

## Cataloging and Classifying Your Items in the Koha System:

**Shelving Locations** are the broadest way to classify an item in Koha. Who is it for? Children, Teens or Adults?

**Item types** are used to determine circulation rules and policies.

For example, BOOKS, MOVIES and MAGAZINES generally circulate for different periods and have different overdue fines. (See page 3 of this handout for a list of the Item Types.)

**Circulation rules** and **Hold rules** are set by each individual library. However, at this time, **renewal limits** are set globally for the entire Shared Catalog. In other words, YOU determine how long a given item type circulates, and whether or not holds can be placed on it, and by whom, but Koha determines the number of times it can be renewed.

**Collection Codes** and **Call Numbers** are also used to further classify an item. (see page 2 of this handout for a list of the Collection Codes)

### Shelving Location Codes:

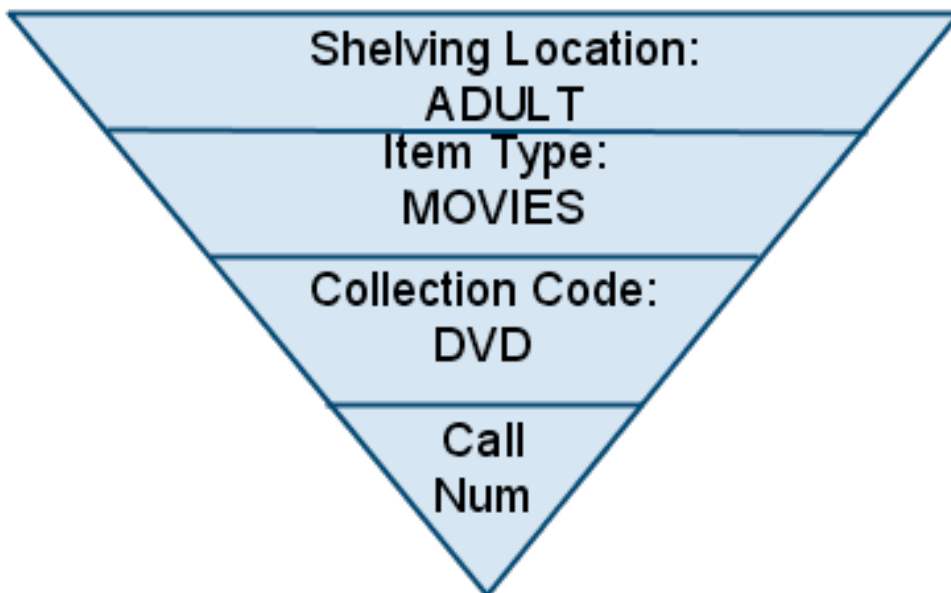
ADULT

CHILDRENS

YOUNGADULT

\*CATALOGING

A Visual Overview of how a feature film on DVD might be cataloged in Koha:



**Collection Description** is what displays in the Koha Collection Code Menu:

8 - Collection code



Collection Code	Collection Description	Notes
BILINGUAL	BILINGUAL	
BIOGRAPHY	BIOGRAPHY	
BLU-RAY	BLU-RAY DISC	
BOARDBK	BOARD BOOK	Kids books with thick pages
BOOKONCASS	BOOK ON CASSETTE	
BOOKONCD	BOOK ON CD	
BOOKONMP	BOOK ON DIGITAL	Playaways, for example; MP3
CAKEPAN	CAKE PAN	
DVD	DVD	
READER	EASY READER	“I Can Read,” chapter books
EDUCATION	EDUCATION	
ERESOURCE	ELECTRONIC RESOURCE	Digital Content; Websites
FICTION	FICTION	
GAMEINST	GAME BOOKLET	Video game instruction guides
GENEALOGY	GENEALOGY	
GRAPHIC	GRAPHIC NOVEL	
HOLIDAY	HOLIDAY	
INSPRATION	INSPIRATIONAL	Christian Fiction
KANSAS	KANSAS	
LARGEPRINT	LARGE PRINT	
MAGAZINE	MAGAZINE	
MAP	MAP	
MUSIC	MUSIC CD	
MYSTERY	MYSTERY	
NEW	NEW	
NONFICTION	NON-FICTION	
DISPLAY	ON DISPLAY	Temporary code for local use
ON-ORDER	ON ORDER (NEW)	
OVERSIZE	OVERSIZE	
PAPERBACK	PAPERBACK	
PARENTING	PARENTING	
EASY	PICTURE BOOK	
PROFCOLL	PROFESSIONAL COLL	
COMPUTER	PUBLIC COMPUTER	
ROMANCE	ROMANCE	
SF-FANT	SF FANTASY	
SOFTWARE	SOFTWARE	
SPANISH	SPANISH	
VHS	VHS	
VIDEOGAME	VIDEOGAME	
WALKIN	WALK-IN COLLECTION	no holds whatsoever allowed
WESTERN	WESTERN	
XXX	(UNCLASSIFIED)	undefined collection code

Koha **Item Type Description** is what displays in the Koha Item Type Menu:

y - Koha item type

KIT OR MULTI-PART SET  +

Koha Item Type Code	Koha Item Type Description	Explanation	Renewals
AUDIOBOOK	AUDIOBOOK	all formats: cassette, CD, MP3	2
BOOK	BOOK	monographs and all children's book formats	2
ILL	BORROWED FROM ANOTHER LIBRARY	for use by local library -- interlibrary loan materials	0
EQUIPMENT	EQUIPMENT	laptops, cameras, digital audio devices, flash memory	0
KITS	KIT OR MULTI-PART SET	multi-part or multimedia sets	1
LOCALHOLD2	LOCAL HOLD BOOK	books only holdable by owning-library patrons	1
LOCALHOLD1	LOCAL HOLD MOVIE	movies only holdable by owning-library patrons	0
LOCALHOLD	LOCAL HOLDS ONLY	items only holdable by owning-library patrons	2
MAGAZINE	MAGAZINE	circulating or non-circulating	2
MEDIACOLL	MEDIA COLLECTION	non-feature video; educational and productivity software; non-game CD-ROM; enhanced books; audio materials (lectures, programs, music)	2
MICROFORM [does not circ]	MICROFICHE & MICROFILM	fiche, film and other machine readable	0
MEDIA	MOVIES	DVD and VHS feature films	2
MUSIC	MUSIC ON CD	music on compact disc, all genres and categories	2
NEWBOOK	NEW BOOK/AUDIOBOOK	new books and audiobooks	0
NEWMEDIA	NEW MOVIES	new feature films on DVD, VHS	0
ONORDER	ON ORDER (NOT YET PUBLISHED)	forthcoming title – not yet published/released	0
COMPUTER	PUBLIC USE COMPUTER	public use computers	0
REFERENCE [does not circ]	REFERENCE MATERIAL	in-library use only	0
GAME	VIDEOGAME	game system cartridges, CD & CD-ROM games	0
WALKIN2	WALK-IN BOOK	non-holdable book for walk-in checkout	1
WALKIN1	WALK-IN MOVIE	non-holdable movie for walk-in checkout	0
WALKIN	WALK-IN ONLY	non-holdable item for walk-in checkout	2
XXX	(UNCLASSIFIED)	no Item Type defined	0

Checkouts are disallowed if fines exceed \$10.00

Holds are disallowed if fines exceed \$10.00

Maximum number of holds allowed = 100

Items retain “on hold” status for 7 days