Koha Glossary of Terms

Authority Record: allow you to control fields in your MARC records, subject headings, personal names and places.

Authorized Values: control dropdown menus in the system

Bibliographic Record: contains the main information related to the material includes things like the title, author, ISBN, etc.

> **Item Record:** attached to bibliographic record and includes information to the physical copy the library has
>
> **Holding:** These items records are sometimes referred to as holdings
>
> **Bibliographic number:** koha specific. Unique identifying number for a bibliographic record.
>
> **Detail view/page view**: search results will display a brief view of the bib record. Clicking on the result list title will display a full view of the record.

Budgets: used for tracking accounting values related to acquisitions

Call Number: shows an item's shelf position

Cardnumber: = Barcode

Cart: temporary holding place for items in the OPAC and/or staff client. The cart is cleared at the end of each session (by closing the browser or logging out)

Check in message: Messagee=Blue, Alert-yellow

Collection Code: define collections and are item level.
- Can display in the OPAC - Bib record
- Can be used to organize the Shelf Browser (other option is location)
- Function in the Advanced Search as a search limit.
- Can also be used to set BranchTransferLimits. The other option for limiting is Item Type
- Display in Course Reserves
- Can easily be accessed for statistics and reporting

Facet: a filtering mechanism on the left hand side of the search results that allows you to narrow down your results by available items, author's, item type etc

Framework: templates for creating new bibliographic records

Fund: A fund is added to a budget. A budget must be defined before a fund can be created.

Hold: commonly referred to as a reserve or request

Issue: (verb) Can mean initial checkout

Item Type: set your circulation policy. Can also serves as a filter in the OPAC, and as an optional advanced search limit. Whether or not an item is loanable can also be controlled at the Item Type level along with a Item specific checkin message.

Lists: allow you to save a collection of content on a specific topic or for a specific purpose

Long Overdue (Lost): Item is checked out to patron, long overdue.

Lost: Item was lost by a patron

Lost and Paid for: item was lost by patron and charged to that patron paid by patron

Missing: Item is missing and library is trying to locate it.

Notice: is a message sent to a patron information them of an overdue, renewal, item due, etc.

Order: an item or group of items to be sent to a vendor or bookseller

      Basket: a holding place for orders that are being sent to a vendor or bookseller

Patron: is a borrower

Reports: present data from the system (example count of new items added to juvenile fiction last month)

      Guided reports: provide lists of data

      Statistics: provide tables of data

Restricted: debarred or blocked

Serials: used for keeping track of journals, newspapers and other items that come on a regular schedule

Shelving Location: indicates a physical location like compact shelving, 1st floor, children's area, or offsite building.
- Can display in the OPAC - Bib record, and function in the Advanced Search as a search limit.
- Advanced search filter
- Used for the Shelf Browser.
- Items in selected shelving locations can be hidden from the OAPC. EX: Staff office
- Limit for Overdue report
- Can display in Course Reserves

Slip: a paper generated by a print machine that includes a summary of material checked out from library

SQL: Structured Query Language that is used to communicate with a database. This is used to build reports.

Subscription: length of time a serial

Tools: do actions and allow you to modify items in the system (example: change new books to fic books)

Vendor: is bookseller or supplier from which you purchase material