



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)
- **Encore Basics**
This course is an introduction to Encore, PrairieCat's OPAC (Online Public Access Catalog). Topics include basic and advanced searching in Encore and review of placing holds, using a cart, 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.