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.

PrairieCat

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.

Circulation / Customer Service | Talent LMS

- 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.)

- 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.