

Add a New Patron

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

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IIT Bombay

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Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

► **Add a New Patron**



Learning Objectives

We will learn how to:

- ▶ **Add a New Patron**
- ▶ **Modify the Patron Details**



System Requirements



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To record this tutorial, I am using



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► **Ubuntu Linux OS v22.04**



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- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**



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- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**



System Requirements

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**
- ▶ **A working internet connection**



Prerequisites



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- ▶ **Koha installed on your system**



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- ▶ **Admin access in Koha**



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- ▶ If not, refer to the Koha Installation tutorial on this site
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<https://spoken-tutorial.org/>
- ▶ You should also have knowledge of Library Science



Summary

In this tutorial, we learned to:

- ▶ **Add a New Patron**
- ▶ **Modify the Patron Details**



Assignment

In the **Spoken Tutorial Library**,

- ▶ Add new Patron **Swati Ganguli** as a **Staff**
 - ▶ Assign all **Cataloging rights**
 - ▶ Assign all **Acquisition rights**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
[https://spoken-tutorial.org/
What_is_a_Spoken_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ **It summarises the Spoken Tutorial project**
- ▶ **If you do not have good bandwidth, you can download and watch it**



Spoken Tutorial Workshops

The Spoken Tutorial Project Team:

- ▶ Conducts workshops using Spoken Tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS spoken tutorial

- ▶ Questions in this Spoken Tutorial
- ▶ Visit <https://forums.spoken-tutorial.org>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ The Spoken Tutorial project will ensure an answer
- ▶ You will have to register to ask questions



Acknowledgement

- ▶ **The Spoken Tutorial project was established at IIT Bombay by the Ministry of Education Govt of India**
- ▶ **Thank you for joining**

