



Back to School Session  
PrairieCat Update  
**September 9, 2025**

# Welcome and Introductions

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Please introduce yourself

- ☐ Your name
- ☐ Your school library's name
- ☐ Is your library a Union List or Circulating member of PrairieCat?
- ☐ How long have you been working at the school library?

# Agenda

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2:00 – 2:30 PM | PrairieCat Updates | Liz

2:30 – 3:00 PM | Searching Tips | Melissa

3:00 – 3:30 PM | RAILS Services for School Libraries | Jessica

Session Slides and Resources on the event detail page:

<https://support.prairiecat.info/events/prairiecat-back-school-session-2025-09-09>

# Upcoming Events

## PrairieCat Events

Fri, Sept 26, 2025 | PUG Day | [Bend XPO in East Moline](#)

Tues, Dec 9, 2025 | New Directors Welcome | [Zoom](#)

## RAILS Events

Weds, Sept 10, 2025 | RAILS Member Update | [Zoom](#)

Tues, Sept 16, 2025 | Comics Plus for K–12 Libraries: Level Up Literacy | [Zoom](#)

## Statewide Events

Wed, Sept 17, 2025 | Illinois School Library Workers Symposium | [Registration Closed](#)

[October 5–7](#) | AISLE Conference | iHotel Convention Center, Champaign

# Member Events | PUG Day 2025

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**Friday, September 26, 2025**  
**Bend XPO | East Moline, IL**

Registration closes September 12, 2025

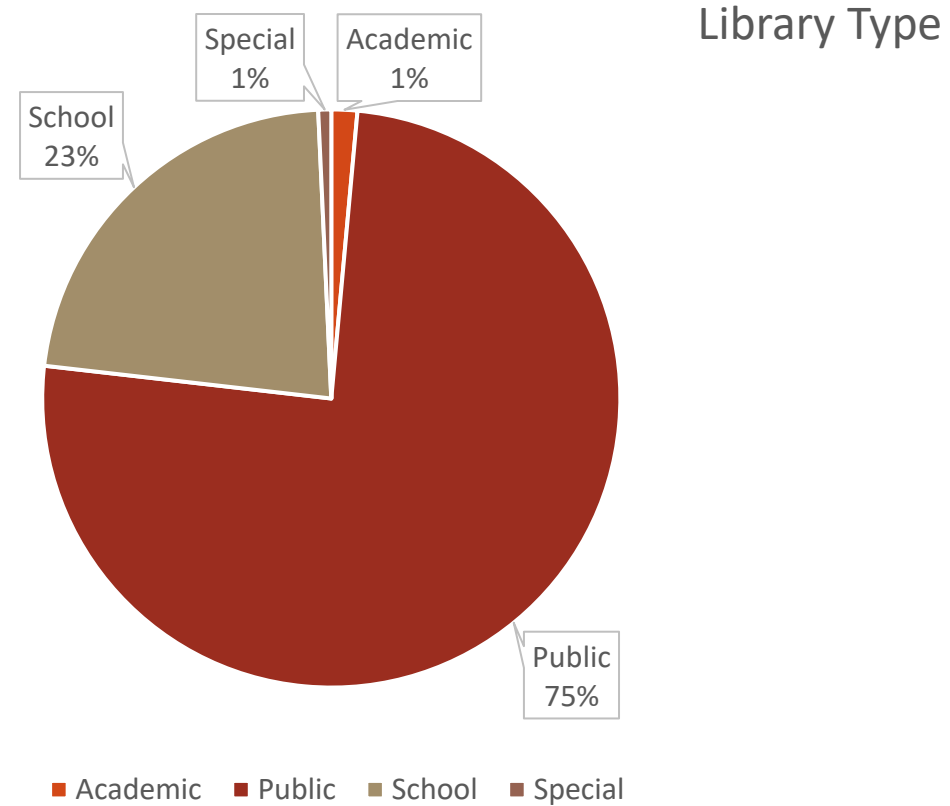
[Program details on PUG Day site](#)

# 138 MEMBER LIBRARIES

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## By Library Type

- 104 public libraries
- 31 school agencies
- 2 academic libraries
- 1 special library



# 138 MEMBER LIBRARIES

## By Membership Level

### 82 Fully Participating

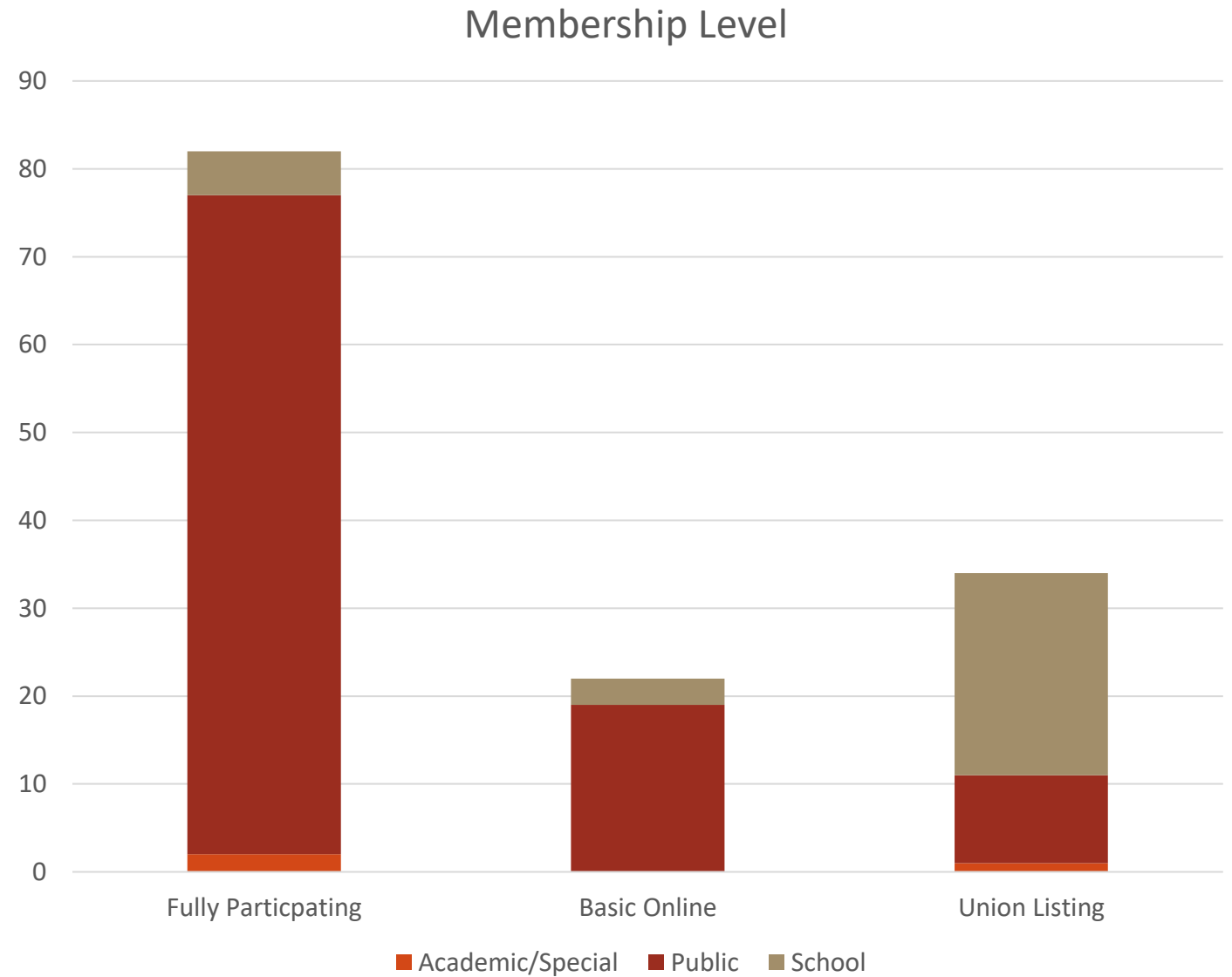
- 2 academic libraries
- 75 public libraries
- 5 school agencies

### 22 Basic Online

- 19 public libraries
- 3 school agencies

### 34 Union Listing

- 10 public libraries
- 23 school agencies
- 1 special library



# Delegates Assembly Meetings | FY26

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Wednesday, July 30, 2025 | Multiple Sites

Wednesday, October 29, 2025 | Multiple Sites

Wednesday, January 28, 2026 | Multiple Sites

Wednesday, April 29, 2026 | Senica's Oak Ridge Golf Club (Luncheon)

Meetings sites include: New Lenox Public Library District, Freeport Public Library, Princeton Public Library, RAILS Coal Valley Videoconference Room

**Circulating Libraries and 4 Union List Reps**

[Meetings listed on PrairieCat website.](#)

Update alternates as needed by contacting Chelsey Knippel [chelsey.knippel@prairiecat.org](mailto:chelsey.knippel@prairiecat.org).



# Compliance Reminder

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## **Responsibilities of All Member Libraries**

- Complying with PrairieCat policies and procedures as detailed in the IGA, Bylaws, General Policy Manual, Circulation Policies and Procedures Manual, and Technical Services Policies and Procedures Manual
- Twice a year, Administrative Council reviews member compliance report regarding:
  - OCLC membership**
  - Adding items to PrairieCat**
  - Lending materials on PrairieCat**
  - Item Entry Certification**

## News

[Mailing Lists](#)

▸ [PrairieCat eNewsletter](#)

## eNewsletter Archive

Read recent issues of the [PrairieCat eNewsletter](#).

## Subscribe to PrairieCat eNewsletter

Email Address \*

First Name \*

Last Name \*

Library Affiliation

Position

# PrairieCat eNewsletter

[Sign up for the monthly eNewsletter](#)

From the website – [News > PrairieCat eNewsletter](#)

# Call for Volunteers | Member Sharing

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## Delegates Assembly

- ☐ 10-15 minute presentation
- ☐ Topics could include special projects, challenges, or initiatives at your library
- ☐ Contact PrairieCat to volunteer

## PrairieCat eNewsletter

- ☐ Member Spotlight
- ☐ Short profile about your library



[Help](#) [L2 Calendar](#) [Log out](#)

[Members](#) [News](#) [Events & Meetings](#) [Services](#) [Training](#) [Resources](#) [About](#) [Staff Intranet](#)

Quick System Status: Sierra Vega Discover eCommerce



### Help Desk



PrairieCat staff are available to assist employees of member libraries.

Phone: (877) 542-7257

[Contact Help Desk](#)

### News

#### PrairieCat Closed Sept 2

PrairieCat will be closed on Monday, Sept. 2nd in observance of Labor Day. No phone or

### Calendar

#### Canceled: PrairieCat Administrative Council Meeting

Fri, Sep 6 2024, 10:30am - 12pm

### Members

PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing

# PrairieCat Website

[SUPPORT.PRAIRIECAT.INFO](https://support.prairiecat.info)

# Member Forums Now Available

- ❑ Peer-to-peer discussions
- ❑ Library related topics
- ❑ Log in to view and post
- ❑ Can subscribe to topics
- ❑ Please share with staff

[support.prairiecat.info/members/forums](https://support.prairiecat.info/members/forums)

## Members

Member Directory

Membership Information

Committees & User Groups

Site Visit Request

► Member Forums

## Member Forums

Forums are a place where PrairieCat members can discuss topics of interest within our consortium community. We encourage you to create forum topics for discussions and information sharing. Share your expertise and ask your fellow PrairieCat members for advice.

Forums are intended for peer-to-peer discussions around library service and PrairieCat related topics. Members must be logged in to view and post comments. Receive email notifications by clicking the Subscribe slider at the top of each forum page. Subscribe to a main forum category to be emailed when a new sub-topic is created. Subscribe to specific sub-topics to be notified of new comments.

To create a forum topic, select the appropriate category and select **Add a Forum Topic**.

Review the [Forum Policy](#) before participating.

### Search

Apply

Forum	Topics	Comments	Latest
<b>Adult Programming and Services</b> A forum to discussion adult programming and services.	0	0	
<b>Cataloging and Technical Services</b> A forum for cataloging and technical services topics.	0	0	
<b>Children's Programming and Services</b> A forum to discuss all things related to children's programming - tips, recommendations, any issues, etc.	0	0	

# PrairieCat Help Desk

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When to Call | Critical issue | 877.542.7257

Addressed during business hours and after hours on-call support

- ☐ A service is down (Sierra, Ecommerce, Vega Discover etc.)
- ☐ Circulation is impacted
- ☐ Unable to perform key job functions

When to Open a Ticket | Standard issue | Submit a help desk ticket

Addressed during business hours

- ☐ Questions and troubleshooting
- ☐ Report issue
- ☐ System changes (for example, IP address changes)
- ☐ Integrating new services
- ☐ Report request

[support.prairiecat.info/help](https://support.prairiecat.info/help)

# Ticket Portal

- Submit and Track tickets here
  - Can also submit tickets through the Forms page on the support site
  - Access this by going to the direct website or the Support Site and selecting Help Desk



Support Center Home



Open a New Ticket



Check Ticket Status

## Welcome to the Support Center

In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.


Open a New Ticket

Check Ticket Status

[helpdesk.prairiecat.info](https://helpdesk.prairiecat.info)

# Submitting a Ticket

- Submit your details
  - Including Phone number
- Choose your Help Topic
  - Associated Team will be notified
- Select your Library
  - Start typing the Library name to pull it up
- Fill out your issue
  - Please include as much detail as possible including examples, record numbers, patron barcode etc.



# PrairieCat

[Support Center Home](#) [Open a New Ticket](#) [Check Ticket Status](#)

## Open a New Ticket

Please fill in the form below to open a new ticket.

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### Contact Information

**Email Address \***

**Full Name \***

**Phone Number \***  
 Ext:

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**Help Topic**  
Logins \*

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### Ticket Details

Please Describe Your Issue

**Library \***  
— Select —

**Issue Summary \***

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Details on the reason(s) for opening the ticket.

Drop files here or [choose them](#)

**Priority Level:**  
— Select —

**Patron Barcode or ID:**

**Item Barcode or ID:**

**Bibliographic ID:**

**OCLC #:**





Support Center Home



Open a New Ticket



Check Ticket Status



Support ticket request created

Elizabeth Smith,

Thank you for contacting us.

A support ticket request has been created and a representative will be getting back to you shortly if necessary.

Support Team

Support Ticket Opened [#594503]



PrairieCat Support <help@prairiecat.info>  
To Elizabeth Smith

**Hello Elizabeth,**

A request for support has been created and assigned #594503 - Test - Disregard. A representative will follow-up with you as soon as possible. You can [view this ticket's progress online](#).



*If you wish to provide additional comments or information regarding the issue, please reply to this email or [view your ticket's progress online](#).*


# Email Confirmation with Ticket Number


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# Checking Ticket Status

- You can check by clicking the link in the new ticket notice email
- You can also click the Check Ticket Status button and enter your email and ticket number
- Either option will bring you to the history of the ticket and you can also respond from there



 [Support Center Home](#)

 [Open a New Ticket](#)

 [Check Ticket Status](#)

## Check Ticket Status

Please provide your email address and a ticket number. An access link will be emailed to you.

Email Address:

Ticket Number:

[Email Access Link](#)



If this is your first time contacting us or you've lost the ticket number, please [open a new ticket](#)

# RESPOND DIRECTLY IN EMAIL

Re: Test - Disregard [#594503]

 PrairieCat Support <help@prairiecat.info>  
To: Elizabeth Smith

Hello Elizabeth,

This ticket will be closed, please only respond if you need further assistance with this issue.


Thank You

Elizabeth Smith  
Training and Outreach Coordinator  
PrairieCat  
Phone: 877.542.7257 x6019  
[elizabeth.smith@prairiecat.org](mailto:elizabeth.smith@prairiecat.org)  
<https://support.prairiecat.info>



We hope this response has sufficiently answered your questions. If not, please do not send another email. Instead, reply to this email or [view your ticket](#)

# RESPOND VIA TICKET THREAD IN HELP DESK



[Support Center Home](#) [Open a New Ticket](#) [View Ticket Thread](#)

Test - Disregard #594503

[Print](#) [Edit](#)

Basic Ticket Information		User Information	
Ticket Status:	Closed	Name:	Elizabeth Smith
Department:	Vega Discovery	Email:	elizabeth.smith@prairiecat.org
Create Date:	9/8/23 10:52 AM	Phone:	

**Ticket Details**

Library: Alleman High School

Elizabeth Smith posted 9/8/23 10:52 AM

Test Ticket Details Summary

Created by Elizabeth Smith 9/8/23 10:52 AM

Closed by Elizabeth Smith with status of Closed 9/8/23 11:03 AM

Elizabeth Smith posted 9/8/23 11:04 AM

Test - reopen ticket

Reopened by elizabeth.smith@prairiecat.org 9/8/23 11:04 AM

Elizabeth Smith posted 9/8/23 11:06 AM

Responding to ticket from help desk.

Elizabeth Smith posted 9/8/23 11:08 AM

This ticket will be closed, please only respond if you need further assistance with this issue.

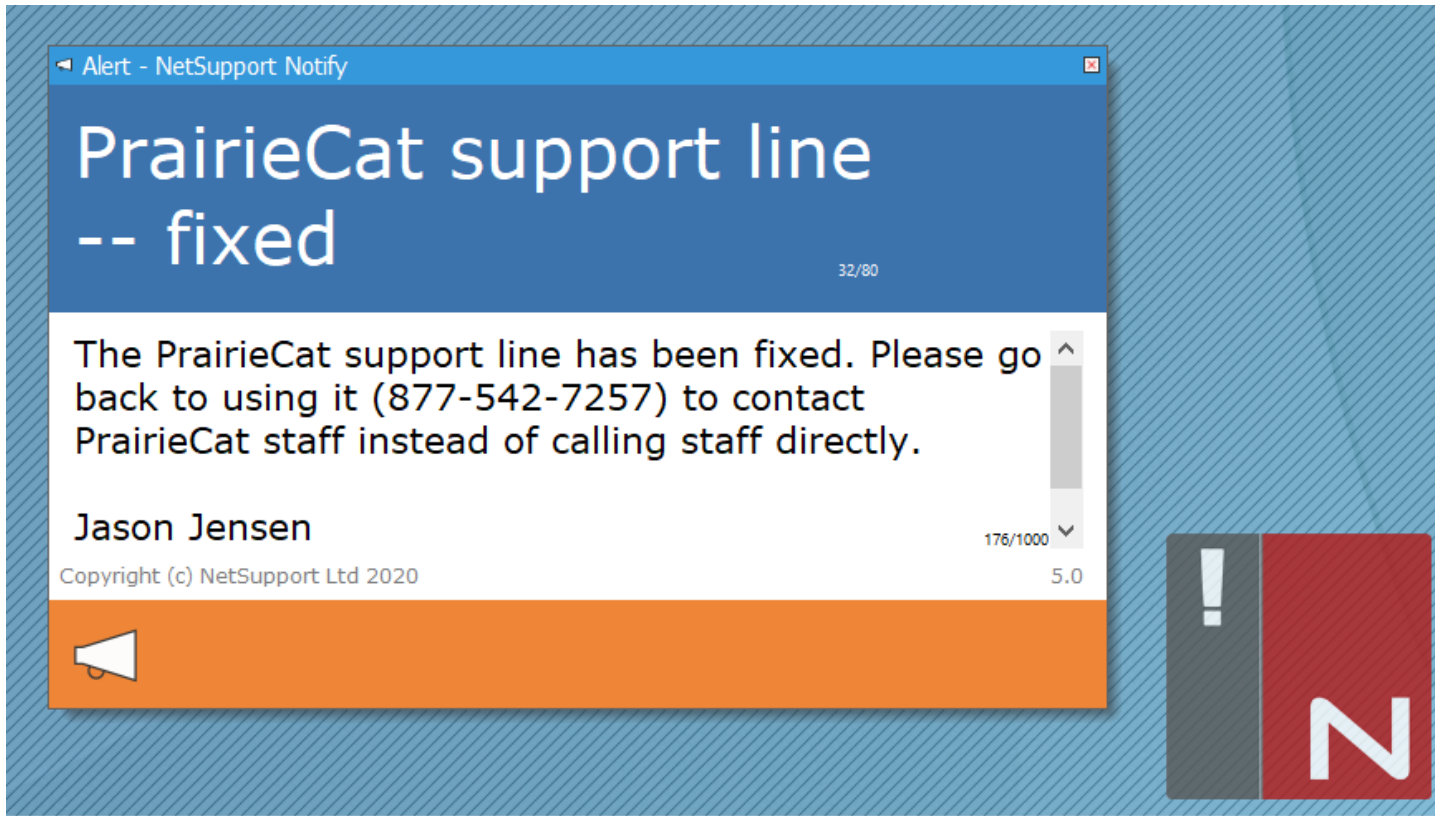
Closed by Elizabeth Smith with status of Closed 9/8/23 11:08 AM

# Net Support Notify

Verify that NSN is installed on all workstations at your library.

The installation instructions and download for NSN are available under Software Downloads.

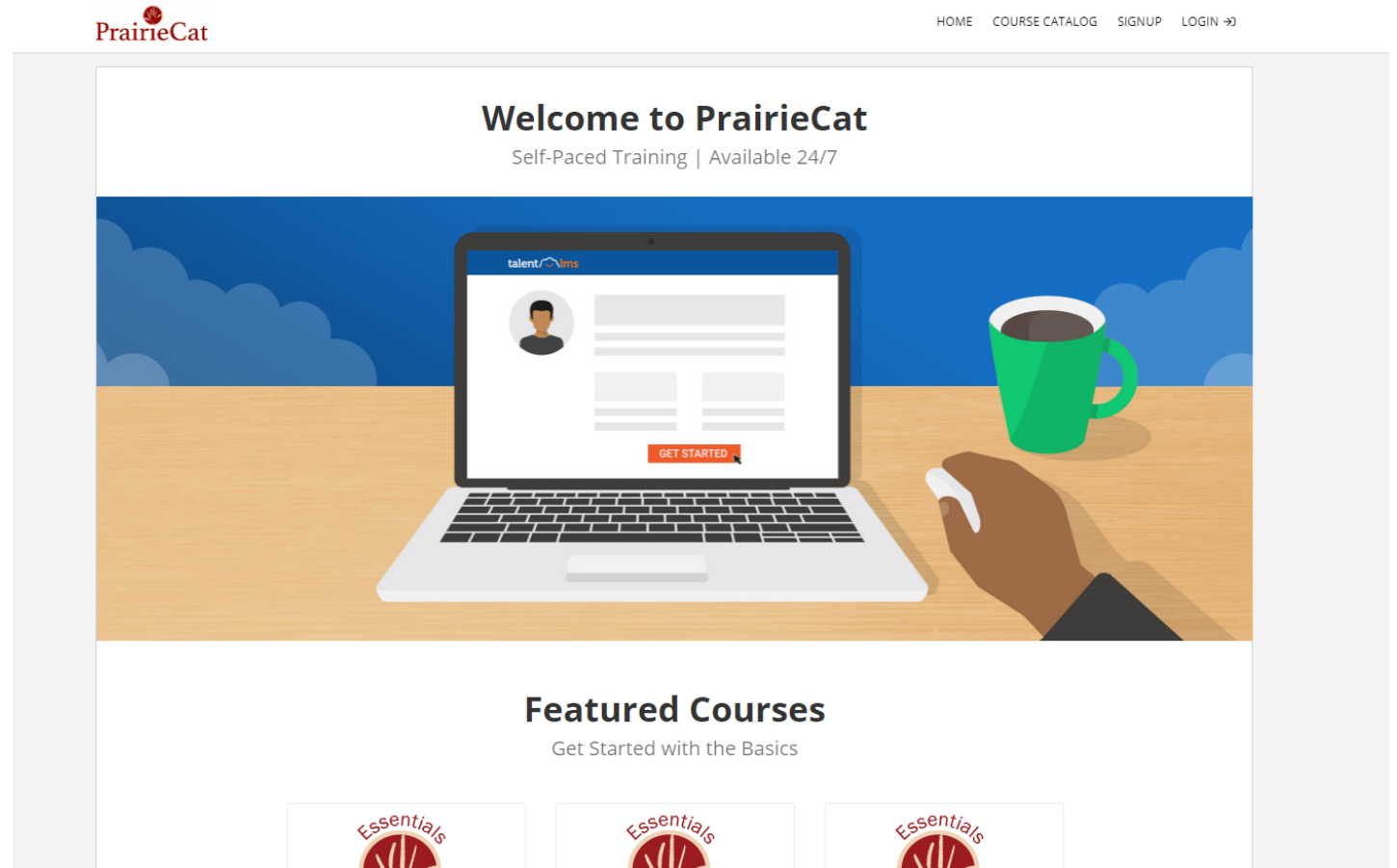
If you have questions about the instructions or installation, please submit a Help Desk ticket specifying Net Support Notify as the Topic.



# Training | TalentLMS

## Totals

- 50+ Courses Available
- Self-paced, review courses at anytime
- Visit [prairiecat.talentlms.com](https://prairiecat.talentlms.com) to log in or signup for an account.



# Training | TalentLMS

- Item Entry Certification
- Review details: <https://support.prairiecat.info/item-entry-certification>



Technical Services / Sierra Cataloging: Item Entry

## PrairieCat Matching (TS001)

Welcome! This is the first course in a series of 7 courses required to become Item Entry Certified. Upon successful completion of the Item Entry Series and a signed Sierra Tech Login Approval form from your supervisor (course TS006), you...



Technical Services / Sierra Cataloging: Item Entry

## Item Entry - Basics (TS002)

This course is designed to show the basics of the cataloging function in Sierra and the different types of records you'll be encountering while doing item entry work. Video approximately 9 min. It is recommended to download/review...



Technical Services / Sierra Cataloging: Item Entry

## Item Entry - Anatomy of Item Record (TS003)

This course is designed to show the anatomy of an item record with explanations of each field within. Video approximately 15 min. It is recommended to download/review associated files/documents prior to watching video. This course is...



Technical Services / Sierra Cataloging: Item Entry

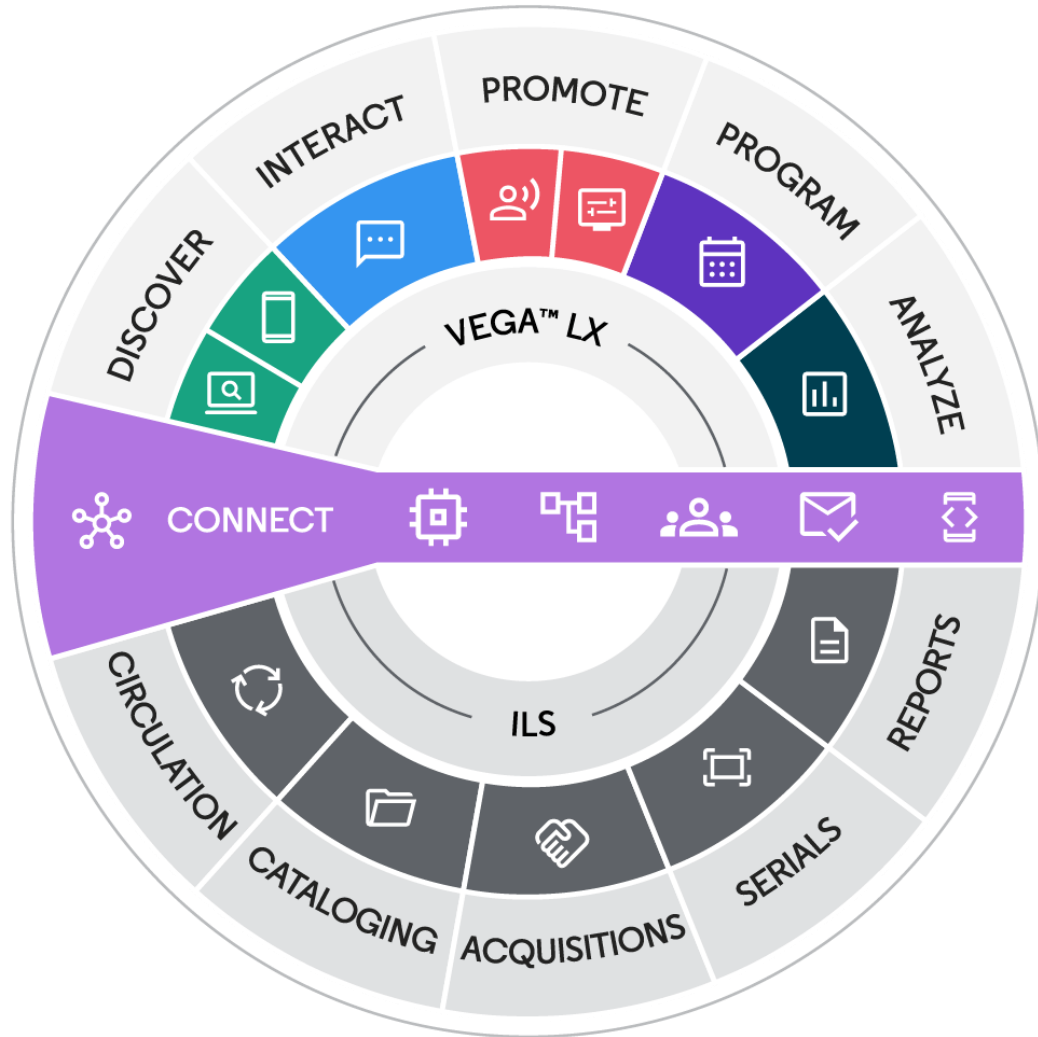
## Item Entry - Call Number Standardization (TS004)

This course is designed to provide the background of the standardization of the item record's call number. Video approximately 6 min. It is recommended to download/review associated files/documents prior to watching video. This course is...



Technical Services / Sierra Cataloging: Item Entry

## Item Entry - Volume Records (TS005)



# Vega Discover

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# Important Resources

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[Vega Discover Page on PrairieCat Support Site](#)

[PrairieCat Support – Help Desk](#)

[Vega Admin Documentation on Showcases](#)

[Vega Product Portal and Roadmap](#)

# Training | Vega Discover Courses

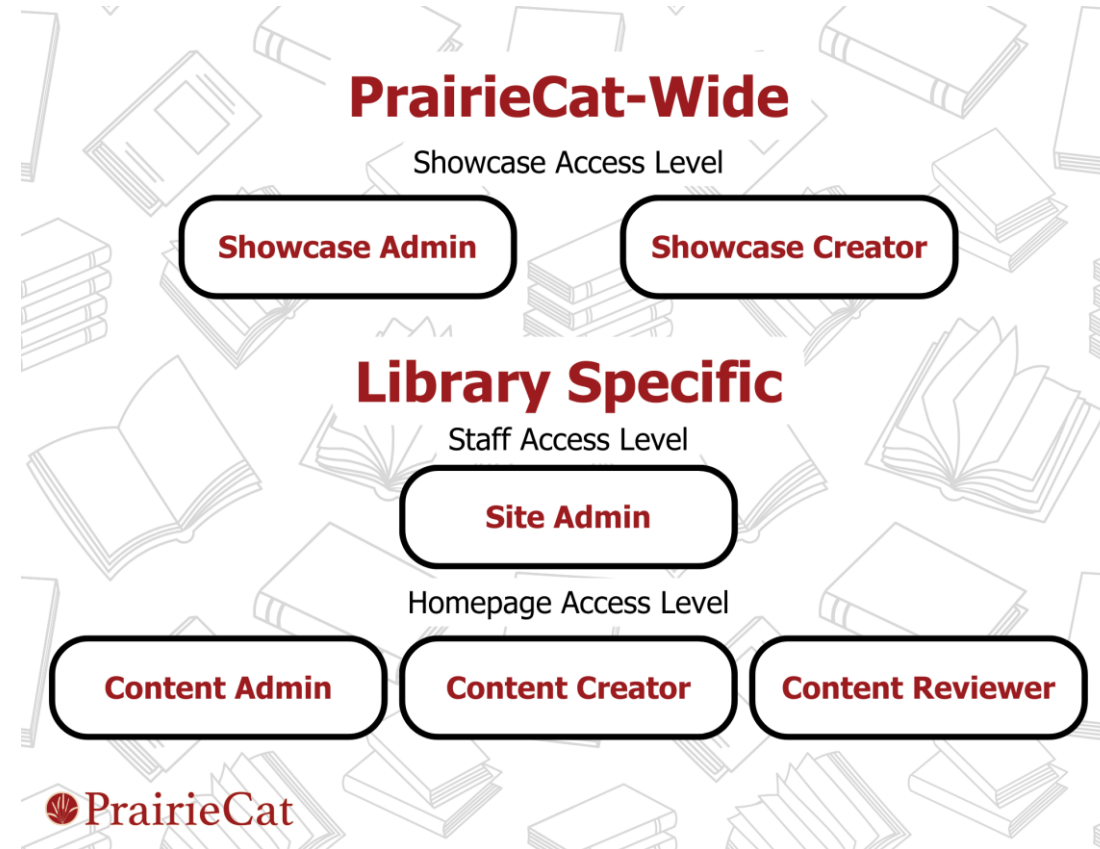
## Available Now on TalentLMS

- Vega Discover Basics
- Vega Discover Showcases
- Vega Discover Site Admin
- User Roles and Homepage Builder

The screenshot displays the 'Course catalog' page for Vega Discover. At the top, there is a blue header with 'Home / Course catalog'. Below the header is a search bar labeled 'Search courses' and a 'Name' filter button. On the right side, there is a 'CATEGORIES' section with a 'reset' link and a list of categories: A. Welcome (7), B. Sierra Essentials (9), C. Vega Discover (4) (which is selected), Circulation / Custom... (9), Reports (9), Sierra ILL Module (1), Technical Services (13), and Z. Resources (5). The main content area lists four courses, each with a circular icon, a title, a description, and a 'You have this course' button. The courses are: 1. 'Vega Discover Basics' (V/D001) with a description: 'This course is an introduction to Vega Discover, PrairieCat's new OPAC (Online Public Access Catalog). Topics include basic searching, placing holds, my account, saving lists and other patron empowerment features. Membership Level: Union...'. 2. 'Vega Discover Showcases' (V/D101) with a description: 'Course Description: Showcases display a visual carousel of items to the library's specifications helping libraries promote their materials and encouraging virtual exploration. - Showcases can be used to customize your library's Vega...'. 3. 'Vega Discover Site Admin' (V/D201) with a description: 'Site Admins have additional customization options for their library's Vega Discover site(s). Site Admins can also create and/or promote staff users on Vega Discover. It is only necessary to take this course if you will become the Site Admin...'. 4. 'User Roles and Homepage Builder' (V/D202) with a description: 'To customize your library's Vega Discover collection and kiosk homepages, you must be assigned a specific User Role access level. At least 1 Site Admin is required for libraries who wish to utilize the Homepage Builder feature. Content Admin...'. Each course icon features a red circular logo with a stylized leaf design and the text 'Vega Discover Basics' or 'User Roles & Homepage Builder'.

# Vega Discover User Roles

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Search

All 

[Take a tour!](#)

[Advanced Search](#)

## What's Happening at Reddick? April 25th-May 3rd

29

Apr

### Silent Book Club

Introverts unite! Bring whatever book you are reading and enjoy some quiet time with others. There will be snacks! This event is for teens in Grades 7-12.

4:30 PM - 5:30 PM | April 29 •

30

Apr

### Kid's Book Club

This month we will be discussing *Books Aren't for Eating* by Carlie Sorosiak. We will also create edible mini-books! This program is for children in Grades K-2.

4:00 PM - 4:45 PM | April 30 •

3

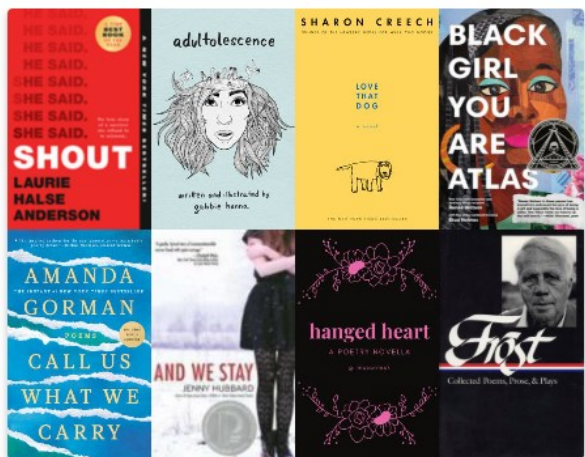
May

### Manga Club

Hey manga and anime fans! This month, we're talking *Madoka Magica*. This event is for teens in Grades 7-12.

2:00 PM - 3:00 PM | May 3 •

## April 2025



National Poetry Month



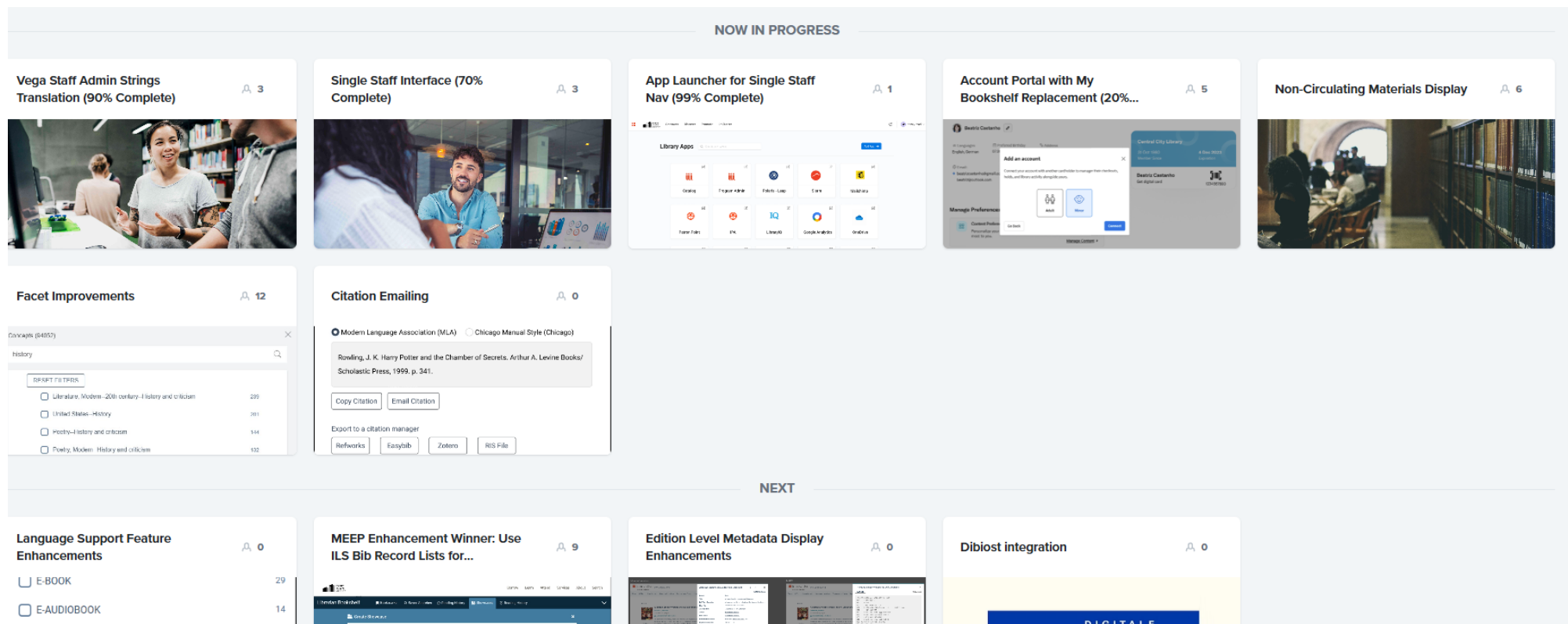
Arab American Heritage Month



Earth Day

# Product Roadmaps

## Product Portal



# Edition Level Metadata Display | Next



## Edition Level Metadata Display Enhancements



SAMANTHA CUNING | Posted on June 18

The edition information view is enhanced with additional field data. A MARC record view is added for librarians to view full metadata outside the ILS.

How important is this to you?

NOT IMPORTANT

NICE-TO-HAVE

IMPORTANT

CRITICAL

# Vega Discover | What's New

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- ❑ Staff User Roles / Permissions and Homepage Builder Access
- ❑ Social Media Sharing
- ❑ Search within a Showcase
- ❑ Locations Facets Improvements
- ❑ Vega Guide – Take a Tour
- ❑ My Bookshelf Availability



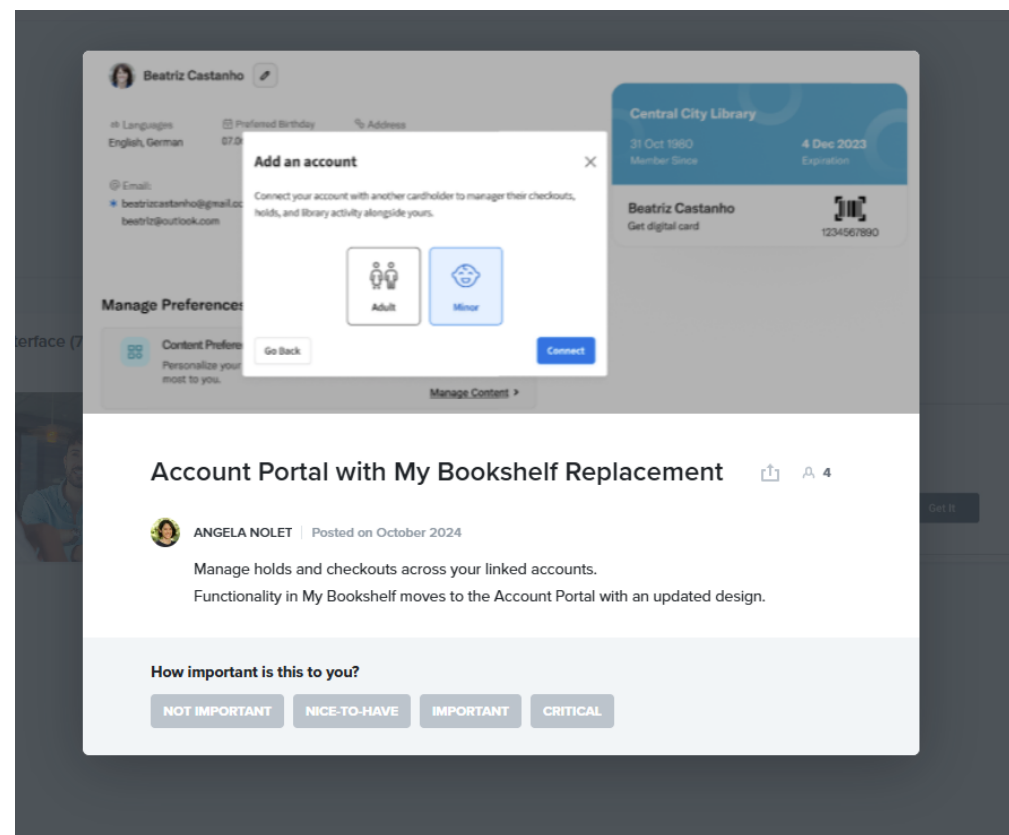
# Vega Discover | What's Coming

## Innovative Roadmap

- ❑ Account Portal with My Bookshelf Replacement
- ❑ Single Staff Interface: Vega LXAdmin and Vega Discover settings can be managed in a single combined staff interface.
- ❑ Notes are indexed for search: The text of notes fields in MARC/BibFrame records is indexed for search and phrase searching in the everything search index.

## View Planned Enhancements on IdeaExchange

- ❑ View MARC: Staff will have the ability to view MARC from Discover





# Vega Discover | Pending Enhancements

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## **Hoopla Integration Update**

Need enhancements for it to work for consortia

Allow the API to auto-load/update the subset of records that Hoopla can provide, rather than the entire collection of 1.5M items

## **LX Starter – Customized Notices**

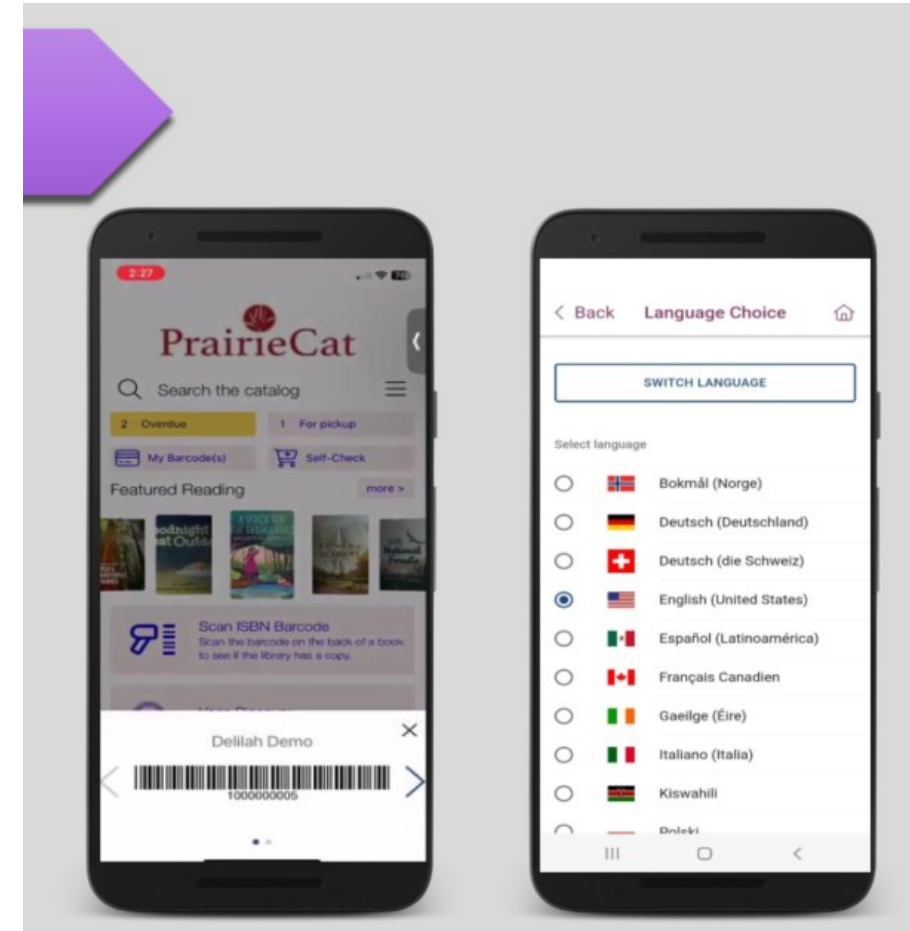
Paused beta testing due to known issue with bounced email address being suppressed.

## **Kids Catalog**

Paused due to outstanding issues.

# Innovative Mobile App

- ❑ Delegates Assembly voted to approve the Innovative Mobile contract. Libraries will pay separately for the app.
- ❑ 71 Libraries opted in
- ❑ PrairieCat staff have been working with Innovative on implementation
- ❑ Available in app stores September 29



# Circulation Services

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Please open a Help Desk ticket if you need changes made to the circulation configuration in Sierra for your library. Examples of changes PrairieCat staff make regularly are:

- ☐ Loan rules and fine rate changes.
- ☐ Adjusting limits by format.
- ☐ Customizing date due slips, receipts or hold pickup wrappers.
- ☐ Adding self-checkout workstations.
- ☐ Adding days closed for holidays or special closings.
- ☐ Special projects such as remodeling or moving to a new building.
- ☐ Loan Rule Review – Not sure how your library's loan rules are setup? Put in a help desk ticket.

# Reports & Statistics

[Members](#) [News](#) [Events & Meetings](#) [Services](#) [Training](#) [Resources](#) [About](#) [Staff Intranet](#)

Quick System Status: ✔ Sierra ✔ Vega Discover ✔ eCommerce

[Home](#) > [Resources](#) > [Statistics & Reports](#) > Statistics & Reports

## Resources

- Codes
- Forms
- Policies & Procedures
- Sierra Essentials
- Online Catalog & Patron Services
- Circulation
- Technical Services
- Interlibrary Loan (ILL) module
- Reporting Tools
- Support
- **Statistics & Reports**
- Software Downloads

## Statistics & Reports

Year

Report Period

Enter a year to filter by

- Any -

Apply

### September 2024

September 2024  
Login required:  
Lost and Paid Items - Sept 2024  
New Item Conversion Report - September 05  
Old Billed Items - Items Due September 2023  
Old Billed Items Historical - Items Due Jan 2021 - September 2023  
Old Claims Returned Report - September  
Old Missing Items Report - September  
Problem Holds-ILL Barcode libraries - September 6, 2024  
Edit

### August 2024

August 2024  
Login required:  
Capira Mobile App Statistics - August 2024  
Circ Stats by ICode1 - August 2024  
Circ Stats by IType - August 2024



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

# Cataloging

SERVICES & ITEM ENTRY  
CERTIFICATION

- ☐ Load new bibliographic records from OCLC within 48 hours of member request
- ☐ Provide original cataloging completed by PrairieCat Catalogers as part of PrairieCat membership benefits
- ☐ The PrairieCat Catalogers and certified member catalogers regularly perform database cleanup including
  - ☐ record merges and clean-up
  - ☐ adding content to bibliographic records
  - ☐ multi-volume clean-up and more

Visit Resources > Forms section of the support website to find the forms to report duplicate records or needed bibliographic record clean-up. Please report issues you see, so we can keep our database as clean as possible!

# ITEM ENTRY TRAINING PROCESS

Talent LMS  
Courses



Complete prerequisites and series of 6 Item Entry Courses

Temporary  
Tech Login



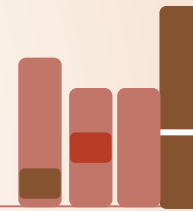
Receive temp login to practice adding items

Talent LMS  
Practicum



Complete final course by submitting examples of item records you created

Certification



After completing practicum, your named tech login is made permanent



# PrairieCat Email Account

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- 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
- The PrairieCat Email Address is denoted by the library delivery code and [ill@prairiecat.info](mailto:ill@prairiecat.info).

# School Checklist

- The opening/closing checklist is available on the PrairieCat support site: <https://support.prairiecat.info/school-libraries>



# Sierra Inventory: Union List Collection Comparison

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- Are you tired of receiving hold requests in Sierra (or in OCLC) for titles that you no longer own?
- Have you done a weeding project at your agency and updated your shelf-list and maybe didn't update Sierra?

Accurate holdings in PrairieCat ensures accurate holdings in WorldCat and up-to-date links to your library from FirstSearch, WorldCat Discovery, and WorldCat.org enable people to connect with the resources and services your agency provides.

Once a month, the holdings (items) in PrairieCat are uploaded to OCLC in what is referred to as “batchloading”.

# Sierra Inventory: Union List Collection Comparison

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Union Listing members are *highly encouraged* to do a collection comparison / inventory.

- *Request* a manageable listing of a specific group of records. Do NOT request your entire collection, which can be very overwhelming!  
*Examples: Fiction ; Juvenile Fiction ; 300's ; Biographies : E/Easy books.*
- *Perform* comparison of items locally owned to what is in Sierra.
- *Identify* what is *no longer owned*.
- *Return listing* to PrairieCat staff so the no longer owned items can be deleted from the database.

# About PrairieCat Docs

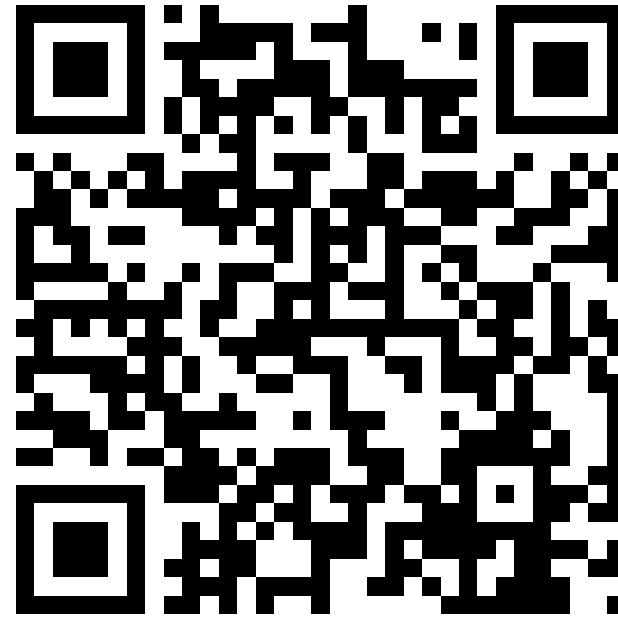
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Support Site > About page

[PrairieCat by the Numbers 2025 pdf](#)

[Differences between PrairieCat and RAILS v2024 pdf](#)

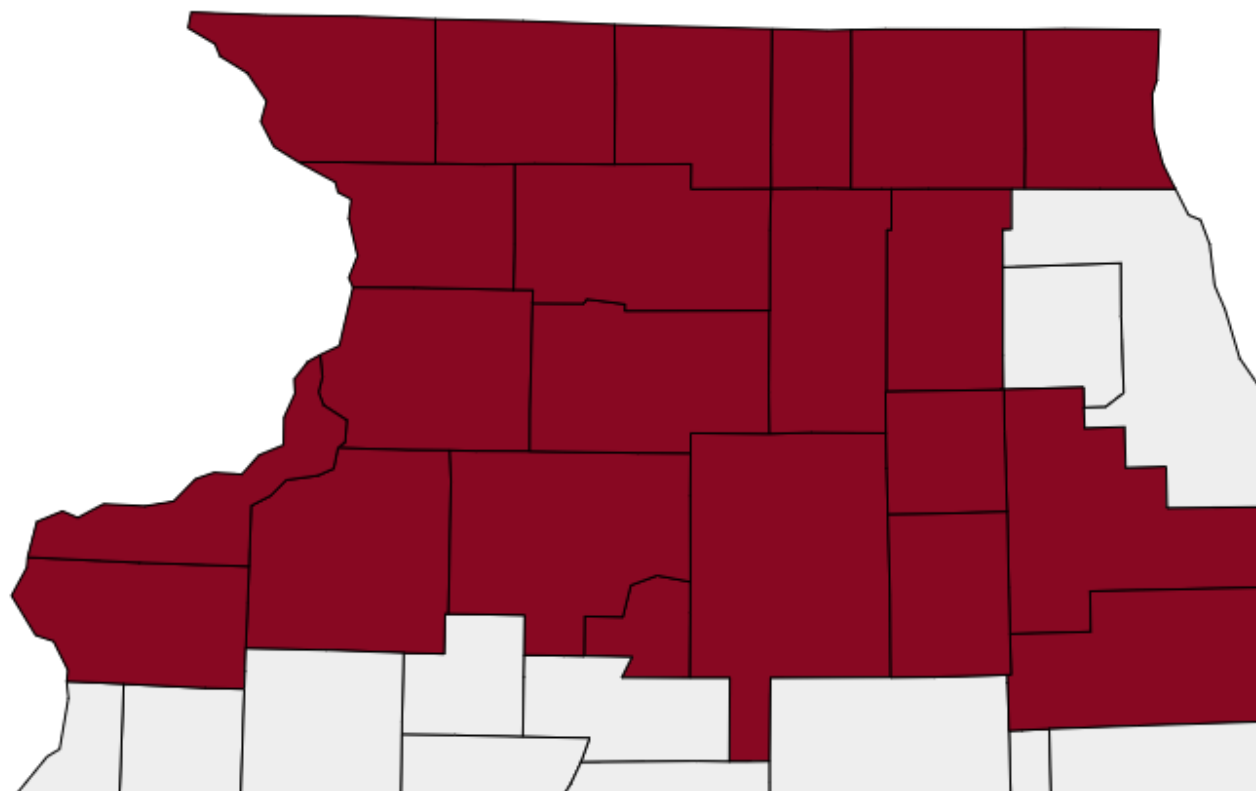
[PrairieCat Annual Report FY25 pdf](#)



# Please complete this short survey

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[HTTPS://WWW.SURVEYMONKEY.COM/R/96QFST2](https://www.surveymonkey.com/r/96QFST2)



# Member Sharing

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