

# Configuring libraries and groups

Configuring libraries and groups in Koha allows you to define the organizational structure of your library system, including multiple branches and libraries within your network. Here's how you can configure libraries and groups in Koha:

1. **Access Libraries and Groups Configuration:** Under the "Library" section in the dropdown menu, click on "Libraries." This will take you to the Libraries and Groups page, where you can configure libraries and library groups.
2. **Add Library Group (Optional):** If your library system consists of multiple libraries grouped together, you can create a library group to represent this structure. To add a library group, click on the "Add New Group" button and enter the group's name and description.
3. **Add Library:** To add a new library or branch to your system, click on the "Add New Library" button. Fill in the required information, including the library's name, code, description, and address details. You can also assign the library to a group if applicable.
4. **Edit or Delete Libraries:** Once you've added libraries to your system, you can edit their details or delete them if necessary. Use the "Edit" and "Delete" buttons next to each library entry to make changes or remove libraries from your system.
5. **Save Changes:** After making any changes to libraries or groups, be sure to click the "Save Changes" button to apply your modifications.
6. **Configure Branches and Locations:** Within each library, you can further define branches and locations to represent physical or virtual collections within the library. You can access the branches and locations configuration by clicking on the "Branches and Locations" link next to each library entry.

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