

STEPS TO IMPLEMENT YOUR KOHA LIBRARY

We are in the process of implementing Koha for your organization and require some essential data to ensure a smooth setup.

Please provide the following information: by completing the data files linked below.

Data Files:

1. Please send this file, duly filled to library@bestbookbuddies.com

The attachments mentioned in the form, are to be attached to mail and not to this file, (Please download the file with this link in your web-browser) :

https://bestbookbuddies.com/files/info_form.doc

2. The data (of Books / Items and Users) can be sent using the required format/s from this zip file (Please download the file from this link and unzip it to extract multiple files and use the ones that you need): https://bestbookbuddies.com/files/excel_data_file_templates.zip

Important Instructions:

1. Download the files from the links provided above;
2. Fill in the required information as per the instructions in the document;
3. Ensure all data is accurate and complete, as this will be used to build your Library;
4. Return the completed files to us by Email to: library@bestbookbuddies.com

This will give us all the information for implementing your library.

If you have any questions or need assistance while filling out the forms, please do not hesitate to reach out.

Thank you for your cooperation.



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E-commerce enabled Social Network for Readers, Authors, Publishers

Corporate Office: H-17, Green Park Extension, N. Delhi 110016, INDIA

Phones: +91-11-4984-9620, +91-98101-20815, +91-98-101-24318, Email: info@bestbookbuddies.com