

Setting up patron categories

Setting up patron categories in Koha allows you to define different types of library patrons and specify their borrowing privileges, loan limits, and other settings. Here's how you can set up patron categories 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 Patron Categories Configuration:** Under the "Patrons and Circulation" section in the dropdown menu, click on "Patron Categories." This will take you to the Patron Categories page, where you can configure patron categories.
3. **Add New Patron Category:** To add a new patron category, click on the "New Patron Category" button. This will open a form where you can enter the details of the new patron category.
4. **Enter Patron Category Details:** In the form for adding a new patron category, fill in the following details:
 - **Name:** Enter the name of the patron category (e.g., Adult, Child, Staff).
 - **Description:** Optionally, provide a description of the patron category.
 - **Circulation Rules:** Define the circulation rules for patrons in this category, including loan periods, renewal limits, and holds privileges.
 - **Fines and Fees:** Specify the fine rules and fee policies for patrons in this category, including maximum fines, grace periods, and billing thresholds.
5. **Save Patron Category:** After entering the details of the new patron category, click the "Save" button to add it to your library's list of patron categories.
6. **Edit or Delete Patron Categories:** Once you've defined patron categories, you can edit their details or delete them if necessary. Use the "Edit" and "Delete" buttons next to each patron category entry to make changes or remove patron categories from your system.

By following these steps, you can set up patron categories in Koha to define different types of library patrons and specify their borrowing privileges and fine policies according to your library's requirements.

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