



Training Pathways Circulation and Public Services

All courses are self-paced and course completion times vary by learner. Course content may include a training video, documents, practice assignments, and quizzes.

Sierra Essentials | Talent LMS

- **Sierra Navigation**
This class provides an overview of the Sierra software, including navigation, menus, buttons, and modules. Completing Sierra Navigation is a prerequisite for all other Sierra training classes. (Video 9 min.)
- **How to Search Sierra, Parts 1-4**
This series of four videos explains how to search the PrairieCat catalog using Sierra. (Part 1 video 15 min, Part 2 video 21 min, Part 3 video 18 min, Part 4 video 12 min)
- **How to Place Holds, Parts 1-4**
This series of four videos explains how to correctly place holds and identifies common issues with holds. (Videos: Part 1 video 10 min, Part 2 video 18 min, Part 3 video 15 min, Part 4 video 23 min)
- **Vega Discover Basics**
This course is an introduction to Vega Discover, PrairieCat's OPAC (Online Public Access Catalog). Topics include basic and advanced searching, placing holds, saving lists and other patron empowerment features.

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- **Circulation, Class 1: Anatomy of a Patron Record**
This course explains how to navigate and describes the fields in a patron record. (Video 14 min.)
- **Circulation, Class 2: How to Search for Patron Records**
This course shows how to search for patron records. (Video 10 min.)
- **Circulation, Class 3: How to Create and Edit Patron Records**
This course demonstrates how to create and edit patron records. (Video 32 min.)
- **Circulation, Class 4: How to Copy Patron Records**
This course demonstrates how to copy patron records. (Video 6 min.)
- **Circulation, Class 5: How to Check Out and Renew Materials**
This video demonstrates how to check out and renew materials. (Video 12 min.)



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- **Circulation, Class 6: How to Work with Fine**
This class demonstrates how to calculate fines owed, pay and waive fines, create manual charges, and how to reinstate fines. (Video 12 min.)
- **Circulation, Class 7: How to check In Materials**
This class explains how to check in materials and fulfill holds properly. (Video 15 min.)

Check the TalentLMS course catalog for additional courses including Quick Tips and Advanced Courses.