

Preservation workflows management with Koha

Main principles

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For the attention of Koha developers	Sanctioned by Data team leaders
File Koha > Services	Version 2.0

This memo presents the goals related to the digitalization of the processing channels at work in the Preservation and Heritage team, whose specifications were established following several discussions and meetings with the leaders of this team and the Koha team.

This memo is composed of a main part describing in details the existing channels and the target channels the BULAC wants to aim at, and of 4 appendices describing the target channels according to different profiles :

- **Main principles**
- [Appendix 1](#) - Specifications of the 'Admin' needs
- [Appendix 2](#) - Specifications of the 'Users' needs
- [Appendix 3](#) - Specifications of the 'Architecture' needs
- [Appendix 4](#) - Other appendices

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1. Current situation and requirements summary

The outsourced binding process relates first and foremost to the free-access collections subject to intensive handlings (on-site consulting or loans) and to the Inalco PhD dissertations.

The documents may come from:

- the existing collections (from the stacks or in the reading rooms)
- new collections (acquisitions, donations)

Three types of process exist, depending on the type of the document:

- mechanical binding, spread on two batches:
 - monographs (Batch 1)
 - serials (Batch 2)
- lamination and sleeve covering (Batch 3)
- consolidation (Batch 4)

Between 4 to 7 batches are sent to the service provider every month, divided as below:

- 1 mechanical binding batch for cut/glued and seams techniques (monographs)
- 1 sewed mechanical binding batch (monographs)
- 1 consolidation batch
- 1 batch for stiff lamination and sleeve-only covering
- (optional) 1 mechanical binding batch with mixed techniques (serials)
- (optional) 1 PhD dissertations batch
- (optional) 1 return batch to fix the non-compliant documents

Currently, the library staff manages the outsourced process channels through Drive and Calc spreadsheets, linked to Writer mail merge function files.

These tools have been created by the former Preservation team leader to replace an out-of-date binding software.

However, they have many inconveniences for daily use.

On the general organization

- Preservation team have to work on many tools at the same time: 6 different softwares and 15 files:

- DupliCB (software to print a duplicate of the barcode)
- Koha ILS
- CSV file = 1 weekly file including the titrations extraction
- LibreOffice Calc = 6 files for the batches' constitutions and 2 files concerning the return batches and the quality control
- LibreOffice Writer = 6 files to print the documents' individual forms through mail merge function (which generates a new PDF file for each print)
- Google Sheet = 3 files for the entries follow-up, binding titration and templates for serials
- An important work is needed to constitute the batches:
 - extracting the useful information from Koha (authors, title, volume number, etc.)
 - changing the documents statuses
 - cleaning files after each batch has been sent
- Working simultaneously on the same batch is impossible:
 - the mechanical binding batch is divided in two (one batch for cut/glued/seams and one batch for sewed bindings) to enable several staff members to work on the same process at the same time.
- Previewing titration is impossible: decision-making process regarding font size and caesurae is often made difficult
- Managing monographs collections is complex: when an item belonging to a series is processed, checking the reading rooms collections is mandatory to ensure uniform treatment of the items (color, titration, etc.)

On the spreadsheets work

- Using calc spreadsheets for this workflow is very tricky as there are several lines involved. It's difficult to read them without mistakes.
- Overlong spreadsheets (up to 17 columns for monographs mechanical binding) not fit for computer screens
- The homemade drop-down menu is a source of mistakes
- Created in 2013, these tools are difficult to maintain: there are frequent bugs on the mail merge function links, which are amplified with the updates of LibreOffice software or Ubuntu Linux OS; the files created using mail merge function behave differently depending on the computers.

2. Target channels

The integration of the preservation workflows in Koha will be more efficient for:

- the staff already knows the software environment and use it everyday, especially when they are staffed in the reading rooms
- the tools simplification: all the spreadsheets and files used will disappear
- a better overview on the ongoing process: the entire team will know where each document is in the process workflows
- the bibliographical data control: messages will be sent to warn the staff members about the inconsistency in the bibliographic records or items (e.g. wrong location or loan category); the messages will be directly forwarded to the Collections team members, in order to be rapidly fixed, and to ensure a smooth circuit when the documents come back
- the treatment history: Koha will save the information about a document's process so that the collections or the multi-items treatment will be more efficient thanks to the duplication of a previous process
- a simplified budget/fund tracking
- the statistics production: one tool to manage all the data linked to the process will produce rich statistics easily, efficiently and more freely collected to improve the process channels

The plugin architecture may reuse principles and behaviors that already exist in different modules of Koha:

- the 'Acquisitions' module to track the service providers, agreements and batches ('baskets') creation
- the 'Course reserves' module for its ability to modify temporarily some of the items datas
- the 'Notices & slips' menu to send cataloging warning messages and process print forms
- the 'Customized fields' for the configuration of information on the process applied to each document

3. Introduction to the appendices

There are three appendices dealing with the specifications for the plugin according to the needs of three different profiles:

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- [Appendix 1](#) - Specifications for the admin's profile
- [Appendix 2](#) - Specifications for the users' profiles
- [Appendix 3](#) - Specifications for the architecture of the plugin

[The fourth one](#) introduces a few models of the plugin and a glossary, in order to prevent any misinterpretation in the meaning of specific/technical terms.