



### Overview

- Sierra Circulation Window
- Login to Sierra Circulation
- Review Circulation Parameters

### Record structure

- Review patron record fields
- Review item record fields

### Patron records

- Create and edit Patron records

### Check Out

- Check out items
- Search/browse/view item records

### Fines

- Collect money
- Add a fine (Manual charge)
- View Fines paid

### Renewals

- Renew items from patron record
- Renew (no patron)

### Holds

- Place bib level holds – Copy returned soonest
- Place item level holds
- Modify, cancel holds
- Cancelling holds
- Viewing cancelled holds
- Checking in an item that satisfies a hold
  - Printing hold slips (discussion)

### Check in

- Patron present
  - No patron present
  - Backdate checkins
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## Circulation I Training Agenda

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### Check Item Status

### Sierra Offline Circulation

- Circulation transactions

### Q& A and Wrap-Up