**Summary of One Day Workshop on**

**“Koha: An Open Source Library Management Software”**

**2nd March 2024**

VPM’s K.G.Joshi College of Arts & N.G.Bedekar College of Commerce (Autonomous), VPM’s B. N. Bandodkar College of Science (Autonomous) and Dr V.N.Bedekar Institute of Management Studies, Thane in collaboration had organized One Day Workshop on “Koha : An Open Source Library Management Software” on 2nd March 2024 at Dr V.N.Bedekar Institute of Management Studies, Thane..

The Workshop was inaugurated by Dr Vinda Manjramkar, I/C Principal, VPM’s B. N. Bandodkar College of Science (Autonomous) and Prof Subhash Shinde Vice Principal, VPM’s K.G.Joshi College of Arts & N.G.Bedekar College of Commerce (Autonomous), Dr Manjramkar madam mentioned in her speech that the library professionals should be well versed with the current technology. Simultaneously they should be voracious readers so that they will update all the users. Prof Subhash Shinde did mention that Vidya Prasarak Mandal took initiative for open source platforms. Prof Narayan Barse, Librarian, Joshi-Bedekar College took a session on an overview of Library computerization. He insisted students should keep updated their knowledge. He discussed hybrid library, electronic library, virtual library, different library management and content with the student about software’s.

In the second session, Mr Sanjay Sapkal, Librarian, Dr V.N.BRIMS explained in detail about different modules of Koha. He discussed about Cataloguing, Patron, Serials and Circulation work in koha. In the post lunch session Mr. Sapkal explained how different reports can be generated through Koha software.

Further Mrs. Kadambari Manjrekar elucidated about Web OPAC. She explained that, being a Library professional, librarians can develop their Web OPAC and can create a good source of information for all users.

The next session was practical session with hands on training given to all the participants. Data entry process was given to all participants. Students were given books and periodicals in the KOHA server. Mrs Dipali, Mrs Pradnya, Mr Swapnil and Mr Pramod were guiding the students along with Mr Sanjay Sapkal and Mrs Kadambari Manjrekar. IT was a very good opportunity for students to learn Koha software.

Total 38 students from Mumbai University and YCMOU in this workshop. Dr Priyamwada Joshi, Associate Professor, Joshi Bedekar College guided the students.

The workshop successfully ended with an official vote of thanks proposed by Mrs Kadambari Manjrekar. Ms Priya, Mr Mandar and Mr Mohite appreciated the efforts and requested the organizers to have more such learning sessions.

**Workshop**: One Day Koha Workshop Report

**Date**: 02/03/2024

**Location**: BRIMS IT Lab.

**Agenda:**

1. Introduction to Koha: Overview of Koha features and benefits and Importance of open-source
2. Software in libraries Cataloguing and Metadata Management: Best practices for cataloguing library materials and managing bibliographic records and metadata in Koha.
3. Serials Control (Journals and Periodicals): Streamlining Serials control processes in Koha and Managing subscriptions and serial publications
4. Circulation and Patron Management: Handling circulation tasks efficiently using Koha

and Managing patron records and circulation policies

1. Reports: Generating different types of reports in Koha and Using data-driven insights for

library decision-making

1. Customization and Configuration: Advanced customization options in Koha Integrating

Koha with other systems and services

**Objective:**

1. The workshop aimed to provide participants with practical skills and knowledge to

effectively utilize Koha.

1. Creating awareness of open-source integrated library system for managing library resources.

**Attendees:**

The workshop attracted 38 participants from various institutions like Joshi Bedekar College of Arts and Commerce, B.N Bandodkar College, University of Mumbai including library science students. Participants represented a diverse range of library courses, including academic institutions libraries.

**Outcomes:**

1. Participants gained a deeper understanding of Koha and its capabilities for managing library resources.
2. Practical skills were developed in areas such as cataloging, circulation, Serials Control,

Patron and reporting.

3) Confidence in implementing Koha in their respective libraries was build.

4) Participants expressed satisfaction with the workshop content and found the case

studies and best practices sessions valuable.

1. Networking opportunities facilitated collaboration and knowledge sharing among

participants.

**Next Steps:**

1. Organize follow-up sessions or webinars to address specific topics or advanced features of Koha based on participant feedback.
2. Encourage ongoing engagement and participation in Koha user communities and forums.
3. Explore opportunities for further training or professional development in Koha and related library technologies.

**Conclusion:**

The Koha Library Workshop provided participants with valuable insights, skills, and resources to leverage Koha effectively in their library settings. The workshop was well-received, and participants expressed enthusiasm for implementing what they had learned in their respective libraries. Overall, the workshop was a success in achieving its objectives of empowering participants with the knowledge and tools to harness the power of Koha for better library management.