

# 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.

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