

Sierra Cataloging

The cataloging-related functions in Sierra enable you to manage all aspects of cataloging materials, including creating bibliographic, item, and authority records.

Underlined segments in this agenda are web hyperlinks. Please click on the link to be directed to the appropriate page in Sierra WebHelp.

This class schedule is flexible and subject to change.

Introduction

- Introduction of trainer and trainees
- [Logging into the Sierra Desktop Application](#)

Searching Sierra and Interpreting results

- Searching Sierra
- Results display
 - Browse results (default)
 - Compact browse (discussion)

Record types created in cataloging

- [Record structure and data fields](#)
 - [Fixed-length fields](#)
 - [Variable-length fields](#)
- [Record types created in cataloging functions](#)
- [Bibliographic record display and Item record display](#)
 - [Previewing the public display of bibliographic records](#)

Creating bibliographic records

- Transfer bibliographic records from bibliographic utility (OCLC, SkyRiver)
 - [Transferring files in data exchange](#)
- [Searching for records in a remote database](#) (Z39.50 records download)
 - [Overlaying an existing record with a new record from a remote search](#) and [Updating OCLC holdings](#) (optional)
- [Creating bibliographic records](#)

Maintaining records in Sierra

- [Bibliographic records with “multi” locations](#)
- [Editing special variable length fields](#) (006, 007, 008)

Cataloging Training Agenda

- Adding MARC tags and subfields
- Deleting MARC tags and subfields
- Entering diacritics and special characters
- Moving (re-ordering) variable-length fields
- Validating MARC tag information
- Verifying record headings
- Copying records
Viewing bibliographic record history
- Deleting records (bibliographic)

Creating item records

- Creating item records (a single item record associated with a bibliographic record)
- Creating multiple item records (multiple item records associated with a bibliographic record)
- Printing monographic labels (spine labels)
- Printing batch labels

Maintaining item records

- Changing the link order of records attached to the bibliographic record
- Sorting item records by location, call no., volume
- Modifying a group of records from the summary display
- Transferring attached records
- Linking items to additional bibliographic records
- Deleting records (item)

Creating volume records

Editing and Deleting Holdings records

- Record structure and data fields
 - Fixed-length fields in holdings/checkin records
 - Variable-length fields in holdings/checkin records
- Deleting an individual holdings record

Authority control processing

- Automatic authority control processing (discussion only)

Database maintenance and reporting

- Globally updating records (discussion)

Cataloging Training Agenda

- [Rapid updating of records](#) (discussion)
- [Deleting records from a review file](#) (discussion)
- [Verifying URL's with URL checker](#) (discussion)
- [Displaying record maintenance statistics](#)

System settings and additional functions

- [Managing templates for new records](#) (discussion)

Preparing to go live with cataloging

- Discussion of what to do to prepare for going live with cataloging
- [Sierra Cataloging checklist](#)

Supporting documentation

- [Sierra WebHelp – Browse Tab](#)
- [Sierra Knowledge Base](#)

Please feel free to evaluate your training experience by filling out the [Training Survey](#) form.

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