

1. Setting Default Values for Common Information:

Goto Administration>Marc Bibliographic Framework>Select your Framework>Search for the tag you want to set default values>Edit Subfields> Display more Constraint>set default values

Set default values for the tags 952\$a, 952\$b, 040\$a, 040\$c, 003 here it is library name e.g.(CDRI) .

2. Enter the following details of a book as a record in KOHA:

003 CONTROL NUMBER IDENTIFIER

IIP

005 DATE AND TIME OF LATEST TRANSACTION

20141120131700.0

008 FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

141120s2014 xx 000 0 eng d (general)

141120s2014 xx f 000 0 eng d (f - handbook)

141120s2014 xx e 000 0 eng d (e - encyclopaedia)

141120s2014 xx d 000 0 eng d (d- dictionary)

020 ISBN

a 81-7029-859-8

040 CATALOGING SOURCE

a Original Cataloging Agency

b Language of cataloging :eng

c Transcribing agency: IIP

041 LANGUAGE CODE

h Language code of original and/or intermediate translations of text : eng

100 MAIN ENTRY--PERSONAL AUTHOR

a Personal name: Horner Dennis R.

245 TITLE

a Title : Computer Program to Determine the Throughput Rate of a Heated Pipeline

250 EDITION

a 2nd

260 PUBLISHER--PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

c Date of copyright, publication, distribution, etc : 1961

b Name of publisher, distributor, etc : American Society of Mechanical Engineers

a Place of publication, distribution, etc : New York

300 PAGES

a Extent: 10p.

500 GENERAL NOTE

a Note: Trends in Biochemical Sciences (TiBS) is designed to keep its readers up-to-

date and well informed about recent advances in biochemistry and molecular

biology.

856 URL/ELECTRONIC LOCATION AND ACCESS

u Uniform Resource Identifier: <http://192.168.8.156:80/cgi-bin/koha/opac-detail.pl?biblionumber=328>

y Link text : <http://192.168.8.156:80/cgi-bin/koha/opac-detail.pl?biblionumber=328>

942 ADDED ENTRY ELEMENTS (KOHA)

2 Source of classification or shelving scheme: UDC

c Item type: Books (BK) and for Reference (REF)

952 ITEM INFORMATION (KOHA)

p Barcode : DL449

s Issue Date: 20.12.2013

q Due Date : 20.1.2014

o Class No. : E96.96:e91:519.2 WOO-P

a Permanent Location: CEERI

b Current Location: CEERI

y Item Type: Books(BK) and for Reference (REF)

3. **Enter the following details of a bound volume record in KOHA:**

942 ADDED ENTRY ELEMENTS (KOHA)

c Item type: Bound Volume (BV)

952 ITEM INFORMATION (KOHA)

p Barcode : DL449

y Item Type: Bound Volume (BV)

h Serial Enumeration / chronology : Vol. 25(1-6), Year 2000, Page
No. 1-306