

Defining item types

Defining item types in Koha allows you to categorize and differentiate the various types of items in your library's collection, such as books, DVDs, CDs, etc. Each item type can have its own set of circulation rules, loan periods, and other attributes. Here's how you can define item types in Koha:

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 Item Types Configuration:** Under the "Catalog" section in the dropdown menu, click on "Item Types." This will take you to the Item Types page, where you can define and manage item types.
3. **Add New Item Type:** To add a new item type, click on the "New Item Type" button. This will open a form where you can enter the details of the new item type.
4. **Enter Item Type Details:** In the form for adding a new item type, fill in the following details:
 - **Name:** Enter the name of the item type (e.g., Book, DVD, CD).
 - **Description:** Optionally, provide a description of the item type.
 - **Max Issue Days:** Set the maximum number of days that items of this type can be checked out.
 - **Not for Loan:** Check this box if items of this type should not be available for loan.
 - **Fine Calculation:** Specify how fines are calculated for items of this type (e.g., per day, per hour).
5. **Save Item Type:** After entering the details of the new item type, click the "Save" button to add it to your library's list of item types.
6. **Edit or Delete Item Types:** Once you've defined item types, you can edit their details or delete them if necessary. Use the "Edit" and "Delete" buttons next to each item type entry to make changes or remove item types from your system.

By following these steps, you can define item types in Koha to categorize and manage the different types of items in your library's collection effectively.

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