

Name: _____

Date: _____

1	Perform Author, Journal Title, Subject and Title search in the Search/Holds Function		
	Perform the following searches and write down how many entries are found for each:		
	SEARCH	# OF ENTRIES	
	Author: <i>Sheehan, James</i>		_____
	Journal Title: <i>Perspectives</i>		_____
Subject: <i>Family</i>		_____	
Title: <i>Corbin on Contracts</i>		_____	
2	Look up an item by call number in the Search/Holds Function and determine the title, author and have many copies we have.		
	Look up this call number: <i>KF 1524.3 B58 2010</i> Provide the following information:		
	Title:		_____
	Author:		_____
	How many copies do we own?		_____
3	Look up an item by title in the Search/Holds Function and determine what type and how many holds each item has.		
	TITLE	TYPE OF HOLD	# OF HOLDS
	1) <i>Doodads and Whatsits</i>	_____	_____
	2) <i>Microfiche for Dummies</i>	_____	_____
	3) <i>Carnival Foods and the Law</i>	_____	_____

--	--

4	<p>Look up the title “Civil Procedure” in the Search/Holds Function. Using the facets—format and locations—on the left side of the screen, how many results are displayed for the following.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">FACET</th> <th style="text-align: left;"># OF RESULTS</th> </tr> </thead> <tbody> <tr> <td>Format (Book)</td> <td>_____</td> </tr> <tr> <td>Format (E-Resource)</td> <td>_____</td> </tr> <tr> <td>Location (INTERNET)</td> <td>_____</td> </tr> <tr> <td>Are there any DVDs available?</td> <td style="text-align: center;">Yes/No (Please circle one)</td> </tr> </tbody> </table>	FACET	# OF RESULTS	Format (Book)	_____	Format (E-Resource)	_____	Location (INTERNET)	_____	Are there any DVDs available?	Yes/No (Please circle one)
FACET	# OF RESULTS										
Format (Book)	_____										
Format (E-Resource)	_____										
Location (INTERNET)	_____										
Are there any DVDs available?	Yes/No (Please circle one)										

5	<p>Name both types of holds. Describe the differences between a “Hold Copy Returned Soonest” hold and a “Hold Selected Item” hold. When would each hold type be used and why.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">TYPE OF HOLD</th> <th style="width: 50%;">EXPLANATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 10px;">Hold Copy Returned Soonest</td> <td></td> <td></td> </tr> <tr> <td style="text-align: left; padding: 10px;">Hold Selected Item</td> <td></td> <td></td> </tr> </tbody> </table>	NAME	TYPE OF HOLD	EXPLANATION	Hold Copy Returned Soonest			Hold Selected Item		
NAME	TYPE OF HOLD	EXPLANATION								
Hold Copy Returned Soonest										
Hold Selected Item										

6	<p>Look up an item and be able to place, modify and cancel a hold.</p> <ol style="list-style-type: none"> 1) Place a Bib-Level Hold on <i>Talking with My Mouth Full</i> to be picked up at the Gulfport Circulation Desk. Use yourself as the patron. 2) Cancel the hold. Please print out the hold cancellation notice. 3) Place a Bib-Level Hold on <i>Talking with My Mouth Full</i> to be picked up at the Tampa Circulation Desk. Use yourself as the patron. 						
7	<p>Complete all the steps for an item that has had a hold placed on it from start to finish.</p> <p>The item, <i>Le Divorce</i>, has had a Bib-Level Hold placed on it. Complete all the steps starting with the paging list and ending with the hold shelf. This should be done in Sierra.</p>						
8	<p>Find out which patron has a specific title checked out.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">NAME</th> <th style="width: 20%; text-align: center;">DUE DATE</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">1) The book, <i>Let's Explore Diabetes with Owls</i> is checked out to a patron. Please list the name of the patron and the due date of the book.</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> </tr> </tbody> </table>		NAME	DUE DATE	1) The book, <i>Let's Explore Diabetes with Owls</i> is checked out to a patron. Please list the name of the patron and the due date of the book.	_____	_____
	NAME	DUE DATE					
1) The book, <i>Let's Explore Diabetes with Owls</i> is checked out to a patron. Please list the name of the patron and the due date of the book.	_____	_____					
9	<p>Edit fields in multiple item records.</p> <ol style="list-style-type: none"> 1) The book, <i>Doodads and Whatsits</i>, is not on the shelf and needs to be marked missing. Change this item to Missing. Also include the appropriate information in a note field. Please print out the item record after the fields have been changed. 2) The book, <i>Carnival Foods and the Law</i>, has an error in the location of the material. Change the location of the item to Gulfport reserve. Please print out the item record after the field has been changed. 3) The book, <i>Microfiche for Dummies</i>, has an accompanying CD. Change the appropriate fixed length field to reflect that the book has an accompanying CD. Please print out the item record after the field has been changed. 4) We received a new edition of a study aid. The previous edition of the study aid, <i>Ashley's Guide to Intellectual Property: A Study Guide</i>, needs to have the I Type and location changed per our retention policy. Change/update the necessary fields. Please print out the item record after the fields have been changed. 						

10	<p>Look up information in Course Reserves to answer the following questions.</p> <p>1) Does Professor Scully have any active items on Course Reserve? If so, how many? (Use Sierra; don't look on the shelf) _____</p> <p>2) Does Professor Virelli have any active items on course reserve for his Constitutional 1 class? If so, how many? (Use Sierra; don't look on the shelf) _____</p> <p>3) How many courses does Professor Trammell have listed in Sierra? _____</p> <p>4) Which Professor(s) are listed for Civil Procedure in Sierra? _____</p>																
11	<p>Status and location of items on Course Reserve.</p> <p>Please describe how long a course reserve material checks out for with the following locations. Also, please list which campus the item belongs at.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">LOCATION CODE</th> <th style="width: 30%;">CAMPUS</th> <th style="width: 30%;">TIME FOR CHECKOUT</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>gces</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td>gcre7</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td>tcre1</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>If an item has the status of "Inactive" in the Course Reserve function in Sierra, what does that mean? Please be descriptive.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		LOCATION CODE	CAMPUS	TIME FOR CHECKOUT	1)	gces	_____	_____	2)	gcre7	_____	_____	3)	tcre1	_____	_____
	LOCATION CODE	CAMPUS	TIME FOR CHECKOUT														
1)	gces	_____	_____														
2)	gcre7	_____	_____														
3)	tcre1	_____	_____														

12	Check Out/Check-in an item manually in Sierra.
	Check the following item, <i>The Supreme Macaroni Company</i> , in and out manually on Sierra (not using a Circulation desk computer) to yourself. This needs to be done using the reference desk or your office computer. Please print out the confirmation page once the item has been checked out, and the confirmation page once the item has been checked in.
13	Viewing a patron's checked out items.
	Look up the patron record for <i>Professor Fox</i> . Identify what's checked out and explain how to renew any or all of these items. _____ _____ _____ _____
14	Troubleshoot database access
	The following patron, <i>Pamela Burdett</i> , is having difficulty accessing our databases. Look up the patron record and identify any problems that could be causing difficulty. Once the problems have been identified, please describe the solution. _____ _____ _____

--	--

15	Patron Record Creation
	<p>Using Sierra, create a patron record using the following information (Please print out the completed patron record):</p> <p>Jane Doe 123 Main Street Gulfport, FL 33707 (727) 555-5555 FL Bar #123456 Alumni/Graduated 2012</p> <p>Firm Address: Jane Doe, P.A. 987 2nd Ave. St. Petersburg, FL 33702 (727) 555-5554</p>



16	My Library Function
	<p>Log onto My Library and review your account information. What account information is available to the user?</p> <hr/> <hr/> <hr/> <hr/>

17	<p>Using Encore/Classic Catalog</p> <hr/> <p>Using either Encore or the Classic Catalog, attempt to look up the following articles. Are these articles available?</p> <p>1) Ben Beljaars & Rene Winter, <i>The University Library: A Driving Force for Reform in Legal Education?</i> 40 International Journal of Legal Information 1 (2012). Yes/No (Please circle one)</p> <p>2) Richard A. Danner, S. Blair Kauffman & John G. Palfrey, <i>The Twenty-First Century Law Library</i>, 101 Law Library Journal 143 (2009). Yes/No (Please circle one)</p> <p>3) Lihong Zhu, <i>The Role of Paraprofessionals in Technical Services in Academic Libraries</i>, 56 Library Resources & Technical Services 127 (2012). Yes/No (Please circle one)</p>								
18	<p>Install the Sierra client on a computer.</p> <hr/> <p>Using the USB thumb drive provided, please fully install Sierra on the provided computer. If you were to install Sierra on a computer, please list the name of the IP/Network address below.</p> <p style="text-align: center;">IP/NETWORK ADDRESS NAME</p> <p style="text-align: center;">_____</p>								
19	<p>Innovative/Sierra Documentation</p> <hr/> <p>Please log onto CSDirect. Please locate the Documentation for Sierra on the CSDirect homepage. How many "Known Issues" are documented for the following modules:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 60%;">MODULE NAME</th> <th style="text-align: left; width: 40%;"># OF KNOWN ISSUES</th> </tr> </thead> <tbody> <tr> <td>1) Circulation</td> <td>_____</td> </tr> <tr> <td>2) Acquisitions</td> <td>_____</td> </tr> <tr> <td>3) Encore</td> <td>_____</td> </tr> </tbody> </table>	MODULE NAME	# OF KNOWN ISSUES	1) Circulation	_____	2) Acquisitions	_____	3) Encore	_____
MODULE NAME	# OF KNOWN ISSUES								
1) Circulation	_____								
2) Acquisitions	_____								
3) Encore	_____								

20	Viewing Items in Catalog from Sierra
	<p>Look up the Florida Statutes in Sierra. Using only Sierra, how would you view the record in our catalog? Please describe the steps.</p> <hr/> <hr/> <hr/> <p>1) Is the record displayed in the Classic catalog or in Encore? _____</p> <p>2) Can the record be displayed in both the Classic catalog and Encore using this method? Yes/No (Please circle one)</p>