

### Sierra Circulation Parameters

Circulation parameter tables enforce your library's policies and practices within Sierra. For example, circulation parameters determine whether and how items circulate to patrons, the days and hours the library is open, how to fill holds, when and how much to fine patrons, and when to report delinquent patrons to a collection agency. If you encounter difficulty following the links, try the links on Chrome, or go directly to <http://csdirect.iii.com/sierrahelp>, log in and search for the topic.

This schedule is flexible and subject to change.

#### Introduction

- Introduction of trainer and trainees
- Logging into Sierra Desktop Application & Sierra Admin Application
- Review of current Circulation workflow
- [Checkout criteria flowchart](#)
- [How Sierra determines the loan rule by checkout location](#)

#### Record types normally used in Circulation

- Patron
- Bibliographic
- Course
- Item

#### Circulation configuration files and tables

- [Branches table](#)
  - [Branch Addresses Table](#)
- Item types table
- Patron record fields
  - [Fixed-length fields in patron records](#)
    - [Patron type](#)
    - [PCODEs](#)
    - [Home Library](#)

#### Circulation parameters

- [Patron Blocks Table](#)
- [Loan Rules Table](#)
- [Loan Rule Determiner Table](#)
- Fining and penalizing patrons
  - [Predefined charges table](#)
  - [Payment types table](#)
- [Overdue notices](#)
- [Library Calendar](#)

## Circulation Parameters

- [Days Closed Table](#)
- [Hours Open Table](#)
- [Time to Reshelve Table](#)

### Holds (Discussion)

- [Placing holds](#)
- [Optional holds functionality](#)
  - [Title priority paging](#)
  - [Using volume level holds](#)
  - [Consortium management extensions](#)
- Holds-related parameter tables
  - [Hold pickup locations table](#)
  - [Library priority table](#)
  - [Hold thresholds table](#)
  - [Time to holdshelf table](#)
- [Setting up automatic patron request processing](#) (Patron-placed holds in ENCORE)
  - [Using the request rule file](#)
  - [Enable automatic request processing](#) (CSDirect using login and password for your site)
  - [Hold slip data library](#) (for use with customized Hold slips using iReport software)
- Other Tables
  - [Email subject table](#)
  - [SIP2 Circulation Interface](#)
  - [Float Determiner Table](#)
  - [Held item delivery locations table](#)
  - [Predefined routes table](#) (Mobile Collections)

### Circulation options in Sierra admin corner

- [Locations served](#)
- [Grouping call numbers for statistical reports](#)
- [C>Circulation options](#)
- [O>OPAC options](#) (Options #13, 16-23, 28-33)

### Supporting documentation

- [Circulation Parameters: an introduction](#) (CSDirect using login and password for your site)
- Sierra Web Help
- [Sierra Knowledge Base](#) –Browse Tab

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

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