1. **Setting Default Values for Common Information:**

Goto Administration>Marc Bibliographic Framework>Select your Framework>Search for the tag you want to set default values>Edit Subfields> Display more Constraint>set default values

Set default values for the tags 952$a, 952$b, 040$a, 040$c, 003 here it is library name e.g.(CDRI) .

2. **Enter the following details of a book as a record in KOHA:**

003 CONTROL NUMBER IDENTIFIER
   IIP

005 DATE AND TIME OF LATEST TRANSACTION
   20141120131700.0

008 FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION
   141120s2014 xx 000 0 eng d (general)
   141120s2014 xx f 000 0 eng d (f – handbook)
   141120s2014 xx e 000 0 eng d (e – encyclopaedia)
   141120s2014 xx d 000 0 eng d ( d- dictionary)

020 ISBN
   a 81-7029-859-8

040 CATALOGING SOURCE
   a Original Cataloging Agency
   b Language of cataloging :eng
   c Transcribing agency: IIP

041 LANGUAGE CODE
   h Language code of original and/or intermediate translations of text : eng

100 MAIN ENTRY--PERSONAL AUTHOR
   a Personal name: Horner Dennis R.

245 TITLE
   a Title : Computer Program to Determine the Throughput Rate of a Heated Pipeline

250 EDITION
   a 2nd

260 PUBLISHER--PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)
   c Date of copyright, publication, distribution, etc : 1961