Patron Card Creator

To create patron cards in Koha, you can follow these steps:

1. **Navigate to Tools:** Go to tools and select patron card creator.
2. **Create Card Layout**: Create layout first.
3. **Choose Card Template**: Select a card template or layout for the patron card.
4. **Review Card Information**: Ensure that all necessary information, such as the patron's name, barcode, library card number, and any other relevant details, is included on the card.
5. **Preview and Print**: Preview the patron card to verify its appearance and content. Once satisfied, proceed to print the card using a card printer or standard printer.
6. **Customize Card Layout (Optional)**: If Koha's default card templates don't meet your needs, you can create custom card layouts using external software (e.g., Microsoft Word, Adobe Photoshop) and import the patron information into the template.
7. **Communicate Card Issuance**: Inform the patron about the issuance of their library card and any relevant instructions for its use.
8. **Distribute Patron Cards**: Distribute the printed patron cards to the respective patrons.

Revision #1
Created 12 August 2025 10:00:19 by Admin
Updated 12 August 2025 10:00:19 by Admin