

How to create a Superlibrarian

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Bella Tony and Manju Naika

IIT Bombay

10 February 2017



Learning Objectives



Learning Objectives

We will learn to:



Learning Objectives

We will learn to:

- ▶ **Add a Patron category**



Learning Objectives

We will learn to:

- ▶ **Add a Patron category**
- ▶ **Create a Patron**



Learning Objectives

We will learn to:

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**



Learning Objectives

We will learn to:

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**
- ▶ **Give access to Staff for particular module**



System Requirement



System Requirement

To record this tutorial, I am using



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**
- ▶ **Koha version 16.05**



Pre-requisites



Pre-requisites

- ▶ **Learners should have knowledge of Library Science**



Pre-requisites



Pre-requisites

- ▶ **You should have Koha installed on your system**



Pre-requisites

- ▶ **You should have Koha installed on your system**
- ▶ **You should have Admin access in Koha**



Pre-requisites

- ▶ You should have Koha installed on your system
- ▶ You should have Admin access in Koha
- ▶ For more details, please refer to the Koha spoken tutorial series on <http://spoken-tutorial.org>



About Patron



About Patron

- ▶ **It's mandatory to create a Patron**



About Patron

- ▶ **It's mandatory to create a Patron**
- ▶ **Otherwise in database administrator role, some parts of Koha will not function**



Important note



Important note

- ▶ **Remember this username and password.**



Important note

- ▶ **Remember this username and password.**
- ▶ **This will be used a little later to give rights/permissions to a Staff**



Superlibrarian



Superlibrarian

- ▶ **Superlibrarian Ms Bella Tony having access to all library functions, has been created**



Importance of Superlibrarian



Importance of Superlibrarian

Remember-



Importance of Superlibrarian

Remember-

- ▶ **With this Superlibrarian account, we can give rights/permissions to a Staff**



Importance of Superlibrarian

Remember-

- ▶ **With this Superlibrarian account, we can give rights/permissions to a Staff**
- ▶ **So it's a very important role in the Koha Library Management System**



Role of Superlibrarian



Role of Superlibrarian

**A Superlibrarian can give rights/
permissions to:**

- ▶ **Another Staff for accessing any other module**



Role of Superlibrarian



Role of Superlibrarian

For example-

- ▶ **Cataloging module**



Role of Superlibrarian

For example-

- ▶ **Cataloging module**
- ▶ **Circulation module**



Role of Superlibrarian

For example-

- ▶ **Cataloging module**
- ▶ **Circulation module**
- ▶ **Serial Control**



Role of Superlibrarian

For example-

- ▶ **Cataloging module**
- ▶ **Circulation module**
- ▶ **Serial Control**
- ▶ **Acquisition, etc.**



Summary

In this tutorial we learnt to:

- ▶ **Add a Patron category**
- ▶ **Create a Patron**
- ▶ **Create a Superlibrarian**
- ▶ **Give access to a Staff for particular modules**



Assignment for Patron category

- ▶ **Add a new Patron Category - 'Research Scholar'**



Assignment for Superlibrarian

Add a New Staff for the following roles:

- ▶ **Assign all Cataloging rights**
- ▶ **Add all acquisition rights**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://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



Forum for specific questions

- ▶ Do you have questions in **THIS Spoken Tutorial?**
- ▶ Please visit:
<http://forums.spoken-tutorial.org/>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ Someone from our team will answer them



Acknowledgements

- ▶ **Spoken Tutorial is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this mission is available at:**

<http://spoken-tutorial.org/NMEICT-Intro>

