Application of the Authority Control process in the Koha Software

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Abstract

In modern library management system users take help from the Online Public Access Catalogue (OPAC) to find their required documents available in the library. This study focuses on the Authority Control process in computerized cataloguing management of library documents. Authority Control process is a key concept of OPAC where users find out their topics in easy way. The present paper structured by practical observations of the Authority Control process in Koha software. Several authority control methods were applied during this study and all have been mentioned through different figures available in this paper. The practical approaches are remembered for the piece of the procedure utilized for the assessment of this paper. Thus, the specialized abilities and different angles are methodologies of this exploration paper. If the authority control system is applied while entering the bibliographic details of the documents stored in the library, the task of searching the information by the reader also becomes simplified besides making the database of the library strong.

Keywords: Authority Control, Koha, Library Cataloguing, MARC21, OPAC

Introduction:

It is essential that every document stored in the library be catalogued, and the documentation of the library should adhere to the various cataloguing guidelines. With the development of information technology, computerized cataloguing systems now comply with the AACR norms within the MARC21 framework in different open source software. The reader utilizes the library's online public access catalogue (OPAC), the basis of which is the library's bibliographic database, which needs standard entry in order to find the document that they are looking for in the library. The use of an authority control system for library cataloguing may be of assistance in the process of locating the appropriate search phrase. These results indicate the implementation of the authority control method in cataloguing, which is a significant development in the modern provision of library services.

Review of Related Literatures

Bwalya & Akakandelwa (2021) examined the barriers of Koha (ILMS) in higher educational institutions. Researchers found that a vital issue was the incapacity of library staff to constructively apply to all Koha modules, because of the lack of expertise. Researchers also found in koha, cataloging and book circulation modules are frequently used in libraries of this area and other barriers are examined. There are very poor quality of internet connection and technical support, and problems of up-gradation and backup of Koha LMS.

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Niranjana, Tolessa & Paul (2020) discussed execution of Koha in the library and discussed various issues in the Koha installation and also gave the suggestions to recover the issues, bibliographic database migration and refine process from .xls file to .mrc file and how to upgrade Koha version. Researchers also point out the customization process for university libraries. Chauhan(2018) evaluated the application of different modules of Koha software for library management. For this purpose the author does a survey on some library and draws a clear picture through data analysis and interpreting some tables and charts. The study found that the library has provided their resources to users through Koha and also recommended that library professionals and users need proper training for better utilization of Koha. Jesmi (2015) discussed open source environment in detail on Koha. The researcher points out about history, benefits, features, and various modules of Koha with advantages and disadvantages of it.

Uzomba et.al. (2015) analyzed utilization of Library Management Software available in open source environment, fully intent on featuring the abilities and possibilities of Koha and its viable significance to the libraries of educational institutions around the world. Archana, Padmakumar & Beena (2014) endeavors to share the encounters in classifying Close Sources Integrated Library Management Software and Open Sources Integrated Library Management Software. The highlights of the recording modules of both the product are examined on the basis of specific designated spots. Ukachi, Nwachukwu & Onuoha (2014) discussed library automation through Open Source Library Management Software. Researchers highlighted the characteristics, benefits, cost, problems, availability etc of OSS.

Omeluz et.al. (2012) evaluated the execution of Koha (ILMS) at University of Nigeria. Authors discussed very deeply installation, data entry, migration of the data, in other words the utilization of the software with problems to implement this management software. Researchers are doing a survey to gather the related information to this study. Vimal Kumar & Jasimudeen (2012) discussed assumption and use of the LMSs in Indian scenario. Koha is the 1st open source software with outstanding features. The researcher provides a brief information of Koha in India and examines the satisfaction level of library staff.

Methodology:

The entire procedure is noticed in view of functional assessment from specialized end library experts. The authority control module of Koha (ILMS) is utilized based on various exercises accessible in Koha programming for authority control. The practical approaches are remembered for the piece of the procedure utilized for the assessment of this paper. Thus, the specialized abilities and different angles are the methodologies of this exploration paper.

Objectives of the Study:
  (i)   To illuminate all Koha users about the Koha authority control,
  (ii) To expand the viability of a library's personnel by highlighting the numerous components of the Koha authority control,
  (iii) To carry out an involved investigation to show the numerous functionalities of the Koha authority control module,
  (iv) To reveal how to utilize the various parameters to create authority, and,
 (v)   To show how to link authority automatically.

Authority Control in Koha (ILMS):

For authority type at first we go to the Koha home page and go to the Administration module and then Authority type option (Figure 1).
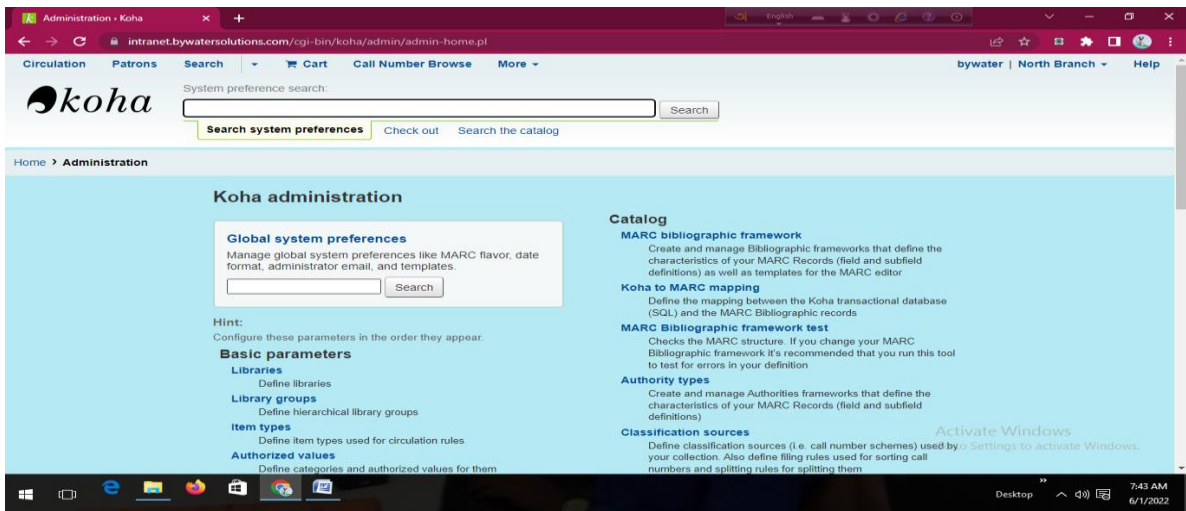
Figure 1: Koha Administration settings to open Authority Types
(Home> Koha administration> Authority types)

Authority type field is located under the koha administration module, which has six fields and authority type under the cataloging field. After opening Authority type option it shows some type authority which already input, if these authority types are not fulfill our requirements then we go to the New authority type option and write the authority type on the box in maximum ten characters according to MARC records because authority MARC structure in the same way you define item types and bibliographic MARC tag structure, which is managed by plug in, then provide the description of the authority type, if summary required then we put the summary if not required then we avoid it for example we want to require a new authority type e.g. Publication Place then we write a code for this authority type on the box and give details on description box then submit it, after save it will be shown on the list of authority type. At first we create all types of authority using this formula. (Figure 2).
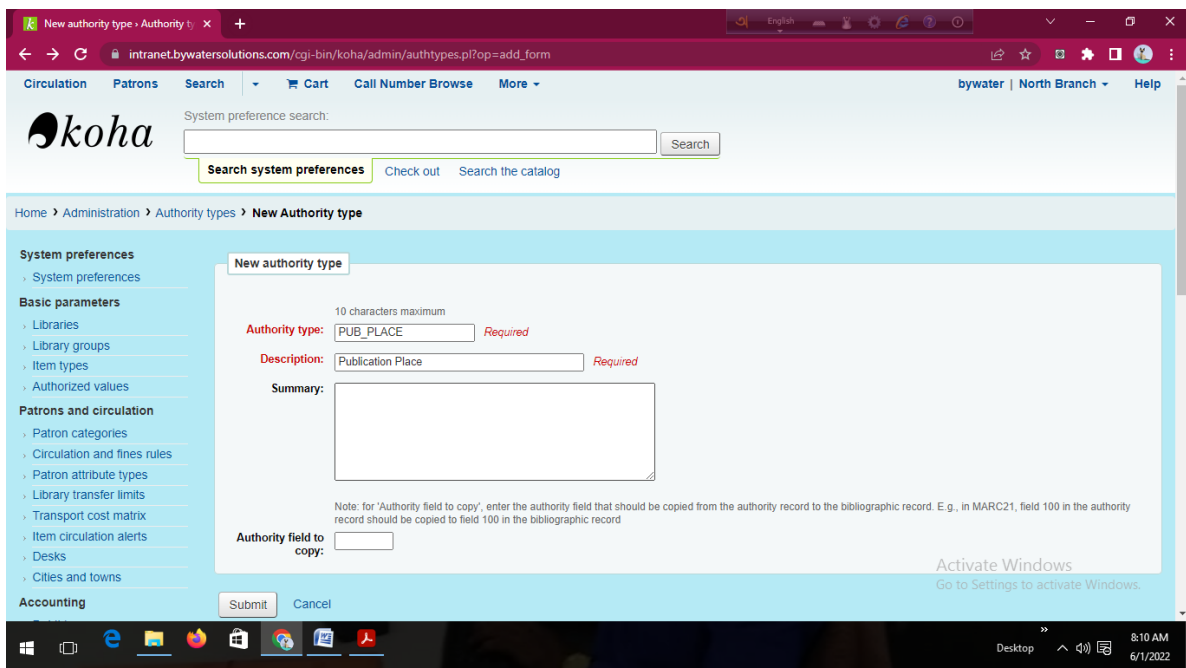
Figure 2: Koha Administration settings to create new authority type
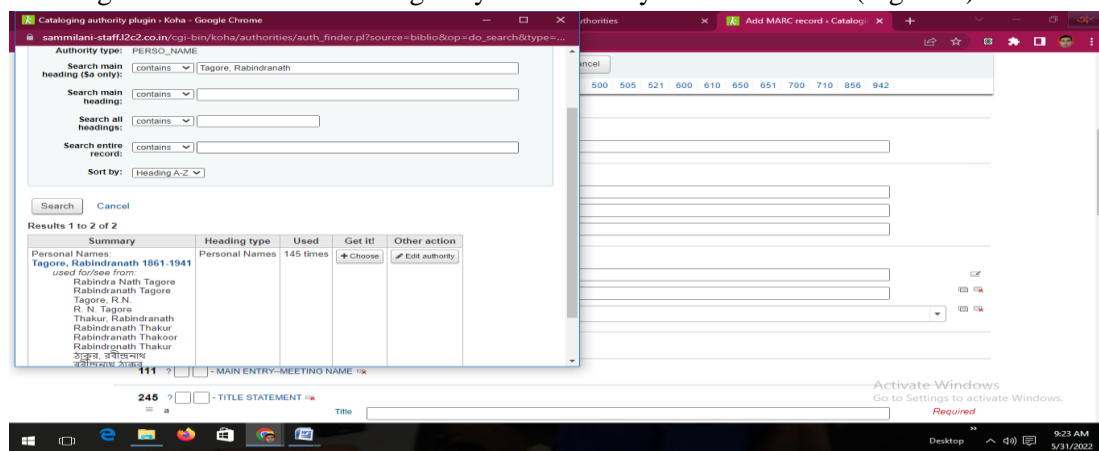(New authority type> Write authority type> Write description> submit)

After creating all Authority types then go to the Cataloguing Module then click on tag editor of 100 (Main Entry –Personal Name), then click on create new authority and fill up all required field and then write the personal name on 100 field using rendering if required and you may write many form of personal name for better users search (if required) for example in Sen, Sumit Kumar write in 100 field then 400 field e.g. See Form Tracing- Personal Name we write another form of the personal name e.g. Sumit Kumar Sen etc. then save it. (Figure-3)
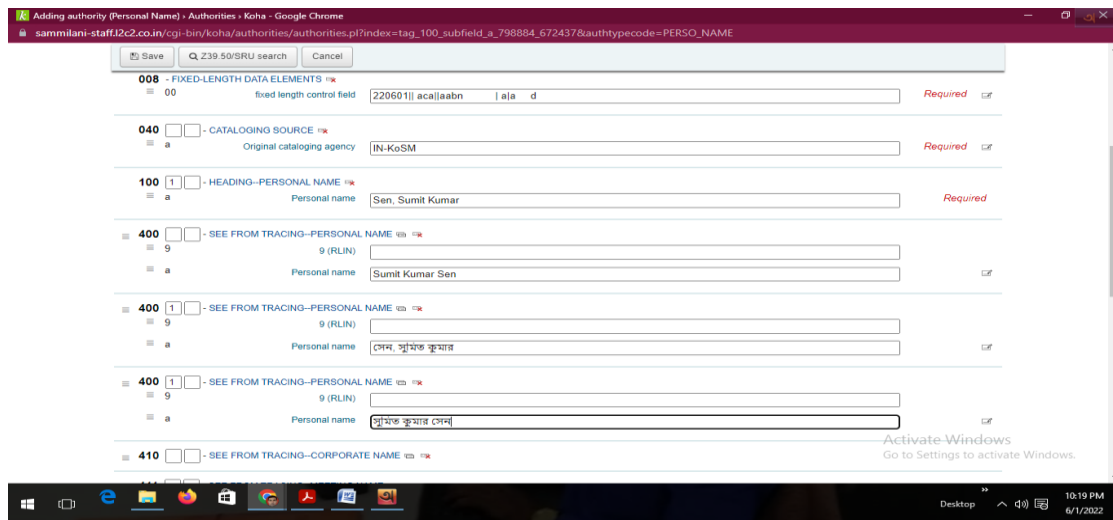
Figure 3: Steps of Authority control for Personal Name

(Open Tag editor (100 field Main Entry–Personal Name) > Create New Authority> Write the name on 100 field (Heading Personal Name) using indicator > Write other form and other language (If required) of personal name on 400 field (See from tracing personal name) > Save)
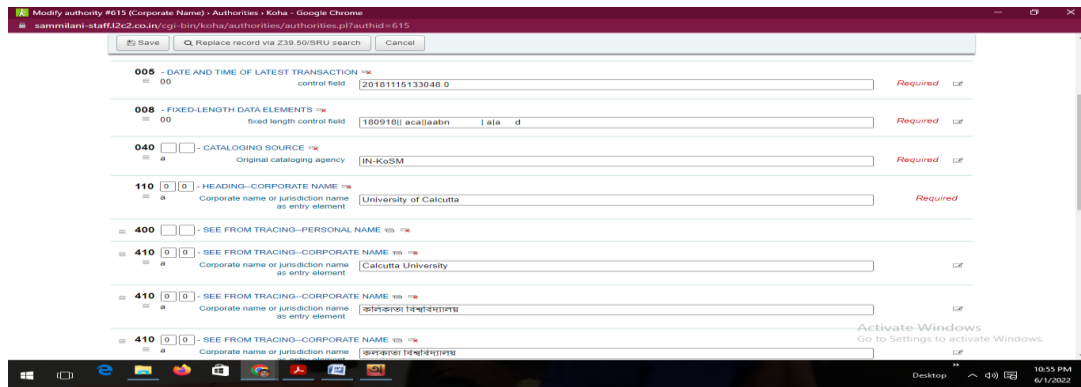
For search personal name we go to the tag editor of 100 field and open the search box for authority type personal name and write the name for search after search it is shown the result then choose the actual one if required any edit then we click on edit authority and after editing we save it. For example a book written by Rabindra Nath Tagore, that may be searched by users by different key terms, i.e- Tagore, Rabindranath or Tagore, R N or R. N. Tagore or written in some regional fonts such as Bengali or Hindi etc. are managed by the Authority Control Process (Figure-4).

Figure 4: Process of Search Authority type as personal name

(Open tag editor of 100 field> Open the search box> Write the name on search box > Search > After Search showing the result > Choose)
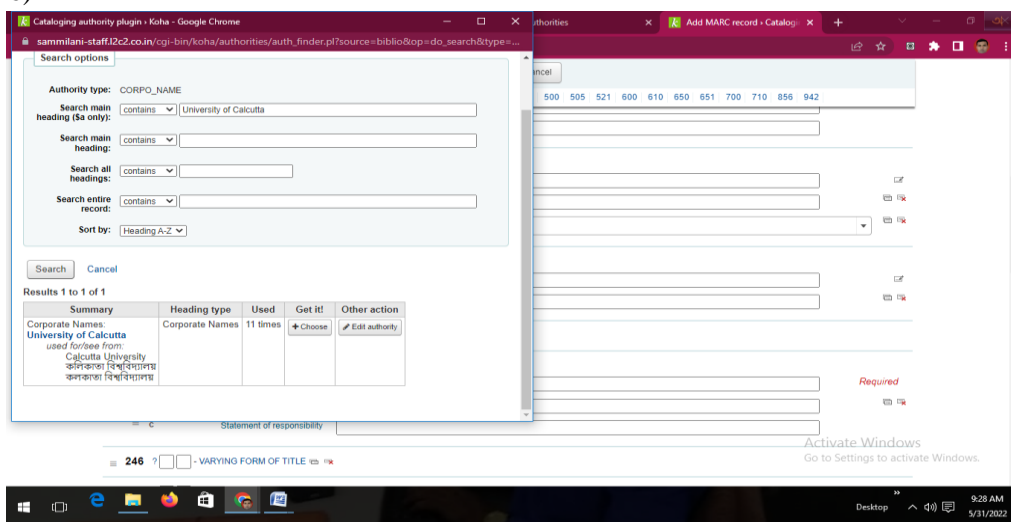
Authority control for Added entry corporate name we go to the tag editor of 110 field then open the new window for create new authority type as corporate name, after fill up the all required fields, then write the name according the MARC format on 110 field for heading- corporate name and in 410 field which is mentioned and repeatable field to see from tracing corporate name where we entry for same corporate name in various way and different language (if required) then save it. (Figure 5).

Figure 5: Steps of Authority control for corporate Name
(Open tag editor (110 field Main Entry –Corporate Name) > Create New Authority> Fill up all required fields> Write the Corporate Name on 110 field> Write another form and another language of corporate name on 410 field (If Required) > Save.)

For search corporate name we go to the tag editor of 110 field and open the search box for authority type corporate name and write the name for search after search it is shown the result then choose the actual one if required any edit then we click on edit authority and after editing we save it. (Figure-6)


Figure 6: Process of search Authority type as corporate name
(Open tag editor of 110 field> Open the search box> Write the name on search box > Search > After Search showing the result > Choose.)
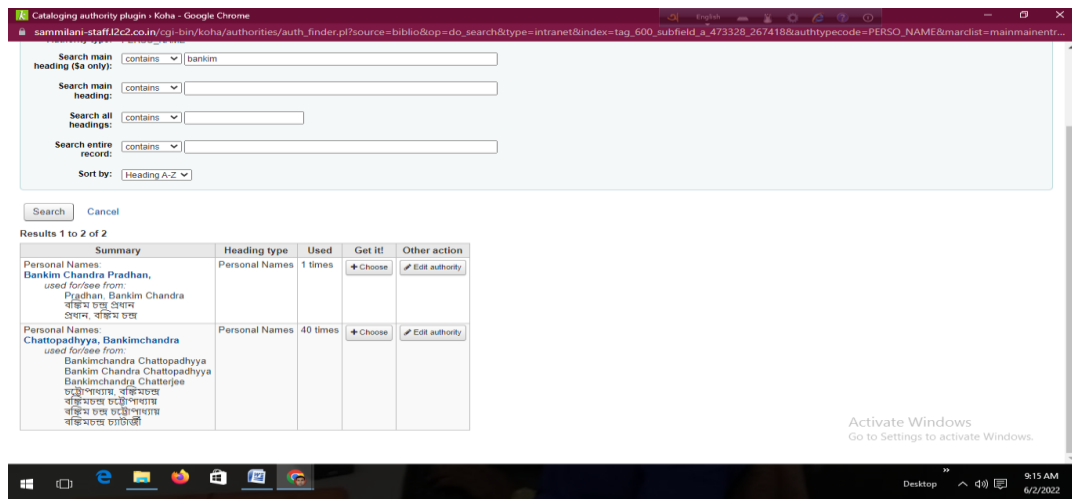
For authority create on Subject Added Entry Personal Name we click on tag editor of 600 then click on create new authority and fill up all required field and then write the personal name on 100 field using rendering if required and you may write many form of personal name for better users

search (if required) write in 100 field then 400 field e.g. See Form Tracing- Personal Name we write another form of the personal name then save it. (Figure-7)
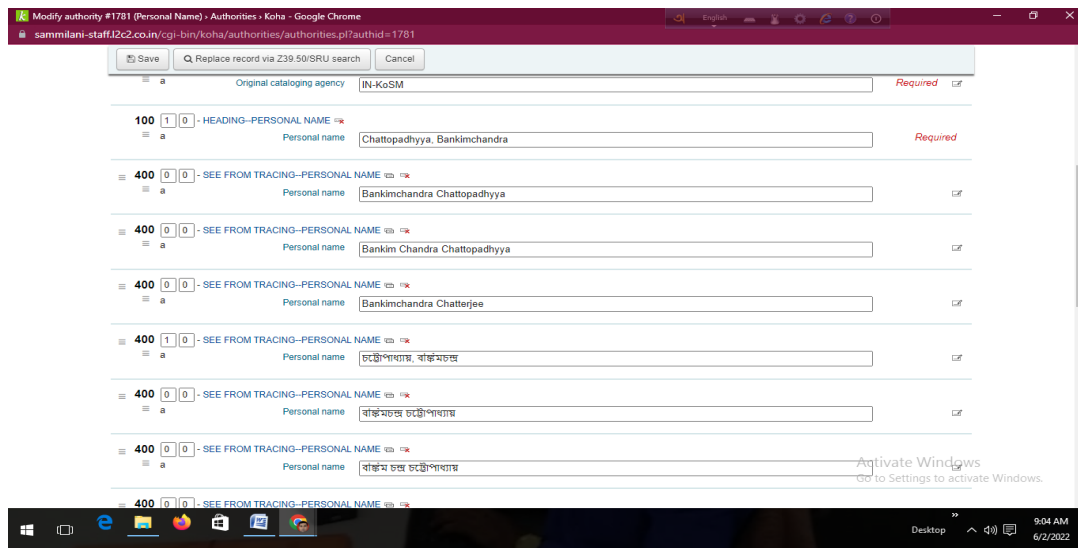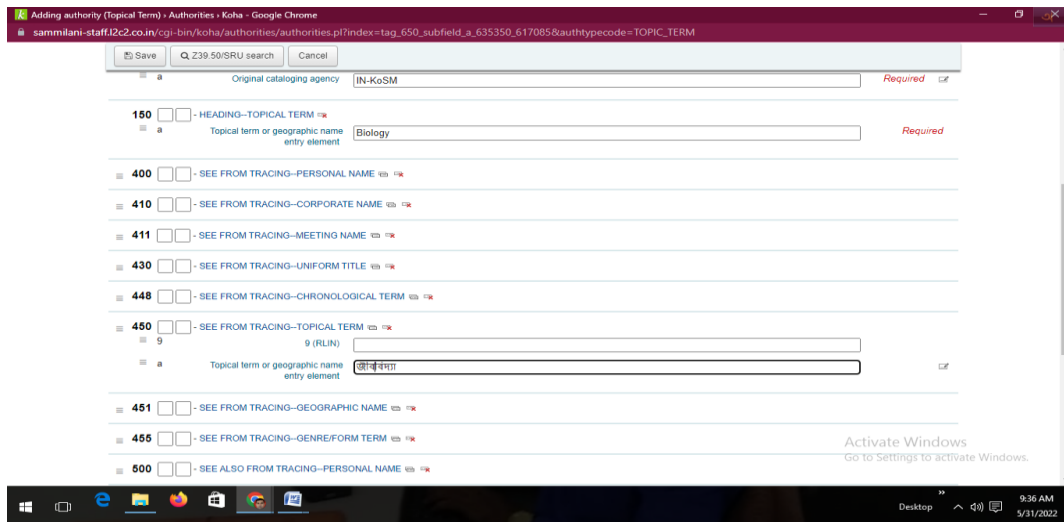

Figure 7: Steps of Authority control for Subject Added Entry-Personal Name
(Open tag editor (600 field Subject Added Entry –Personal Name) > Create New Authority > Write the name > Save.)

For search Authority control for Subject Added Entry-Personal Name we go to the Tag editor (600 field Subject Added Entry –Personal Name) then open the search box and we write the required name for Search, after search showing the result then choose the right one if required any edit then we click on edit authority and after editing we save it. (Figure 8)
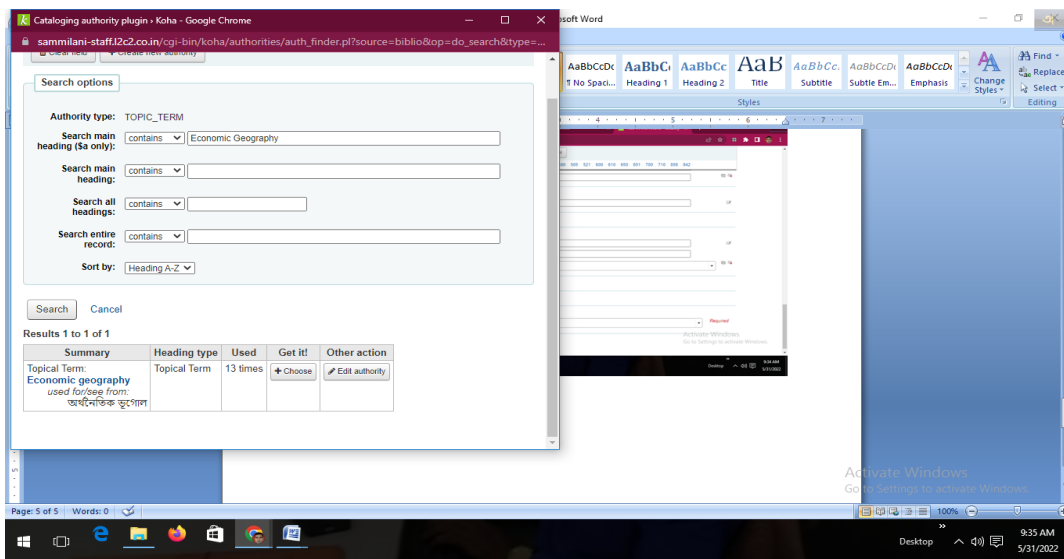

Figure 8: Steps of Authority control for Subject Added Entry- Personal Name
(Open tag editor (600 field Subject Added Entry –Personal Name)> Open the search box> write the required name> Search> after search showing the result> Choose the right one.)

For authority create on Subject Added Entry Topical Term we click on tag editor of 650 then click on create new authority and fill up all required field and then write the topical term on 150 field and we may write many form topical term for better users search (if required) write in 450 field e.g. See Form Tracing- Topical Term then save it. (Figure-9)

Figure 9: Steps of Authority control for Subject Added Entry-Topical Term
(Open tag editor (650 field Subject Added Entry –Topical Term) > Create New Authority > Write the term> Save.)

For search Authority control of Subject Added Entry-Topical Term we go to the Tag editor (650 field Subject Added Entry –Topical Term) then open the search box and we write the required term for Search, after search showing the result then choose the right one if required any edit then we click on edit authority and after editing we save it. (Figure 10).
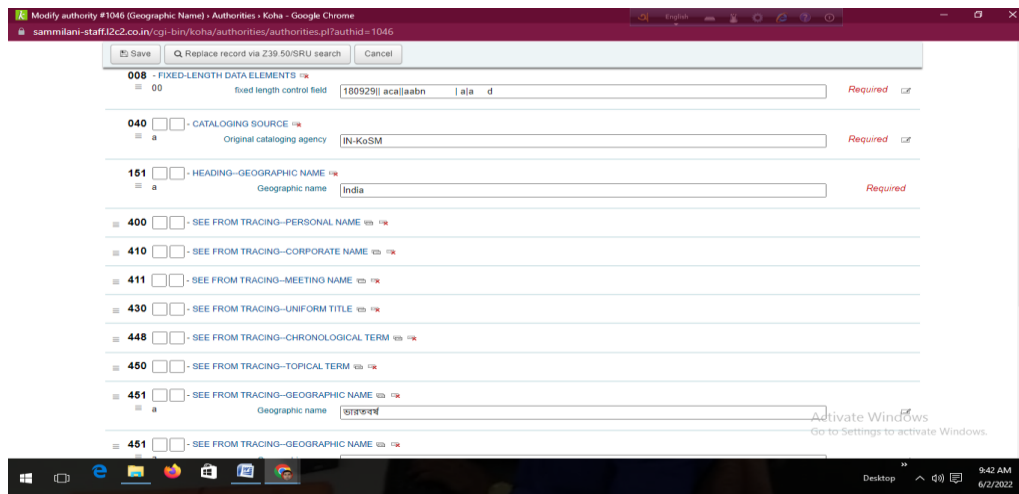

Figure 10: For Search Authority control for Subject Added Entry- Topical Term
(Open tag editor (650 field Subject Added Entry –Topical Term)> Open the search box> write the required term> Search> after search showing the result> Choose the right one.)

When subject added entry required for geographic name we can create authority for geographic name for this reason we go to the tag editor of 651 field which is assigned for subject added entry geographic name , then open a new window for create geographic name and we fill up the all required field then we write the geographic name on 151 filed which is assign for heading-geographic name and if required another many form of geographic name for better users search then

we write on 451 field which is mentioned to see from tracing geographic name this field retable we can write the geographical name in many form then save it. (Figure11).

Figure: 11 Steps of Authority control for Subject Added Entry- Geographical Name
(Open tag editor (651 field Subject Added Entry –Geographic Name) > Create New Authority >
Write the Geographic Name> Save)

For search Authority control of Subject Added Entry-Geographic Name we go to the Tag editor (651 field Subject Added Entry –Geographic Name) then open the search box and we write the required geographic name for Search, after search showing the result then choose the right one. If required any edit then we click on edit authority and after editing we save it. (Figure 12).
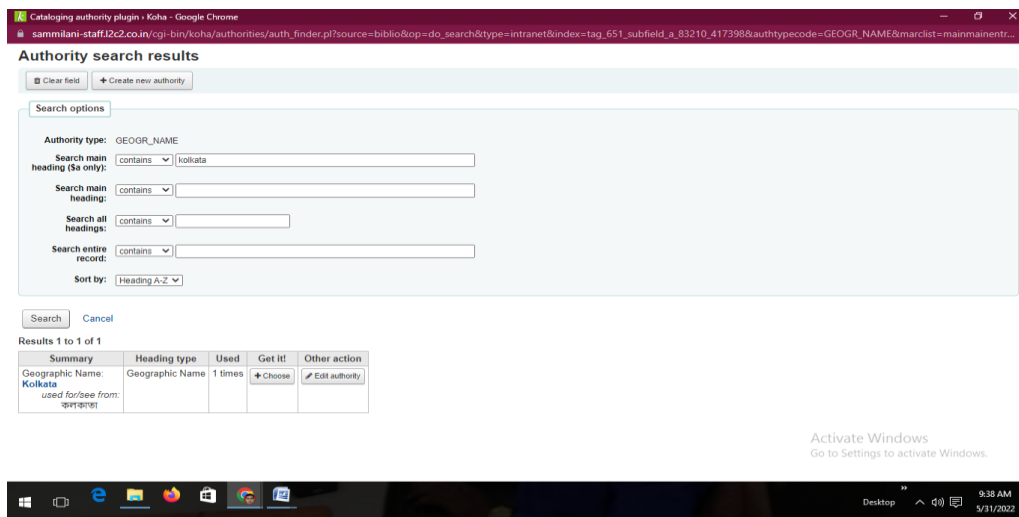

Figure 12: Process of Search Authority control for Subject Added Entry- Geographic Name
(Open tag editor (651 field Subject Added Entry –Geographic Name)> Open the search box> write
the required geographic name> Search> after search showing the result> Choose the right one.)

When added entry- personal name is required for second author, third author, editor, compiler etc. we can create added entry personal name in the field 700, which are specially mention for Added Entry Personal Name for this reason we go to the tag editor of 700 field then open a new window to create personal name and we fill up the all required field then we write the personal name on 100 field using rendering if required and we may write many form of personal name for better users search (if

required) for example in Nag, Subir write in 100 field then 400 field e.g. See From Tracing- Personal Name we write another form and another language of the personal name e.g. Subir Nag etc. then save it. (Figure-13)
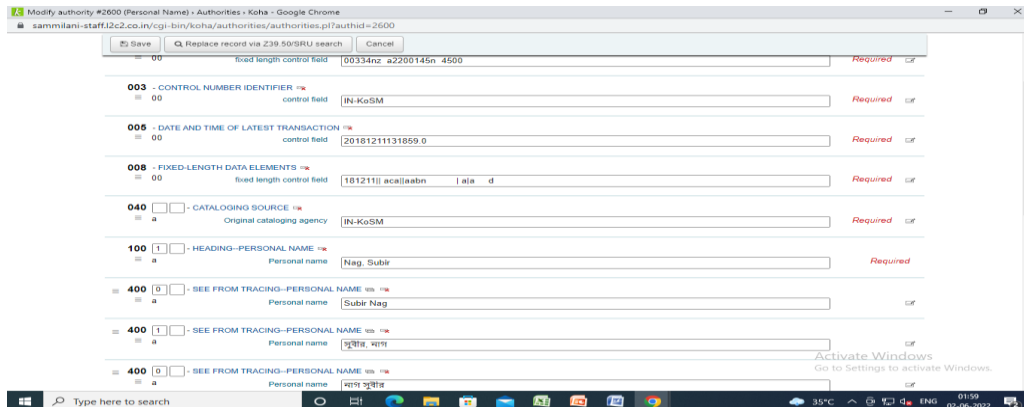
Figure 13: Steps of Authority control for Added Entry Personal Name
(Tag editor 700 field Added Entry–Personal Name > Create New Authority > Write the name on 100 field (Heading Personal Name) using indicator > Write other form and other language (If required) of personal name on 400 field (See from tracing personal name) > Save.)
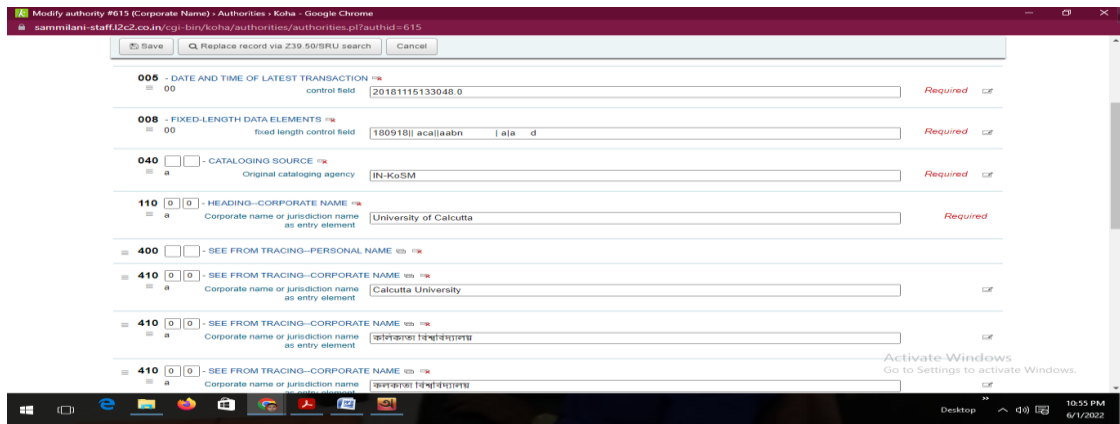
For search added entry personal name we go to the tag editor of 700 field and open the search box for authority type personal name and write the name for search after search it is shown the result then choose the actual one if required any edit then we click on edit authority and after editing we save it. (Figure-14)
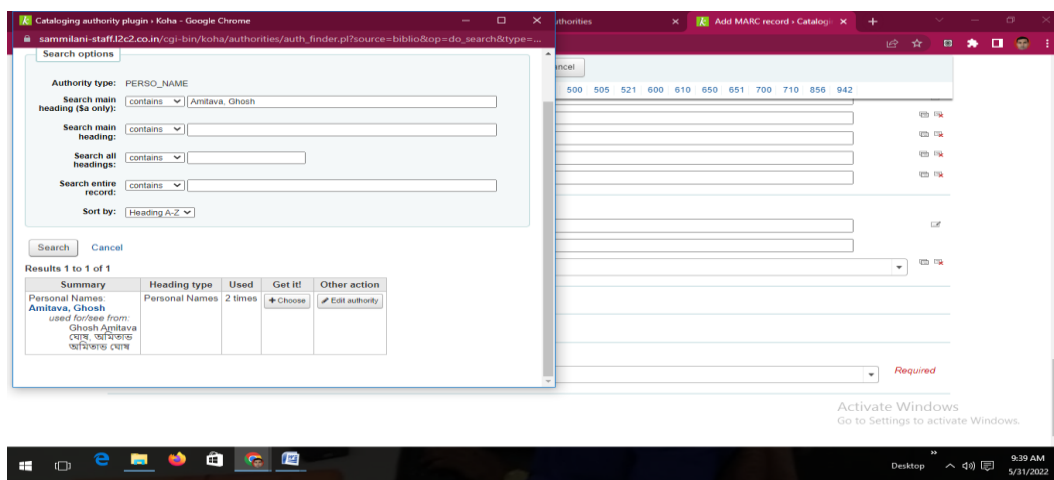
Figure 14: Steps for Search Authority control for Added Entry Personal Name
(Open tag editor (700 field Added Entry-Personal Name) > Open the search box> write the required personal name> Search> after search showing the result> Choose the right one)
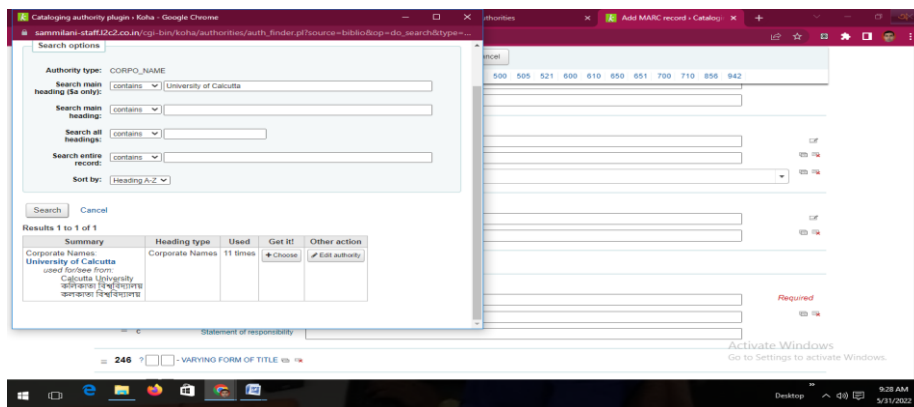
Authority control for Added entry corporate name we go to the tag editor of 710 field then open the new window for create new authority type as corporate name, after fill up the all required fields, then write the name according the MARC format on 110 field for heading- corporate name and in 410 field which is mentioned and repeatable field to see from tracing corporate name where we entry for same corporate name in various way and different language (if required) then save it. (Figure 15)

Figure 15: Steps for Authority control for Added Entry corporate Name

(Open tag editor (710 field Added Entry –Corporate Name) > Create New Authority> Fill up all required fields> Write the Corporate Name on 110 field> Write another form and another language of corporate name on 410 field (If Required) > Save.)

For search corporate name we go to the tag editor of 710 field and open the search box for authority type corporate name and write the name for search after search it is shown the result then choose the actual one if required any edit then we click on edit authority and after editing we save it. (Figure-16)

Figure 16: Process of Search authority type as added entry corporate name

(Open tag editor of 710 field> Open the search box> Write the corporate name on search box > Search > after search showing the result > Choose.)

Conclusion

Every library management software is used for easy, better, and efficient work. Koha is one of the best solutions for these works. Every module of Koha (ILMS) is equally helpful to do every work of a library. In this sense the authority control part is very important to do cataloguing of any document of a library in an easy and correct way. By analyzing the underlying meaning of this paper it is possible to get an idea about the practical application process in Authority Control. Thus, through this study, library professionals will become particularly proficient in cataloguing and will benefit from the application of authority control. Readers will also be able to speed up their research by using keyword authority control and searching for their relevant subject matter.

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