

Checkout and Checkin

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

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IIT Bombay

7 December 2024



Learning Objectives



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We will learn about:



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We will learn about:

► **Checkout (Issuing)**



Learning Objectives

We will learn about:

- ▶ **Checkout (Issuing)**
- ▶ **Renewing checkouts**



Learning Objectives

We will learn about:

- ▶ **Checkout (Issuing)**
- ▶ **Renewing checkouts**
- ▶ **Checkin items (returning)**



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



Prerequisites

- ## ► Koha installed on your system



Prerequisites

- ▶ **Koha installed on your system**
- ▶ **Admin access in Koha**



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- ▶ If not, refer to the Koha Installation tutorial on this site
<https://spoken-tutorial.org/>



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- ▶ You should also have knowledge of Library Science



Summary

We learned,

- ▶ **Checkout(issuing)**
- ▶ **Renewing checkouts**
- ▶ **Checkin items (returning)**



Assignment

**Issue another book to the Patron Ms.
Maya Hans**

- ▶ **Title- Industrial Microbiology**
- ▶ **Author- Patel, Arvnd H.**
- ▶ **Barcode- 00001**



About the Spoken Tutorial Project

- ▶ Watch the video available at 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**

