

# MARMOT ONLINE COURSES, MODULES AND TRAINING

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**Marmot Library Network**

# ONLINE COURSES

## SIERRA CLEARING THE JARCACHE

Sierra - Clearing the Jarcache

**Sierra Clearing the Jarcache**

- Why would you need to clear the jarcache?
- Where is the jarcache located?
- How to clear the jarcache
- What happens after you clear the jarcache?
- Clearing the Jarcache Video

NEXT >

Sierra - Clearing the Jarcache

**Sierra Clearing the Jarcache**

Why would you need to clear the jarcache?

00:13  
Resources

Here are some useful links and documents:

## Timed Courses & Extra Resources

**Some courses will have modules that build on each other**

# ONLINE COURSES

## CHECK OUT (CIRCULATION DESK)

The image displays three sequential screenshots of an online course interface for 'Sierra Check Out (Circulation Desk)'. Each screenshot features the Marmot Library Network logo in the top left corner and a navigation menu on the left side. The main content area of each screenshot is a dark brown rectangle with white text.

- Module 1:** The main content area displays 'Module 1 Sierra Checking Out Items'. The menu on the left has 'Module 1 - Checking Out Items' selected.
- Module 2:** The main content area displays 'Module 2 Viewing Patron Information & Ways to Search for Patrons'. The menu on the left has 'Module 2 - Viewing & Searching...' selected.
- Module 3:** The main content area displays 'Module 3 Check Out (Circulation Desk) Tabs Overview'. The menu on the left has 'Module 3 - Tabs Overview' selected.

Each screenshot also includes a '< PREV' button and a 'NEXT >' button at the bottom right corner.

**Some courses will have independent modules**

# ONLINE COURSES – PAGE CONTENT

Sierra Check Out (Circulation Desk)

1) Sierra Function Drop Down Menu  
2) Check Outs & Patron Searches  
3) Check Out (Circulation Desk) Tabs

Sierra Drop Down Menu  
This menu lists all the functions that are available for your login.

Check Out 0  
Checked-Out Items 0  
Holds 0  
Fines \$0.00  
Check In 0  
Linked Patrons 0  
BIN-Reach 0

Barcode	Title	Due Date
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Sierra Check Out (Circulation Desk)

You can hover over the  to see information about the patron's account.

You can view messages and notes when hovering over the . This means you will not have to click on the edit or view icon to view patron information.

Sierra - Marmot Library Network - Tammy Poquette - Training

PATR NAME	TESTPATRON TAMMY	EMAIL ADDR	tammytestpatron@gmail.com
P BARCODE	24233311245	ADDRESS	1234 XYZ LANE
EXP DATE	03-31-2017		XYZ, CO 80000
BIRTH DATE			
P TYPE	MCPLD Patron		

Some slides will have more information associated with swirling icons

# ONLINE COURSES - VIDEOS

Sierra Check Out (Circulation Desk)

## Checking Out items (Video)

Sierra Marmot Library Network Tammy Popette Training  
File Edit View Go Tools Reports Admin Help

sierra FUNCTION Check Out (Circulation Desk)

2423311246 Search

PATRON NAME  
P BARCODE  
EXP DATE  
BIRTH DATE  
P TYPE

EMAIL\_ADDR  
ADDRESS

Check Out

Checked Out Items

Barcode Title Due Date

Scan the Patron's Barcode

00:07 / 00:53

Sierra Check Out (Circulation Desk)

## Check Out (Circulation Desk) Tab Overview (Video)

PATRON NAME TESTPATRON TAMMEY  
P BARCODE 2423311246  
EXP DATE 03-31-2017  
BIRTH DATE  
P TYPE MCPLD Patron

EMAIL\_ADDR tammy@marmot  
ADDRESS 1234 XYZ LAN  
XYZ, CO 8000

Check Out

Checked Out Items

Barcode Title

Check Out Tab  
This is where items 1st show during checkout

00:13 / 02:23


**Each course or module will have a video section**

# ONLINE COURSES - QUIZZING

Sierra Check Out (Circulation Desk)

What the steps needed to check out an item to a patron? Drag & drop the answers. Click submit.

1. Scan the barcode of the patron
2. Scan the barcode of the item
3. Go to the Check Out (Circulation Desk) Function



[SUBMIT](#)

Sierra Check Out (Circulation Desk)

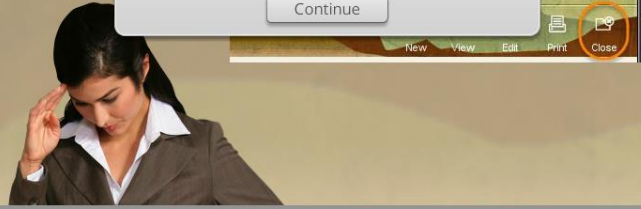
You should click on the Close icon when you are finished checking out items to the patron?

True  
 False

**Correct**

That's right! You selected the correct response.

[Continue](#)



[SUBMIT](#)

Sierra Check Out (Circulation Desk)


Results

Your Score: 100% (100 points)

Passing Score: 75% (75 points)

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Result:

 Congratulations, you passed.

[Review Quiz](#) [Print Results](#)

[< PREV](#) [NEXT >](#)

**Each course or module can have graded quizzes. You can review and print quiz results.**

# FUTURE ONLINE COURSES

## SIERRA FUNCTIONS

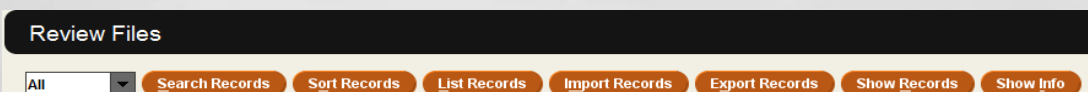
- **CHECK IN (NO PATRON)**
- **SEARCH/HOLDS**
- **BROWSE QUERY**
- **TOUR OF SIERRA**
- **FUNCTION OVERVIEW**
  - **ACQUISITION**
  - **CATALOGING**
  - **SERIALS**

## CREATE LISTS

- **CREATE LISTS (BASICS)**
  - **TOUR OF CREATE LISTS (EXPLAIN SEARCH RECORDS, SORT RECORDS, LIST RECORDS, IMPORT RECORDS, EXPORT RECORDS, SHOW RECORDS, SHOW INFO.**
  - **CREATING & EXPORTING REVIEW FILES**
- **CREATE LISTS (INTERMEDIATE)**
  - **JSON FEATURES**
- **CREATE LISTS (ADVANCED)**
  - **REGULAR EXPRESSION**

## STATISTICS & REPORTS


- **SIERRA STATISTICS**
- **SIERRA REPORTS**
- **INN-REACH REPORTS**




# REQUEST TRAINING

## WAYS TO REQUEST TRAINING

- [EMAIL](#)
- [PHONE](#)
- [TRAINING REQUEST FORM](#)
- [TRAINING REVIEW FORM](#)
- [HTTPS://WWW.MARMOT.ORG/](https://www.marmot.org/)



### Marmot Training Request Form

Today's Date \*  
Month ▾ Day ▾ Year ▾ 

Name \*

Email Address \*

Phone Number \*

Best way to contact you? \*  
 Email  
 Phone

Please include the name of your library \*

Eventually, all the training materials, online courses and information you will normally find on the [wiki](#) will be moved to the [marmot.org site](https://www.marmot.org/). We will send out updates on the progress of this project to the Allpoints email.



# QUESTIONS?

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