



Visva-Bharati
Central Library
(Visva-Bharati Library Network)

It is our great pleasure to inform you that the Visva-Bharati Library Network is going to organize, in association with Computer Centre, Visva-Bharati, a two-day **Workshop on Koha & Ubuntu** for Practicing Librarians in our neighborhood (Birbhum) during July 25-26, 2016 at Central Library.

On behalf of the Visva-Bharati Library Network, I cordially invite the Practicing Librarian(s) in and around Birbhum to participate the said programme.

Do visit our link and website (http://14.139.211.2//library/images/pdf/koha_workshop_VBLN_2016.pdf or www.visva-bharati.ac.in) for details and application form. Some basic information is given below.

Central Library
Santiniketan
June 28, 2016

(Dr. V. K. Thomas)
University Librarian

- 1. Participation Certificate will be distributed after completion of the training programme.*
- 2. Working lunch on both days will be provided. No TA/DA is admissible.*
- 3. Registration closes on: 20th July, 2016.*
- 4. Registration fees: Rs. 750.00 (to be paid in cash within 20.07.2016) along with filled up Registration Form & work sheets on books, members and master file. (Submission of filled up worksheets on books, members and master file is mandatory at the time of registration).*
- 5. Seat is limited to 30 on first- cum- first- served basis. In case of further demand, a repeat programme will be organized at a later date.*
- 6. Contact persons: 1) Koushik Ghosh, Assistant Librarian, Central Library.
Mobile- 9474042139, Mail ID.- koushik.ghosh@visva-bharati.ac.in
2) Tapas Kumar Das, Assistant Librarian, Kala-Bhavana Library.
Mobile-9433192373, Mail ID.- tapaskumar.das@visva-bharati.ac.in*

*Enclosures: 1) Registration Form
2) Worksheet on books, members and master file.*



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Registration form for TWO-DAY WORKSHOP ON KOHA & UBUNTU

Name of the Applicant (In Block letters) : _____

Designation : _____

Name of the Father/Husband : _____

Permanent Address (In Block letters) : _____

Contact no. : _____

E-mail address : _____

Educational Qualification : _____

Professional Qualification : _____

Name of the Institution attached : _____

Address of the Institution : _____

Date.....

Full Signature

(For office use only)

Amount received:..... Money receipt no. Kits received.....

(Signature)

Visva-Bharati

Central Library

Workshop on UBUNTU & KOHA 25-26 July 2016

I. Book Worksheet

Tag	Field Name	Sub Field	Details
020	INTERNATIONAL STANDARD BOOK NUMBER (ISBN)	a	
		b (price)	
082	DEWEY DECIMAL CLASSIFICATION NUMBER	a (Class no)	
		b (book no)	
100	MAIN ENTRY-- AUTHOR NAME	a	
245	TITLE STATEMENT	a	
250	EDITION STATEMENT	a	
260	PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)	a Place of publication	
		b Name of publisher	
		c Year of publication	
300	PHYSICAL DESCRIPTION	a Number of Pages	
		b Other physical details	
		e Accompanying material	
490	SERIES STATEMENT	a	
500	GENERAL NOTE	a	
650	SUBJECT ADDED ENTRY-- TOPICAL TERM	a	
700	ADDED ENTRY-- PERSONAL NAME	a	
856	ELECTRONIC LOCATION AND ACCESS (URL)	u	
942	ADDED ENTRY ELEMENTS (KOHA)	c	Book
Accession Number			

N.B.: Filled up Worksheets for 15 books from your library should be submitted at the time of registration

II. Member Worksheet

Field	Details
<i>Surname:</i>	
<i>First name:</i>	
<i>Date of birth:</i>	
<i>Gender</i>	
<i>Street number:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>State:</i>	
<i>ZIP/Postal code:</i>	
<i>Primary phone:</i>	
<i>Primary email:</i>	
<i>Card number:</i>	
<i>Category:</i>	
<i>Registration date:</i>	

N.B: Filled up member worksheet of 15 existing members (Faculty, Staff, and Students) of your Library should be submitted at the time of registration.

III. Customisation of Master File:

1. Your Library Profile & its History
2. Membership categories at your Library(Faculty, Staff, Students & others)
3. Privilege of categories of members like: no books issued to each, duration of issue to each category, Fine details by category, intimations etc.