



## Checklist for KOHA

[niscair.res.in](http://niscair.res.in)



## CHECK LIST FOR DATA MIGRATION

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### 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;
```





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### 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:





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> >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.





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### ***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](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](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)





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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





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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.

Image	Code	Description	Not for loan	Charge	Actions
BOOK	BK	Books		5.00	Edit Delete
CD	CD	CD-ROM		0.00	Edit Delete
COMPUTER FILE	CF	Computer Files		5.00	Edit Delete
PERIODICAL	CR	Continuing Resources		5.00	Edit Delete
MAP	MP	Maps		5.00	Edit Delete
KIT	MX	Mixed Materials		5.00	Edit Delete
SPEAKER	MU	Music		5.00	Edit Delete

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





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### 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.





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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 :**

- 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

- Set password for database (Refer MySql password change on Page 3)
- copy the folder “phpcron” in /var/www/html/
- Edit database password in file **kohaMarc.php**

\$link=mysql\_connect('localhost','root','cecri');

where localhost = machine name

root = username

cecri = password of database





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- 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





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### 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**

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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

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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
```





## **CHECK LIST FOR DATA MIGRATION**

## **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

The screenshot shows a terminal window at the top with the command "gedit \*login.css (/usr/share/koha/intranet/htdocs/intranet-tmpl/prog/en/css)". Below it is the gedit interface with three tabs: "staff-global.css", "mainpage.css", and "\*login.css". The "\*login.css" tab is active, displaying the following CSS code:

```
File Edit View Search Tools Documents Help
Open Save Undo Cut Copy Paste Find Replace
staff-global.css mainpage.css *login.css

72     color : #FFC;
73 }
74
75 #login #login_error a:hover,
76 #login #login_error a:active {
77     color : #FCFC4D;
78 }
79
80 #login h1 {
81     background: url(../../img/images.jpeg) no-repeat top center;
82     margin-top: 0;
83     margin-bottom : .5em;
84 }
85
86 #login h1 a {
87     display: block;
88     text-indent: -1000px;
89     height: 74px;
90     border-bottom: none;
91 }
92
93 #login input {
94     padding: 3px;
95 }
96
97 #login ul {
98     list-style: none;
99     margin: 0;
100    padding: 0;
101 }
102
103 #login ul li {
104     display: inline;
105     margin-left: 1.4em;
```



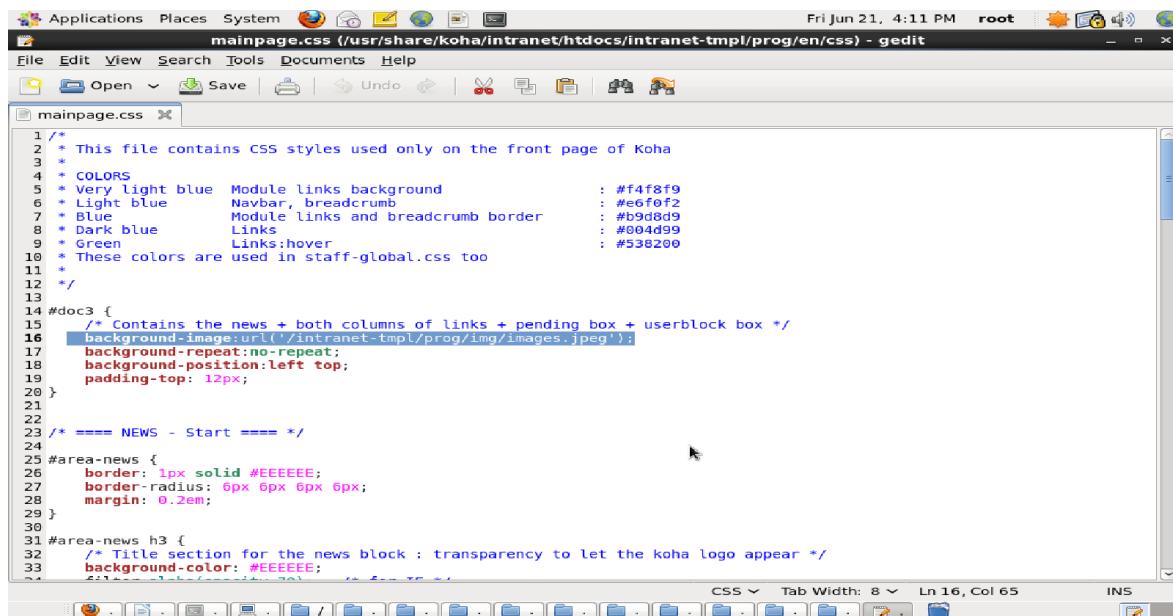


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### mainpage.css

Make changes in the highlighted line



```
1 /*
2 * This file contains CSS styles used only on the front page of Koha
3 *
4 * COLORS
5 * Very light blue Module links background : #f4f8f9
6 * Light blue Navbar, breadcrumb : #eef0f2
7 * Blue Module links and breadcrumb border : #b9d8d9
8 * Dark blue Links : #004d99
9 * Green Links:hover : #538200
10 * These colors are used in staff-global.css too
11 *
12 */
13
14 #doc3 {
15     /* Contains the news + both columns of links + pending box + userblock box */
16     background-image:url('/intranet-tmpl/prog/img/images.jpeg');
17     background-repeat:no-repeat;
18     background-position:left top;
19     padding-top: 12px;
20 }
21
22
23 /* ===== NEWS - Start ===== */
24
25 #area-news {
26     border: 1px solid #EEEEEE;
27     border-radius: 6px 6px 6px 6px;
28     margin: 0.2em;
29 }
30
31 #area-news h3 {
32     /* Title section for the news block : transparency to let the koha logo appear */
33     background-color: #EEEEEE;
34     color: black;
35 }
```

### staff-global.css

Make changes in the highlighted line





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A screenshot of a Gedit text editor window. The title bar shows "Applications Places System" on the left and "Fri Jun 21, 4:13 PM root" on the right. The menu bar includes "File Edit View Search Tools Documents Help". The toolbar contains icons for Open, Save, Undo, and Redo. The main window displays the file "staff-global.css" with the path "/usr/share/koha/intranet/htdocs/intranet-tmpl/prog/en/css". The code in the editor is as follows:

```
205 }
206
207 /* Hides from IE-mac */
208 * html .clearfix {height: 1%;}
209 .clearfix {display: block;}
210 /* End hide from IE-mac */
211
212 #sitetitle {
213     background-image : url("../img/images.jpeg");
214     background-position : 5px 2px;
215     background-repeat : no-repeat;
216     float : left;
217     height : 54px;
218     padding-left : 50px;*/
219     border-bottom : 1px solid #E8E8E8;
220 }
221
222 #sitetitle h1 {
223     display : inline;
224     line-height : 54px;
225 }
226
227 #sitetitle h1 a {
228     text-decoration : none;
229 }
230
231 #submenu {
232     margin : 0 0 .5em 0;
233     padding : 0;
234 }
235
236 #submenu ul {
237     margin : 0;
238     padding : 0;
```

## Now To change OPAC Logo:

**Go to directory:**

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

[Go to Folder](#)

<http://koha.scholarlycomputing.ca>

## Make changes in following css files

opac.css





## **CHECK LIST FOR DATA MIGRATION**





## CHECK LIST FOR DATA MIGRATION

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### 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
```





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### 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](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*
```





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### 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)
```

