Circulation Reminders
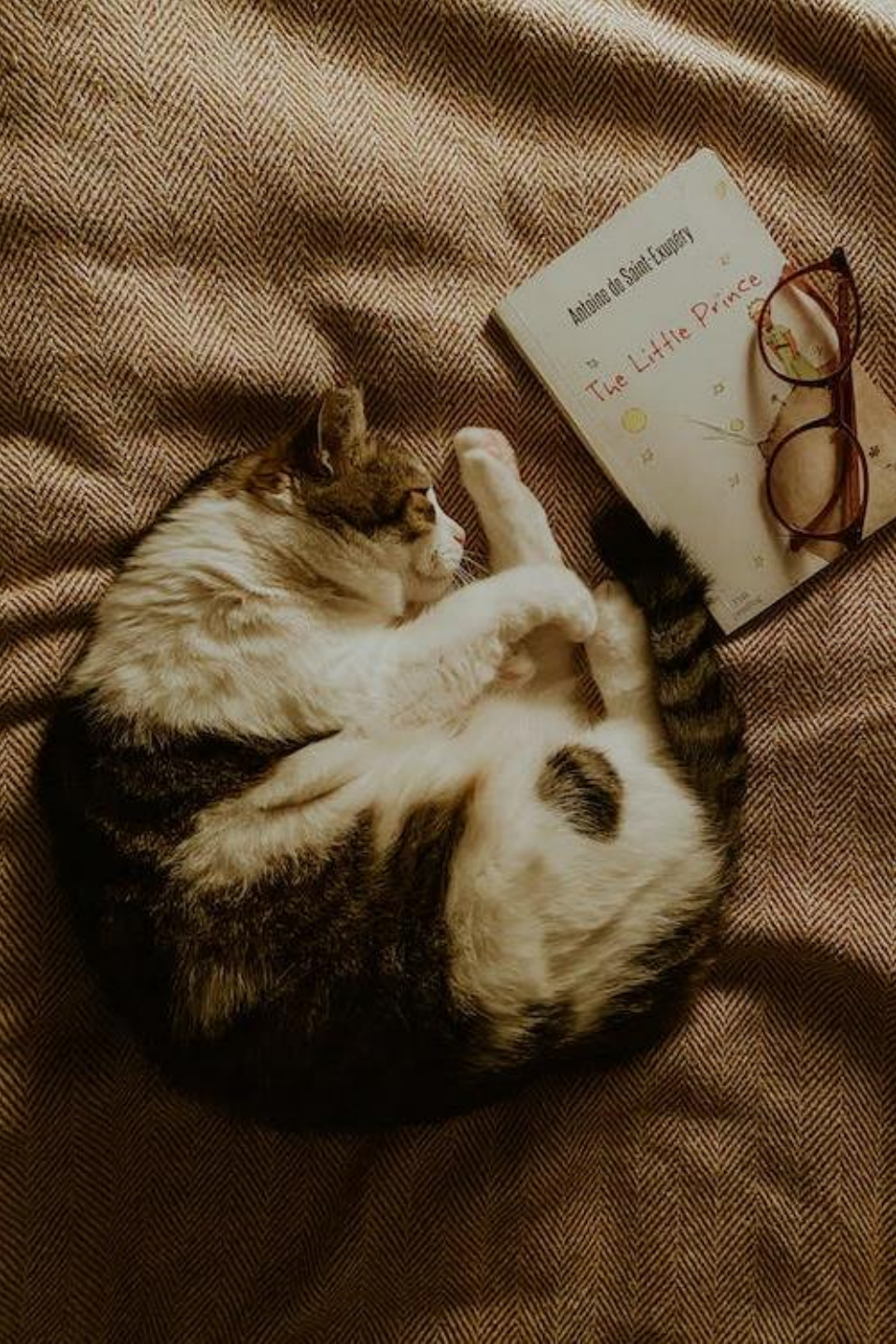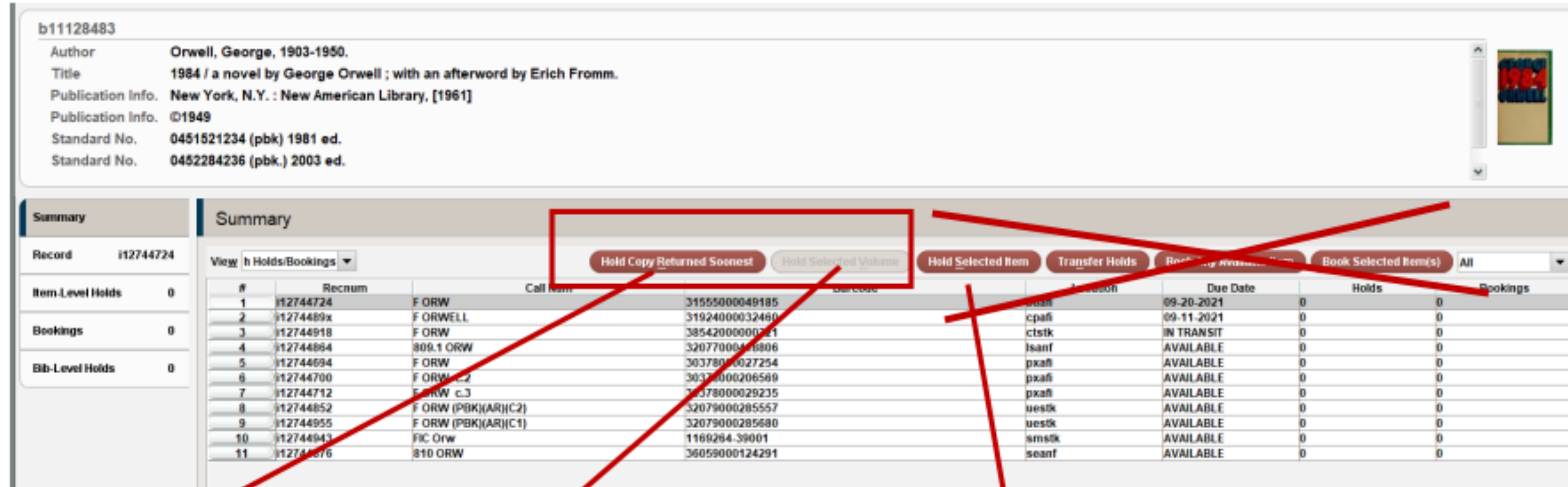
Holds Tips

Handy tips document
available here:

https://support.prairiecat.info/documentation/policies-procedures-documentation-sierra-essentials-holds-0

Or, search for holds tips on support site!

PrairieCat   Tips for Placing Holds

Placing holds in Sierra may seem straight forward, but there are several things you need to know to place them properly!

When placing holds for patrons or for your personal use, only use one of the first 2 options to place the hold:

Hold Copy Returned Soonest places a Bib-Level Hold so that any available item on the record can fill the hold.

Hold Selected Volume places a Volume-Level Hold so that any available item linked to that volume can fill the hold.

Hold Selected Item places an Item-Level Hold so only that specific item can fill the hold. This is intended for Technical Services use, for example, the item needs to have a new call number assigned and new spine label applied, but the item is currently checked out. An item level hold is placed so when the book is returned, it will be routed to Technical Services.

ITEM-LEVEL HOLDS ARE NEVER PAGED! If you place a hold with this option for a patron or a staff member, you have just placed a hold that will never be filled!

Old Billed Items

Items are billed when they are:

- 21 or 28 days overdue (fine free libraries only)

- 44 days overdue

- Billed items remain in the catalog and on the patron's record for 1 year.

- A monthly report lists items with due dates of 1 year ago and libraries have that month to check their shelves for those items

- Items are withdrawn the following month from the catalog, but the bill remains on the patron's record

Old Billed Items

- If an item is found, check it in. The item's status changes to available and the bill is removed from the patron's record. If applicable, an overdue fine is assessed.

- If the item is not found, DO NOTHING!

- DO NOT mark the item for discard/withdrawal.

- DO NOT mark the item missing or lost or any other status.

- Items that have their status changed error out of the delete process.

Old Billed Items Historical Report

- This report is available on the support site, always in the current month only.

- Is a compilation of past reports. The current timeframe is Items Due January 2021 – September 2022. Is updated each month to include the most recent month.

PrairieCat Email Account

- Per PrairieCat policy, each library is responsible for processing 1 paging list each day the library is open
- If your school has multiple locations, each location has its own email account with its own paging list
- The email account is also used for direct library-to-library communication and direct PrairieCat staff-to-library communication
- You will also receive notices in your email account

PrairieCat
Email Account

- Bills are sent to the owning library. If your item is borrowed by a patron from another PrairieCat library and the item is not returned, the bill is sent to you. You are responsible for printing and mailing those notices!

- Documentation for other notifications you may receive in the account is available here:

https://support.prairiecat.info/documentation/policies-procedures-documentation-circulation-prairiecat-email-address

PrairieCat Statistics

- Monthly statistical reports are available on the PrairieCat support site (you will need to login):

https://support.prairiecat.info/statistics-reports

○ Or, at the home page, click on Quick Links: Statistics/Reports at the bottom

School Checklist

- The opening/closing checklist is available on the PrairieCat support site (you will need to login):

https://support.prairiecat.info/sites/default/files/paragraph-page-files/2023%20School%20Year%20Checklist.pdf

Questions?

- Contact Melissa Landis @ melissa.landis@prairiecat.org