Checklist for KOHA

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CHECK LIST FOR DATA MIGRATION

Data Processing Steps:

1. Process the received file and transform into Excel Sheet with relevant fields. (Refer koha data migration document)

2. Map the field with corresponding MARC 21 tags .tag (003) and tag (005) should be mapped to 003 and 005 without $ only otherwise it will create parsing error.

Rest other data should be mapped with proper marc tags.

3. Create (.mrk)MARK file from (.xlsx)excel file.

4. Ensure similar tags should be joined before clicking on Execute button e.g.(952$a, 952$b, 952$q)and (040$a, 040$b, 040$c).

5. Create .mrc (Marc)file from .mrk (Mark) file.

Data Migration Steps:

1. Ensure that freshly installed koha and zebra server is running (few zebra server problem related to rebuild_zebra.pl related discuss in Annexure-III & IV).

Change Kohaadmin and mysql user password from mysql prompt

Mysql Password Change:

Mysql> Update mysql.user set password=PASSWORD('mukesh') where user ='root'

flush privileges;
commit;

CHECK LIST FOR DATA MIGRATION

Kohaadmin Password Change:

Mysql> Update mysql.user set password=PASSWORD('mukesh') where user ='kohaadmin';

flush privileges;
commit;

2. **Go to Administration >Libraries & Groups>New Library**

(a) Create library name same as given at the time of data processing(in tags 003, 952$a, 040$a) e.g. (CDRI is the library name while processing data. This should be provided at the time of creating Library.

(b) Ensure library name and code should be same (e.g. CDRI).

3. **Go to Administration>Marc Bibliographic Framework>New Framework**

Define framework and select marc structure of BOOKS or SERIALS (whichever is required).

4. **Go to 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) .

5. **Go to Administration>>Global System Preference within**

To Display Image:

> > Enhanced Content> ADD Google Jacket and AmazonCoverImages.

To Display Classification Scheme:

> >Cataloging >Interface>Use Classification Scheme either UDC or DDC.

To Display Library Name:

> >Cataloging >Record Structure>MARCOrgCode > provide your library name(e.g. CDRI) instead of Ost.

To Display Classification Scheme(tags):

> >Cataloging >Interface>Itemcallnumber provide 080ab for UDC and 082ab for DDC.

To Display in Hindi:

> >OPAC >OpacMainUserBlock>Add script for Hindi language Search in koha.

To Display Barcode in OPAC:

> >OPAC >OpacShowBarcode>Show.

To make author Editable :

> >Authorities >BiblioAddsAuthorities

Here check **allow**

Setting For Virtual UNION Catalogue:

> >WebServices>Enable OAI-PMH

> >WebServices> OAI-PMH: Provide archive Id it should be unique.

e.g. (CDRI)

> >WebServices> OAI-PMH: Autoupdates should be enable.

Update link into koha :

Note: provide your IP in place of 192.168.8.96

- update biblioitems set marcxml=replace(marcxml,'</record>', '<datafield tag ="856" ind1=" "ind2=" "><subfield code ="u">http://192.168.8.96:80/cgi-bin/koha/opac-detail.pl?biblionumber=$biblionumber</subfield><subfield code ="y">http://192.168.8.96:80/cgi-bin/koha/opac-detail.pl?biblionumber=$biblionumber</subfield></datafield></record>');

Now replace $biblionumber with actual biblionumber with following command:

- update biblioitems set marcxml=replace(marcxml, '$biblionumber',biblionumber);

6. Import .mrc file into the catalog

(a) Bibliographic records:

>>Tools>StageMarcRecord>select .mrc file into the catalog

Select your framework while importing into the catalog.

(b) Authority Records :

Authority Search:

Create another .mrc file with author field in tag(100$a) and PERSONA_NAME in tag(942$a).

942$a	Author(100$a)

PERSONA_NAME	Brown, Michael Barratt
PERSONA_NAME	Amin, Samir

Note:

While importing into the catalog ensure Authority has been checked instead of Bibliographic.

Subject heading Search:

Create another .mrc file with subject heading field in tag(150$a) and TOPIC_NAME in tag(942$k). E.g

942$a	Author(100$a)
TOPIC_NAME	CHEMICAL ENGINEERING
TOPIC_NAME	COMPUTER SCIENCE

Note:

While importing into the catalog ensure Authority has been checked instead of Bibliographic.

7. After Importing into the Catalog > **Rebuild the Zebra from Koha user.**

koha@localhost: perl -I /usr/share/koha/lib/
/usr/share/koha/bin/links_bibs_to_authorities.pl

To Save Authority records:

koha@localhost: perl -I /usr/share/koha/lib/
/usr/share/koha/bin/migration_tools/rebuild_zebra.pl -b -a -z

8. **Customize Print Slip settings** According to the need.(Refer print slip document)

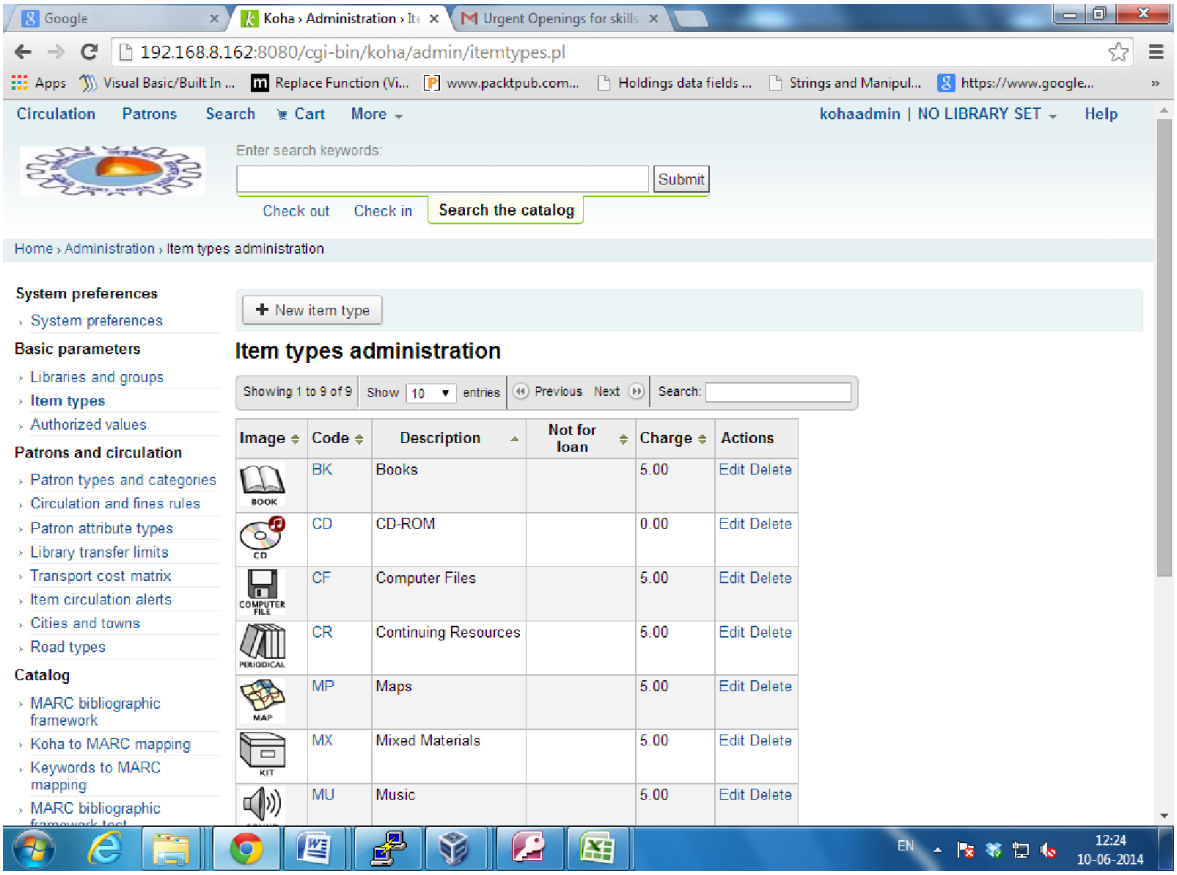
Goto More>Tools>Notices & Slips

Modify html According to the need.

9. **Ensure all Datatypes**(e.g. BK,CR,MV,EN) have been define within your framework .

Goto Administration>Itemtypes

All Itemtypes i.e is provided in (952$y, 942$c)Koha Itemtype should be define in the framework to get the equivalent number of records imported into the catalog.



10. **Logo customization** (Refer Annexure II)

11. **Backup of KOHA (can give any name in place of cdri)**

(i) **KOHA database**

Go to Command Prompt

root@localhost: mysqldump -u root -p koha>/root/Desktop/cdri.sql

(ii) **KOHA directory** (to back up the customization done)

tar -zcvf /root/Desktop/kohabackup.tar.gz /usr/share/koha/

12. **To Restore into the Koha**

(i) **KOHA database**

root@localhost: mysql -u root -p koha</root/Desktop/cdri.sql

(ii) **KOHA directory**

tar -zxvf /root/Desktop/kohabackup.tar.gz

Replace the koha directory in /usr/share/ with the untar koha directory.

[**NOTE:** Perform the replacement in case the system gets corrupted.]

13. **Mail Settings** (Refer mail settings document in Annexure I)

14. CronJobs

Cronjobs can be managed at the two levels:

(i) Root user

At the root user we take the backup of koha with all records updated daily.

Procedure is as follows:

Open the Crontab file

crontab -e

write the cron for backup

* 19 * * * mysqldump -u root -pmukesh koha>/root/Desktop/cdri.sql

(ii) Koha user

At the koha user for only those records which were updated and deleted daily

Open the Crontab file

crontab -e

write the cron for those records which were added, updated and deleted daily

*/1 * * * * perl -I /usr/share/koha/lib/
/usr/share/koha/bin/migration_tools/rebuild_zebra.pl -z -b -v -a

(iii) To add link *:*

a. Copy default value of 856$u and 856$y (Refer point no. 4 in pg. 4)
   http://192.168.8.161:80/cgi-bin/koha/opac-detail.pl?biblionumber=Ubiblionumber
   Note : provide your IP in place of 192.168.8.161
b. Set password for database (Refer Mysql password change on Page 3)
c. copy the folder “phpcron” in /var/www/html/
d. Edit database password in file **kohaMarc.php**
   $link=mysql_connect('localhost','root','cecri');
   where localhost = machine name
   root = username
   cecri = password of database

e. From Koha user, write cron for automatic link update:
Procedure is as follows:
Open the Crontab file
crontab -e
write the cron for automatic link update

[root@localhost] # su - koha
[koha@localhost] # crontab -e
*/1 * * * * /usr/bin/php /var/www/html/phpcron/kohaMarc.php

15. ***To Enable lock on the tag in Koha***

Goto Admin>Marc Bibliographic Framework>Select ur framework>Marc Structure>

Search for the tag u want to enable authority

16*. 008 tag*

(date) (lang)

140516s2014\\\\xx\\\\\\\\\\\\1000\0\eng\d – proceedings(1)

140516s2014\\\\xx\\\\\\f\\\\\000\0\eng\d - handbook(f)

140516s2014\\\\xx\\\\\\\e\\\\000\0\eng\d - encyclopaedia(e)

140516s2014\\\\xx\\\\\\\\u\\\000\0\eng\d - standards(u)

140225s2014\\\\xx\\\\\\\\\d\\000\0\eng\d - dictionary(d)

140516s2014\\\\xx\\\\\\\\\\\\000\0\eng\d - default

ANNEXURE I

KOHA MAIL CONFIGURATION

*** Configuring koha & postfix for sending notices/slips through email.**

***Be careful while making changes in below file as wrong changes may lead to non-working koha.**

1) Edit following file append following lines at the end of the file...

#vi /etc/postfix/main.cf

relayhost = [smtp.gmail.com]:587
smtp_sasl_auth_enable = yes
smtp_sasl_password_maps = hash:/etc/postfix/sasl_passwd
smtp_sasl_security_options = noanonymous
smtp_tls_CAfile = /etc/postfix/cacert.pem {comment this line if CA server is not there}
smtp_use_tls = yes

2) Create new file and write following line.

#vi /etc/postfix/sasl_passwd

[smtp.gmail.com]:587 gmailID@gmail.com:gmailpasswd

***Please write your actual Gmail ID and password in the above parameters**

3) Run following command at the terminal

#chmod 400 /etc/postfix/sasl_passwd

#postmap /etc/postfix/sasl_passwd

#postalias hash:/etc/aliases

#cat /usr/share/purple/ca-certs/Equifax_Secure_CA.pem >> /etc/postfix/cacert.pem {Do not run this command if CA server not exists. If CA server exists, then write the public key for the respective server in cacert.pem}

#service postfix restart

4) Now, at KOHA GUI

More > Administration > Global system preferences > Patrons

AutoEmailOpacUser > send

AutoEmailPrimaryAddress > first valid

Enhancedmessagingpreferences > Allow

More > Administration > Patron categories > go to edit (option)

Overdue notice required > Yes

check all the mail updates of all the patron categories

More > Administration > Global system preferences > Administration

KohaAdminEmailAddress <koha admin mail ID>

***Above mail ID will be the one from which the mails will dispatch.**

More > Tools > Notices & Slips

#Select a library > All libraries

More > Tools > Overdue notice/status triggers

#Select a library > default

5) Run following commands at the terminal to activate perl scripts by going at their respective location:

cd /usr/share/koha/bin/cronjobs

#./overdue_notices.pl

#./advance_notices.pl -c

#./process_message_queue.pl

ANNEXURE II

LOGO modification

Go to directory:

/usr/share/koha/intranet/htdocs/intranet-tmpl/prog/img

Copy your images in this folder then

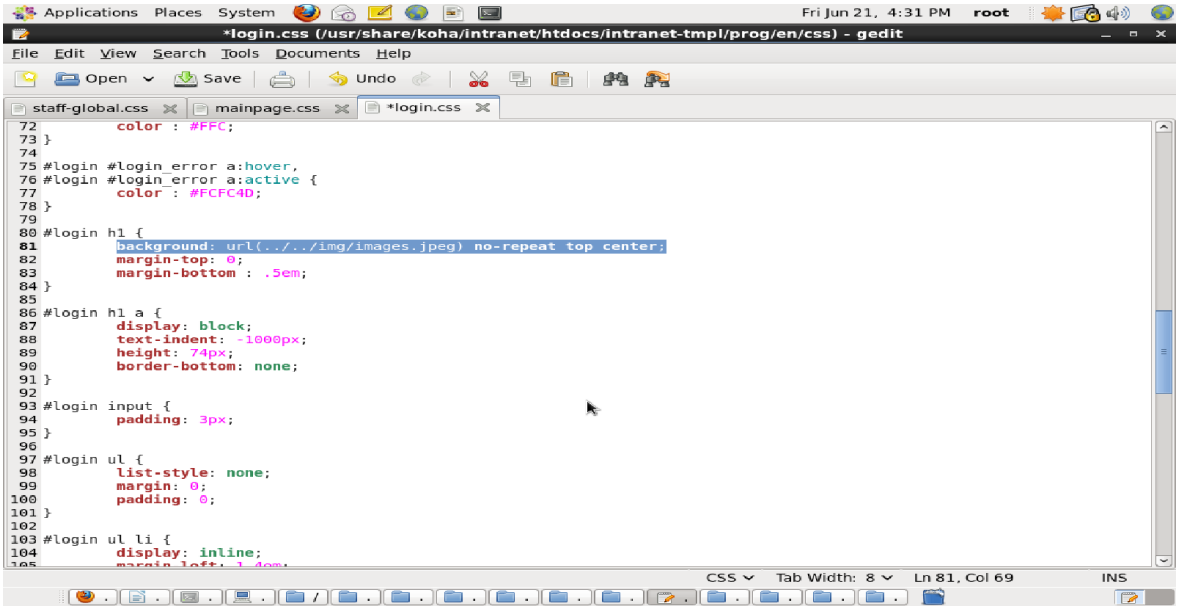
Go to Folder

/usr/share/koha/intranet/htdocs/intranet-tmpl/prog/en/css

Make changes in following css files

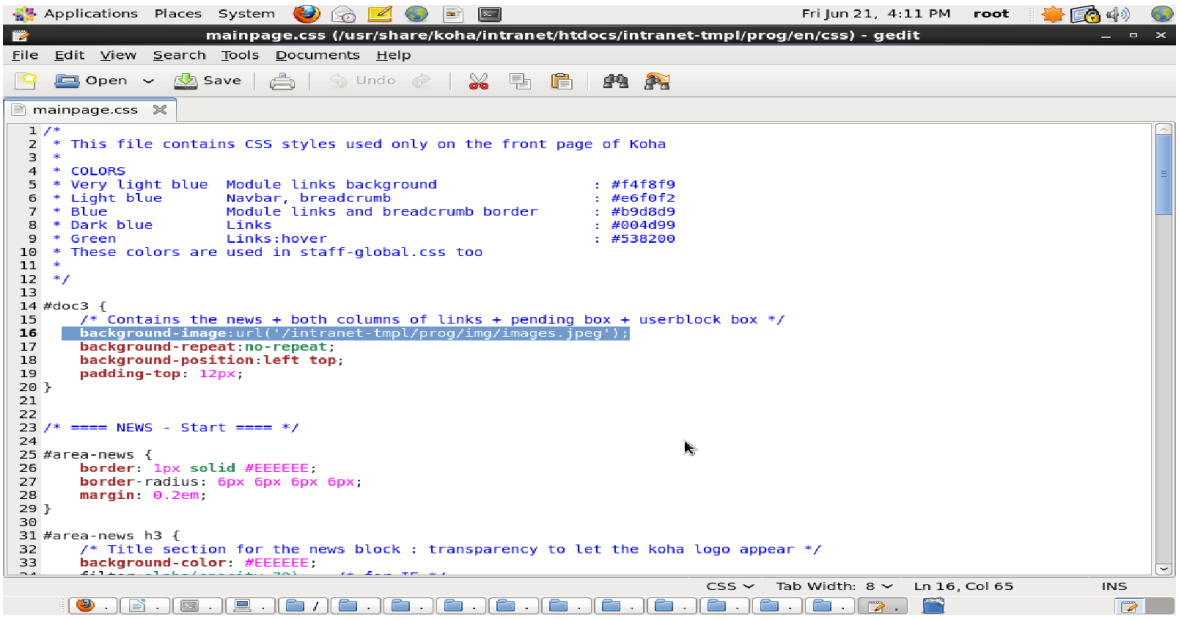
login.css

Make changes in the highlighted line



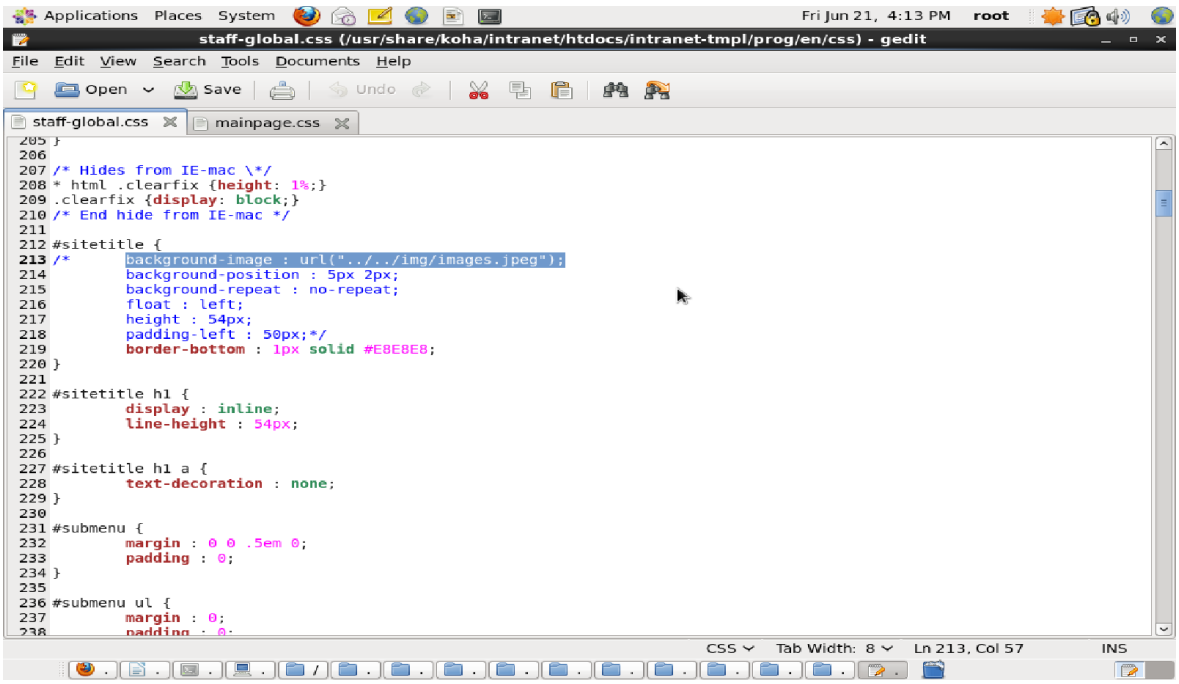
mainpage.css

Make changes in the highlighted line



staff-global.css

Make changes in the highlighted line



Now To change OPAC Logo:

Go to directory:

/usr/share/koha/opac/htdocs/opac-tmpl/prog/img

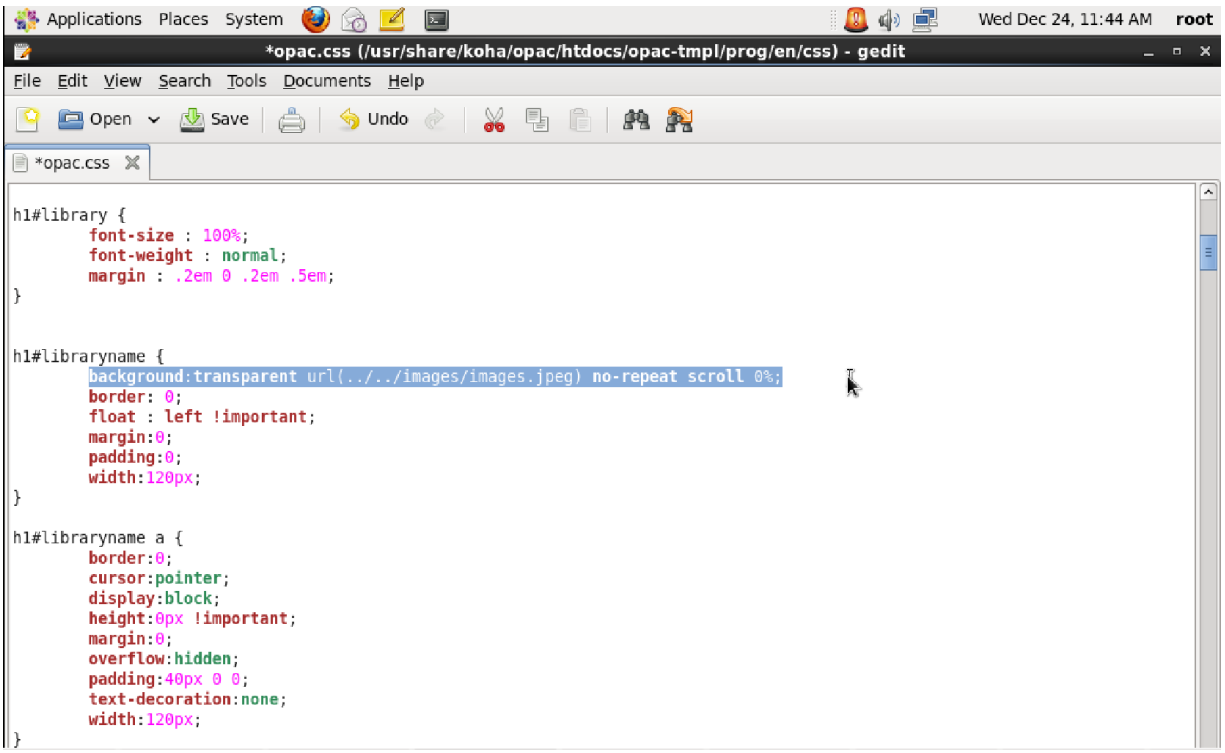
Go to Folder

/usr/share/koha/opac/htdocs/opac-tmpl/prog/en/css

Make changes in following css files

opac.css

CHECK LIST FOR DATA MIGRATION



ANNEXURE III

Facing problem with search for stuff and nothing comes up (Zebra server not running or not installed)

Problem 1:

```
#/etc/init.d/koha-zebra-daemon restart
daemon: fatal: failed to find pid for koha-zebra-daemon: No such file or
directory
```

Solution:

The problem was in the user and group permission of the folder interesting in the daemon process.

There are required set permission set on the folder and their files:

```
/var/log/koha
/var/run/koha
/var/lock/koha
as
#chown -R koha.koha /var/log/koha/
#chown -R koha.koha /var/run/koha/
#chown -R koha.koha /var/lock/koha/
```

And then run:

```
#/etc/init.d/koha-zebra-daemon start
Starting Zebra Server
```

And now the daemon run fine (for checking):

```
# ps aux | grep zebra
koha 9707 0.0 0.0 5524 648 ? S 07:34 0:00 daemon --name=koha-zebra-
ctl.koha --errlog=/var/log/koha/koha-zebradaemon.err --
stdout=/var/log/koha/koha-zebradaemon.log --output=/var/log/koha/koha-
zebradaemon-output.log --verbose=1 --respawn --delay=30 --user=koha.koha -
- usr/local/bin/zebrasrv -v none,fatal,warn -f /etc/koha/koha-conf.xml
koha 9725 0.0 0.4 9040 4164 ? S 07:36 0:00 usr/local/bin/zebrasrv -v
none,fatal,warn -f /etc/koha/koha-conf.xml
root 9779 0.0 0.0 5476 744 pts/0 S+ 07:45 0:00 grep zebra
```

Problem 1:

```
#/etc/init.d/koha-zebra-daemon restart
Starting Zebra Server
/usr/share/koha/bin/koha-zebra-ctl.sh: line 73: daemon: command not found
```

Solution:

This type error may be occur due to zebra server not installed

Download yaz and zebra packets from indexdata site and install them (e.g Source: http://wiki.koha-community.org/wiki/Koha_3.10_on_Centos_6.3_x86_64_en)

```
#wget
http://ftp.indexdata.dk/pub/zebra/redhat/centos/6/RPMS/x86_64/idzebra-2.0-
2.0.54-1indexdata.x86_64.rpm
#wget
http://ftp.indexdata.dk/pub/zebra/redhat/centos/6/RPMS/x86_64/libidzebra-
2.0-2.0.54-1indexdata.x86_64.rpm
#wget
http://ftp.indexdata.dk/pub/zebra/redhat/centos/6/RPMS/x86_64/libidzebra-
2.0-modules-2.0.54-1indexdata.x86_64.rpm
#wget
http://ftp.indexdata.dk/pub/zebra/redhat/centos/6/RPMS/x86_64/libidzebra-
2.0-devel-2.0.54-1indexdata.x86_64.rpm

#wget http://ftp.indexdata.dk/pub/yaz/redhat/centos/6/RPMS/x86_64/libyaz4-
4.2.51-1indexdata.x86_64.rpm
#wget http://ftp.indexdata.dk/pub/yaz/redhat/centos/6/RPMS/x86_64/libyaz4-
devel-4.2.51-1indexdata.x86_64.rpm
#wget http://ftp.indexdata.dk/pub/yaz/redhat/centos/6/RPMS/x86_64/yaz-
4.2.51-1indexdata.x86_64.rpm


#rpm -ivh libidzebra* idzebra* libyaz4* yaz*
```

ANNEXURE IV : Zebra Server Indexing

For newly installed Zebra Server or when newly installed KOHA integrate with old KOHA MySQL database (login with KOHA user)

```
koha@localhost: perl -I /usr/share/koha/lib/
/usr/share/koha/bin/migration_tools/rebuild_zebra.pl -b -r -v
```

KOHA rebuild_zebra.pl indexing

```
-b          index bibliographic records

-a          index authority records

-z          select only updated and deleted,records marked in the
zebraqueue table.

-r          clear Zebra index before adding records to index. Implies -w

-w          skip shadow indexing for this batch

-v          increase the amount of logging.  Normally only warnings and
errors from the indexing are shown. Use log level 2 (-v -v) to include all
Zebra logs.

--where           let you specify a WHERE query, like itemtype='BOOK'

--run-as-root     explicitly allow script to run as 'root' user

--help or -h      for more help (use with #perl -I /usr/share/koha/lib/
/usr/share/koha/bin/migration_tools/rebuild_zebra.pl)
```