

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, Fine, Renewal and Hold rules are set by each individual library. You determine how long a given item type circulates, and whether or not holds can be placed on it, and by whom.

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:

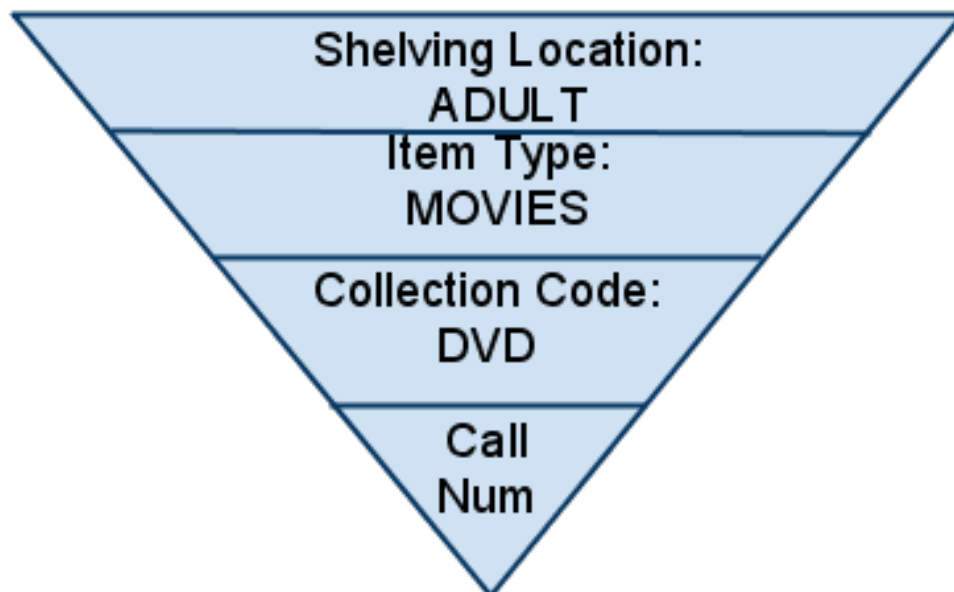
ADULT

CHILDRENS

YOUNGADULT

*CATALOGING

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



Collection 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	New, May 2010
COMPUTER	PUBLIC COMPUTER	
DISPLAY	ON DISPLAY	Temporary code for local use
DVD	DVD	
READER	EASY READER	"I Can Read," chapter books
EDUCATION	EDUCATION	
FICTION	FICTION	
GAMEINST	GAME BOOKLET	
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	
ON-ORDER	ON ORDER (NEW)	
OVERSIZE	OVERSIZE	
PAPERBACK	PAPERBACK	
PARENTING	PARENTING	
PROFCOLL	PROFESSIONAL COLL	
EASY	PICTURE BOOK	
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 Code	Koha Item Type Description	Explanation
AUDIOBOOK	AUDIOBOOK	all formats: cassette, CD, MP3
BOOK	BOOK	monographs and all children's book formats
ILL	BORROWED FROM ANOTHER LIBRARY	for use by local library -- interlibrary loan materials
EQUIPMENT	EQUIPMENT	laptops, cameras, digital audio devices, flash memory
KITS	KIT OR MULTI-PART SET	multi-part or multimedia sets
LOCALHOLD2	LOCAL HOLD BOOK	books only holdable by owning-library patrons
LOCALHOLD1	LOCAL HOLD MOVIE	movies only holdable by owning-library patrons
LOCALHOLD	LOCAL HOLDS ONLY	items only holdable by owning-library patrons
MAGAZINE	MAGAZINE	circulating or non-circulating
MEDIACOLL	MEDIA COLLECTION	non-feature video; educational and productivity software; non-game CD-ROM; enhanced books; audio materials (lectures, programs, music)
MICROFORM [does not circ]	MICROFICHE & MICROFILM	fiche, film and other machine readable
MEDIA	MOVIES	DVD and VHS feature films
MUSIC	MUSIC ON CD	music on compact disc, all genres and categories
NEWBOOK	NEW BOOK/AUDIOBOOK	new books and audiobooks
NEWMEDIA	NEW MOVIES	new feature films on DVD, VHS
ONORDER	ON ORDER (NOT YET PUBLISHED)	forthcoming title – not yet published/released
COMPUTER	PUBLIC ACCESS COMPUTER	public use computers
REFERENCE [does not circ]	REFERENCE MATERIAL	in-library use only
GAME	VIDEOGAME	game system cartridges, CD & CD-ROM games
WALKIN2	WALKIN BOOK	non-holdable book for walk-in checkout
WALKIN1	WALKIN MOVIE	non-holdable movie for walk-in checkout
XXX	(UNCLASSIFIED)	no Item Type defined

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