

KOHA EXERCISES

Select 3 books, 3 multi-part audiotapes, and 1 video for the exercise.

ISSUING A NEW CARD

Use the Ima Orpha Due application form and practice entering the information for a new card. We will remove the practice card after we are done.

RULES FOR LIBRARY CARDS:

- *Adults need a picture ID with current address*
- *Children 14 and under need a parents signature with the parent present. The parent needs to either already have an Ottawa Library card or a picture ID with current address.*
- *The first card is free, to replace a card is \$1.00.*

ENTERING LIBRARY CARDS:

- Search database for patron name
- If not found, click “New” for adult or “Add Child” if possible.
- Check the registration form for completeness, note ID & initial
- Be sure to select gender & patron type
- Workplace goes in Alt Add Contact Note
- Ask if they want a log-in/password for OPAC
- Scan library card barcode, be sure to save
- Place completed forms in the folder on the holds shelf to be checked later.

CHECKING OUT

- Patrons need their card to Check Out.
- Go to **Checkout** and use your card to check out a book, a video, and a multipart audiotape.
- Remember to check for alerts or fines.
- Count multipart materials before scanning them
- Print receipt & give to patron
- Click on the KOHA icon or “Circulation.”

RENEWALS

- Most items can be renewed twice if not on hold, EXCEPT for movies and ILLS
- Look up the patron & select items to renew
- Print a slip or tell the patron the new due date

PRINTING A LIST OF FINES

Look up someone who has fines, go to Fines, highlight and copy. Go to Microsoft Word, paste and choose Toshiba printer to print.

PLACING A HOLD

- Check out a book to another staff member.
- Next place a hold on it for yourself by looking up an item, Click Place Hold, look up yourself and Place Hold.
- Check the book back in to see what happens. Place books that have holds on them by the telephone to be called.
- If you don't really want the book, look yourself up and cancel the hold.
- Check out a book to yourself and then place a hold on it for yourself. What happens?

- Take an Ottawa Library item off the Reserve Shelf and try to check it out to yourself. Look at the options. When would you use them? (Don't actually do it for this example!)

LOST CARDS

- \$1.00
- Must have ID, or children need parent.
- Look up the patron
- Edit user and check that information is correct
- Scan new number in

NOTES

- Practice adding a note to a patron

SCANNING ERRORS

- Go to Check In and scan a barcode on the BACK of a book. What happens? Barcode scanners will make a beep when something is scanned regardless of what it is. That doesn't necessarily mean it's doing something.
- Scanning too fast can lead to an incorrect reading.
- Try hitting the spacebar and try to check in an item. What does the message say?

CHECKING IN THE BOOKDROP

In the morning, we use the Bookdrop mode to check in materials returned in the bookdrop. If a slip prints out, remember to checkmark the box for bookdrop mode again.

CHECKING OUT ILLS

- To check out an ILL item, go to Checkout and scan the patron's library card.
- Specify the due date.
- Then scan the barcode on the card, print slip and close Checkout.

WORKING WITH FINES

- Bill yourself for photocopies in the amount of 15 cents: under Fines, Create Manual Invoice, and save.
- Next go to Checkout again and notice what happens.
- Note: If an item is found on the shelf that has not been checked in, check it in and WRITEOFF the overdue fine.

PAY BILLS

Go to Fines, Pay Fines and change unpaid to paid, Click "Make Payment" button. We are not able to accept partial payments in KOHA unless they match amounts on various fines.

CHECKING IN

- Go to Check In and check in all the materials you checked out during the exercise.
- When you have finished checking everything in, click on the KOHA icon or "Circulation."

CLEAN-UP

- If you already had a library card, go to Remove User to delete the practice card.
- Or if this is your first library card, change your profile to STAFF. Now you won't have overdue fines!