

# KOHA

## Administration

**Presented by: CSIR-KNOWGATE**

**KNOWGATE Email:**

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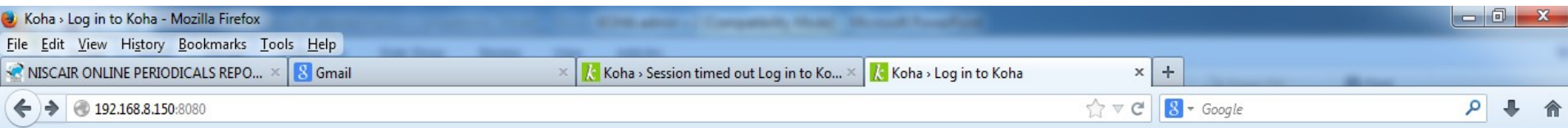
**[knowgate.niscair.res.in](http://knowgate.niscair.res.in)**

# KOHA: History

Koha was created in 1999 by Katipo Communications for the Horowhenua Library Trust in New Zealand



# KOHA: Home Page



  
OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

Username:

Password:

Library:

**User name: kohaadmin**

**Password:**

# KOHA: Home Page

Koha staff client - Mozilla Firefox


File Edit View History Bookmarks Tools Help

NISCAIR ONLINE PERIODICALS REPO... Gmail Koha staff client Koha staff client

192.168.8.167:8080 Google

Circulation Patrons Search Cart More

kohaadmin | NO LIBRARY SET Help

 Enter patron card number or partial name:

[Check out](#) [Check in](#) [Search patrons](#) [Search the catalog](#)

Home

### News

#### Welcome to Koha

Welcome to Koha. Koha is a full-featured open-source ILS. Developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust, Koha is currently maintained by a team of software providers and library technology staff from around the globe.

Posted on 10/29/2007 [Edit](#) | [Delete](#) | [New](#)

#### What's Next?


Now that you've installed Koha, what's next? Here are some suggestions:


- [Read Koha Documentation](#)
- [Read/Write to the Koha Wiki](#)
- [Read and Contribute to Discussions](#)
- [Report Koha Bugs](#)
- [Submit Patches to Koha using Git \(Version Control System\)](#)
- [Chat with Koha users and developers](#)


Posted on 10/29/2007 [Edit](#) | [Delete](#) | [New](#)


**Warning:** You're logged in with the database administrator account. This is a bad idea, and you are likely to encounter problems.


You should [create a patron](#) to use when administering Koha and give it superlibrarian permissions.


 **Circulation**


 **Patrons**


 **Advanced search**


 **Lists**


 **Cataloging**


 **Authorities**


 **Serials**

 **Acquisitions**

 **Reports**

 **Koha administration**

 **Tools**

 **About Koha**

192.168.8.167:8080/cgi-bin/koha/members/members-home.pl

# KOHA: Administration Page

Koha > Administration - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
NISCAIR ONLINE PERIODICALS REPO... x Gmail x Koha > Administration x Koha staff client +  
192.168.8.167:8080/cgi-bin/koha/admin/admin-home.pl Google

## Koha administration

### Global system preferences

Manage global system preferences like MARC flavor, date format, administrator email, and templates.

 Search

### Basic parameters

#### Libraries and groups

Define libraries and groups.

#### Item types

Define item types used for circulation rules.

#### Authorized values

Define categories and authorized values for them.

### Patrons and circulation

#### Patron categories

Define patron categories.

#### Circulation and fines rules

Define circulation and fines rules for combinations of libraries, patron categories, and item types

#### Patron attribute types

Define extended attributes (identifiers and statistical categories) for patron records

#### Library transfer limits

Limit the ability to transfer items between libraries based on the library sending, the library receiving, and the item type involved. These rules only go into effect if the preference UseBranchTransferLimits is set to ON.

#### Transport cost matrix

Define transport costs between branches

#### Item circulation alerts

Define rules for check-in and checkout notifications for combinations of libraries, patron categories, and item types

#### Cities and towns

Define cities and towns that your patrons live in.

#### Road types

Define road types (street, avenue, way, etc.). Road types display as authorized values when adding/editing patrons and can be used in geographic statistics.

Hint:

Configure these parameters in the order they appear.

## Catalog

### MARC bibliographic framework

Create and manage Bibliographic frameworks that define the characteristics of your MARC Records (field and subfield definitions) as well as templates for the MARC editor.

### Koha to MARC mapping

Define the mapping between the Koha transactional database (SQL) and the MARC Bibliographic records. Note that the mapping can be defined through MARC Bibliographic Framework. This tool is just a shortcut to speed up linkage.

### Keywords to MARC mapping

Define the mapping between keywords and MARC fields, those keywords are used to find some datas independently of the framework.

### MARC Bibliographic framework test

Checks the MARC structure. If you change your MARC Bibliographic framework it's recommended that you run this tool to test for errors in your definition.

### Authority types

Create and manage Authorities frameworks that define the characteristics of your MARC Records (field and subfield definitions).

### Classification sources

Define classification sources (i.e., call number schemes) used by your collection. Also define filing rules used for sorting call numbers.

### Record matching rules

Manage rules for automatically matching MARC records during record imports.

### OAI sets configuration

Manage OAI Sets

### Search engine configuration

Manage indexes, facets, and their mappings to MARC fields and subfields.

## Acquisition parameters

### Currencies and exchange rates

Define currencies and exchange rates used for acquisitions.

### Budgets

Define your budgets

### Funds

Define funds within your budgets


## Additional parameters

### Z39.50 client targets

Define which servers to query for MARC data in the integrated Z39.50 client.

Did you mean?

# KOHA: Administration

- ▶ **Global system preferences**
  - ▶ **Basic parameters**
  - ▶ **Patrons & Circulation**
  - ▶ **Acquisition parameters**
- 

# KOHA: Administration

## ▶ **Global system preferences**

- ▶ Basic parameters
- ▶ Patrons & Circulation
- ▶ Acquisition parameters

# KOHA: Administration

## Global system preferences

Koha > Administration > System preferences - Mozilla Firefox


File Edit View History Bookmarks Tools Help

NISCAIR ONLINE PERIODICALS REPO... x Gmail x Koha > Administration > System prefer... x Koha staff client x +

192.168.8.167:8080/cgi-bin/koha/admin/preferences.pl?tab=acquisitions

Circulation Patrons Search Cart More

kohaadmin | NO LIBRARY SET Help

 System preference search:  Search

[Search system preferences](#) [Check out](#) [Search the catalog](#)

Home > Administration > System preferences

### Acquisitions preferences

[Save all Acquisitions preferences](#)

#### ▼ Policy

| Preference          | Value   |
|---------------------|---|
| AcqCreateItem       | Create an item when <input type="text" value="placing an order."/> ▼  |
| AcqViewBaskets      | Show baskets <input type="text" value="created by staff member."/> ▼  |
| BasketConfirmations | When closing or reopening a basket, <input type="text" value="always ask for confirmation."/> ▼   |
| CurrencyFormat      | Display currencies using the following format <input type="text" value="360,000.00 (US)"/> ▼  |
| g1st                | Default tax rates are <input type="text" value="0"/> (enter in numeric form, 0.12 for 12%. First is the default. If you want more than 1 value, please separate with  ) |
| UniqueItemFields    | The following <a href="#">database columns</a> should be unique in an item: <input type="text" value="barcode"/> (separated by a space)                                 |

#### ▼ Printing

| Preference     | Value  |
|----------------|--|
| OrderPdfFormat | Use <input type="text" value="pdfformat:layout3pag"/> when printing basket groups. |

[Save all Acquisitions preferences](#) [Cancel](#)

- Acquisitions
- Administration
- Authorities
- Cataloging
- Circulation
- Creators
- Enhanced content
- I18N/L10N
- Local use
- Logs
- OPAC
- Patrons
- Searching
- Serials
- Staff client
- Web services



# KOHA: Administration

## Global system preferences

- ▶ **Controls the way Koha works**
- ▶ **Administration > Global System Preferences**

### Global system preferences

Manage global system preferences like MARC flavor, date format, administrator email, and templates.

- ▶ **Search**

System preference search:

[Search system preferences](#)

[Check out](#)

[Search the catalog](#)

# KOHA: Administration

## Global system preferences

- ▶ **A '(modified)' tag will appear next to items you change until the 'Save All' button is**

|                                  |         |          |
|----------------------------------|---------|----------|
| TagsModeration <i>(modified)</i> | Require | that tag |
| TagsShowOnDetail                 | Show 10 | tags on  |
| TagsShowOnList                   | Show 6  | tags on  |

[Cancel](#)

- ▶ **confirmation message for preferences**

NOTE: you can only choose one source of cover images from below, otherwise Koha will show the images from all sources

Saved preference FRBRizeEditions

Saved preference TagsModeration

# KOHA: Administration

## Global system preferences

- Acquisitions
  - Administration
  - Authorities
  - Cataloging
  - Circulation
  - Creators
  - Enhanced content
  - I18N/L10N
  - Local use
  - Logs
  - OPAC
  - Patrons
  - Searching
  - Serials
  - Staff client
  - Web services
- 

# KOHA: Administration

## Global system preferences- Administration

- KohaAdminEmailAddress
- noItemTypeImages
- delimiter
- virtualshelves (show/hide “Lists” button in OPAC)
- AutoLocation
- IndependantBranches

Logs: Log System Preferences




# KOHA: Administration

## Global system preferences- Localization Configuration

- dateformat
- opaclanguagesdisplay
- language
- CalendarFirstDayOfWeek

# KOHA: Administration

## Global system preferences- Patron System Preferences

- AddPatronLists (specific/general)
  - autoMemberNum (patron card number)
  - MaxFine (fine cap)
  - NotifyBorrowerDeparture (expiry notification in days)
  - Intranetreadinghistory (checkout history)
  - BorrowerMandatoryField (patron mandatory fields)
  - BorrowersTitles (Mr|Mrs|Miss|Ms)
  - borrowerRelationship (guarantor relationship)
  - AutoEmailPrimaryAddress
- 

# KOHA: Administration

## Global system preferences- Patron System Preferences

- EnhancedMessagingPreferences (allow patron to decide message to receive)
- patronimages (upload image from Tools)
- ExtendedPatronAttributes (search/edit/display custom attributes)
- minPasswordLength
- BorrowerUnwantedField (hide patron fields)

# KOHA: Administration

- ▶ **Global system preferences**

- ▶ **Basic parameters**

- ▶ Patrons & Circulation
- ▶ Acquisition parameters



# KOHA: Administration

## Basic parameters

- Libraries & groups
- Item types
- Authorized values

# KOHA: Administration

## Basic parameters- Libraries & groups

- ▶ **More > Administration > Basic Parameters > Libraries and Groups**

**Libraries**

| Name ▼      | Code ◆ | Address ◆        | Properties | IP |   |
|-------------|--------|------------------|------------|----|---|
| Centerville | CPL    | Jefferson Summit |            |    | <a href="#">Edit</a> <a href="#">Delete</a> |

- ▶ **Add library**
- ▶ **Edit/Delete Library**
  - You will be unable to delete any library that has patrons or items attached to it
- ▶ **Add new group- types-search domain & properties**


# KOHA: Administration

## Basic parameters- Item types

- ▶ **More > Administration > Basic Parameters > Item types**

New Item Type

### Item Types Administration

| Image   | Code               | Description | Not for loan | Renewable | Charge | Actions                                     |
|---|--------------------|-------------|--------------|-----------|--------|---|
|  | <a href="#">BK</a> | Books       |              | 5 times   | 0.00   | <a href="#">Edit</a> <a href="#">Delete</a> |

# KOHA: Administration

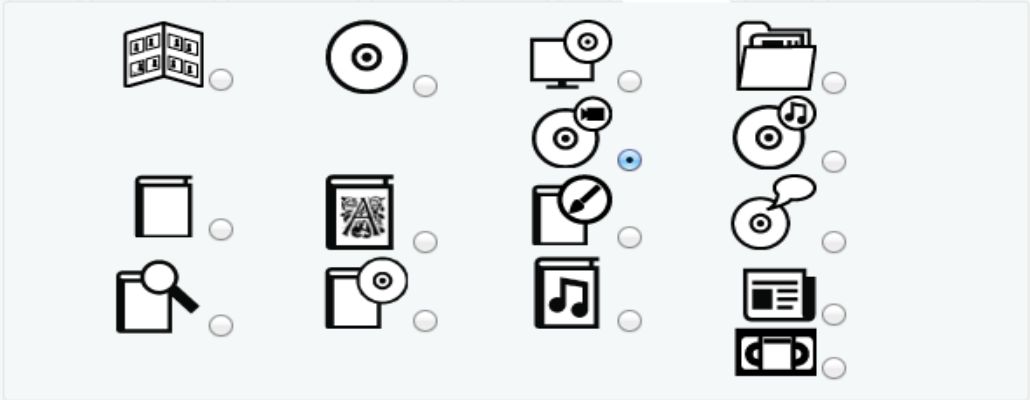
## Basic parameters- Item types

### Add item type

Item type

Description

Choose an icon:



**Not for loan** (if checked, no item of this type can be issued. If not checked, every item of this type can be issued unless notforloan is set for a specific item)


Rental charge:

Summary:

Enter a summary that will overwrite the default one in search results lists. Example, for a website itemtype :  
<a href="[856u]">open site</a> will show the link just below the title

# KOHA: Administration

## Basic parameters- Item types

|   |                     |     |  |    |      |   |
|---|---------------------|-----|--|----|------|---|
|  DVD | <a href="#">DVD</a> | DVD |  | No | 1.00 | <a href="#">Edit</a> <a href="#">Delete</a> |
|---|---------------------|-----|--|----|------|---|

- ▶ **Edit item types**
  - Item code is uneditable but item description is editable
- ▶ **Delete item types**
  - Deleting of item types that are being used by items is not possible

# KOHA: Administration

Basic parameters- Authorized values

- ▶ **More > Administration > Basic Parameters > Authorized Values**
- ▶ **Existing Values**
  - koha installs with pre-defined values that your library is likely to use
  - 'Lost' : Descriptions for the items marked as lost (appears when adding or editing an item)

# KOHA: Administration

Basic parameters- Authorized values

## ► Add new Authorized Value Category

### New category

|                                     |   |  |                                       |                                       |                                    |  |                                      |
|-------------------------------------|---|--|---------------------------------------|---------------------------------------|------------------------------------|--|--------------------------------------|
| Category                            | <input type="text"/>                        |  |                                       |                                       |                                    |  |                                      |
| Authorized value                    | <input type="text"/>                        |  |                                       |                                       |                                    |  |                                      |
| Description                         | <input type="text"/>                        |  |                                       |                                       |                                    |  |                                      |
| Description (OPAC)                  | <input type="text"/>                        |  |                                       |                                       |                                    |  |                                      |
| Choose an icon:                     |   |  |                                       |                                       |                                    |  |                                      |
| <input type="button" value="None"/> | <input type="button" value="liblime-kids"/> | <input type="button" value="crystal-clear"/> | <input type="button" value="bridge"/> | <input type="button" value="Seshat"/> | <input type="button" value="npl"/> | <input type="button" value="carredart"/> | <input type="button" value="vokal"/> |
| No image: <input type="radio"/>     |   |  |                                       |                                       |                                    |  |                                      |

# KOHA: Administration

Basic parameters- Authorized values

## ► Add new Authorized Value

### New authorized value

|                                     |   |
|-------------------------------------|---|
| Category                            | MARC504   |
| Authorized value                    | <input type="text" value="INCBIB"/>                   |
| Description                         | <input type="text" value="Includes index and bibli"/> |
| Description (OPAC)                  | <input type="text"/>                                  |
| Choose an icon:                     |   |
| <input type="radio"/> None          | <input type="radio"/> liblime-kids                    |
| <input type="radio"/> crystal-clear | <input type="radio"/> bridge                          |
| <input type="radio"/> Seshat        | <input type="radio"/> npl                             |
| <input type="radio"/> carredart     | <input type="radio"/> vokal                           |
| <input type="radio"/> No image:     | <input type="radio"/>                                 |

Save

Cancel




# KOHA: Administration

- ▶ **Global system preferences**
- ▶ Basic parameters
- ▶ **Patrons & Circulation**
- ▶ Acquisition parameters

# KOHA: Administration

## Patrons & Circulation

- Patron categories
  - Circulation and fines rules
  - Patron attribute types
  - Library transfer limits
  - Transport cost matrix
  - Item circulation alerts
  - Cities and towns
  - Road types
- 

# KOHA: Administration

## Patrons & Circulation- Patron categories

- ▶ **More > Administration > Patrons & Circulation > Patron Categories**

New Category

### Patron Category Administration

Page(s): 1/1 Entries/page: 20

| Code | Category name                      | Type        | Enrollment period | Age required | Upper age limit | Enrollment fee | Overdue | Lost Items | Hold fee | Messaging  |   |
|------|------------------------------------|-------------|-------------------|--------------|-----------------|----------------|---------|------------|----------|--|---|
| B    | <a href="#">Board</a>              | Prof.       | 99 months         | 5 years      | 17 years        | 0.00           | Yes     | Shown      | 0.00     | Item Checkout : email<br>Hold Filled : sms<br>Item Due : email | <a href="#">Edit</a> <a href="#">Delete</a> |
| HB   | <a href="#">Home Bound</a>         | Adult       | 99 months         | 18 years     | 999 years       | 0.00           | Yes     | Shown      | 0.00     |  | <a href="#">Edit</a> <a href="#">Delete</a> |
| IL   | <a href="#">Inter-Library Loan</a> | Org.        | 99 months         | 18 years     | 999 years       | 0.00           | Yes     | Shown      | 0.00     |  | <a href="#">Edit</a> <a href="#">Delete</a> |
| INH  | <a href="#">In house</a>           | Statistical | 999 months        | 0 years      | 0 years         | 0.00           | No      | Shown      | 0.00     |  | <a href="#">Edit</a> <a href="#">Delete</a> |
| J    | <a href="#">Juvenile</a>           | Child       | 99 months         | 5 years      | 17 years        | 0.00           | Yes     | Shown      | 10.00    |  | <a href="#">Edit</a> <a href="#">Delete</a> |
| K    | <a href="#">Kid</a>                | Child       | 99 months         | 5 years      | 17 years        | 0.00           | Yes     | Shown      | 0.00     |  | <a href="#">Edit</a> <a href="#">Delete</a> |

# KOHA: Administration

## Patrons & Circulation- Patron categories

### ► Adding a patron category


#### New category

Category code:

Description:

Enrollment period: **Choose one**

In months:  months

Until date:  

Age required:  years

Upperage limit:  years

Enrollment fee:

Overdue notice required:

Lost items in staff client:

Hold fee:

Category type:

#### Default messaging preferences for this patron category

|                | Days in advance                | SMS                      | Email                    | Digests only?            | Do not notify            |
|----------------|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Advance notice | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Item checkout  | -                              | <input type="checkbox"/> | <input type="checkbox"/> | -                        | <input type="checkbox"/> |
| Hold filled    | -                              | <input type="checkbox"/> | <input type="checkbox"/> | -                        | <input type="checkbox"/> |
| Item due       | -                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Item check-in  | -                              | <input type="checkbox"/> | <input type="checkbox"/> | -                        | <input type="checkbox"/> |

# KOHA: Administration

Patrons & Circulation- Patron attribute types

- ▶ **More > Administration > Patrons & Circulation > Patron attribute types**
- ▶ **A common use for this field would be for a student ID number or a Driver's license number**

[New Patron Attribute Type](#)

## Patron Attribute Types

| Code  | Description | Actions                                     |
|-------|-------------|---|
| STUID | Student ID  | <a href="#">Edit</a> <a href="#">Delete</a> |

# KOHA: Administration

## Patrons & Circulation- Patron attribute types

### ► Adding Patron Attributes

#### Add patron attribute type

Patron attribute type code:

Description:

**Repeatable:**  Check to let a patron record have multiple values of this attribute. This setting cannot be changed after an attribute is defined.

**Unique identifier:**  If checked, attribute will be a unique identifier — if a value is given to a patron record, the same value cannot be given to a different record. This setting cannot be changed after an attribute is defined.

**Allow password:**  Check to make it possible to associate a password with this attribute.

**Display in OPAC:**  Check to display this attribute on a patron's details page in the OPAC.

**Searchable:**  Check to make this attribute staff\_searchable in the staff patron search.

**Display in check-out:**  Check to show this attribute in patron check-out.

**Authorized value category:**  Authorized value category; if one is selected, the patron record input page will only allow values to be chosen from the authorized value list. However, an authorized value list is not enforced during batch patron import.

**Category:**  Choose one to limit this attribute to one patron type. Please leave blank if you want these attributes to be available for all types of patrons.

**Class:**  Group attributes types with a block title (based on Authorized values category 'PA\_CLASS')

Save

Cancel

# KOHA: Administration

Patrons & Circulation- Patron attribute types

## ▶ **Editing/Deleting Attributes**

**Some fields in the attribute will not be editable once created:**

- Patron attribute type code
- Repeatable
- Unique identifier

**You will be unable to delete an attribute if it's in use**

# KOHA: Administration

## Patrons & Circulation- Circulation and fines rules

- ▶ **More > Administration > Patrons & Circulation > Circulation and fines rules**
- ▶ **The rules are applied from most specific to less specific, using the first found in this order:**
  - same library, same patron type, same item type
  - same library, same patron type, all item type
  - same library, all patron types, same item type
  - same library, all patron types, all item types
  - all libraries, same patron type, same item type
  - all libraries, same patron type, all item types
  - all libraries, all patron types, same item type
  - all libraries, all patron types, all item types



# Circulation and Fines Rules ....

**Default Circulation Rules:** Using the issuing rules matrix you can define rules that depend on patron/item type combos. To set your rules, choose a library from the pull down (or 'all libraries' for rules to all branches)

| Patron Category   | Select a library :               |
|-------------------|----------------------------------|
|                   | All libraries                    |
|                   | All libraries                    |
|                   | Centerville                      |
|                   | Fairfield                        |
|                   | Fairview                         |
|                   | Franklin                         |
| Full Time Student | Institut Protestant de Théologie |
| Full Time Student | Liberty                          |
| Kid               | Main                             |
| Teacher           | Midway                           |
| All               | My Library                       |
| All               | Pleasant Valley                  |
|                   | Riverside                        |
|                   | Springfield                      |
|                   | Troy                             |
| All               | Union                            |

# Circulation and Fines Rules ....

From the matrix you can choose any combination of patron categories and item

Select a library:  Clone these rules to:

| Patron category                  | Item type                        | Current checkouts allowed | Loan period          | Unit                              | Hard due date  | Fine amount          | Fine charging interval | Fine grace period (day) | Overdue Fines Cap (\$) | Suspension in days (day) | Renewals allowed (count) | Holds allowed (count) | Rental discount (%)  |                                    |
|----------------------------------|----------------------------------|---------------------------|----------------------|-----------------------------------|--|----------------------|------------------------|-------------------------|------------------------|--------------------------|--------------------------|-----------------------|----------------------|------------------------------------|
| All                              | All                              | 11                        | 14                   | days                              | None defined   | 0.10                 | 1                      | 0                       | 5.00                   | 0                        | 3                        | 50                    | 0.000000             | <a href="#">Delete</a>             |
| <input type="text" value="All"/> | <input type="text" value="All"/> | <input type="text"/>      | <input type="text"/> | <input type="text" value="Days"/> | <input type="text" value="Before"/><br><small>(MM/DD/YYYY)</small> | <input type="text"/> | <input type="text"/>   | <input type="text"/>    | <input type="text"/>   | <input type="text"/>     | <input type="text"/>     | <input type="text"/>  | <input type="text"/> | <input type="button" value="Add"/> |

**Default Checkouts and Hold Policy:** You can set a default maximum number of checkouts and hold policy that will be used if

no policy is defined below for a particular item type?

|                    | Total current checkouts allowed | Hold policy                                   | Return policy                                  |                                     |                       |
|--------------------|---------------------------------|---|--|-------------------------------------|-----------------------|
| Defaults (not set) | <input type="text" value="25"/> | <input type="text" value="From any library"/> | <input type="text" value="Item returns home"/> | <input type="button" value="Save"/> | <a href="#">Unset</a> |

# Circulation and Fines Rules ....

**Checkouts Per Patron :** For this library, you can specify the maximum number of loans that a patron of a given category can make, regardless of the item type

| Patron Category | Total Current Checkouts Allowed |     |
|-----------------|---------------------------------|-----|
| Board           | <input type="text"/>            | Add |

**Item Hold Policies :** For this library, you can edit rules for given itemtypes, regardless of the patron's category. Currently, this means hold pol

| Item type | Hold policy      | Return policy     |     |
|-----------|------------------|-------------------|-----|
| Book      | From any library | Item returns home | Add |

## Cities and Towns

To standardize patron input you can define cities or towns within your region so that when new patrons are added librarians simply have to select the town from a list instead of having to type the town and zip (or postal) code information.

More > Administration > Patrons & Circulation > Cities and Towns

**Add**

**New city**

|                  |                      |
|------------------|----------------------|
| City:            | <input type="text"/> |
| State:           | <input type="text"/> |
| Zip/Postal code: | <input type="text"/> |
| Country:         | <input type="text"/> |

Submit





Cancel

Once you click Submit, your city will be saved and will be listed on the Cities and Towns page. Cities can be edited or deleted at any time.

## Adding a City :

New City

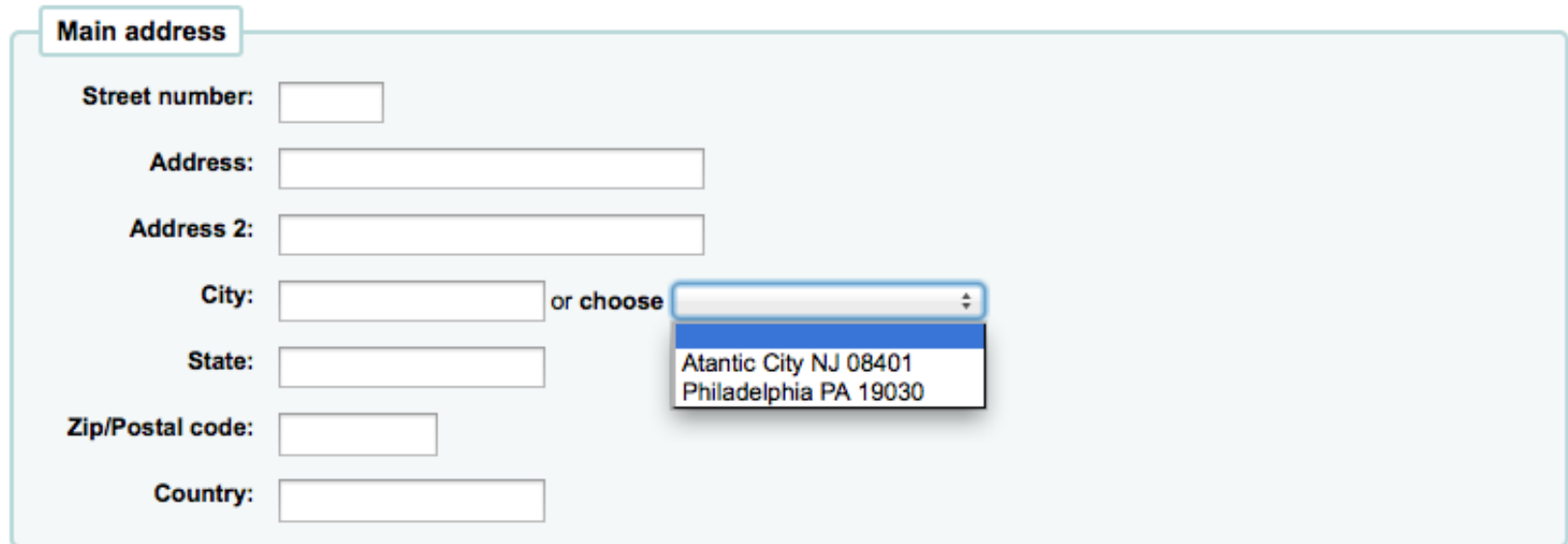
### Cities

Page(s):   1/1   Entries/page:

| City ID | City          | State | Zip/Postal code | Country |                      |                        |
|---------|---------------|-------|-----------------|---------|----------------------|------------------------|
| 2       | Atlantic City | NJ    | 08401           |         | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 1       | Philadelphia  | PA    | 19030           | USA     | <a href="#">Edit</a> | <a href="#">Delete</a> |

## Viewing Cities on Patron Add Form :

If you have defined local cities using the New city form, then when adding or editing a patron record you will see those cities in a pull down menu to make city selection easy



The image shows a form titled "Main address" with several input fields. The fields are: Street number, Address, Address 2, City, State, Zip/Postal code, and Country. The City field is followed by the text "or choose" and a dropdown menu. The dropdown menu is open, showing two options: "Atlantic City NJ 08401" and "Philadelphia PA 19030".

**Main address**

Street number:

Address:

Address 2:

City:  or choose

State:

Zip/Postal code:

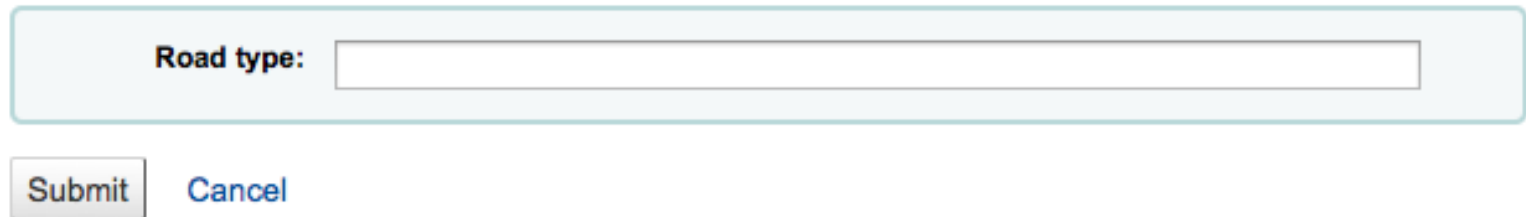
Country:

Atlantic City NJ 08401  
Philadelphia PA 19030

## Road Types

To standardize patron input you can define road types within your region so that when new patrons are added librarians simply have to select the road from a list instead of having to type it in.

**Adding Road Types :** To add a road type, click 'New Road Type' and then enter the road type ~~the way you'd like it displayed~~  
**New road type**



Road type:

## Road Types ....

### Adding Road Types ....

Once you submit the form, your new road type will be listed on the Road Types page

New Road Type

### Road type

| Road type |                      |                        |
|-----------|----------------------|------------------------|
| Avenue    | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Boulevard | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Street    | <a href="#">Edit</a> | <a href="#">Delete</a> |



# KOHA: Administration

- ▶ **Global system preferences**
- ▶ Basic parameters
- ▶ Patrons & Circulation
- ▶ **Acquisition parameters**

# KOHA: Administration

## Acquisition parameters

- Currencies and exchange rates
- Budgets
- Funds

**Currencies and Exchange Rates:** If you place orders from more than one country you will want to input currency exchange rates so that your acquisitions module will properly calculate totals.

More > Administration > Acquisitions > Currencies and Exchange Rates

New Currency

### Currencies and Exchange Rates

| Currency | Rate    | Symbol | Last Updated | Active | Actions              |                        |
|----------|---------|--------|--------------|--------|----------------------|------------------------|
| CAD      | 1.02207 | \$     | 02/02/2010   |        | <a href="#">Edit</a> | <a href="#">Delete</a> |
| EUR      | 0.87400 | €      | 02/02/2010   |        | <a href="#">Edit</a> | <a href="#">Delete</a> |
| GBP      | 1.99290 | £      | 02/02/2010   |        | <a href="#">Edit</a> | <a href="#">Delete</a> |
| USD      | 1.00000 | \$     | 02/02/2010   | ✓      | <a href="#">Edit</a> | <a href="#">Delete</a> |

**Thanks**

