

### Sierra Course Reserves

If your library has acquired the Course Reserves product, you can maintain course reserve lists (that is, groups of items that are required or recommended reading for courses).

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

This schedule is flexible and subject to change.

### Introduction

- Introduction of trainer and trainees
- [Logging into the Sierra Desktop Application](#)
- Review of current course reserves workflow in the library

### Records used in course reserves

- Course record data fields
  - [Fixed-length fields in course records](#)
  - [Variable-length fields in course records](#)
- Bibliographic record data fields
  - [Fixed-length fields in bibliographic records](#)
  - [Variable-length fields in bibliographic records](#)
- Item record data fields
  - [Fixed-length fields in item records](#)
  - [Variable-length fields in item records](#)

### Creating course reserves lists

- [Creating a course record in course reserves](#)
- [Adding bibliographic and item records to a course](#)
  - [Assigning course reserve settings to records](#)
  - [Defining course reserve settings for a session](#)
  - [Sorting course reserves lists](#)
  - [Possible messages \(adding bibliographic and item records to a course\)](#)

### Managing course reserves lists

- [Changing a record's reserve status](#)
  - [Listing records whose reserve status should change](#)
  - [Changing a record's status from the reserve record](#)
  - [Changing a group of records whose status should change](#)

# Course Reserves Training Agenda

- [Possible messages \(changing a record's reserve status\)](#)
- [Removing bibliographic and item records from a course](#)
  - [Suppressing inactive course records](#)

## Display of course reserves

- [Course records display](#) (staff view in Sierra)
  - [Attached records display](#)
  - [Viewing and editing display](#)
- [Viewing reserve](#) (public view in Encore)

## Additional course reserves information

- [Optional course reserves functionality](#)
  - [Adding checked out items to course reserve lists](#)
  - [Adding the course reserve message](#)
  - [Attaching bibliographic records to course reserves](#)
  - [Retaining the number of checkouts from reserve circulation](#)
  - Using electronic course reserves and media management (discussion)
  - [Deleting scanned articles](#) (discussion)
- Optional settings for course reserves
  - [Reserves: store course reserve history in item and bibliographic records](#) (Admin corner – Circulation options)

## Supporting documentation

- [Sierra Web Help](#)
- [Sierra Knowledge Base](#)

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

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