

Add a New Patron

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

Vaibahvi Satardekar

Maya Hans

IIT Bombay

7 November 2024



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



System Requirements

To record this tutorial, I am using



System Requirements

To record this tutorial, I am using

► **Ubuntu Linux OS v22.04**



System Requirements

To record this tutorial, I am using

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



System Requirements

To record this tutorial, I am using

- ▶ **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**



Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site
<https://spoken-tutorial.org/>



Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site
<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**



