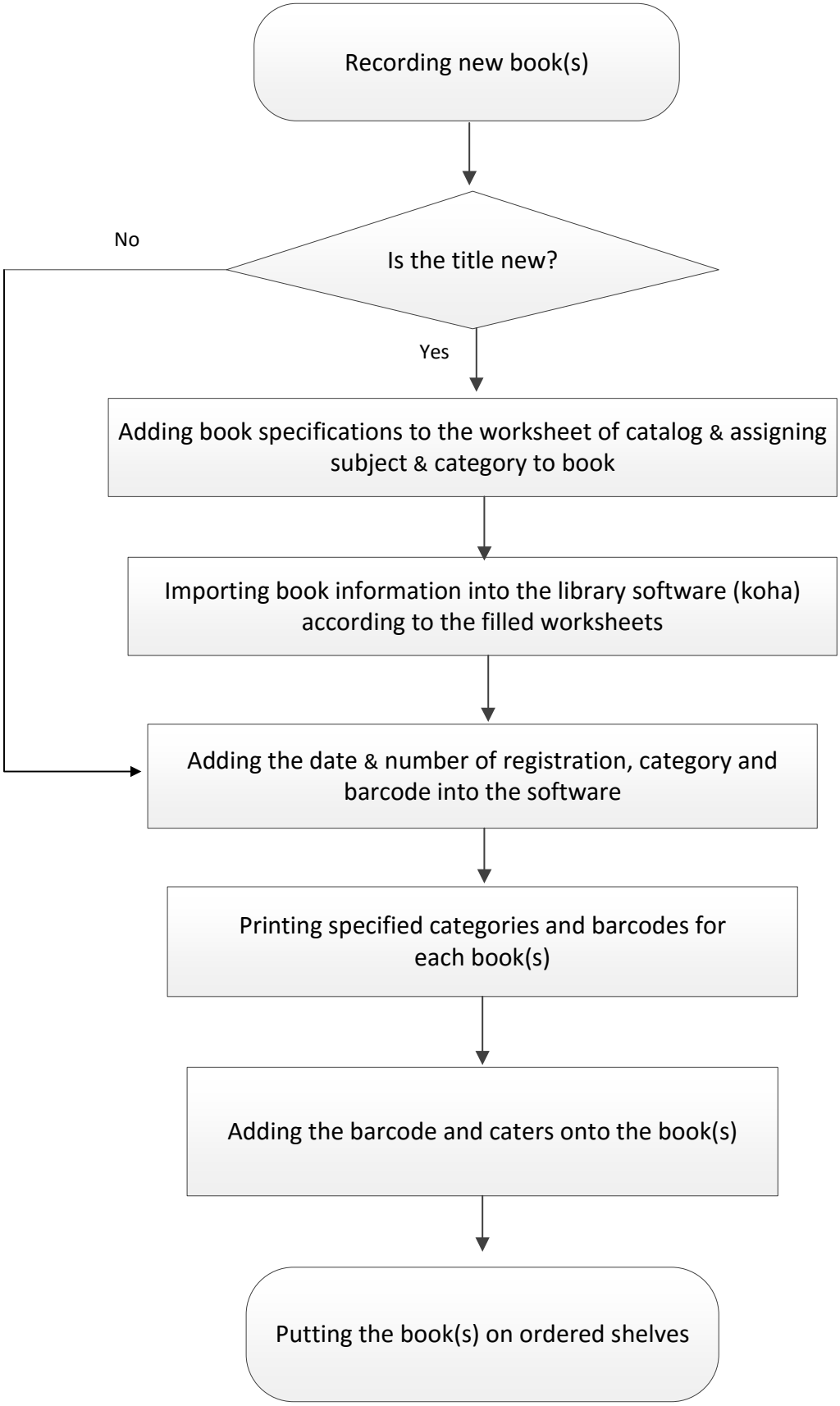
Recording new book(s)
Is the title new?
No
Yes
Adding book specifications to the worksheet of catalog & assigning subject & category to book
Importing book information into the library software (koha) according to the filled worksheets
Adding the date & number of registration, category and barcode into the software
Printing specified categories and barcodes for each book(s)
Adding the barcode and caters onto the book(s)
Putting the book(s) on ordered shelves