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ACQUISITIONS MODULES THROUGH KOHA LIBRARY MANAGEMENT SYSTEM: HOW TO USE IN LIBRARY

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ABSTRACT

This article will attempt to explain how to the used of acquisitions modules through KOHA software. Acquisition is the most important works in the library. This works is very important and backbone for any level library. Nowadays every library used some library management software. Presently Indian Institute of Science Education and Research Bhopal, Central Library also used Open source software KOHA. So, in this paper discussed and explain about the practically concept of acquisitions module in KOHA.

KEYWORDS :*Koha Open Source Software, Acquisitions Module, Acquisition, Budget, Cataloguing.*

1. INTRODUCTION

Library automation starts with the chose and adoption of the any library management software in the library. This is true that never library can serve everything without adoption of automation. Library automation helps in manage diverse library resources and provides better services and wider access to resources. Library automation is an essential part of modern library's information systems development, organization, management and user services.

Library automation should have the maximum facilities to automated library are used to replace manual systems in the library. The maser function of library are collection of information

materials, it acquires materials, organizes, and provides desired information to users.

2-LIBRARY AUTOMATION

Library automation can be defined as the use of computer networking technologies in the library. All the library material like books, thesis, CD, CD ROM and others are entered the database. Library automation is generic term used to denote the various activities with an improving quality of products and services of library and information centers. It enhance the speed, productivity, adequacy and efficiency of the library professional staff and save the manpower to avoid some routine, repetitive and clerical tasks such as filling, sorting, typing, duplication checking etc. (Bhardwaj and Sukla).

3-ABOUT IISER BHOPAL LIBRARY:

Central library is committed to create a best learning environment and provide a widest possible access to current information to serve the information needs of the academic fraternity. IISER Bhopal is fully automated. Library is using open source library management software KOHA for library automation. Currently all library books are having RFID tags. By using web OPAC, user can check the availability of the book in library and also their borrowings details. The library collections are on various disciplines ranging from Biological Sciences, Physics, Chemistry, Mathematics, Earth & Environmental Sciences, Engineering sciences, Humanities and Social Sciences, Library and Information science and General readings.

1. Concept about Acquisitions :

A Library acquisition is the section of a library responsible for the selection and purchase of books. The section may process of empanelment of vendors, collects book requisition for the library user, arrange for orders, accessioned for procured books and process of invoice for payment and maintained the library book budget.

2.About KOHA:

Open source software that is free for the license cost and includes the original source code used to create it, so that users have the freedom to modify it to make it work.

Koha is an open source integrated library system (LMS). Koha is a web-based multilingual integrated library system to cater to the automation needs of small to large libraries around the world like Institutional Libraries, Public Libraries, Special Libraries and school Libraries etc.

KOHA was created in 1999 by Katipo communication New Zealand and the first installation went live in January 2000.

Features of KOHA:
The following features of Koha open source software:-
1. MAEC 21 compatible and UNIMARC support
2. Z39.50 Search facilities
3. MARC import/Exports facility with ISO 2109
4. Customizable web based multilingual OPAC
5. Flexibility to customization facilities according to your library needs.
6. Barcode and spine label printing facilities
7. Virtual book shelf facilities
8. Budget management

9. Customizable data entry sheet

10. Branch libraries management and item transfer facilities

11. RFID support

Modules: KOHA have following modules

1. Circulation Module

2. Cataloguing module

3. Acquisition Module

4. Serial module

5. Multilingual Web OPAC

6. Patron Management

7. Reports

8. Authorities Control

9. Tool

10. FAQ

KOHA software provides two interfaces one is public interface OPAC and another is staff interface. All the internal works will be done through staff interface

3.KOHA Acquisitions Module: KOHA provides two types of acquisition 1. Sample acquisition and 2. Full acquisition

1. Simple acquisition: This types of acquisition is makes it possible to acquire materials like books, CD ROM, thesis etc. add them directly to the cataloguing, it provides Z39.5 search and MARC format. It does not manage budget.

2.Full acquisition: The full acquisition makes it budgets, book funds, supplier, baskets etc. These types of acquisitions provide acquire materials through suggestion, existing records, new empty record and an external source.

Budget: First upon discussed about budget and funds: We will be create a budget for ex.

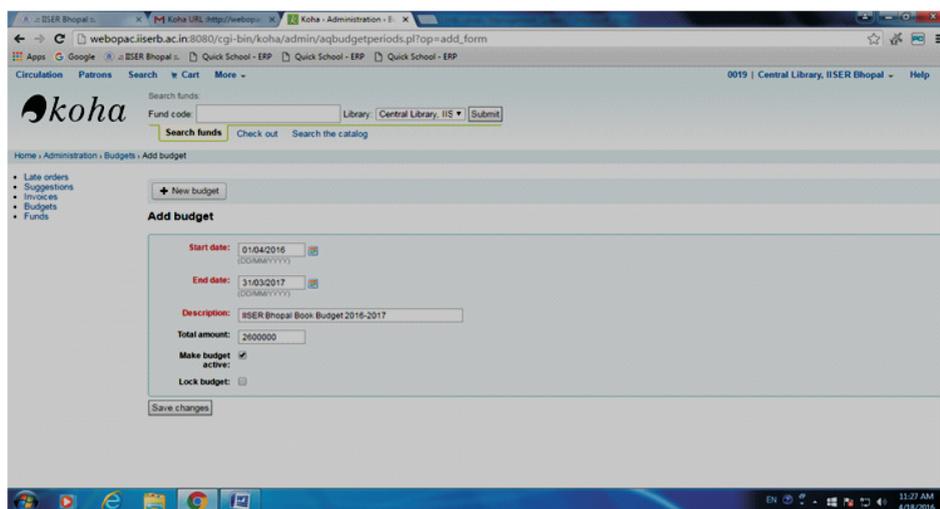Click Budget Tab▶New Budget Tab▶Start Date ▶End Date ▶Description▶Total Amount▶Make Budget Active▶Lock Budget

Start Date▶01-04-2017

End Date▶31-03-2016

Description ▶IISER Bhopal Book Budget 2016-2017

Total Amount ▶Rs. 26,00,000.00

Click a make budget active

Funds: Create the funds by entering a code, a name, and indicate to the budget name what the funds under for.

Budgets Tab►Active Budgets►IISER Bhopal Book Budgets 2016-2017►Action (Edit, Delete, Duplicate, Close, Add fund) ►Add fund

Add Fund for Budget 'Library Book Budget for the 2016-17

Fund code ►Fund Name ►Amount►Warning at (%)►Owner (Edit owner/Remove owner) ►Users (Add Users) ►Library►Restrict access to ►Notes►Submit

For example:

Fund code: PHY

Fund Name: Physics book budget for the 2016-17

Amount: 5, 00,000.00

Warning at (%): 95

Warning at (Amount) : 4,75,000.00

Library : Central Library IISER Bhopal

Submit

After creating a budgets and funds in acquisitions module the following types of information appeared on staff interface

Fund code	Fund Name	Owner	Library	Amount	Ordered	Spent	Total available
PHY	Physics book budget for the 2016-17		Central Library, IISER Bhopal	5,00,000.00	50,000.00	50,000.00	4,00,000.00
CHM	Chemistry book budget for the 2016-17		Central Library, IISER Bhopal	5,00,000.00	70,000.00	35,000.00	3,95,000.00
BIO	Biology book budget for the 2016-17		Central Library, IISER Bhopal	5,00,000.00	66,000.00	16,000.00	4,18,000.00

Create a Vendor: We will be creating a list of empanelled vendor or publisher to the acquisition module using more drop-down list. Then click on the new vendor bottom to enter the vendor details.

New Vendor ► Add Vendor ► Company details ► Contact Details ► Ordering information

Company details:

Name: Shankar's Book Agency Pvt. Ltd.

Postal Address: 103, Munish Plaza, 20 Ansari Road, Daryaganj, New Delhi-110 002

Phone: 011-23279969

Fax: 011-23285534

Website: www.shankerbookagency.ac.in

Account No.: 978000000065

Contact details:

Contact Name: Mr. Shashi Rai

Position: Owner

Phone: 9179902532

Alternative Phone No. :

Fax:

Email:

Notes:

Ordering information: This type of information depends upon your library rules.

Vendor is Active (click)/Inactive

List prices are: INR

Invoice prices are: INR

Tax number registered Yes(click) /No

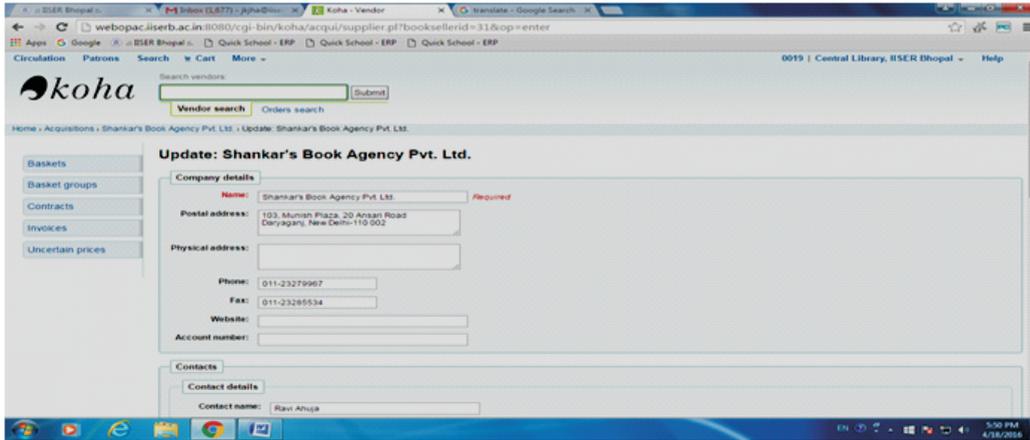List prices : Includes tax (Click)/ Don't include tax

Invoice Price: Includes tac (Click)
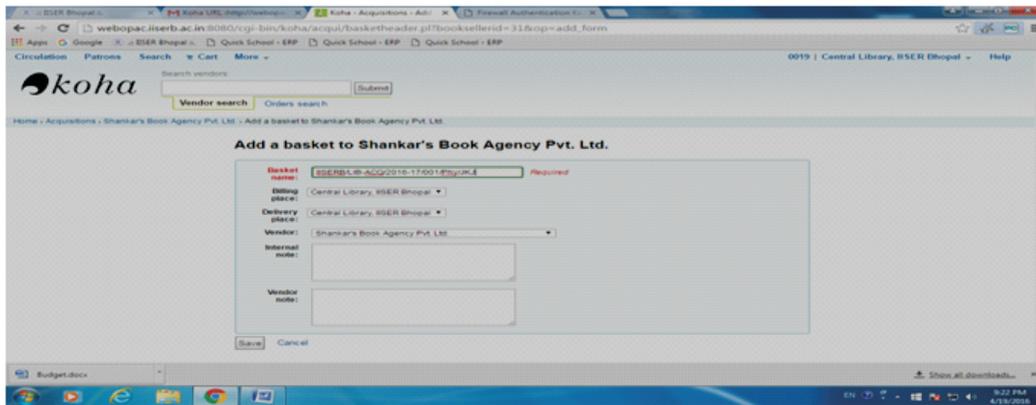
Tax rate: 0%

Discount: 20%

Delivery time: 30 days

Then click save tab

Creating a basket: To create a basket (Book purchase order) for click acquisition module then search vendor name click new drop-down menu and finally make a basket.

Acquisition module ►Search vendor ► New Basket (Book Purchase Order No.)►Save


Basket Name: IISERB/LIB-ACQ/2016-17/001/PHY/JKJ dated 18-04-2016
Billing Place: Central Library, IISER Bhopal
Delivery Place: Central Library, IISER Bhopal
Save: Click save bottom
Add order to basket: Add order to basket as following methods
1.From an existing records ⬜ search (From existing records in your library)
2.From a Suggestion
3.From a subscription
4.From a new (empty) record
5.From an external source
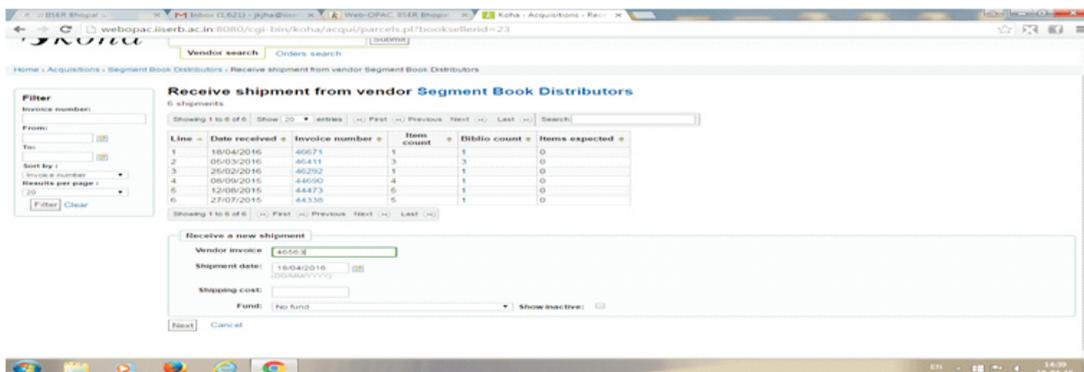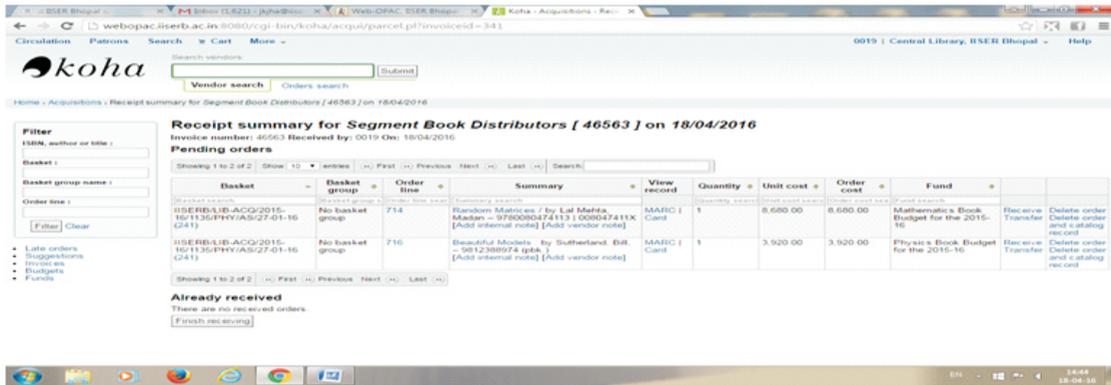6.From stage file
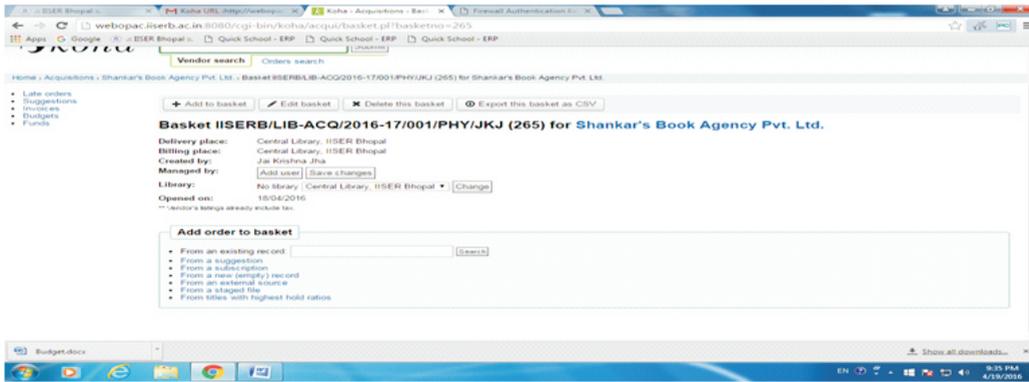
You can modify delite and add more titles. You should also see the order basket summary. Once the order is finalized, basket should be closed.
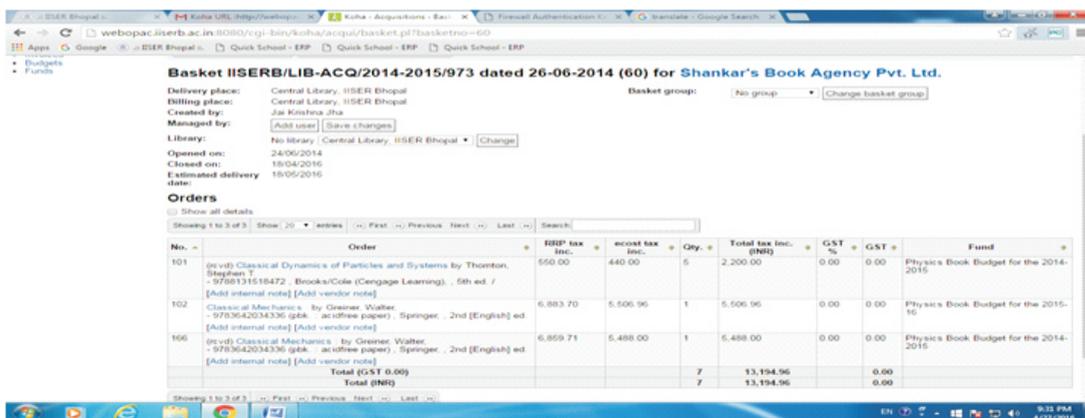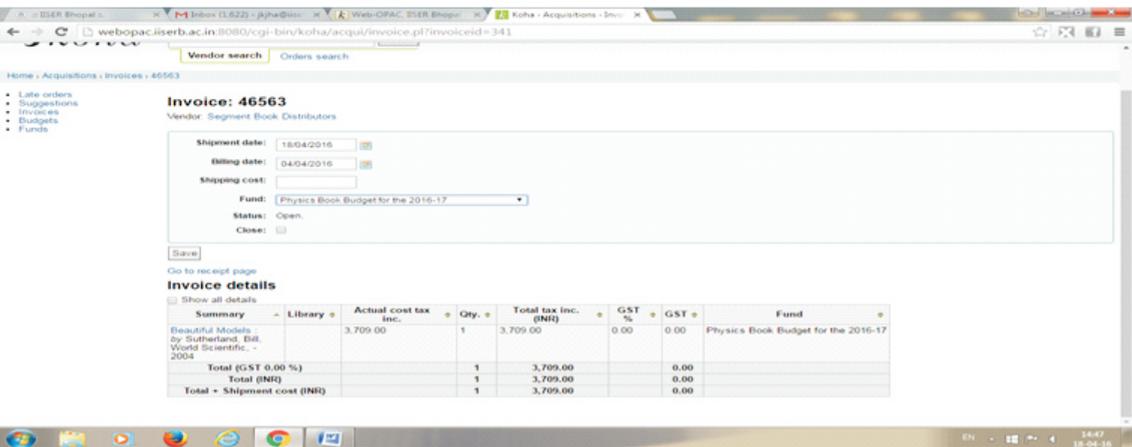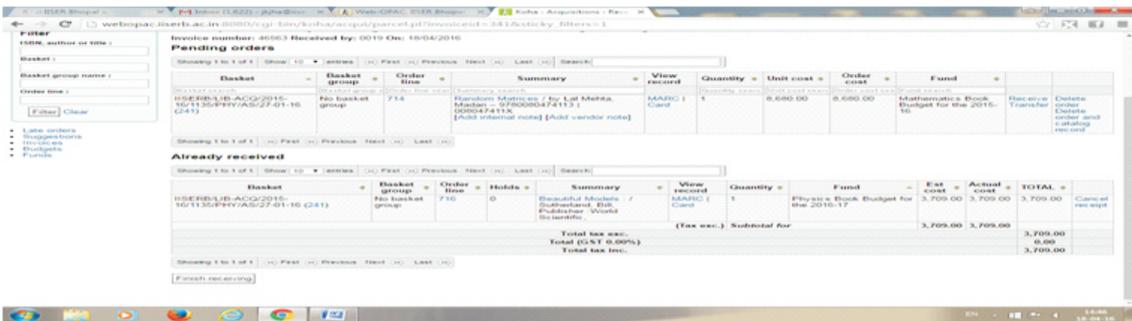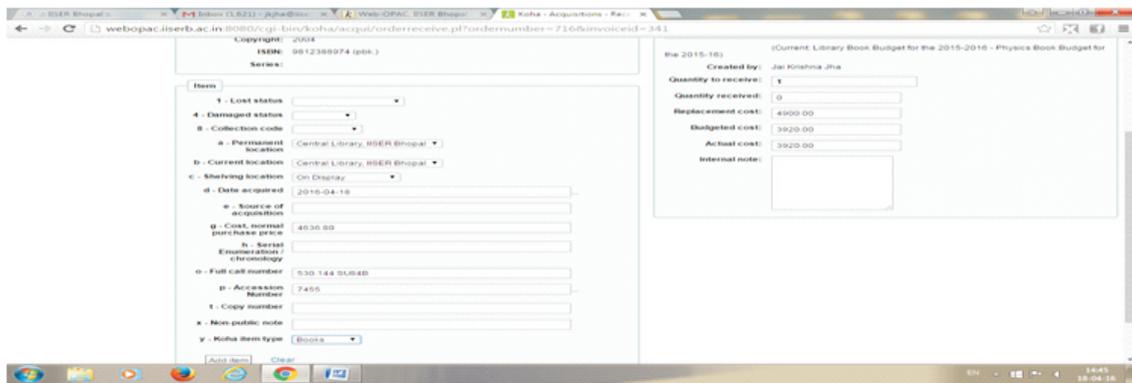

Receiving Shipments:

Upon receipt of the invoice and books from the vendor's fist upon received the shipment through Koha software. Enter the invoice number, shipment date and shipment cost.

You will need to enter the cost of the normal purchase price, full call no., accession no. copy no. and Koha items like Books, CD. etc. then save bottom.

CONCLUSION:-

We are pleased to bring to you KOHA acquisition modules a part of library automation; it's provided a full range of OPAC search facility to user. Through this article has tried to explain the how to acquired of the books with the help of Koha software. How to be collecting books in the library through using the technological way. Koha software is a means by which a collection of books but if it was not properly marked in the software so it will have deviated from their purpose.

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