

Add a New Item Type

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

Vaibhvi Satardekar

Maya Hans

IIT Bombay

20 November 2024



Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

- ▶ **Add a New Item Type**



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



Item Type



Item Type

Item types typically refer to the material in the library, such as:



Item Type

Item types typically refer to the material in the library, such as:

► **Books**



Item Type

Item types typically refer to the material in the library, such as:

- ▶ **Books**
- ▶ **Journals**



Item Type

Item types typically refer to the material in the library, such as:

- ▶ **Books**
- ▶ **Journals**
- ▶ **CDs/DVDs, etc.**



Item Type Code



Item Type Code

- ▶ Every Item type in Koha has a Collection code assigned to it



Item Type Code

- ▶ Every Item type in Koha has a Collection code assigned to it
- ▶ This code uniquely identifies that Item type



Hide in OPAC



Hide in OPAC

This option is useful when the book is in:



Hide in OPAC

This option is useful when the book is in:

- ▶ **damaged and/or**



Hide in OPAC

This option is useful when the book is in:

- ▶ **damaged and/or**
- ▶ **has to be kept back for binding purpose**



Hide in OPAC

This option is useful when the book is in:

- ▶ **damaged and/or**
- ▶ **has to be kept back for binding purpose**



Hide in OPAC

This option is useful when the book is in:

- ▶ **damaged and/or**
- ▶ **has to be kept back for binding purpose**

In such cases, the option Hide in OPAC will make the book invisible to all the users



Important



Important

Some important things to note are:



Important

Some important things to note are:

- ▶ **Item type code assigned to item types cannot be edited**



Important

Some important things to note are:

- ▶ **Item type code assigned to item types cannot be edited**
- ▶ **Description of the item type can be edited**



Important

Some important things to note are:

- ▶ Item type code assigned to item types cannot be edited
- ▶ Description of the item type can be edited
- ▶ Once an item type is used by items in the library, it cannot be deleted



Summary

We learned,

- ▶ **Add an Item type**



Assignment

In the **Spoken Tutorial Library**, add the following **new item types**:

- ▶ **Journal**
- ▶ **Serial**



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**



