MLA Koha Pilot Project 2011: Status Report

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Koha Pilot project initiated by the Maldives Library Association in January 2011, with administrative support from the National Library, aims to assist libraries of the Maldives in materializing automation of library services, thereby improving the overall service provision within and among the libraries . This project is facilitated by the Education Development Centre [Ministry of Education], Maldives National University Library, Maldivian Greenstone Network, and Nepzilla Solutions-Nepal.

Maldives Library Association

National Library

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Table of Contents

List of Tables / Figures

1. Introduction

MLA Koha Pilot Project 2011 was initiated by the Maldives Library Association (MLA) in January 2011 by opening up the consultancy service of MLA for four libraries of the Maldives to join the Association in the pilot phase at no cost to the individual libraries for implementation of Koha ILS software.

The consultancy services includes advice on initial preparation of data entry, assistance in the retrospective data conversion from .csv format to Koha ILS, and advice and assistance on installation and customization of the software for the library's needs.

This project was later endorsed by the National Library of Maldives with commitment of full administrative support in the implementation of the project in its pilot phase as well as in taking it further with additional libraries where funds will permit.

To the initial advertisement made by the MLA on January 29, 2011 the following libraries responded in writing requesting to be part of the project.

1. Baa Atoll School, B. Dharavandhoo
2. Ghaazee School, Hulhumalé
3. Giyaasudheen School, Malé
4. Centre for Higher Secondary Education, Malé
5. Hiriya School, Malé
6. Maldives Polytechnic, Malé
7. Tajudheen School, Malé
8. Dhaalu Atoll Education Centre, Dh. Kudhahuvadhoo
9. Laamu Atoll Education Centre, L. Fonadhoo

With due consideration and deliberation, the MLA Council selected four libraries mainly for their strategic locations, and also for their timely approach to the call for interest.

Through the efforts of the MLA and the National Library to secure funding for the technical components of the project, the Education Development Centre of the Ministry of Education showed interest in digitizing EDC collection as well as their school libraries. As such, an additional eight libraries were selected, for the MLA Koha Pilot Project 2011, by the EDC strategically across the Maldives.

1.1 Objectives of the MLA Koha Project

The general objective of the Project is to assist libraries of the Maldives in materializing automation of library services, thereby improving the overall service provision within and among the libraries.

This Pilot Project of 2011 is an attempt to understand the complexity of this endeavor and to find out efficient solutions to overcome the challenges faced in a non-obligatory setting.

The specific objectives of the Project are:

- To computerize the cataloguing and circulation functions for a better efficiency in providing value added library services
- To develop computerized Online Public Access Catalogue (OPAC) that can be searched by the public from remote terminals.
- To computerize the circulation service of the libraries so that checking in and out, issuing, renewing and holding services can easily and efficiently be handled with sufficient managerial record being generated.
- To lead to the creation of union catalogue of the Maldives Libraries that can facilitate searching of library holding across all the libraries, thereby leading to resource sharing and interlibrary loan systems
- To facilitate the creation of digital library collections accessible through a web portal.

1.2 Key deliverables of the Project 2011

- Computerization of the eleven libraries selected strategically across the Maldives. These include eight libraries selected and sponsored by the Education Development Centre and three[1] libraries selected and sponsored by the Maldives Library Association.
- Training of library and technical staff, from the targeted libraries. The training scheduled for 11-15 September 2011 includes Koha integrated library system and Greenstone Digital Library (GSDL) Software.
- Creation of digital library of the EDC collection. This will facilitate full-text access to resources by the entire Maldivian community. The collection has been held as physical copies at the EDC, located in Male'. Limited or password access will be provided to copyright material, in accordance with copyright clearance.

1.3 Libraries selected for the MLA Koha Pilot Project 2011

1. Aminiya School, Malé *[sponsored by EDC]*
2. Baa Atoll School, B. Dharavandhoo *[sponsored by MLA]*
3. Dhaalu Atoll Education Centre, Dh. Kudahuvadhoo *[sponsored by MLA]*
4. Gaafu Dhaalu Atoll Education Centre, G.Dh. Thinadhoo *[sponsored by EDC]*
5. Gnaviyani Atoll Education Centre, Gn. Fuvah Mulah *[sponsored by EDC]*
6. Hamadh bin Khalifa Al Thaani School, L. Gan *[sponsored by EDC]*
7. Jalaaludheen School, H.Dh. Kulhudhufushi *[sponsored by EDC]*
8. Lhaviyani Atoll Education Centre, Lh. Hinnavaru *[sponsored by EDC]*
9. Maafushi School, K. Maafushi *[sponsored by EDC]*
10. Maldives Polytechnic, Malé *[sponsored by MLA]*
11. Muhibudheen School, S. Hithadhoo *[sponsored by EDC]*

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[1] Four libraries selected in the initial stage. However, due documentation and follow-up activities was not received from one of the libraries.

1.4 Key partners and the Project Team

The project is being carried forward as a team effort by a number of organizations. These include:

- Maldives Library Association (MLA)
- National Library of Maldives (NLM)
- Education Development Centre (EDC), Ministry of Education
- MNU Library, The Maldives National University
- Maldivian Greenstone support Network (MGN)

The Project is coordinated by Aminath Riyaz on behalf of the Maldives Library Association, with administrative support from the National Library of Maldives, financial support from the Education Development Centre, technical assistance from the MNU Library Team, and consultancy and support from Nepzilla Solutions, Nepal.

The key contact persons from the organizations are:

- **Ms. Aminath Riyaz**
  MLA/MNU Library (overall coordination)
  Contact #: 7765181   e-mail: aminathriyaz@gmail.com / info.malias@gmail.com

- **Ms. Fathimath Nashfa**
  MNU Library/MLA (technical support)
  Contact #: 7970089   e-mail: nash.1237@gmail.com / info.malias@gmail.com

- **Ms. Shafeea Shakir**
  NLM (administrative and financial coordination)
  Contact #: 7580874   e-mail: shafeea.shakir@nlm.gov.mv

- **Mr. Ahmed Rasheed**
  NLM (technical support from the NLM)
  Contact #: 7937101   e-mail: ahmed.rasheed@nlm.gov.mv

- **Mr. Adam Shareef**[2]
  EDC (administrative focal point from EDC)
  Contact #:   e-mail: ashareef@edc.edu.mv

- **Mr. Ibrahim Zaki**
  EDC (IT incharge)
  Contact #: 7820723   e-mail:

- **Ms. Fathmath Shiham**
  NLM/MGN (organizational support from NLM/MGN)
  Contact #: 7704220   e-mail: fshiham@nlm.gov.mv

- **Mr. Nitesh Rijal**
  Nepzilla Solutions (expert assistance and support)
  Contact #: +917416642196   e-mail: rijal.it@gmail.com

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[2] The Project was initiated with Ms. Niumaath Shafeeg leading the negotiations from EDC.

2. Status of the Project to-date

2.1 Training on Koha ILS and GSDL

The local technical team of the MLA Koha Pilot Project, **Ms. Fathimath Nashfa and Mr. Ahmed Rasheed**, was among the participants of the Training of Trainers programme on Koha ILS and GSDL software conducted in November 2010 by the Maldivian Greenstone support Network in association with University of Waikato and HealthNet Nepal.

As part of the current MLA Koha Pilot Project, the technical team was given follow-up hands-on training on the installation and setup of server for the necessary technical work required for the setup of Koha databases and GSDL collections. The training was provided by Mr. Nitesh Rijal from Nepzilla Solutions, Nepal during September 6 to 17, 2011.

Staffs from the project libraries were invited to join Koha and GSDL training held in Malé during September 11-15, 2011 [9:00 to 4:00 daily]. The training was hosted at National Centre for Information Technology with a capacity of 25 workstations.

- The training on Koha ILS software was conducted during 11 to 13 September 2011.
- The training on GSDL software was conducted during 14 to 15 September 2011.

2.1.1 Resource persons

The training on both the software was delivered by the technical team:

- Koha ILS software training lead by Mr. Nitesh Rijal,
  assisted by Ms. Fathimath Nashfa & Mr. Ahmed Rasheed

- GSDL software training lead by Ms. Fathimath Nashfa,
  assisted by Mr. Nitesh Rijal & Mr. Ahmed Rasheed.

The training provided the staff of the participating libraries the necessary skills to set up and maintain a database of their library collection in Koha ILS and the creation of a digital library of images, word documents and PDF documents using GSDL software.

2.1.2 Training participants

In addition to the eleven libraries from the MLA Koha Pilot Project 2011, where possible, other interested institutions were given the chance to participate in this training. As such, 25 participants, representing 18 libraries from 10 different islands of the Maldives participated in both the trainings.

Transport to Malé for the participants from the Project Libraries was sponsored by the EDC and MLA respectively for the eight libraries of the EDC Project and three libraries from the initial MLA Project.

The remaining six seats were allocated to six institutions among those who applied for it. The selection was based strategically to cover a variety of libraries.

Other libraries who applied in writing are Mulaku School, Hiriyaa School, Shaviyani Atoll School, & Majeediyya School. Application was also received from two individuals and interest was expressed by other organizations who could not meet the application deadline.

Participants of the 2011 training are as follows:

#	Name	Designation	Institution	Locality
1	Ms. Badhuriyya Ibrahim	Librarian Trainee	Jalaaludheen School	H.Dh Kulhudhufushi
2	Ms. Nadhira Hassan	Librarian Trainee	Jalaaludheen School	H.Dh Kulhudhufushi
3	Mr. Ali Naail	Computer Technician	Lhaviyani Atoll Education Centre	Lh. Hinnavaru
4	Ms. Fathimath Ismail	Assistant Administrative Officer	Lhaviyani Atoll Education Centre	Lh. Hinnavaru
5	Ms. Mariyam Shifaya	Assistant Librarian	Aminiya School	K. Malé
6	Mr. Naaiz Abdulla Jamal	Computer Technician	Aminiya School	K. Malé
7	Ms. Aminath Sukuma	Library Assistant	Maafushi School[3]	K. Maafushi
8	Ms. Aminath Ali	Library Assistant	Hamad bin Khalifa Al Thani School	L. Gan
9	Mr. Hussain Fayaz	Assistant Administrative Officer	Hamad bin Khalifa Al Thani School	L. Gan
10	Mr. Hussain Ali	Assistant Librarian	Gaafu Dhaalu Atoll Education Centre	G.Dh. Thinadhoo
11	Mr. Hussain Muwazzin Adam	Computer Technician	Gaafu Dhaalu Atoll Education Centre	G.Dh. Thinadhoo
12	Ms. Mariyam Abdul Gadir	Library Assistant	Gnaviyani Atoll Education Centre	Gn. Fuvah Mulak
13	Mr. Ibrahim Hisan	Assistant Computer Technician	Gnaviyani Atoll Education Centre	Gn. Fuvah Mulak
14	Ms. Fathmath Mauroof	Librarian Trainee	Muhibbuddin School	S. Hithadhoo
15	Ms. Ismail Safhath	Graduate Teacher	Muhibbuddin School	S. Hithadhoo
16	Mr. Mohamed Shifan	Administrative Officer	Maldives Polytechnic	K. Malé
17	Ms. Shahuzana Mohamed	Assistant Librarian	Baa Atoll School	B. Dharavandhoo
18	Ms. Mariyam Shifa	Librarian Trainee	Dhaalu Atoll Education Centre	Dh. Kudahuvadhoo
19	Ms. Riyaza Mohamed	Assistant Librarian	Dhaalu Atoll Education Centre	Dh. Kudahuvadhoo
20	Ms. Mariyam Shazla	Custom Officer	Maldives Customs Services	K. Malé
21	Ms. Shareefa Ibrahim	Senior Librarian	President's Office	K. Malé
22	Ms. Jannath Abdul Samad	Assistant Librarian	Dharumavantha School	K. Malé
23	Ms. Salwa Kareem	Library Assistant	Villa College	K. Malé
24	Ms. Nasheedha Saeed	Administrative Officer	Male' Health Cooperation	K. Malé
25	Ms. Fathimath Shiham	Deputy Director	National Library	K. Malé
26	Mr. Abdulla Naahee Mohamed	Computer Technician	Department of Heritage[4]	K. Malé

**Table 1: Participants of the training on
Koha ILS software (11-13 September) & GSDL software (14-15 September)**

2.1.3   Training schedule

Training on Koha ILS Software, September 11-13, 2011

Time	Topics	Facilitator
11 September 2011 (Sunday)		
09:00-10:45	• Introduction to the Workshop • Introduction of participants	Aminath Riyaz
	• Cataloguing and different formats of materials • Identifying Bibliographic elements • Practical	Athiyya Shakeel

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[3] Participated only in the Koha ILS software training.
[4] Participated only in the GSDL software training.

10:45-11:00	**Tea/Coffee Break**	
11:00-11:30	• Overview of Koha /　What do I need to get going with Koha? • Koha setup　 / Linux setup	Nitesh Rijal assisted by Fathimath Nashfa & Ahmed Rasheed
11:30-12:00	• Koha administration preference set up 　○　Libraries, branches and groups 　○　Patron types and categories 　○　Currencies and exchange rates 　○　Item types / Authority types • Marc bibliographic framework	
12:00-12:45	**LUNCH BREAK**	
12:45-14:00	• System preferences in Koha 　　Admin, Patrons, OPAC, Staff client, Searching, 　　Circulation, Cataloguing, Acquisition, Authorities	
14:00-15:00	• OPAC 　○　Your account, Lists, Cart/Book bag, Details page, 　○　Holds on OPAC, Customization of OPAC	
15:00-16:00	• Hands on practical for the session	
12 September 2011 (Monday)		
09:00-10:00	• Patrons 　○　Add new patrons, Editing patrons, Patron information • Hands on practical for tool session	Nitesh Rijal assisted by Fathimath Nashfa & Ahmed Rasheed
10:00-10:15	**Tea/Coffee Break**	
10:15-11:00	• Tools 　○　News, Calendar & holidays, Notices, Overdue notices 　　trigger • Hands on practical for tools session 1	
11:00-12:00	• Tools 　○　Label creator 　○　Stage MARC records for import 　○　Export bibliographic records and holdings 　○　Patron import 　○　Upload patron images • Hands on practical for tools session 2	
12:00-12:45	**LUNCH BREAK**	
12:45-14:30	• Circulation 　○　Checking in (Returning)　 / Checking out (Issuing) 　○　Holds / Patron fines / Offline circulation utility • Hands on practical for circulation session	
14:30-16:00	• Cataloging 　○　Adding & Editing records / Adding and deleting items 　○　Biblios / Item field data migration • Hands on practical for circulation session	
13 September 2011 (Tuesday)		
09:00-10:15	• Reports 　○　Report overview 　○　Patron with most checkout 　○　Most circulated item 　○　Patron with no checkouts 　○　Catalog by item types 　○　New report creation 　○　Browsing of existing reports in KOHA site	Nitesh Rijal assisted by Fathimath Nashfa & Ahmed Rasheed
10:15-10:30	**Tea/Coffee Break**	

10:30-12:30	• Custom reports o List of books / List of patrons / Added report generations • Running reports in KOHA • Hands on practice on reports	8
12:00-12:45	**LUNCH BREAK**	

12:45-14:30	• Added features in KOHA
	   o Biblio number search
	   o Biblio number edit
	   o Previous/next result navigation
	   o Previous/next result editing
	   o Adding full-text support
	   o Cronjobs
	      ▪ Rebuilding Zebra
	      ▪ Calculate fines
	      ▪ Send advance overdue notice
	      ▪ Send overdue notice
	      ▪ Process message queue
	• Hands on practical for added features session	

14:30-16:00	• Setting up a trial library (Practical)	

Training on Greenstone Digital Library Software, September 14-15, 2011

Time	Topics	Facilitator
14 September 2011 (Wednesday)		
09:00-10:30	• Introduction to GSDL • GSDL installation	Fathimath Nashfa assisted by Nitesh Rijal & Ahmed Rasheed
10:30-10:45	**Tea/Coffee Break**	
10:45-12:00	• Creating a simple image collection o Section tagging	
12:00-12:45	**LUNCH BREAK**	
12:45-16:00	• Collection of PDF and word collection • Designing the collection	
15 September 2011 (Thursday)		
09:00-10:30	• Scanned images o Section tagging	
10:30-10:45	**Tea/Coffee Break**	
10:45-12:00	• Scanned images o Section tagging	
12:00-12:45	**LUNCH BREAK**	
12:45-16:00	• Exporting collection • Exercise: creating a collection	

<div align="center">Table 2: Training schedule</div>

2.1.4 Training evaluation

For both the training programs, the overall evaluation feedback was very positive for the content as well as the quality of instruction. Most of the participants have requested to have additional days with more practical work. The combined approach of computer technicians and library staff from target libraries proved to be useful. However, some requests were received to include more technical aspects to make the training more engaging for the computer technicians. The additional session on a general overview on cataloguing and MARC prior to the training on Koha ILS proved to be useful as this provided a general background to the technical discussion that followed. It was strongly felt that an overview of

HTML and CSS in future trainings will be useful for the librarians as none of the library staff were familiar with it.

2.1.5 Awarding of certificates

Certificate of participation was awarded to all the training participants. The resource persons were also awarded a letter of appreciation for their support.

The function was held on September 15, 2010 from 16:30-17:30 at the seminar room of Education Development Centre. The function was chaired by the Deputy Minister of Education, Mr. Ibrahim Ismail.

All the participating libraries were provided with a CD by the National Library giving information on general library procedures and policies.

Figure 1: Training participants with the Project organizers

2.2 Setting up of Library Catalogues

With the assistance of the technical support from Nepzilla Solutions and the MLA Project's technical team, by September 20, 2011, individual library databases have been setup in Koha for the project Libraries, at http://202.21.188.125 [Domain http://mvlibraries.org in the process of being created].

The following table outlines the domains and ports for each of the libraries.

	Libraries	OPAC	Staff-Client
1	Maldives Polytechnic	202.21.188.125:7070 http://mpol-opac.mvlibraries.org.mv	202.21.188.125:8080 http://mpol-admin.mvlibraries.org.mv
2	Jalaaludheen School	202.21.188.125:7171 http://jsk-opac.mvlibraries.org.mv	202.21.188.125:8181 http://jsk-admin.mvlibraries.org.mv
3	Baa Atoll School	202.21.188.125:7272 http://bas-opac.mvlibraries.org.mv	202.21.188.125:8282 http://bas-admin.mvlibraries.org.mv
4	Lhaviyani Atoll Education Centre	202.21.188.125:7373 http://lhaec-opac.mvlibraries.org.mv	202.21.188.125:8383 http://lhaec-admin.mvlibraries.org.mv
5	Dhaalu Atoll Education Centre	202.21.188.125:7474 http://daec-opac.mvlibraries.org.mv	202.21.188.125:8484 http://lhaec-admin.mvlibraries.org.mv
6	Hamad bin Khalifa Al Thani School	202.21.188.125:7575 http://hsl-opac.mvlibraries.org.mv	202.21.188.125:8585 http://hsl-admin.mvlibraries.org.mv
7	Gaafu Dhaalu Atoll Education Centre	202.21.188.125:7676 http://gdaec-opac.mvlibraries.org.mv	202.21.188.125:8686 http://gdaec-admin.mvlibraries.org.mv
8	Gnaviyani Atoll Education Centre	202.21.188.125:7777 http://gnaec-opac.mvlibraries.org.mv	202.21.188.125:8787 http://gnaec-admin.mvlibraries.org.mv
9	Muhibbuddin School	202.21.188.125:7878 http://mss-opac.mvlibraries.org.mv	202.21.188.125:8888 http://mss-admin.mvlibraries.org.mv
10	Aminiya School	202.21.188.125:7979 http://asm-opac.mvlibraries.org.mv	202.21.188.125:8989 http://asm-admin.mvlibraries.org.mv
11	Maafushi School	202.21.188.125:7000 http://msk-opac.mvlibraries.org.mv	202.21.188.125:8000 http://msk-admin.mvlibraries.org.mv

Table 3: Ports for individual libraries

For most of the libraries, due to the time constraint, only 50 books have been added at present.

The four libraries selected in the initial phase were given a time frame of April to June 2011 to add brief records of their data in a spreadsheet format with the following fields for data conversion to Koha ILS. The libraries that were added through the EDC project did not have sufficient time for data entry before the planned setup date; hence they were given the choice to add at least 50 records.

- ACC No.
- Section
- Class No.
- Author/Editor

- Author/Editor
- Series
- Edition
- Place of Publication

- Publisher
- Year Pub
- ISBN
- Notes

Except for one library, patron data has not been added at this stage. Muhibbuddin School Library already uses custom made software created in Access and containing Patron data. Therefore these have been migrated to the database setup for them in Koha ILS.

2.2.1   OPAC (open public access catalogue) Interface

The **OPAC** ports can be accessed by anyone. This is the interface used by the user when looking up a book or any other item. This port is accessible by anyone with internet connection
[if you are unable to connect, it might be that the port is blocked by your IT administrator].
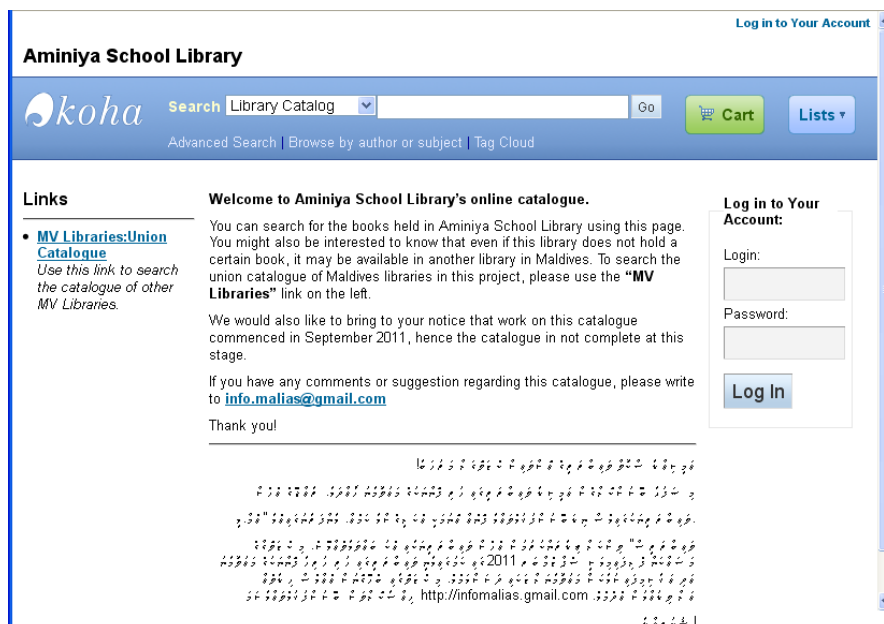
Figure 2: OPAC page for Aminiya School library

2.2.2   Administrative Interface

The **Staff-Client** (administrative) port can be accessed by the individual libraries with the username and password assigned to them. This is the place for data entry (adding catalogue records, creating patrons etc). The Staff-Client interface is also used for circulation (book issue and return).
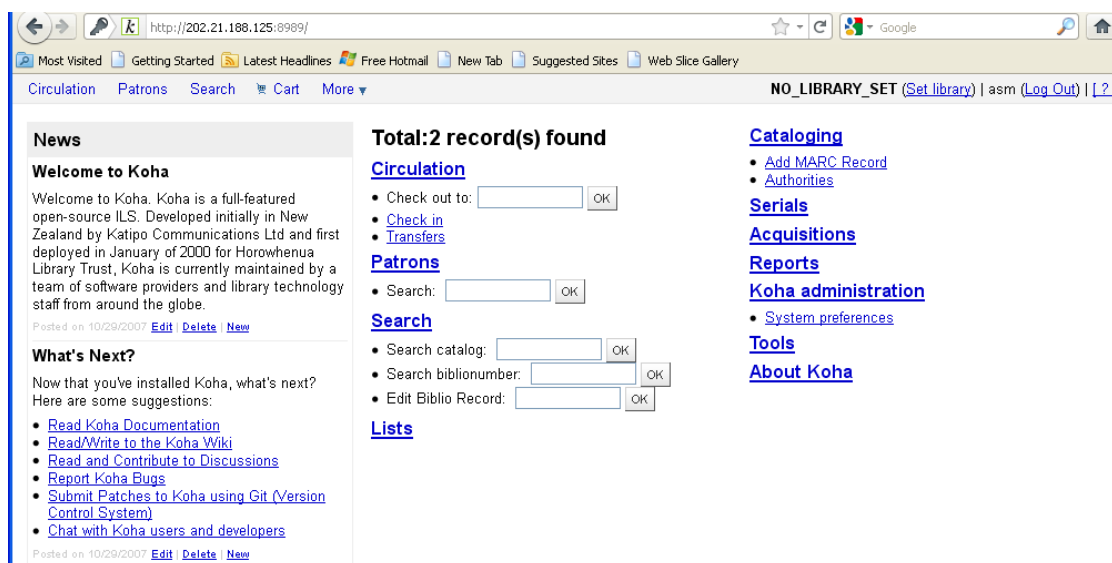

Figure 3: Administrative Interface for Aminiya School Library

2.2.3 Union Catalogue

All the libraries of this project can be searched together as a combined catalogue at http://202.21.188.125/cgi-bin/dbwiz2.pl [http://mvlibraries.org/unioncatalogue/]

This is also called a "federated search".

Figure 4: Federated search page

3. Follow-up tasks for the individual libraries

The catalogue of individual libraries is setup and ready for data entry. The libraries need to follow up with data entry using Staff-Client interface.

1) There are two ways of data entry:
   a. Data migration from an existing set of data (eg, excel spreadsheet, access data table, CDS/ISIS).
   b. Creating fresh records on the system
      i. In creating new records, it is advised that records be imported using z39.50 protocol. Records can be directly imported from reputable sources instead of doing original cataloguing.
      ii. For local material, copy pasting from the MNU Library catalogue is advisable.
2) "Items" need to be added to already imported catalogue records as well as those catalogues being newly created.
3) To activate the circulation function, information about the clients (patrons) need to be added. For this also, data migration is possible. For efficient circulation module activation the catalogue need to be completed [at least with brief records].

4. Tasks for EDC and/or NLM

The utilization of an Integrated Library System necessitates that the libraries make use of computers for service delivery. Along with this, Internet is also indispensable for the catalogues to be interlinked with other libraries.

The following table shows the current status of the libraries in the Project with regard to computers and internet access. The information has been derived from the Project checklists sent by the participating libraries, and complemented with follow up calls to the schools.

	Libraries	Computer availability	Internet access	Focal point[5]
1	Maldives Polytechnic	✓	✓	Mohamed Shifan 7946596 mshifan@gmail.com
2	Jalaaludheen School [EDC PROJECT]	✓	✓ Broadband	Ali Ismail 7833410 Aismail_1@hotmail.com
3	Baa Atoll School	✓	No internet in library	Ibrahim Shafeeq 7754523 baaatollschool@northprovince.gov.mv
4	Lhaviyani Atoll Education Centre [EDC PROJECT]	✓	✘ Will be arranged	Ibrahim Abdulla 7786961 info@lhaec.com
5	Dhaalu Atoll Education Centre	✓	✓ Broadband	Mariyam Shifa 9935086 angelic_shipha@hotmail.com
6	Hamad bin Khalifa Al Thaani School [EDC PROJECT]	✓	✓	Mohamed Shareef 6800012 / 7793094 hamadschool@hotmail.com
7	Gaafu Dhaalu Atoll Education Centre [EDC PROJECT]	✘ Will be arranged	✓	Lamya Abdul Haadhy 6841026/ 7776827 qaec84@gmail.com
8	Gnaviyani Atoll Education Centre [EDC PROJECT]	✓	✓ Broadband	Abdul Azeez Ismail 9723221
9	Muhibbuddin School [EDC PROJECT]	✘ Will be arranged	✓ Broadband	Hassan Zareer 6887030 / 9733037 info@muhibbuddin.edu.mv
10	Aminiya School [EDC PROJECT]	✓	✘	Mariyam Shifaya 9809922 / 3323248 hudhu_lily@yahoo.com
11	Maafushi School [EDC PROJECT]	✘ Will be arranged	✘ Will be arranged	Nasir (Principal) 7788345

Table 4: Status of Computers / Internet at the participating libraries

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[5] The contact person and number as provided in the checklist sent to the libraries.

4.1.1 For the Library automation part of the Digital Library Project
1) Provision of at least one computer in the library.
2) Access to internet access with reasonable speed.

4.1.2 For the creation of full text digital libraries
Provision of soft copies of the necessary documents/books to be added to the EDC Digital Library. What MLA has identified at present are as follows and these will be categorized accordingly:

a. Jamaa'athuge Khabaru
   Freely distributed monthly serial publication from Centre for Continuing Education
b. Maldives Thesis collection
   Thesis written about Maldives and/or written by Maldivians
c. EDC textbook collection
   School texts published by the Education Development Centre
d. EDC teaching/learning material
   Teaching learning material created and promoted by the Educational Development Centre
e. Other local books
   Local publications freely available with no copyright bindings

5. Tasks for Project Technical Team

The technical team will assist the individual libraries in their queries as much as possible. The following tasks will be handled by the technical team.

5.1.1 Koha ILS databases for individual libraries
1) Import patrons
   a. A template will be sent to individual libraries to collect patron data.
   b. The data once received, will be imported to the individual library databases
   c. If the libraries choose to, they can manually add patrons
2) Setting up circulation rules
   a. A template will be sent to individual libraries to determine circulation rules. These include duration of loans, type of loans, member categories, overdue charge calculations, opening hours etc/
   b. Once the data is received, these rules will be set up on the individual library databases.
   c. If the libraries choose to, they can complete the task from their end.
3) Other setting
   a. The requirement for spine labeling need to be determined and setup
   b. Standard reports will be setup by the Project Team. These will be revised/revisited when the need arises. Reports include: items issued by member, Overdue items at a given time, new items added, current members, loaned items, revenue, etc.
4) Adding "items" to the existing cataloguing records
   a. The Project Team will create items for the existing records. Future work will need to be carried out by individual libraries.

5.1.2 Web portal for the digital library project

1) The portal for the digital library of Maldives is being setup on http://mvlibraries.org
2) The web designing of this port will be carried forward and is targeted to be completed before September 24, 2011. The interface will be provided in both English and Dhivehi. The following shows the tentative information to be included in the website.

Welcome to the Maldives Libraries	
You are at the Maldives Digital Library project initiated in 2011 by the Maldives Library Association with support from the National Library of Maldives. The project is technically supported by the Maldives National University Library and Nepzilla Solutions.	

Online Catalogue of MV Libraries
 	
• School Libraries, Ministry of Education
  o [All the 7 libraries (excluding the Polytechnic)]
• School Libraries, Private
• Academic Libraries
  o Polytechnic Library
  o Villa College Library
• Special Libraries
  o IGMH Library
 	
Link on the library name above to visit the individual library catalogue.
To combine all the libraries or a selection of libraries together, visit the Federated Search page at http://202.21.188.125/cgi-bin/dbwiz2.pl
	Digital Library of Maldives
	
	• Faithoora
	  o Password access
	    Possible to add a note under the link to say that
	    "Faithoora is the first digital collection to be created under the Maldives Digital Library project. It was created by the Maldives National University Library as part of the Maldivian Greenstone Network. Open access to the collection is not allowed as copyright clearance to the collection is pending with the authorities".
	• Jamaa athuge Khabaru
	• Thesis written about Maldives / by Maldivians
	  o Thesis written about Maldives / Thesis written by Maldivians
	• EDC textbooks
	• EDC teaching/learning material
	• Other local publications

For comments, suggestions, feedback, or queries, please write to info.malias@gmail.com *Created: September 2011*	

Table 5: Tentative contents of Web Portal for the Digital Library at mvlibraries.org

5.1.3 Creation of Digital Library Collection

1) The project team will create and host the following collection on the server:
   a. Faithoora (limited password access) – as part of MGN initiative with DlnetSA
   b. Jamaa'athuge khabaru
   c. Haveeru Newspaper – as part of MGN initiative with DlnetSA
   d. Maldives Thesis Collection
2) Once digital content for the EDC collection is received, the Project Team will create those collections for hosting on the server.

5.1.4 Setup of Server and backup

1) The server at EDC needs to be setup as the main server with the PC in NLM as the backup. This needs to be done ASAP.

6. Timelines & responsible groups

Tasks	September 2011	October 2011	November 2011	December 2011	January 2012
MVLibraries.org website setup and activation	MLA/ NLM				
Setup server in EDC as the main server with MLA PC as backup	MLA/ NLM				
Catalogue data entry - backlog	Libraries	Libraries	Libraries	Libraries	Libraries
Patron data - backlog	MLA / MNU	MLA / MNU	MLA / MNU		
EDC digital collection - scanning	EDC	EDC	EDC		
EDC teaching/ learning material setup			NLM	NLM	
EDC Thesis collection - setup	MLA / MNU				
Jamaa'athuge Khabaru - setup	MLA / MNU	CCE	CCE	CCE	CCE
Other local books	EDC/ MLA				
Digital Library launching					NLM/EDC

Table 5: Timelines for the Project tasks

7. Conclusion

The Ministry of Education has expressed their wish to launch the Digital Library with the beginning of the new academic year in 2012. The MLA is committed on working to achieve this with the support of the NLM and MNU Library Team.

It is very unlikely to have the catalogue records completely added by this time. However, a large proportion of the work can be completed. This depends on individual libraries delivering on their work.

It is also planned to have follow-up visits to the Project Libraries by the local Project Technical Team for any necessary support. This will largely depend on communication from the participating libraries, the nature of assistance required, and the assistance that can be provided by the institutions to share travel and local hosting expenses.

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NOTE: The domain names highlighted in yellow throughout the document is in the implementation stage. Therefore, they are not active now. By the time the work is completed these URLs also might differ. Any changes will be informed at a later date.