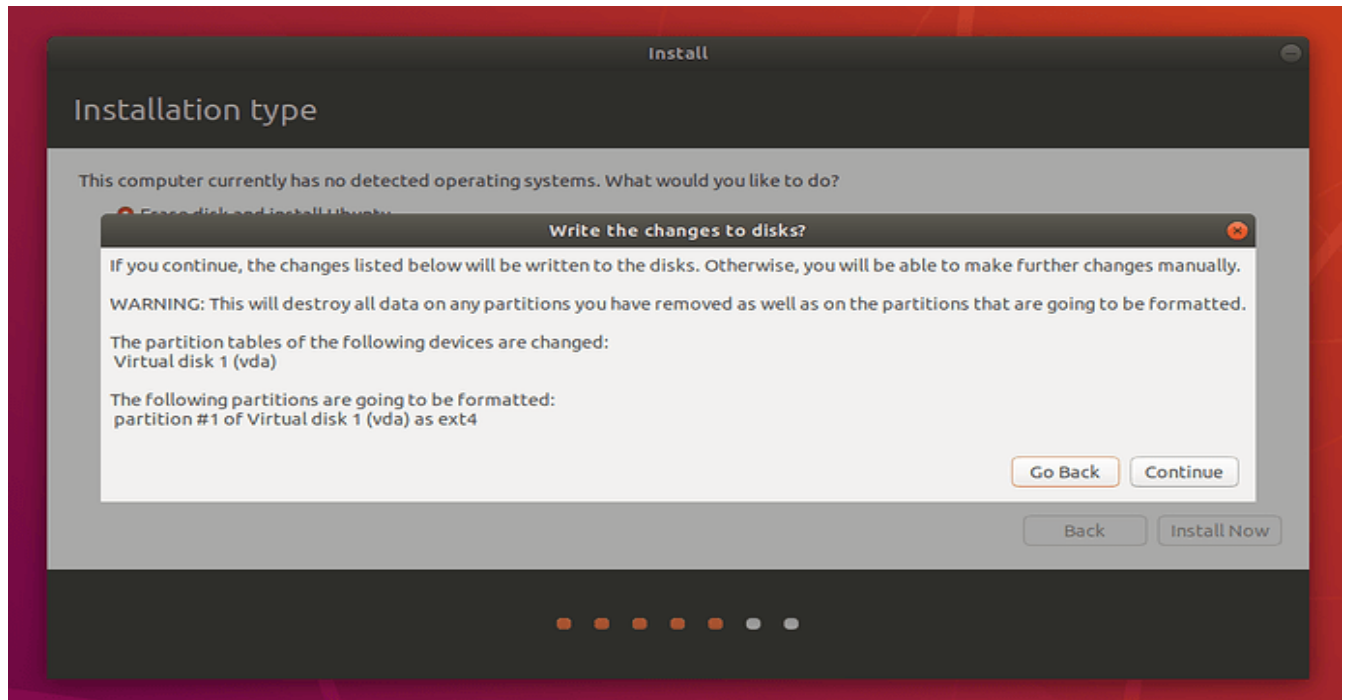
## f. Allocate drive space

Use the checkboxes to choose whether you'd like to install Ubuntu alongside another operating system, delete your existing operating system and replace it with Ubuntu, or — if you're an advanced user — choose the 'Something else' option.



positive

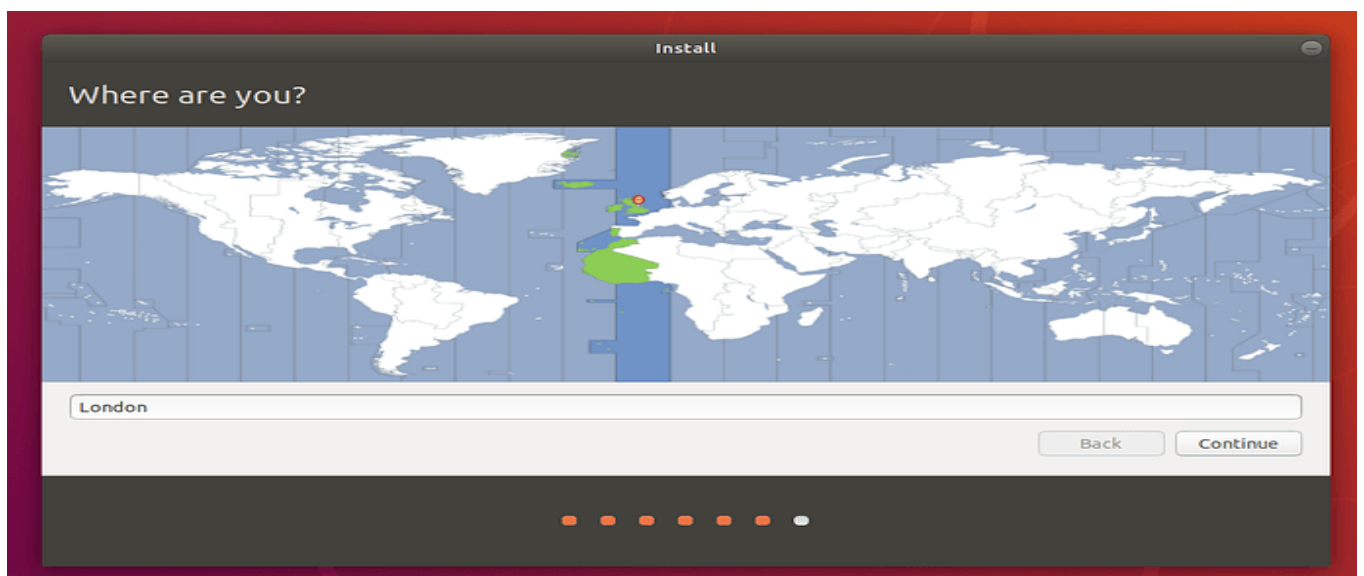
: Options related to side-by-side installation or erasing a previous installation are only offered when pre-existing installations are detected.



## g. Select your location

If you are connected to the internet, your location will be detected automatically. Check your location is correct and click 'Forward' to proceed.

If you're unsure of your time zone, type the name of a local town or city or use the map to select your location.

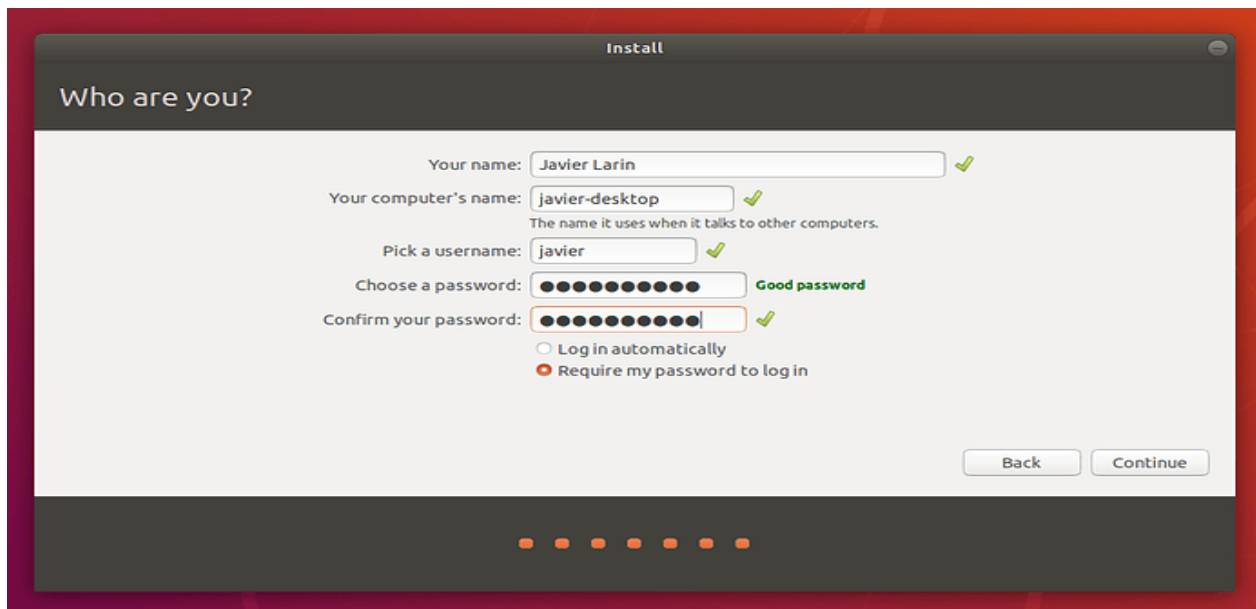


## h. Login details

Enter your name and the installer will automatically suggest a computer name and username. These can easily be changed if you prefer. The computer name is how your computer will appear on the network, while your username will be your login and account name.

Next, enter a strong password. The installer will let you know if it's too weak.

You can also choose to enable automatic login and home folder encryption. If your machine is portable, we recommend keeping automatic login disabled and enabling encryption. This should stop people accessing your personal files if the machine is lost or stolen.

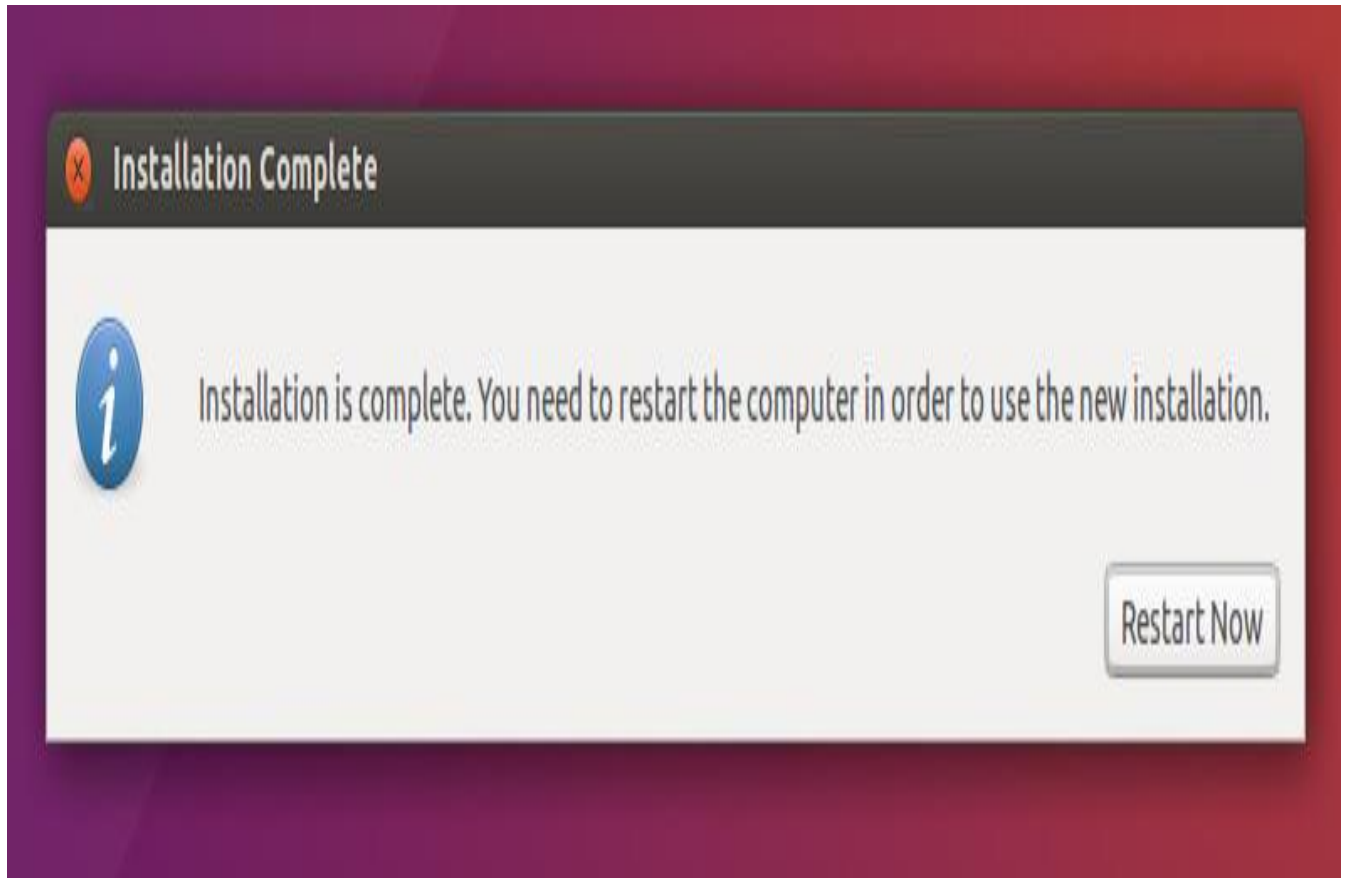


: If you enable home folder encryption and you forget your password, you won't be able to retrieve any personal data stored in your home folder.



## i. Installation complete

After everything has been installed and configured, a small window will appear asking you to restart your machine. Click on **Restart Now** and remove either the DVD or USB flash drive when prompted. If you initiated the installation while testing the desktop, you also get the option to continue testing.



Congratulations! You have successfully installed the world's most popular Linux operating system!

It's now time to start enjoying Ubuntu!

# 7. Installation of koha 19.05

❖ **Step1:** Open a browser and type this address in address bar <https://riebhopalkohaonlineguide.joomla.com/>

Then go to Koha ISO Download Block then click the Download Bottom

The screenshot shows the homepage of the Koha website. The main heading is "Training of Librarians Working in Higher Secondary School of Goa on Use of Advance Software in Library". The Koha logo is prominently displayed, along with the text "FREE LIBRARY SYSTEM". A navigation menu includes links like Home, About Linux, Installation of Koha, Global system preferences, Koha Administration, Acquisition, Cataloguing, Circulation, Serial Control, Generate Reports, Tools, Back-up, Module Wise Exercises, and Online Quiz. The "Koha ISO Download" section has a red arrow pointing to a "DOWNLOAD" button. Below this, the "Koha Salient Features" section lists various capabilities like supporting international standards, advanced search, and multi-lingual support. The "Contact Us" section provides the address of the Regional Institute of Education in Bhopal, India.

❖ **STEP2:** Click on Download

The screenshot shows a Google Drive interface. The file name is "koha19.05ubuntu18.04\_alekh.iso". A red circle highlights the "Download" button, which is currently disabled with the text "No preview available". Below the download button, there are options to "Connect more apps..." and "Try one of the apps below to open or edit this item". The interface also shows a list of connected apps, including "CloudConvert", and suggested third-party apps like "Copy, URL to Google Drive".

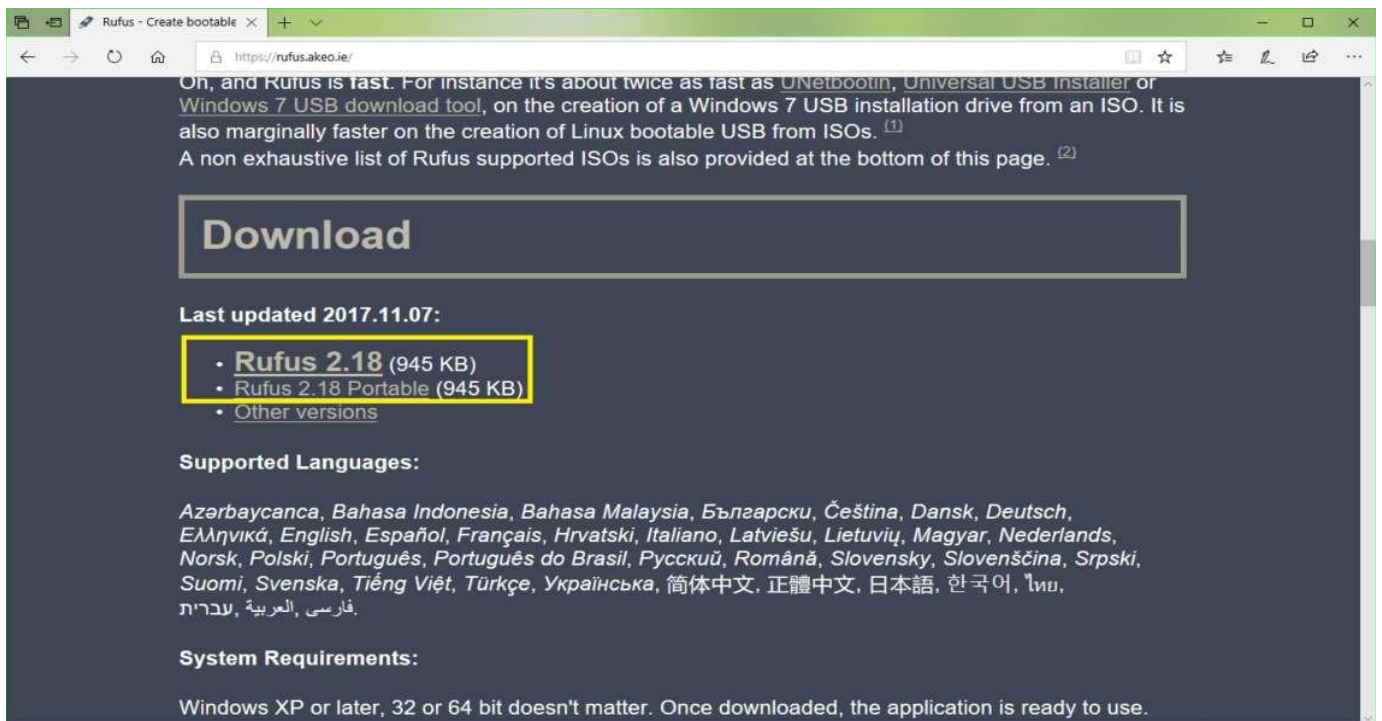
### ❖ Step3: Creating anUbuntu18.04 LTS and Koha 19.05 Bootable USB withRufus

## 1.Download Rufus

Download Rufus from the official website of Rufus at <https://rufus.akeo.ie/>

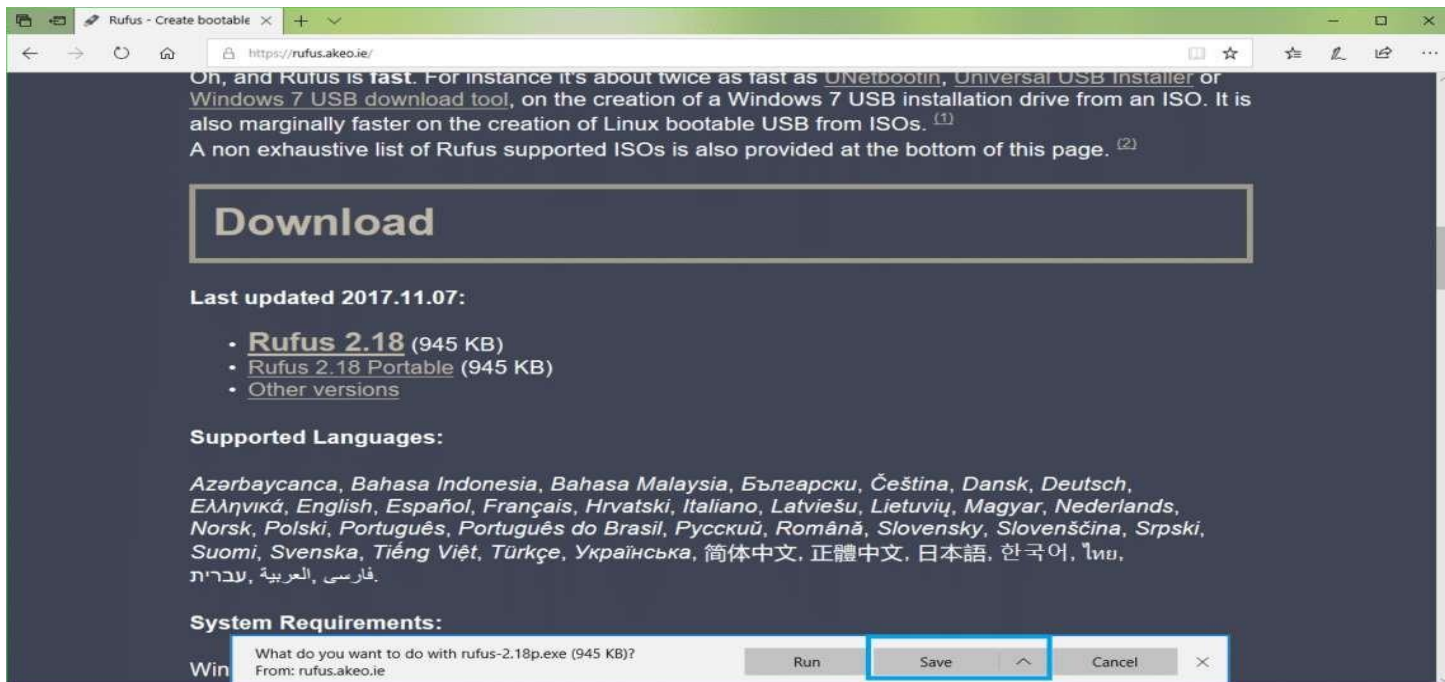


Now scroll down a little bit to the **Download** section. Click on **Rufus** or **Rufus Portable** link as marked in the screenshotbelow





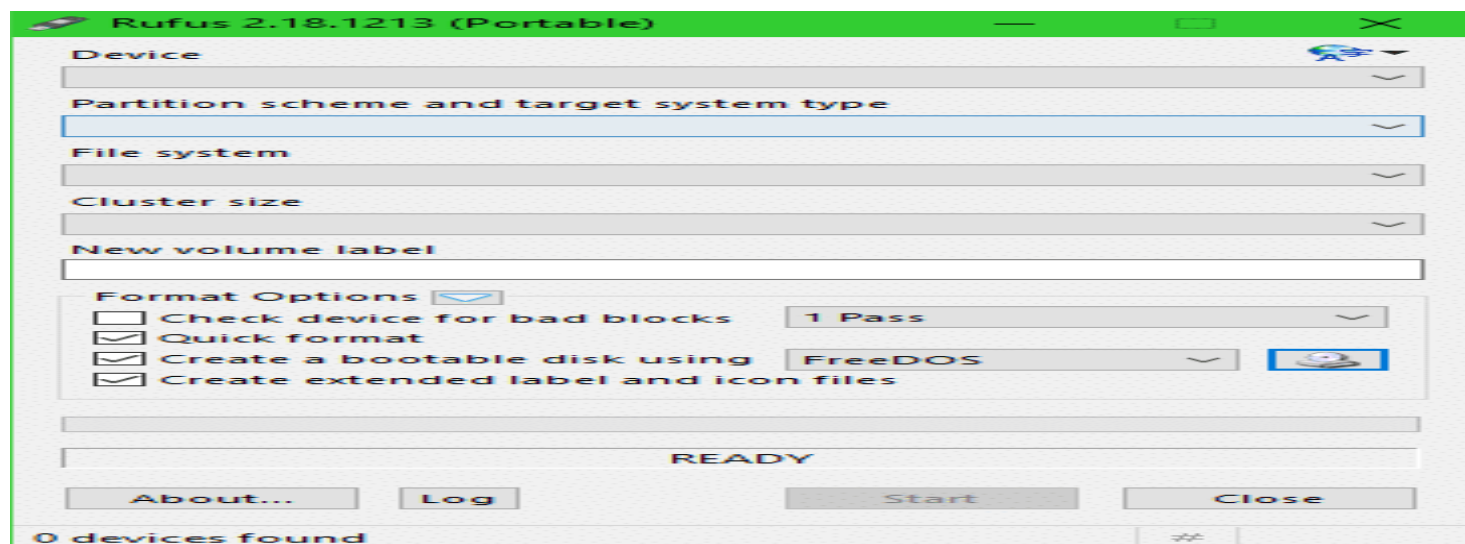
Now click on Save



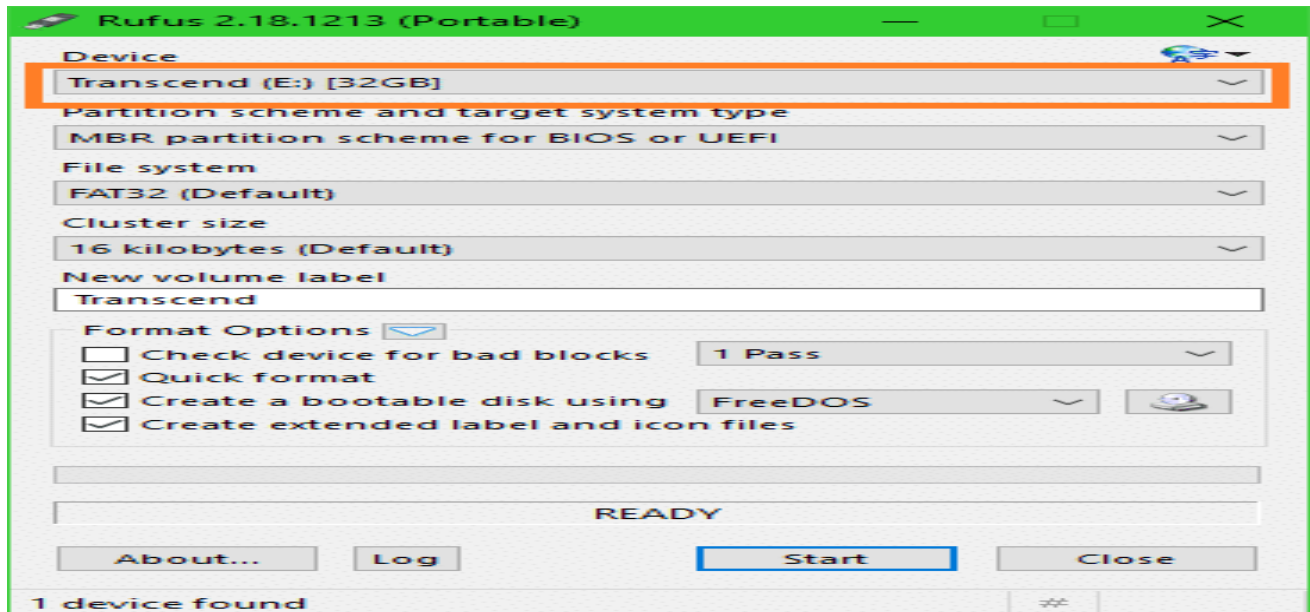
Click on No.



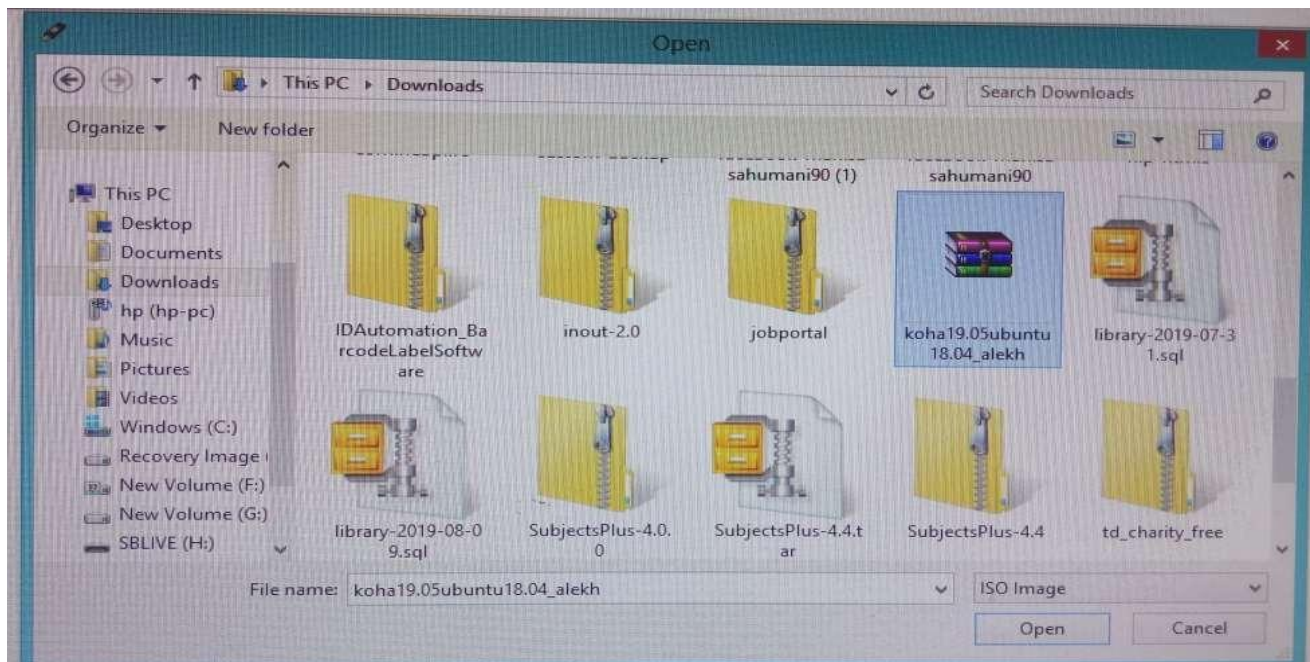
Rufus should start.



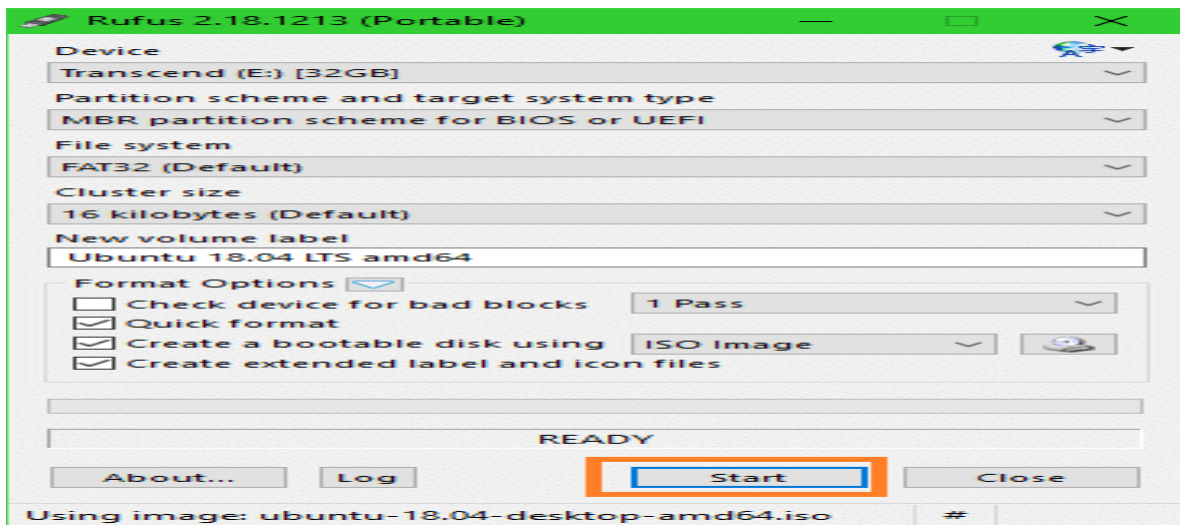
NOTE: **Rufus** will remove everything from your USB device. If you have any important data, please move it somewhere safe before you go through this process. While **Rufus** is open, insert your USB drive that you wish to make Ubuntu and koha bootable.



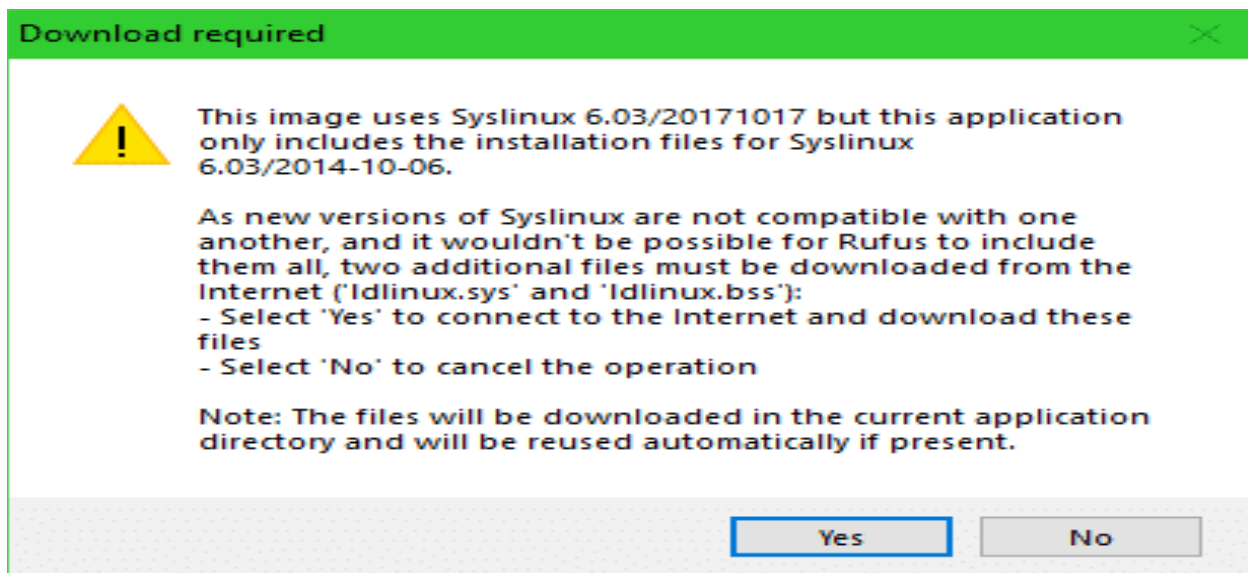
A File Explorer window should show up. Now select the Ubuntu and koha iso image that you've just downloaded and click on Open as marked in the screenshot below.



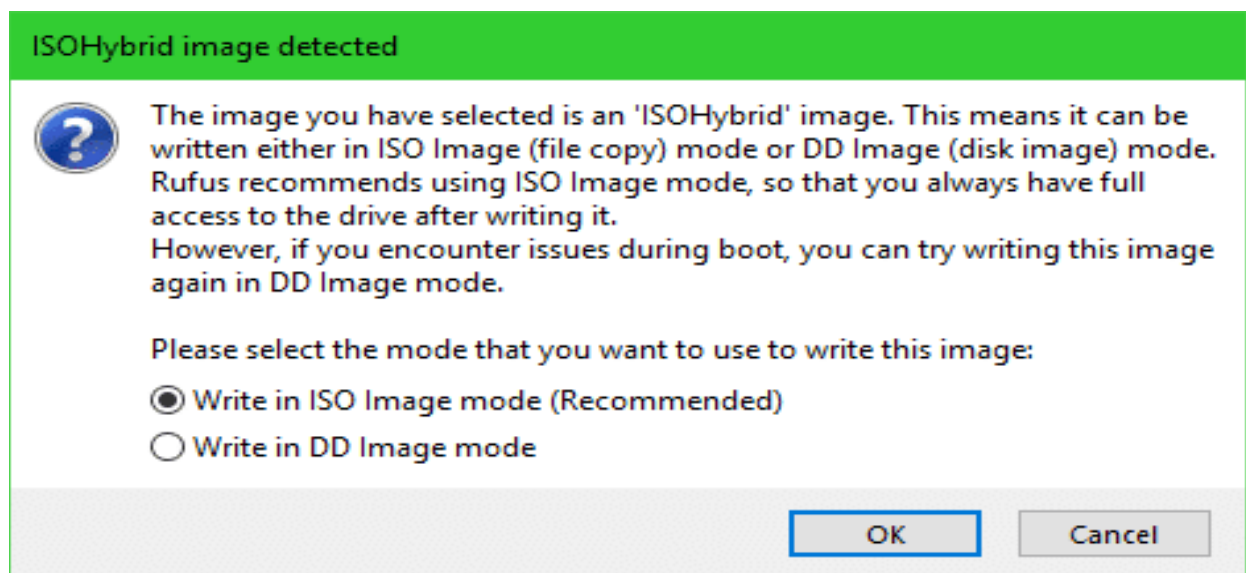
Now click on Start.



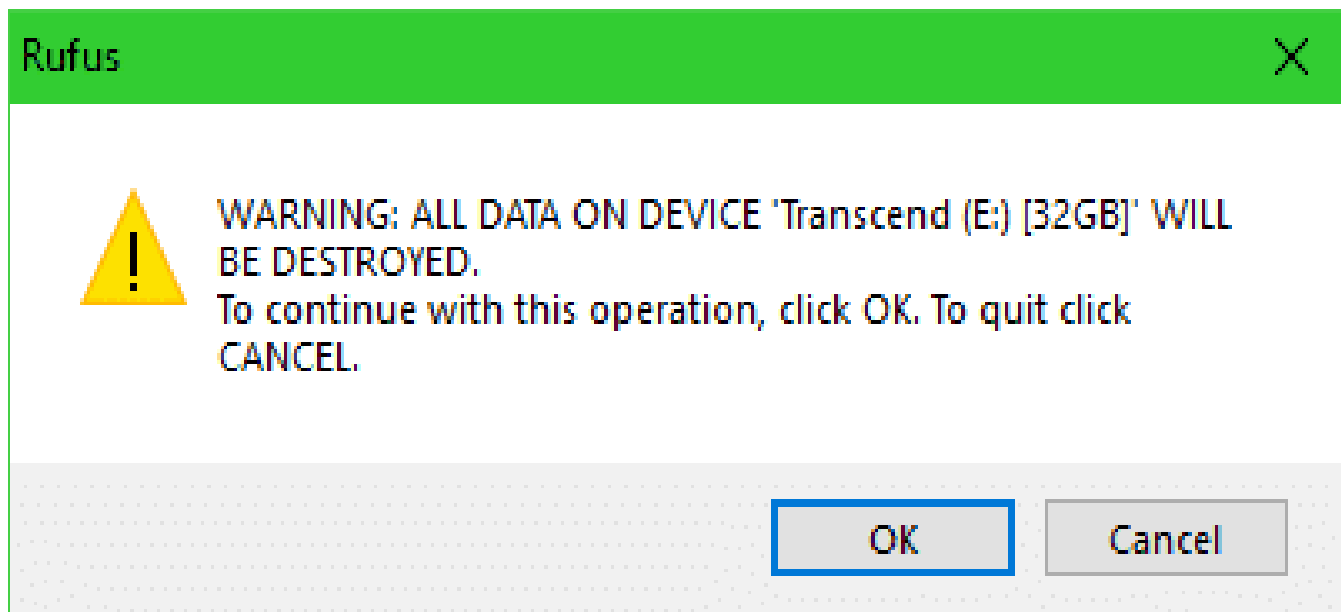
You should see the following window. Now click on Yes.



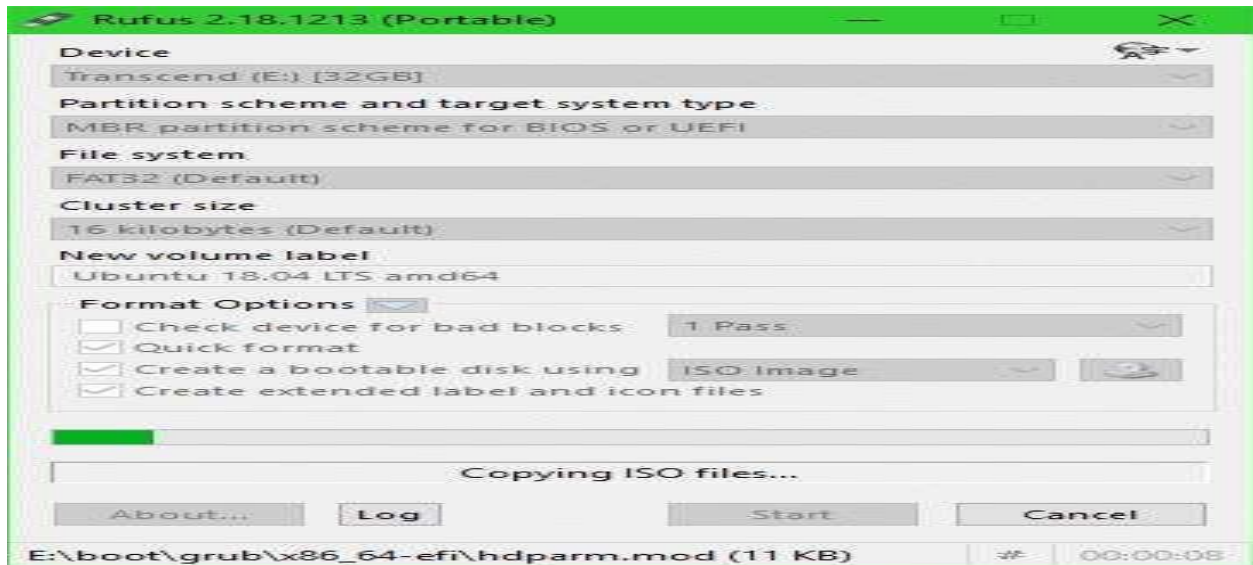
**You should see the following window. Leave the defaults and click on OK**



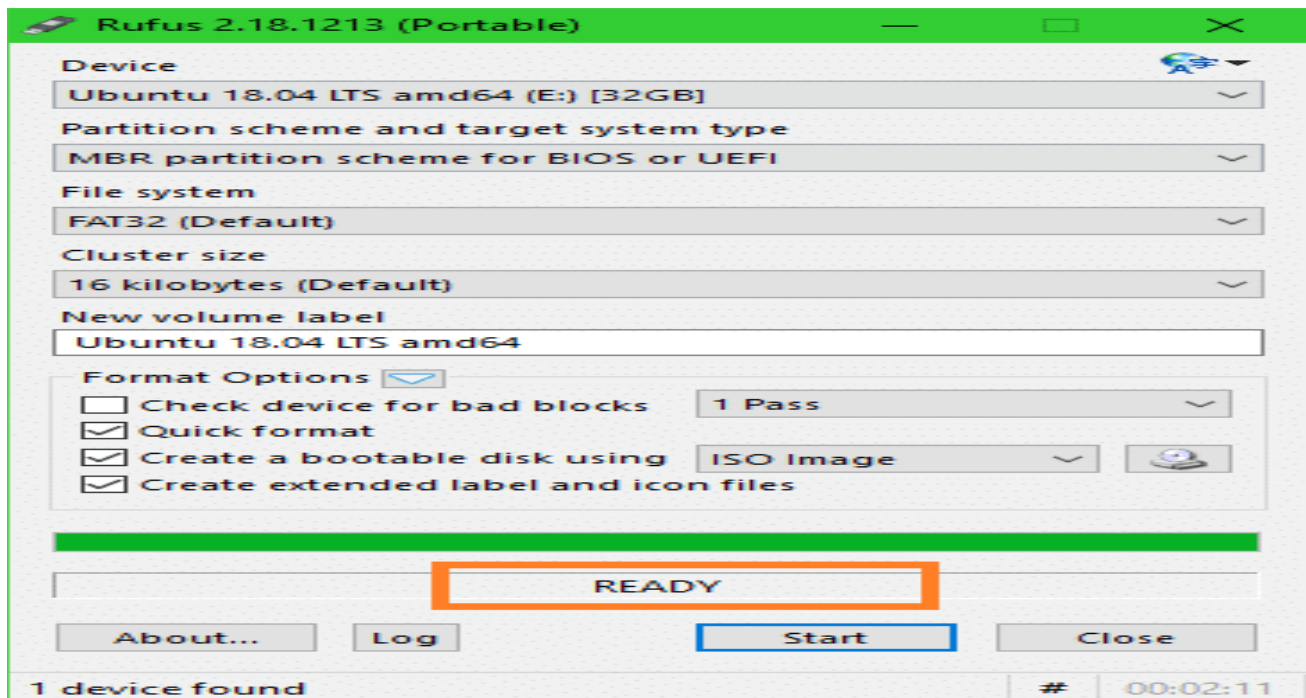
**You should see a warning message. If you don't have any important data on your USB drive, click on OK**



Rufus should start making your USB drive Ubuntu and koha bootable. It should take a few minutes



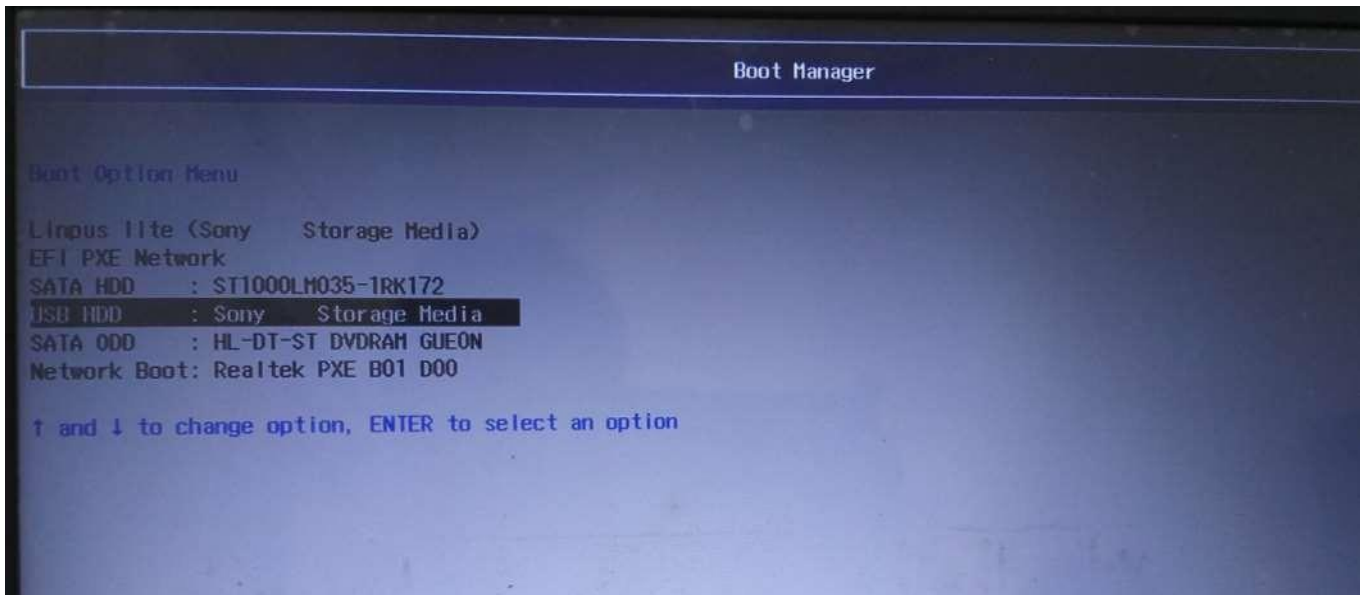
Once it's done, you should see **READY** status as marked in the screenshot below



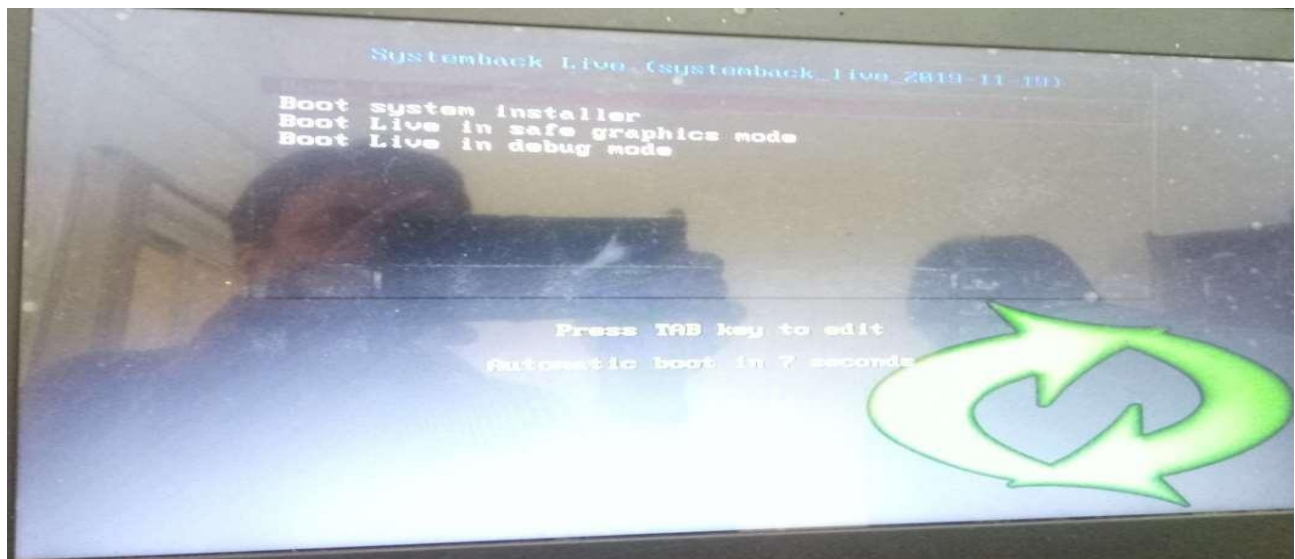
## Step5: Dual boot and install koha

### Insert Bootable USB into USB Port

1. Turn on your computer/laptop
2. Press F2/F12 or any other key to run Setup
3. Select USB as a First Boot Device



## Step6: Select Boot System Installer and Press Enter

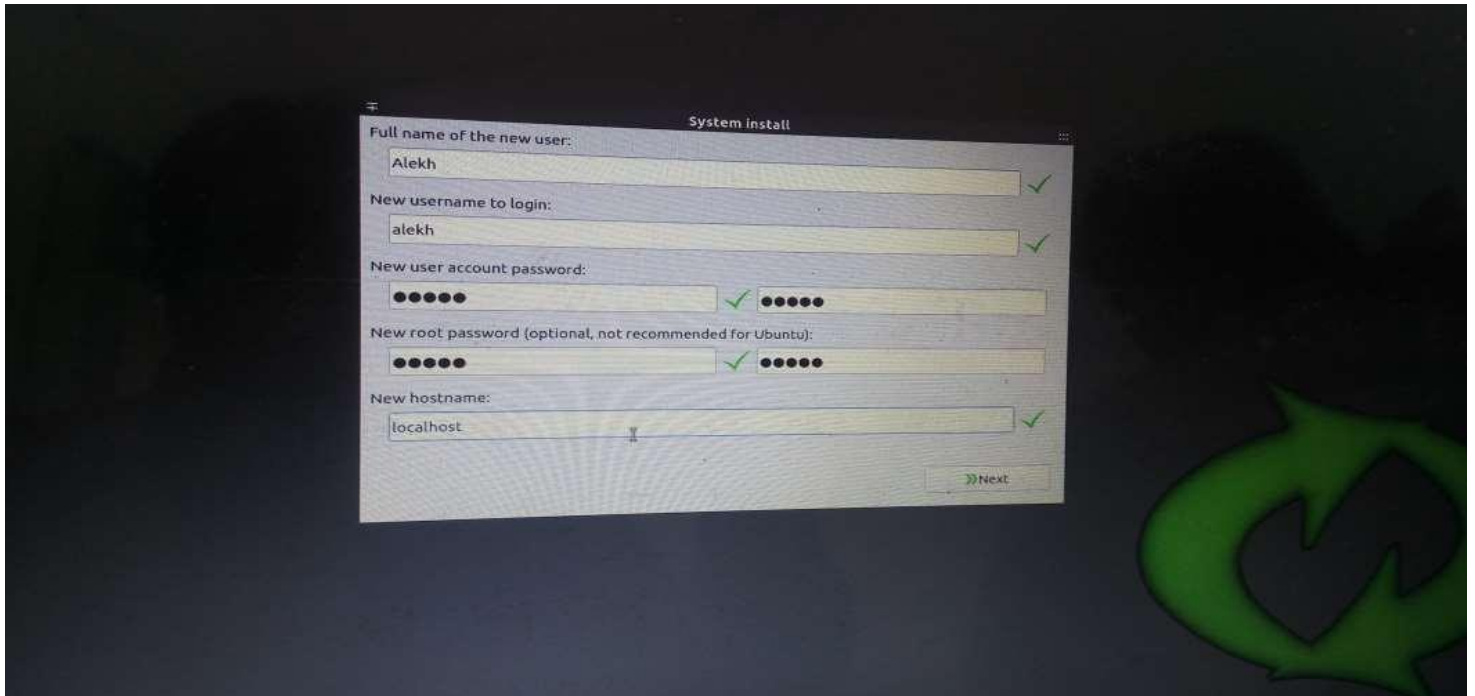


**Step7:1. Fill the Form , 2. Type your full name, 3. Give your own user name for login**

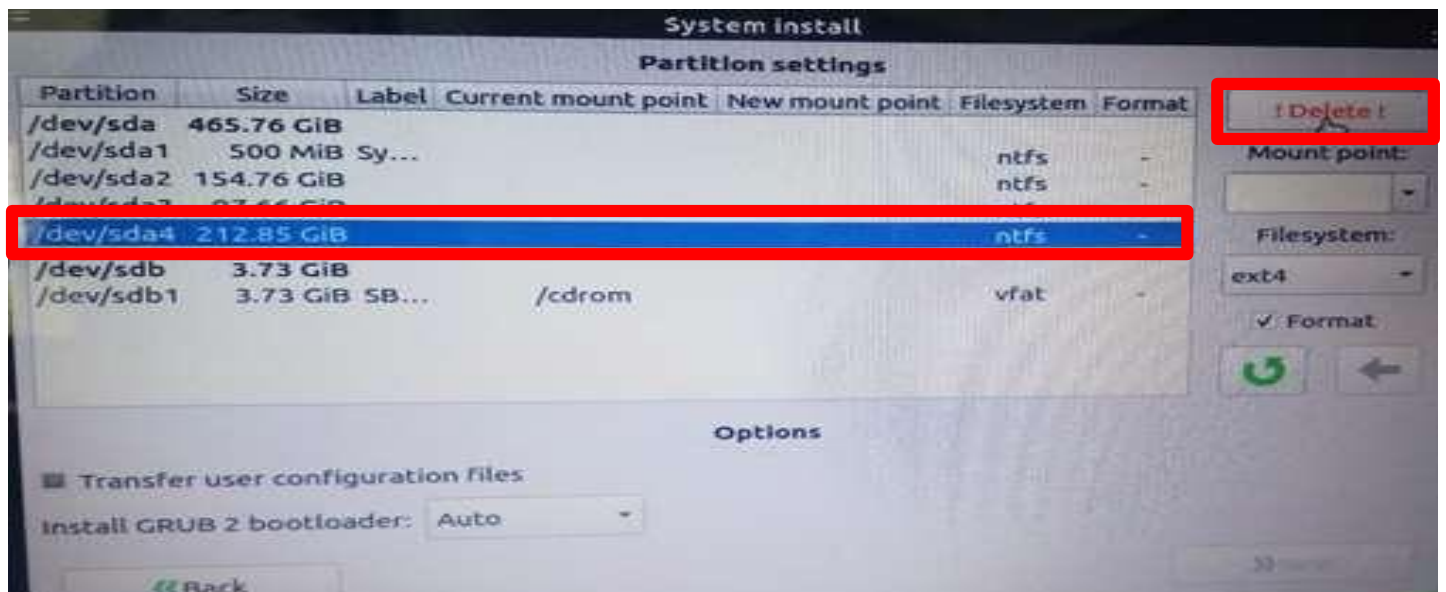
**4. Type password and then retype it for confirmation, 5. Root password is optional**

**6. In host name type whatever you like**

**7. Click on next button**

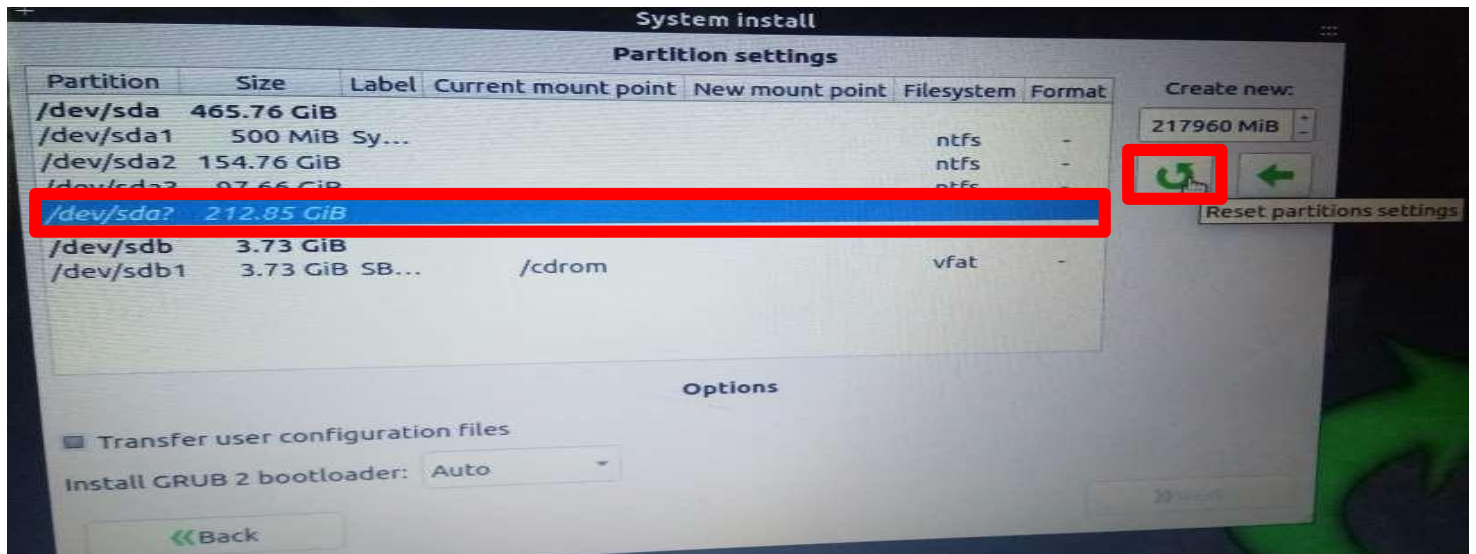


**Step8: Select the Drive in which you want to install Koha. Then click on Delete Button**

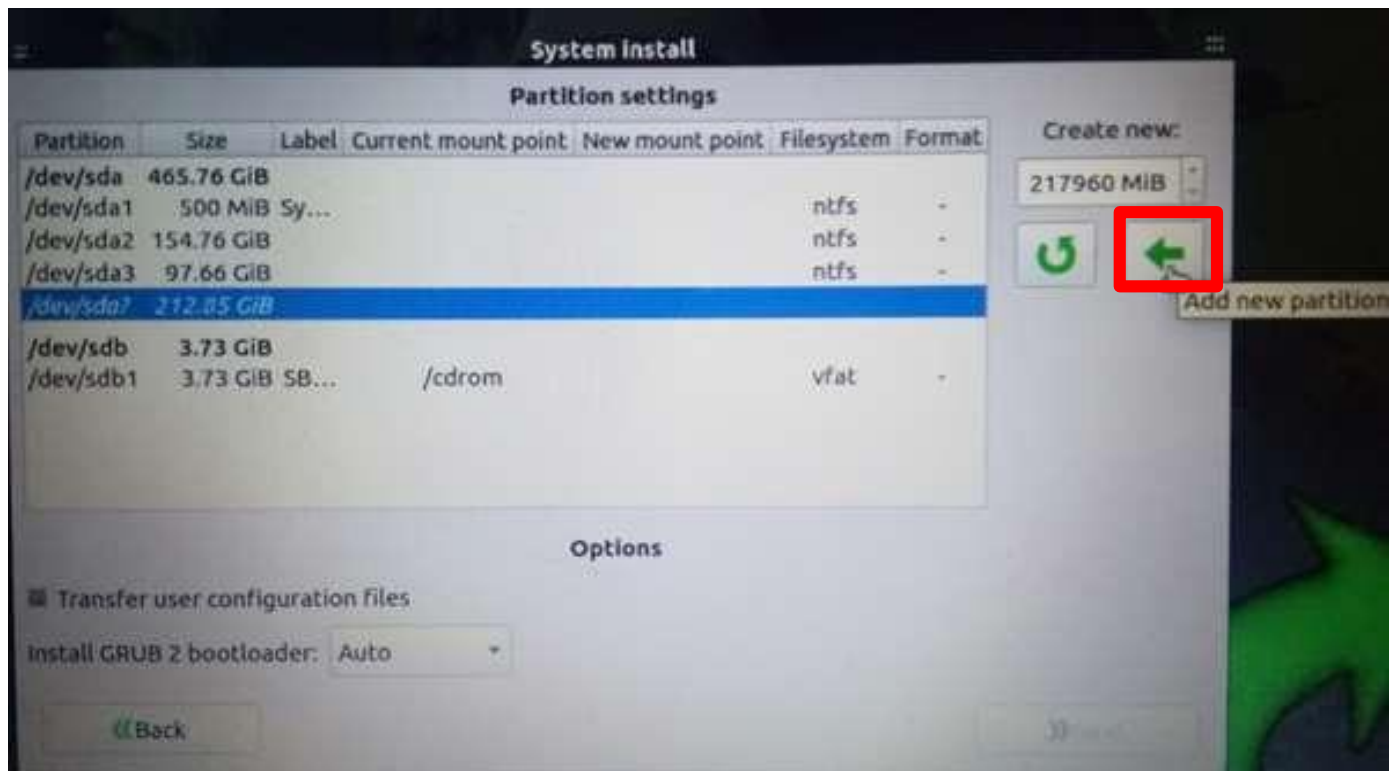


Select that drive in which you want to install koha

The click on reset partitions settings button

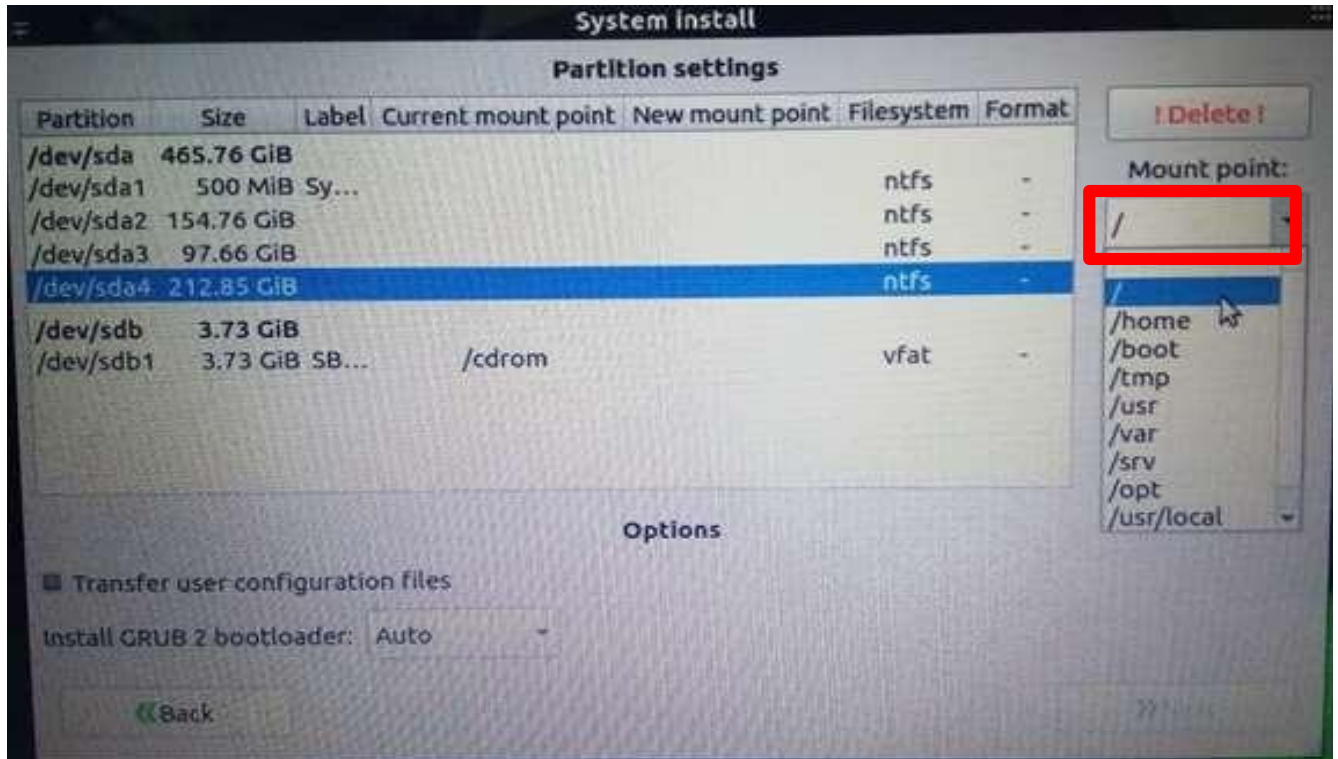


Click on Add New Partition

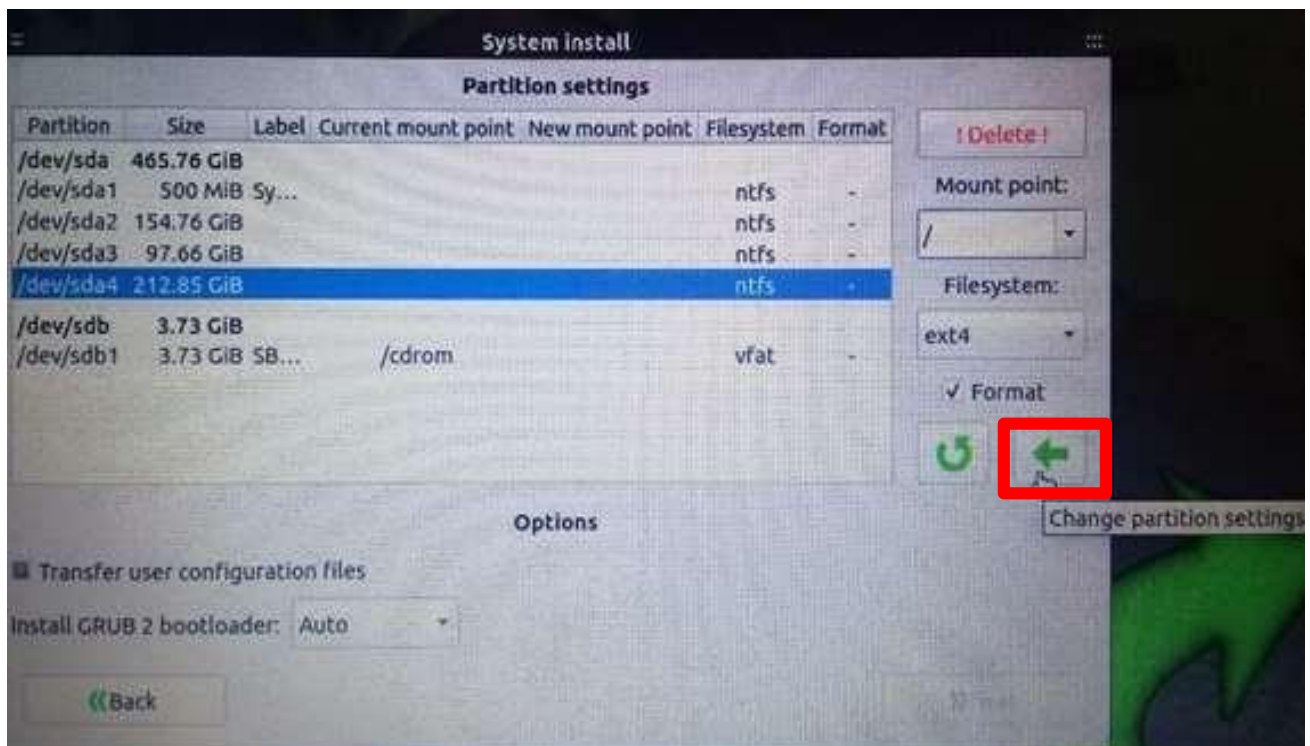




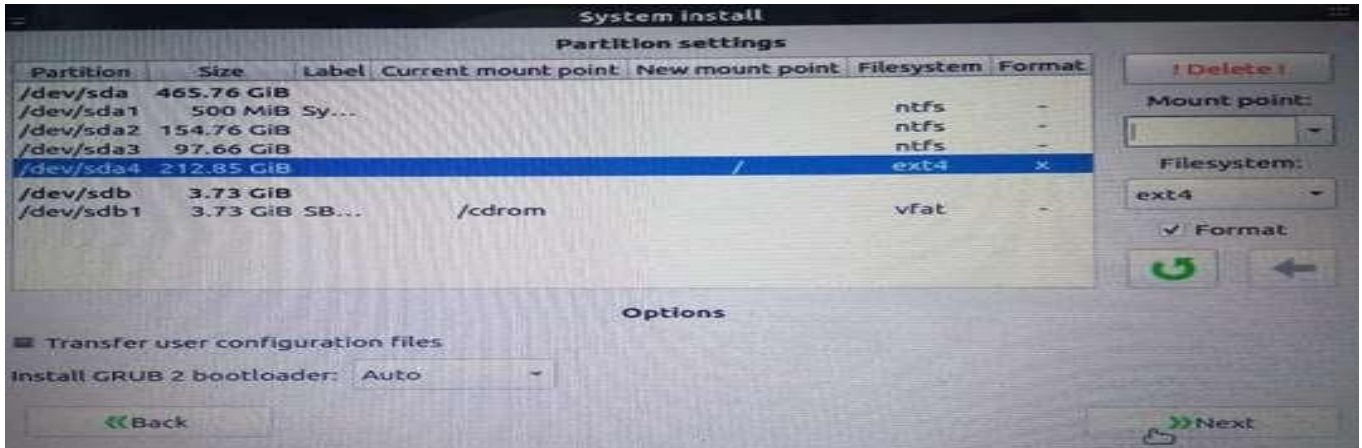
Select forward Slash (/) in mount point



Then Click on Change Partition Settings

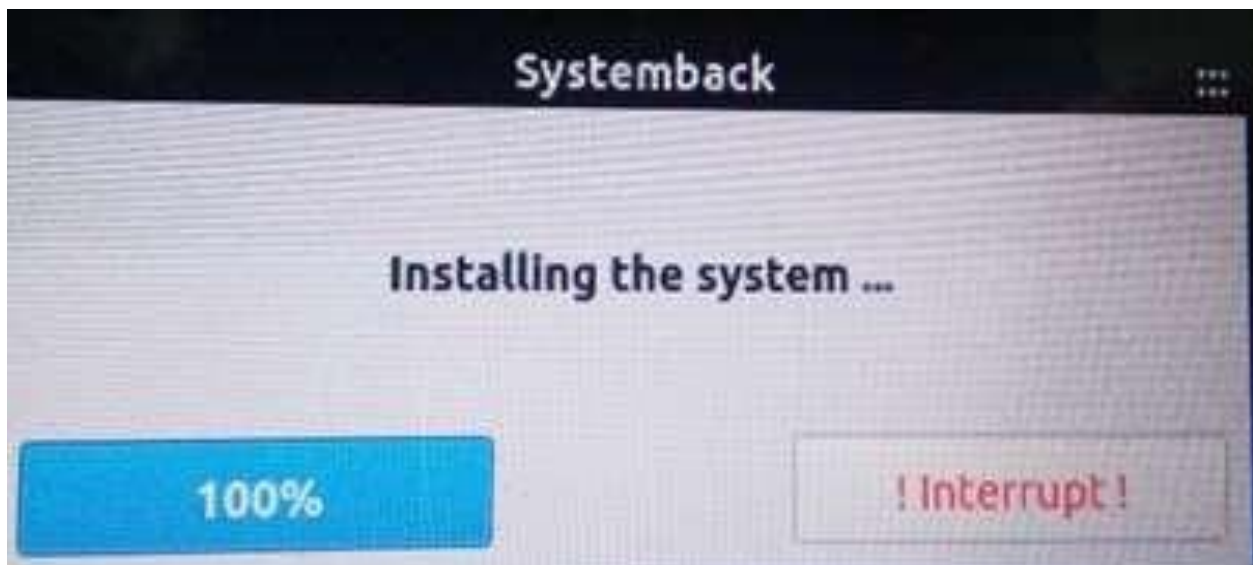
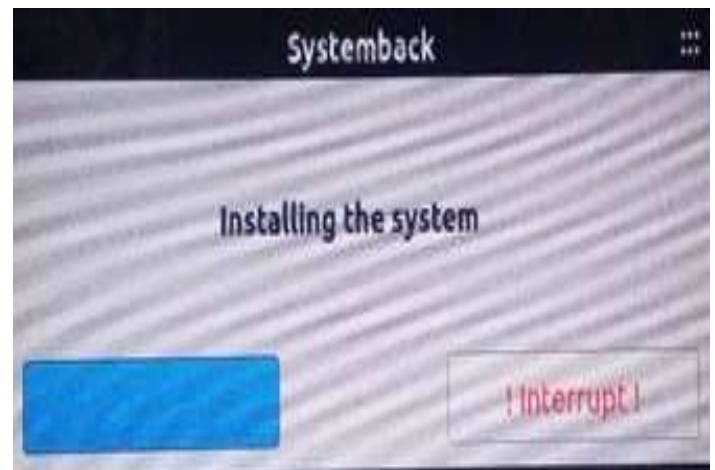
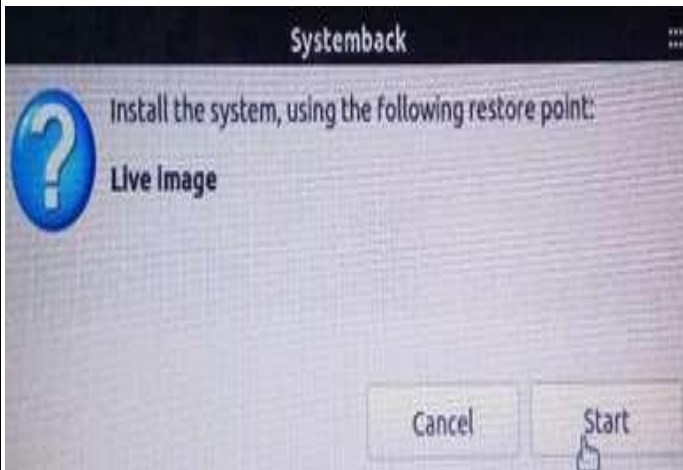


Click on Next Button



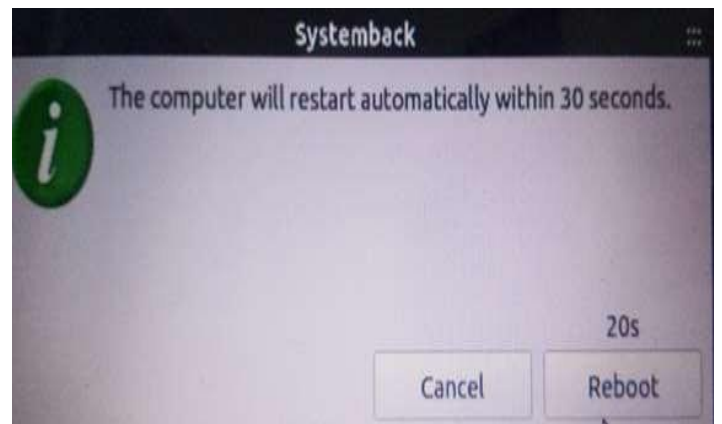
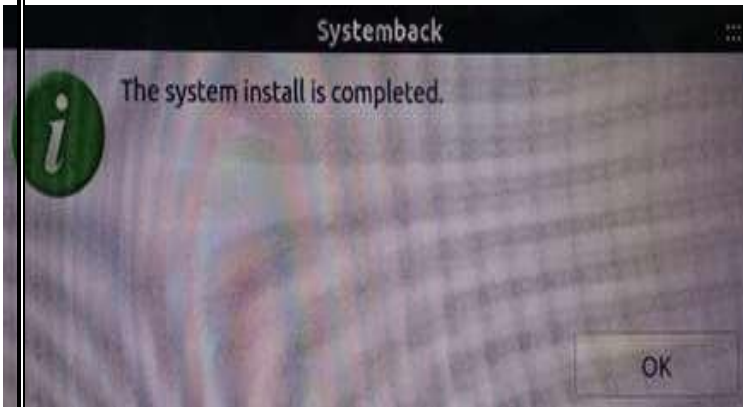
Click on Start Button

Installation will take some time



. Click on Ok, as Installation process completed successfully

Then Click on Reboot and when system shutdown then suddenly remove your bootable usb



1. Open Your Browser then type this address in address bar <http://localhost:8000> for Koha Staff Interface.

Then Type Username: librarian and Password: librarian

A screenshot of the Koha Staff Interface login page. At the top, it displays the Koha logo and the text "OPEN-SOURCE INTEGRATED LIBRARY SYSTEM". Below this, there are three input fields: "Username:" with a text box, "Password:" with a text box, and "Library:" with a dropdown menu showing "My library". A "Login" button is positioned at the bottom right of the form.

# Koha Staff Client Interface

The screenshot shows the Koha Staff Client Interface. At the top, there is a navigation bar with 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. Below this is a search bar for patron information with a 'Submit' button and links for 'Check out', 'Check in', 'Renew', 'Search patrons', and 'Search the catalog'. The main content area is titled 'Home' and features a 'News' section on the left with a 'Welcome to Koha' message and a list of 'What's Next?' suggestions. To the right of the news are several menu items: Circulation, Patrons, Advanced search, Lists, Authorities, Koha BACKUP, Cataloging, Serials, Acquisitions, Reports, Tools, Koha administration, and About Koha.

OpenYourBrowserthen type this address in addressbar  
<http://localhost:8001>for Library Catalogue(OPAC)

The screenshot shows the Koha OPAC interface for RIE, Bhopal. The header features the Koha logo, 'RIE, Bhopal', and 'Online Public Access Catalogue Central Library'. Below the header is a navigation bar with 'Home', 'About Us', 'Services', 'Resources', and 'Contact Us'. A search bar is present with a 'Go' button. The main content area is titled 'Home' and features a 'Welcome to Central Library RIE Bhopal' message, a 'New Book Arrivals' button, and a 'Log in to your account:' section with 'Login:' and 'Password:' fields and a 'Log in' button. The footer includes 'Powered by Koha'.

