KOHA Acquisition Module: A study of Bangalore University Library

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ABSTRACT: Acquisition section is one of important section in the Library. It is the process of selecting, ordering, and receiving materials for library, for this library should have a well-defined acquisition policy. Acquisition module is one of the important modules in Koha. Only few libraries are using this module, Bangalore University is one of that. It providing complete solution for acquisition management like budget management, Book ordering, book receiving and invoice processing etc.

Key Words: Koha, Acquisition module, Bangalore University Library, Book Ordering, Automation.

1 Introduction:
Open source software is software that users have the ability to run, distribute, study and modify for any purpose. This permits users to use, change, and improve the software, and to redistribute it in modified or unmodified form. Open source software is often developed over the Internet in a collaborative manner. Koha is the open source integrated library management system have all the modules like acquisition modules, cataloguing module, circulation module and serial management. The Koha Acquisitions module provides a way for the library to record orders placed with vendors and manage purchase budgets.

The Bangalore University Library came into existence on 1965 by inheriting document collection of about 58,000 books and several bound volumes of periodicals held by central college Library then affiliated to Mysore University. The Library was shifted to Jnana Bharathi Campus in the year 1975. The present Library Building is built on star modular structure enabling each section to function independently. The main aim of this library is to acquire, organise and provide access to various kinds of information sources including books, journals, theses, etc both in print and electronic forms and provide excellent IT based innovative information services and be partner in the pursuit of academic and research excellence by varsity students, researchers and faculty.

2. Review of Literature
Kumar, Singh and Lal (2012). They studied status of automation in L R institute Of Engineering and Technology Solan District in Himachal Pradesh. They suggested computerized library will help its user with quick service and Implement automated system using koha library integrated open source software to carry out the functions of the all modules. Koha software is suitable for small to very large libraries.
Senthil Kumaran and Sreeja (2017). They examined the use of open source integrated library management system in Central University of Kerala Library, and highlighted the capabilities and potentials of Koha open source software and its practical importance to academic libraries across the globe. Use of Library automation reduces the level of job stress on the staff and enhances remote and timely provision of up-to-date information to the users.

3. Acquisition Management in Koha
Bangalore university library switched from NewGenlib software to Koha in 2015 after an intensive evaluation. Acquisition section of the library looks after the process of budget management, receiving the book purchase request, selecting the vendor. Deciding the various terms and condition of supply of books like discount rate, conversion rates, supply durations etc., invoicing, receipt of shipment/order, accessioning of books and many other processes involve in procurement of books. Koha library management system provides a complete solution for acquisition management through its module.

3.1 Statement of Problem
The present study aims to implementation of acquisition module in the Bangalore university library using Koha Open Source Software.
3.2 Objectives
- To know the Bangalore university automation software
- To know the KOHA Library automation Software
- To Know the Koha features
- To Know the Koha modules
- To know the ordering and receiving books using Koha acquisition module

3.3 Scope of the study
This study is limited only for koha Acquisition module in koha open source library automation software at Bangalore university Library.

3.4 Methodology
This study is conducted based on the Koha acquisition module at Bangalore university library to know how to control over the budget, book ordering process, book receiving process, vendor details and invoice processing.

4. Koha Library automation Software
Koha is full featured integrated library management system developed initially by katipo communication for the Horowhenua library Trust in New Zealand, and first installation went live in January 2000 and it is maintained by a dedicated team of software providers and library technology staff from around the world wide. Koha is very active open source project. According to ohloh, it has very large active development team and a mature, well-established cadebase.

Koha is a true enterprise-class ILS with comprehensive functionality including basic and advance options. Koha includes modules for circulation, cataloguing, authority control, Acquisitions, serials reserves, list, patron management Branch relationship and more. Koha uses a relational database management system coupled with an external search engine to provide powerful searching that is truly scalable library standard compliant.

4.1 Features of Koha
The major features of koha ILMS are as follows
- Supports international standards and protocol such as MARC 21, Z39.50, etc.
- Supports import/ Export data compatible with MARC
- Multilingual and strong web OPAC
- Comprehensive advance search
- Flexibility to customize online public access catalogue according to your library needs
- OPAC can be used as content management system
- Printing functions for barcode labels, patron cards and reports
- Virtual book shelf and course reserve
- Supports copy cataloguing
- Provision to have branch libraries and items transfers
- Budget and fund Management
- Customizable data entry sheet (in different framework) and supports import/export MARC Framework
- No platform dependency it can run on Linux, windows, etc
- It uses MYSQL as backend RDBMS and Apache web server

4.2 Basic Modules of KOHA and its features
Koha Have Following modules,
1. Circulation Module
2. Cataloguing module
3. Acquisition Module
4. Serial module
5. OPAC
6. Koha administration
7. Patron Management
8. Reports
9. Authorities Control
10. Tool
all modules are very well integrated with each others in such a way that duplicate work and the relationship between them is well established. Library and users feel very comportable
KOHA software provides two interfaces one is public interface OPAC and another is staff interface. All the internal works will be done through staff interface.

5. Acquisition Module:
This module is used for the purpose of procurement of books. For acquire the books we follow the some procedure those are as bellows.

- Recommendation received from department with the chairmen signature.
- Duplicate checking with existing documents
- Preparation of list of books based on the recommendation.
- Preparation of purchase order for registered vender using this module
- Receiving of documents, Accessioning and invoice processing.
- Sending bills to finance section for the payment after getting the necessary signature.
- Finally send the book to technical section for technical processing.

But Koha user has to start the work of Acquisition by following steps.

5.1 Acquisition parameter Setup
Before using the Acquisitions Module we want to make sure that we have completed all of the set up like
- Currency
- Budget
- Fund Allocation

The Koha Acquisitions module provides a way for the library to record orders placed with vendors and manage purchase budgets.

5.2 Vendor Registration
Vendor registration entry worksheet in Koha is divided into three section. First section represent the basic information about the vendor like Name, Name of the company, Postel Address etc. The second is the Contact details of the vendor like contact name Position Phone etc and the Final section is for billing information like price, Discount etc. editing and deleting features also available in Koha

![Vendor Registration](image-url)
5.3 Placing order to vendor

Before placing order of books in acquisition module first we select the vendor to whom library is intended to place the order for a book to do this you can search the vendor with key words of vendor. There are six methods given to add title to the basket which is as follows.

![Add order to Basket](Fig-2.jpg)

**5.3.1 From an Existing Record**

This option used by the library if multiple copies of the same title are required in the library. The search box provides facility to search the title in the existing record and found the existing title. Now click the order option to add the title to purchase order and fill the necessary details such as quantity vendor price etc.

**5.3.2 From A Suggestion.**

This option is used by patrons. If any pattern is placing a request from their account via OPAC. It will direct display in the acquisition module page, if there is any approved/Accepted title is pending for placing the order/ to be included in the new basket.

**5.3.3 From a new (empty) record**

This option to be used when there is new title demanded or requested by patrons and did not exist in the database.

**5.3.4 From an external source.**

Placing the order/Title by selecting/importing the bibliographic detail of the document from an external source like library of congress, Mysore University, etc with the help of Z35.50 protocol is known as placing the order from an external source.

**5.3.5 From a staged file**

Sometimes in large Libraries. Publishers/Vendors provide MARC records of their published materials which can be imported to the Koha temporarily and as and when require library staff can select the book from these records called staged file.

**5.3.6 From titles with the highest hold ratios.**

This option has been added recently to order the books from the list which is frequently placed on hold/reserve. Hence, it gives flexibility to librarians to purchase the additional copy of highly demanded books for the patrons.

**5.4 Receiving orders**

Once all the order has been placed to the vendor the next procedure is to receive the same. Libraries used to give some time to vendor for delivery of orders if it is not sent on time reminders is generated. Now we will receive the title against this order.

**5.5 Invoice Generation**

Before receiving the books click on Receive Shipment. Fill all the details, such as Vendor Invoice No., Fund, Shipment Date and click on Save Button. Then it will open receiver transfer.
5.6 Book receiving procedure

Once the order placed, book has to be received. In Koha again you have to search the Vendor to find out the purchase order to receive the book.

Fig-3: Invoice Generation

Fig-4: Book receiving procedure

Here right side of this screen, we can see receiver transfer just click on this option to receive the title. It will display the window given below to receive the document.
Fill all the desired field and click add item and save it

5.7 Receipt summary

5.8 Koha Reports
Koha provides the guided reports which can be designed through the wizard or through the SQL. The statistics wizard provides the reports related to acquisition, patrons, catalog, circulation, serials and holdings. We can get the subject wise report, ender wise report and Accession register report. top lists for the highest checking out patrons and most circulated items. They can similarly see the inactive patrons and items. Some other important reports include items lost, average lo

5.9 Conclusion
Koha is a free and open source library automation package which free libraries from vendor lock-in, and allow customisation, control of the libraries data at no cost. Koha has become worldwide popular with
thousands of installations with around translations in 62 languages. KOHA is built by a community of open source experts who are interested in the development and maintenance of the software. Koha is installed in diverse libraries ranging from academic, public, legal, research, corporate and specialist libraries. Koha users are getting advantage from a vivacious and enthusiastic open source community, with thousands of installation in the world. The accessibility through and ease of use in the libraries is the strength of Koha. Koha has been successfully implemented and have become a landmark in the renowned libraries like National Library of Venezuela having 7 million volumes, Delhi Public Library with 1.8 million volumes, and the United Nations Food and Agriculture Library having around 1 million volumes. Delhi Public Library is one of the best successful examples in India demonstrating the implementation of open source library software usage.

5.10 Reference
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