



Training Pathways **Technical Services | Item Entry Certification**

Courses are self-paced and course completion times vary by learner. Course content may include a training video, documents, practice assignments, and quizzes. Courses must be taken in the order listed.

Upon successful completion of the series, you will be Item Entry Certified and receive your named tech login. *Please note your supervisor's approval is required to receive your tech login permission. This is to ensure that only authorized personnel access the database.*

Sierra Essentials | TalentLMS

- **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. (Videos: Part 1 video 15 min., Part 2 video 21 min., Part 3 video 18 min., Part 4 video 12 min.)

Technical Services / Sierra Cataloging: Item Entry | TalentLMS

- **PrairieCat Glossary**
This presentation will introduce you to common library terminology. (Video 8 min.)
- **PrairieCat Matching**
This course is designed to show how to match items in-hand to bibliographic or title records in OCLC interfaces and the Sierra database. (Video 35 min.)
- **Item Entry – Basics**
This course is designed to show the basics of the cataloging function in Sierra and the different types of records you will be encountering while doing item entry work. (Video 9 min.)
- **Item Entry – Anatomy of Item Record**
This course is designed to show the anatomy of an item record with explanations of each field within. (Video 15 min.)
- **Item Entry – Call Number Standardization**
This course is designed to provide the background of the standardization of the item record's call number. (Video 6 min.)



- **Item Entry – Volume Records**
This course is to introduce to you what a Volume record is and to demonstrate how and when to create and use per our policy and procedure manuals. (Video 11 min.)
- **Item Entry – Item Record**
This course is designed to show how to add item records within the Sierra database on the test server and to briefly demonstrate the use of item record templates. (Video 21 min.)
- **Item Entry – Practicum**
This course is for students that have completed the series of the Sierra Cataloging: Item Entry courses to demonstrate their knowledge of content presented to them. Students are to submit scans of materials they have created item records for in the Sierra production server.