

Configure Authorized Values

To configure authorized values in Koha, you can define controlled vocabularies for various attributes such as shelving locations, material types, item statuses, and more. Here's how you can configure authorized values:

1. **Navigate to Administration:** Click on the "Administration" tab in the top menu bar. This will open a dropdown menu with various administrative options.
2. **Access Authorized Values Configuration:** Under the "Administration" section in the dropdown menu, click on "Authorized Values." This will take you to the Authorized Values page, where you can configure controlled vocabularies for different attributes.
3. **Select the Category:** On the Authorized Values page, you'll see a list of authorized values categories. Each category represents a different attribute or aspect of your library's collection and operations. Click on the category you want to configure (e.g., shelving locations, material types, item statuses).
4. **Add New Authorized Value:** To add a new authorized value, click on the "Add Value" button next to the authorized values category. This will open a form where you can enter the details of the new authorized value.
5. **Enter Details:** In the form for adding a new authorized value, fill in the following details:
 - **Value:** Enter the name or code of the authorized value (e.g., "Fiction," "DVDs," "Available").
 - **Description:** Optionally, provide a description of the authorized value.
6. **Save Authorized Value:** After entering the details of the new authorized value, click the "Save" button to add it to the list of authorized values for the selected category.
7. **Important Authorized Values:** Some authorized values are mostly important, like LOC, LOST, Withdrawn etc.
8. **Edit or Delete Authorized Values:** Once you've defined authorized values, you can edit their details or delete them if necessary. Use the "Edit" and "Delete" buttons next to each authorized value entry to make changes or remove authorized values from your system.

By following these steps, you can configure authorized values in Koha to define controlled vocabularies for various attributes and ensure consistency in cataloging and managing your library's collection.

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