

Library Resources Management: technology and Practices

By

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Learning Objectives

To identify the type of resources in the library

To identify the various Technology for managing the resources

To understand the various module of Koha Library Management System

Introduction

Managing information resources involves providing the library's user with convenient ways to **find** and **access** them and providing library staff with the tools to manage them.

There are two fundamental aspects to managing information resources using technology

The front-end details of delivering the content to library users and

Managing the business details of back-end staff functions related to acquisition, payment, and licensing.

Type of resources in the library

Human Resources

Print Resources

Electronic Resources

Indigenous Resources

Information Technology Facilities

Print Resources

- Books
- Journals
- serials
- Reference Resources

Library Management Software

The most prominent technological tool used for the management of information resources is the Library Management Software (LMS) which is also called Integrated library System(ILS).

Structure and organisation

Koha has the flexibility to support various kinds of library structures and organisation:

- define your own main library/branch structure and associated rules
- exercise broad or granular control over staff client access levels
- define your own patron categories and their lending rules

Structure and organisation

define your own collections and their lending rules

define your own items types and their circulation rules

keep track of item locations if required

define currencies as part of acquisitions

KOHA LMS



Circulation



Patrons



Advanced search



Lists



Cataloging



Authorities



Serials



Acquisitions



Reports



Koha administration



Tools



About Koha

Circulation Module

The circulation module maintains up to date membership record and the latest status of the collection meant for circulation.

Checkout :- While issuing a book the respective user's last name or member card number is keyed in the place provided in circulation section. This takes to the issuing form which includes the item number box

Circulation Module

Check In: Check in of the book is known as Returns in Koha, if any issued book is returned on or after due date, the item number is keyed in, which provides the details about the book as well as the patrons information.

Overdue Notice: The over due notice are generated by having any document monograph, journals or documents on lone under ILL that maintain directly to members optionally, along with overdue titles may generated for the record of the library staff.

Online Public Access Catalog (OPAC)

Koha provides a full-functioned Online Public Access Catalog (OPAC).

OPAC users can carry out searches starting from ten fields (Keyword, Subject, Title, Class, Barcode, author, publisher, etc.).

OPAC users who are logged-in members can place reservations on library items

Acquisitions Module

The full acquisitions module makes it possible to manage: Budgets and book funds: Budget available, Committed, Spent Suppliers. Orders, via 'shopping baskets.

Serials Module

Koha manages late issues, skipped issues, and claims with the suppliers.

Koha manages complex classifications, allowing the librarian to work with eleven different publication periods (from daily newspapers to annual publications), with delayed publications, and with publications out of sequence.

Cataloguing Module

Several "frameworks " can be defined to do different cataloguing for monographs, electronic resources, periodicals.

Copy records:-One or more copy records can be attached to each bibliographic record.

Searching:-searches can be performed on any MARC field. Advanced functions, search on one word, the beginning of the field.

Reports Module

a number of pre-defined reports to generate commonly required information

easy-to-use Statistics Wizards for the Acquisitions, Patrons, Catalogue, Circulation and Serials modules

a more general Guided Reports Wizard which allows you to choose the report format, the data to be displayed in row or columns and any selection criteria

Reports Module

the ability to build your own SQL queries, save and edit them and run them directly from the user interface

the ability to save report output data to text files for later opening in a spreadsheets or other application

the ability to schedule the reports to be run at pre-defined times or intervals

Report

[Home](#) › [Reports](#)

Reports

Guided reports

- [Guided reports wizard](#)
- [Build new](#)
- [Use saved](#)
- [Create from SQL](#)

Reports dictionary

- [View dictionary](#)

Statistics wizards

- [Acquisitions](#)
- [Patrons](#)
- [Catalog](#)
- [Circulation](#)
- [Serials](#)
- [Holds](#)

Top lists

- [Patrons with the most checkouts](#)
- [Most-circulated items](#)

Inactive

- [Patrons who haven't checked out](#)
- [Items with no checkouts](#)

Other

- [Items lost](#)
- [Catalog by item type](#)
- [Average loan time](#)
- [Koha database schema](#)
- [Koha reports library](#)



- <http://bywatersolutions.com/demos/>

- Thank you