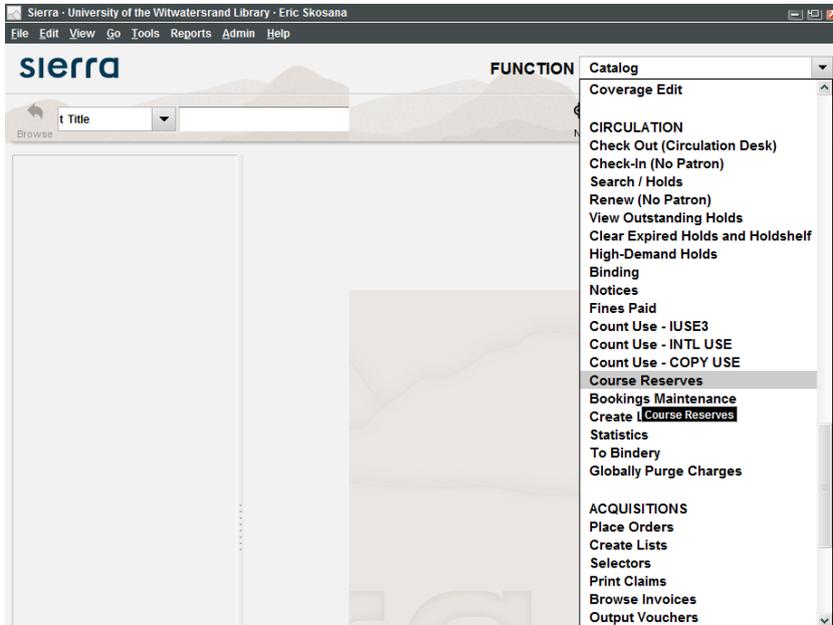


Creating a Course Record in Course Reserves

To create a course record:

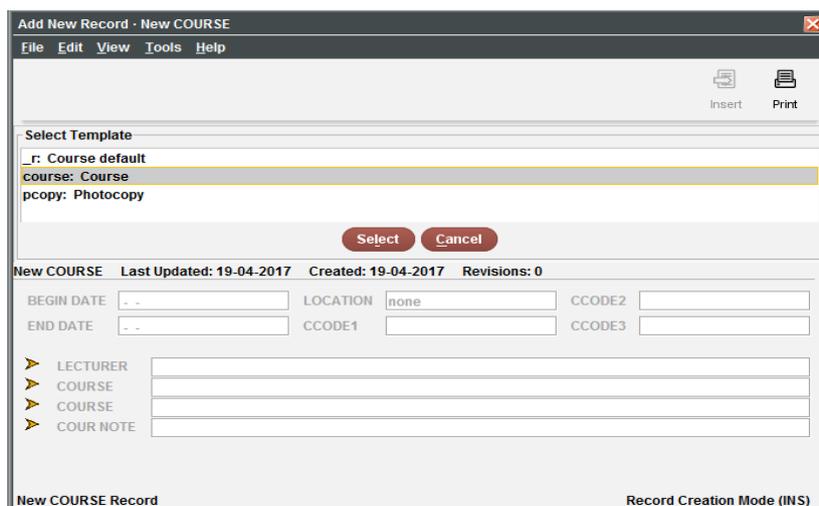
Choose **Course Reserves** from the **Function** list.



Choose **File | New Record | Course record**.

The Add New Record dialog opens.

1. Select template for the new record (Course: Course)



2. Enter data into each field; choose **Next** to proceed to the next field. If you are denied access log a call we will activate the authority for you.

3. Save your changes, Sierra creates the new record in its database.

The screenshot shows the Sierra library system interface. At the top, the browser title is "Sierra - University of the Witwatersrand Library - Eric Skosana - r10013532". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Reports", "Admin", "Options", and "Help". The main header displays the "sierra" logo. Below the header is a search bar with a dropdown menu set to "r COURSE" and a search box containing "lcs". A "Search" button is to the right. Below the search bar, the record ID "r10013532" is shown, along with "Last Updated: 19-04-2017", "Created: 19-04-2017", and "Revisions: 2". The form contains the following fields:

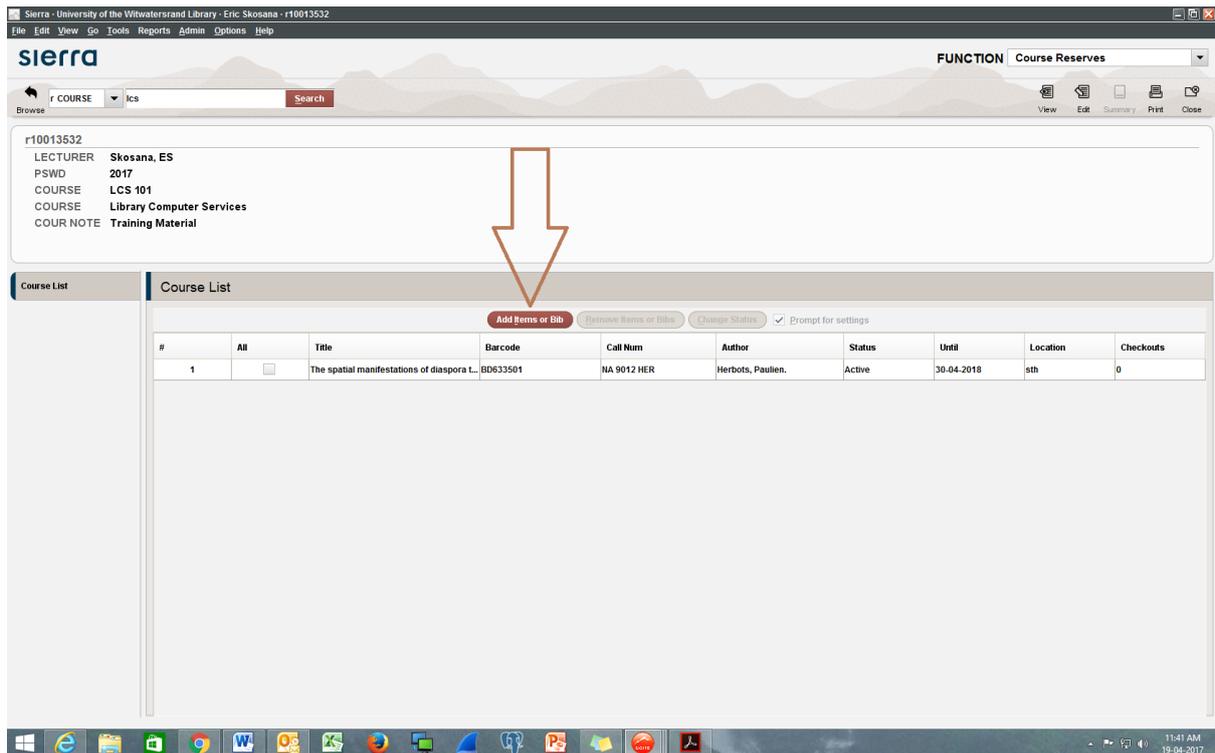
BEGIN DATE	19-04-2017	LOCATION	a Main Library (Bib)
END DATE	30-04-2018	CCODE1	
LECTURER	Skosana, ES		
PSWD	2017		
COURSE	LCS 101		
COURSE	Library Computer Services		
COUR NOTE	Training Material		

Don't forget to assign a password to restrict access to electronic course reserves. Patrons will use the course reserves in the WebPAC to retrieve the items attached to the specific course.

Adding Bibliographic and Item Records to a Course Record.

You can build course reserve reading lists by associating item records, a bibliographic record and all of its attached items—with course records. The items or bibs you add to a course make up the course's reserve list. To add a record to a course reserve list:

1. Choose Course Reserves from the Function list.
2. Retrieve or create a course record.
3. Choose Add Items or Bib.



4. Retrieve the item or bibliographic record you want to attach to the course record.

- Select the items you want to add to the course.
- Choose Add Selected Item(s).

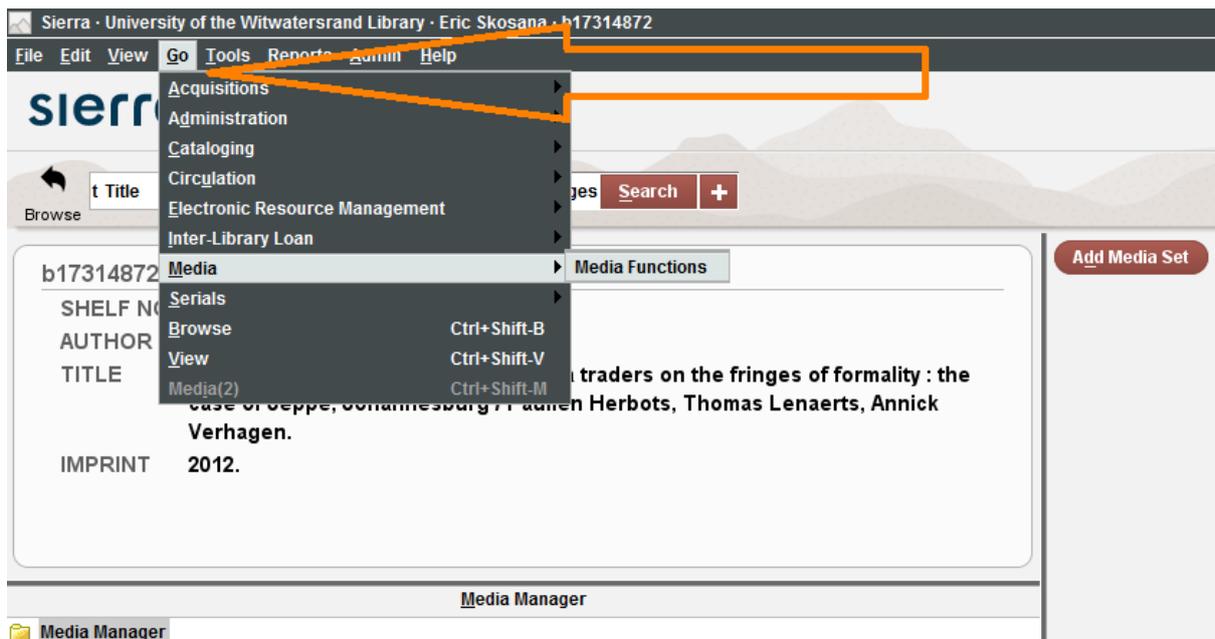
Adding Media Files

Please note that the record you want to add the media items **MUST BE** created on Sierra already.

Media management support a wide variety of media types, including: JPEG, DOC, PDF, etc.

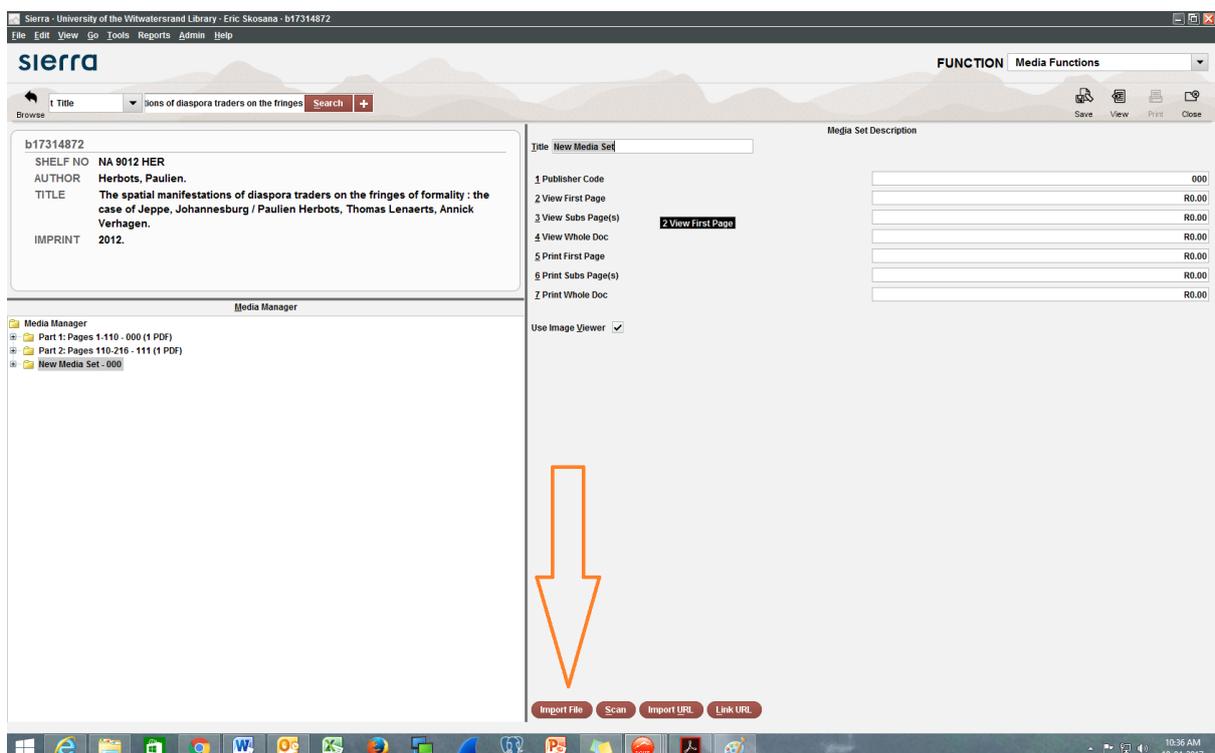
Follow these steps to import media files into a media set.

1. Retrieve a bibliographic record
2. Choose the **Media** button from the toolbar.



3. In the Media Manager window, create a new media set or navigate to an existing media set.

4. At the bottom of the Display panel, choose the **Import File** button.



5. In the Open dialog, select the media file you want to import and choose **Open**. You can import multiple files by holding down the **Ctrl** key on your keyboard,

Have a look at these example on the OPAC to see how it looks online.

There will be an annual clean-up of all records with 962 fields at the end of each calendar year and these records and the attachments will be deleted from Sierra