

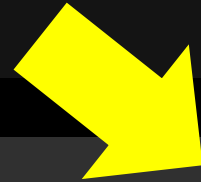
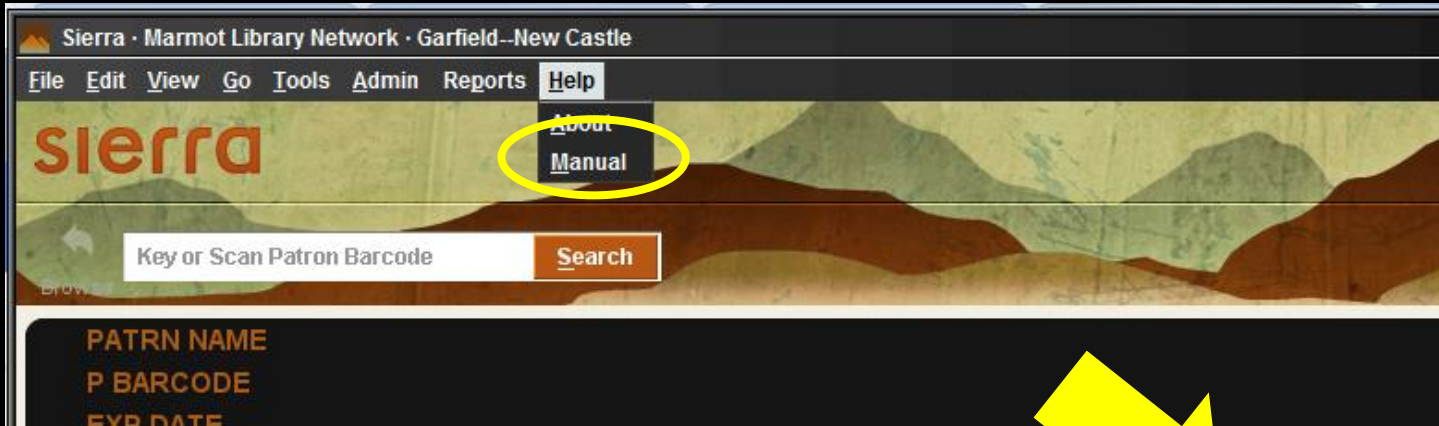
# Take Notice: Setting up your notices in Sierra

Learn what each notice means and how GCPLD has them up in Sierra. We will also cover INN-Reach Reports.

Presenters: Lora Samson [lsamson@gcpld.org](mailto:lsamson@gcpld.org)

Zee Russell [zrussell@gcpld.org](mailto:zrussell@gcpld.org)

# Sierra Help Manual



Or talk to  
Brandon at  
Marmot

# Notices In Sierra

Overdue

Hourly Overdue

Courtesy

Item Paging Slips

INN-Reach Paging Slips

INN-Reach Paging List

Title Paging List

Hold Pickup Only

Hold Cancellation Only

Manual Fines

Fines

Bills

Adjustments

Statement of Charges

Statement of Checked-out Items

# Notice Function in Sierra

Sierra · Marmot Library Network · Garfield--New Castle

File Edit View Go Tools Admin Reports Help

sierra FUNCTION Notices

New Edit Delete Refresh Print

#	Job Name	Location	Notice Type	Auto	Printer	Template	Login	Last Time Sent
1	New Castle Overdues	Garfield County--New Ca...	Overdue	No	Local Printer	GarCoOD		08-29-2015 9:33AM
2	Bills	Garfield County--New Ca...	Bills	No	Local Printer	GarCoBills		08-29-2015 9:35AM
3	Item Paging Slips	Garfield County--New Ca...	Item Paging Slips	No	Local Printer			08-28-2015 11:56AM
4	Title Paging Slips	Garfield County--New Ca...	Bib Paging List	No	Local Printer			08-29-2015 9:20AM
5	Hold Cancellation	Garfield County--New Ca...	Hold Cancellation Only	Yes	E-mail Printer			08-29-2015 6:27AM
6	Hold Pickup	Garfield County--New Ca...	Hold Pickup Only	No	E-mail Printer		gcncir	08-28-2015 4:53PM
7	Prospector	Garfield County--New Ca...	INN-Reach Paging Slips	No	Local Printer	GarCoPPNC		08-28-2015 3:26PM

# Creating a New Notice

**New Job**

File

Save Save As Prepare Print Close

Notice Type: **Overdue** **Select Template**

Location:

- Garfield County--New Castle Branch
- All
- Select Location

Options:

Overdue Level: **All Levels**

Overdue Status: **All Overdue Items**

**Change Address**

Include Telephone Number

Include Amount Owed

Sort By: **Email Subject (Default)**

Auto Notices Settings:

- Enabled
- Move all notices to Print.
- Send via FTP

**Schedule**

# Sort By

Sort Notices ✕

Sorting Fields

Line	Type	Field
<input type="radio"/> 1	PATRON	P TYPE
<input type="radio"/> 2	BIBLIOGRAPHIC	LOCATION
<input checked="" type="radio"/> 3	i	CALL #

# Creating a New Notice

**New Job**

File

Save Save As Prepare Print Close

Notice Type: Overdue **Select Template**

Location:  
 Garfield County--New Castle Branch  
 All  
 Select Location

Options:  
Overdue Level: All Levels **Change Address**  
Overdue Status: All Overdue Items  
 Include Telephone Number  
 Include Amount Owed

Sort By: **Email Subject (Default)**

Auto Notices Settings:  
 Enabled  
 Move all notices to Print. **Schedule**  
 Send via FTP

**a** **b** **c** **d** **e** **f** **g**

# Admin Settings - Print Templates

The screenshot shows the Sierra Admin Settings window for Print Templates. The window title is "Settings" and it has a menu bar with "File", "Edit", "View", "Go", "Tools", "Admin", "Reports", and "Help". The Sierra logo is in the top left, and the "FUNCTION" dropdown is set to "Notices".

The main content area is divided into several sections:

- Output Type:** A dropdown menu currently showing "INN-Reach Paging Slip".
- Use Print Templates:** A checked checkbox.
- Preferred Templates:** A list box containing "GarCoPPRI" and "GCPLD Pros Pg RI".
- Other Templates:** A scrollable list box containing various template names such as "GarCoPPCA", "GarCoppCA", "GarCoPPG", "GarCoPPGS", "GarCoPPNC", "GarCoPPPA", "GarCoPPSI", "GarCoProPg", "GCLDfIPP", "GCLDgIPP", "GCLDhssPP", "GCLDJIPP", "GCLDKIPP", and "GCPLDpropg".

At the bottom of the main content area, there are buttons for "Rename", "Edit", "Preview", "Import", and "Export". At the very bottom of the window, there are buttons for "Save Settings", "OK", and "Cancel".



# Creating a New Notice

**New Job**

File

Save Save As Prepare Print Close

Notice Type: Overdue **Select Template**

Location:  Garfield County--New Castle Branch  
 All  
 Select Location

Options: Overdue Level: All Levels  
Overdue Status: All Overdue Items  
**Change Address**  
 Include Telephone Number  
 Include Amount Owed

Sort By: **Email Subject (Default)**

Auto Notices Settings:  Enabled  
 Move all notices to Print. **Schedule**  
 Send via FTP

**a** **b** **c** **d** **e** **f** **g**

# Overdue

Notices Job:Overdue Notices

File

Save Save As Prepare Print Close

Notice Type **Overdue**

Selected Template: GarCoOD

Location

Garfield County--Rifle Branch

All

Select Location

Options

Overdue Level **All Levels**

Overdue Status **All Overdue Items**

**Change Address**

Include Telephone Number

Include Amount Owed

Sorted By **LOCATION** **Email Subject (Default)**

Auto Notices Settings

Enabled

Move all notices to Print. **Schedule**

Send via FIP

# Item Paging Slips

Notices Job:item paging

File

Save Save As Prepare Print Close

Notice Type  Select Template

Location

Garfield County--Rifle Branch

All

Select Location

Sorted By LOCATION, CALL #

Options

Change Address

Include Telephone Number

Auto Notices Settings

Enabled

Move all notices to Print. Schedule

Send via FTP

# INN-Reach Paging Slips

Notices Job:Prospector paging non template

File

Save Save As Prepare Print Close

Notice Type **INN-Reach Paging Slips** Selected Template: **GarCoPPRI**

Location

Garfield County--Rifle Branch

All

Select Location

Sort By

Options

Include Telephone Number

Auto Notices Settings

Enabled

Move all notices to Print. Schedule

Send via FTP

# Title Paging List

Notices Job: Title Paging List

File

Save Save As Prepare Print Close

Notice Type Title Paging List

Select Template

Location

Garfield County--Rifle Branch

All

Select Location

Sorted By LOCATION, CALL #

Auto Notices Settings

Enabled

Move all notices to Print.

Send via FIP

Schedule

# Hold Pickup Only

Notices Job:fts hold pickup

File

Save Save As Prepare Print Close

Notice Type **Hold Pickup Only** Select Template

Location

Garfield County--Rifle Branch

All

Select Location

Options

Change Address

Include Telephone Number

Include Amount Owed

Sort By Email Subject (Default)

Auto Notices Settings

Enabled

Move all notices to Print. Schedule

Send via FTP

# Hold Cancellation Only

Notices Job:hold cancelation

File

Save Save As Prepare Print Close

Notice Type: Hold Cancellation Only Selected Template: \_HoldCancel

Location

- Garfield County--Rifle Branch
- All
- Select Location

Options

[Change Address](#)

- Include Telephone Number
- Include Amount Owed

Sort By: Email Subject (Default)

Auto Notices Settings

- Enabled
- Move all notices to Print. [Schedule](#)
- Send via FTP

# Bills

Notices Job: Bills for Rifle

File

Save Save As Prepare Print Close

Notice Type Bills Selected Template: GarCoBills

Location

Garfield County--Rifle Branch

All

Select Location

Options

Bills less than \$0.00 will not be sent

[Change Address](#)

Include Telephone Number

Include Amount Owed

Sorted By LOCATION Email Subject (Default)

Auto Notices Settings

Enabled

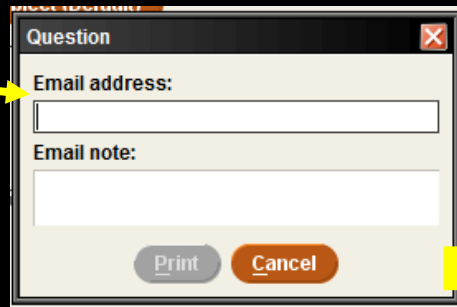
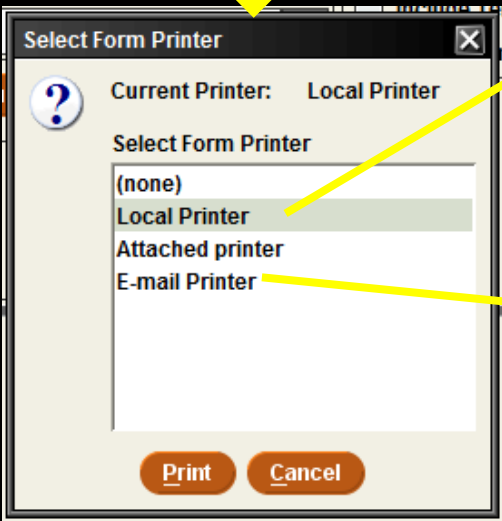
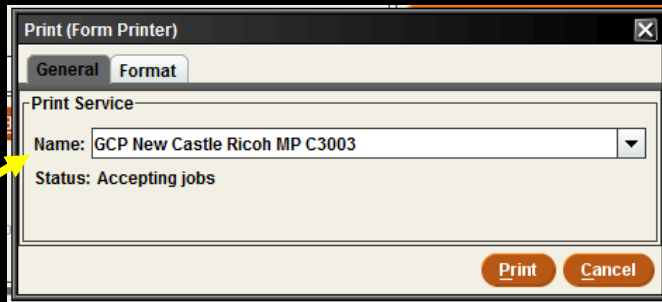
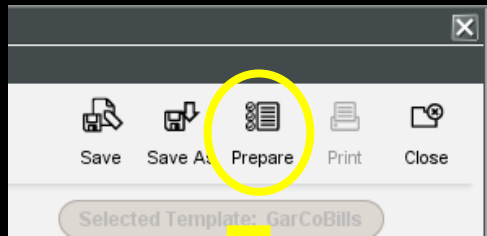
Move all notices to Print.

Send via FTP

Schedule



# Running Notices

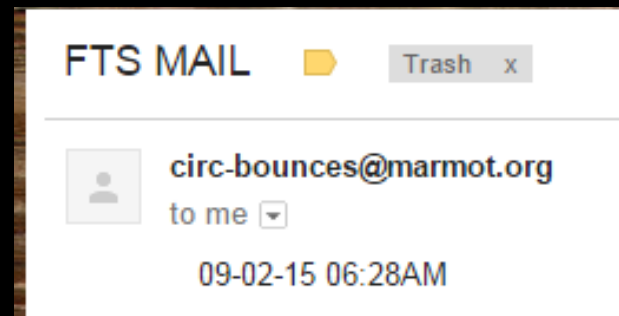
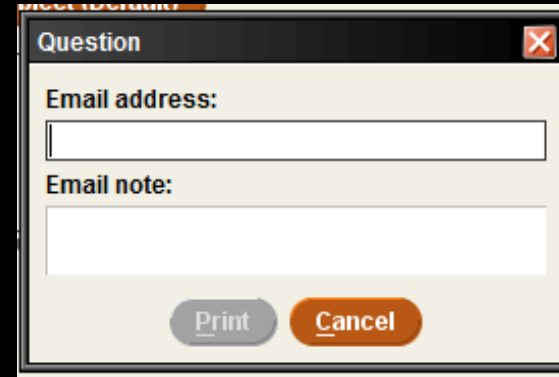
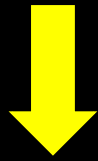


The main application interface shows a 'Notices' section. On the left, there are two summary boxes: 'Items Not Sent(0)' and 'Emails(0)'. On the right, there is a 'Notices' header with buttons for 'Send Notices', a dropdown menu set to '2 to E-mail', and 'Move ALL to Print Queue'. Below this is a table with the following data:

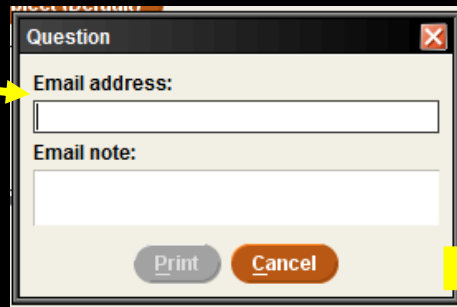
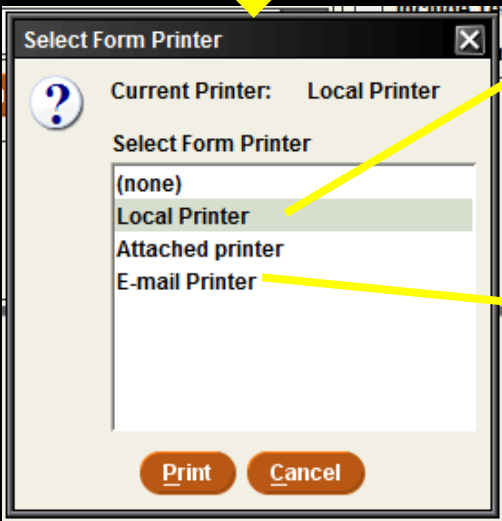
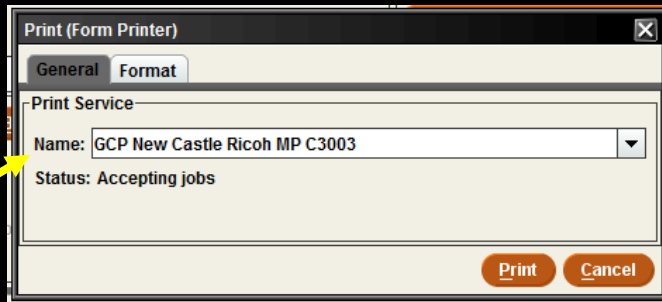
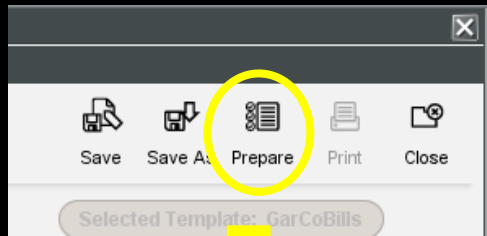
#	Notic...	Patron Name	Title	Call #	Item Status
1	1		Breaking bad. The compl...	DVD BRE SEAS. 1	ON HOLDS...
2	2		The knockoff : a novel / L...	BCD SYK KNO	ON HOLDS...

At the bottom right of the interface, it says '2 Notices, 2 Items'.

# Printer Options



# Running Notices

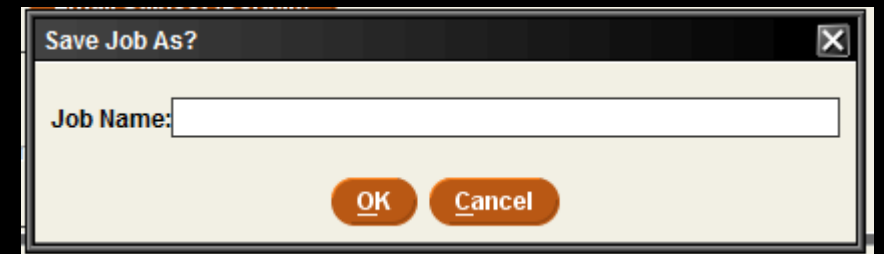
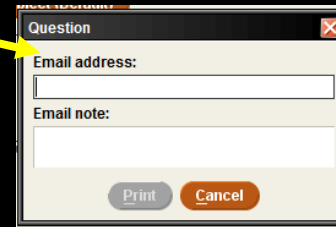
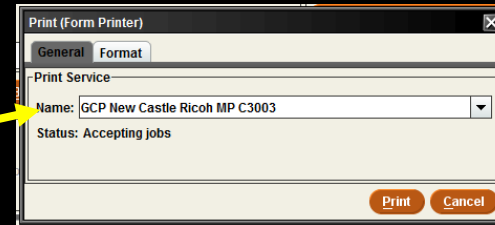
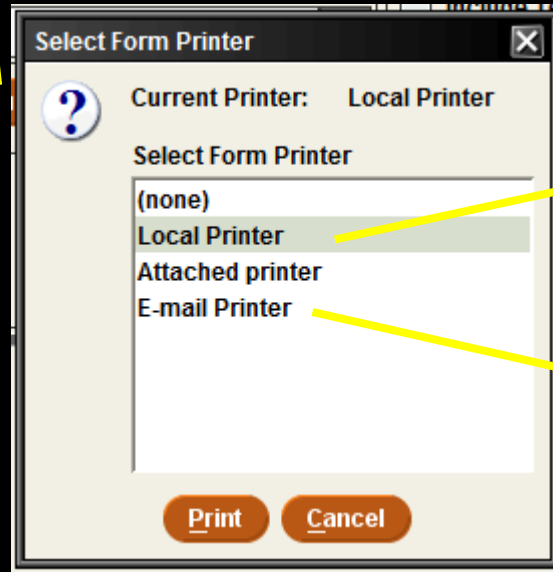
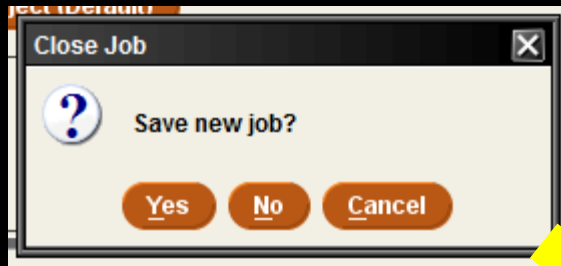


The main application interface shows a 'Notices' section. On the left, there are two summary boxes: 'Items Not Sent(0)' and 'Emails(0)'. On the right, there are buttons for 'Send Notices', a dropdown menu set to '2 to E-mail', and 'Move ALL to Print Queue'. Below these is a table with the following data:

#	Notic...	Patron Name	Title	Call #	Item Status
1	1		Breaking bad. The compl...	DVD BRE SEAS. 1	ON HOLDS...
2	2		The knockoff : a novel / L...	BCD SYK KNO	ON HOLDS...

At the bottom right of the interface, it says '2 Notices, 2 Items'.

# Saving a new Notice



# INN-Reach Reports

Institutional Overdues

Paged Too Long

Returned Too Long

Requested Too Long

In Transit Too Long

Received Too Long

# Institutional Overdues

File Edit View Go Tools Admin Reports Help

sierra

FUNCTION INN-Reach - Reports

Prepare Remove Print Close

Report Type Institutional Overdues

Minimum days: 14

Maximum 9999

Sort by Item Location

Location

- Garfield County--Rifle Branch
- All
- Select Location

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

# Paged Too Long

File Edit View Go Tools Admin Reports Help

sierra

FUNCTION INN-Reach - Reports

Prepare Remove Print Close

Report Type Paged too long

Minimum days: 2

Sort by Item Location

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

# Returned Too Long

File Edit View Go Tools Admin Reports Help

sierra

FUNCTION INN-Reach - Reports

Prepare Remove Print Close

Report Type Returned too long

Minimum days: 14

Sort by Patron Home Library

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------



# Requested Too Long

File Edit View Go Tools Admin Reports Help

**sierra** **FUNCTION** INN-Reach - Reports

Prepare Remove Print Close

Report Type: Requested too long  
Minimum days: 14  
Sort by: Patron Home Library

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

# In Transit Too Long

File Edit View Go Tools Admin Reports Help

**sierra** **FUNCTION** INN-Reach - Reports

Prepare Remove Print Close

Report Type: In transit too long  
Minimum days: 14  
Sort by: Patron Home Library

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

# Received Too Long

File Edit View Go Tools Admin Reports Help

sierra

FUNCTION INN-Reach - Reports

Prepare Remove Print Close

Report Type

Received too long

Minimum days:

10

Sort by

Patron Home Library

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

# Received Too Long – Search Results

sierra		FUNCTION INN-Reach - Reports				
Report Type		Received too long				
Minimum days:		10				
Sort by		Patron Home Library				
#	Item Location	Call #	Title	Home Library	Patron #	Received Date
10	9uncp-U of Northern CO C...	NC730 .A15 2004	100 creative drawing ideas / compiled and edited b	cmg -CMC Quigley Librar...	p18719181	08-13-2015
11	9uwyp-U of Wyoming WY9...	N7572 .G8313 2012	The history of the nude / Flaminio Gualdoni	cmg -CMC Quigley Librar...	p18719181	08-14-2015
12	9uwyp-U of Wyoming WY9...	NC730 .B318 2013	Drawing ideas : a hand-drawn approach for better d	cmg -CMC Quigley Librar...	p18719181	08-14-2015
13	9arap-Arapahoe Library D...	SPA DVD COLD	Cold sweat [videorecording] / Pampa Films, Paura F	cml -CMC Leadville Camp...	p18580087	04-02-2014
14	9dplp-Denver Public C132	DVD D / Television Show	The Dick Cavett show. Hollywood greats [videorecor	cml -CMC Leadville Camp...	p19069881	02-28-2015
15	9lgmt-Longmont Public Li...	ROCK ACD / Adult Nonfic	High voltage [sound recording (CD)] / AC/DC.	cml -CMC Leadville Camp...	p18580087	05-03-2014
16	9dupp-U of Denver C118	PS3551.N95 B6 2012	Borderlands : the new mestiza = la frontera / Glor	cms -CMC Steamboat Ca...	p21477693	10-01-2014
17	9arap-Arapahoe Library D...	DVD 637.1 BETTING	Betting the farm [videorecording] / produced and d	eva -EVLD Avon Public Li...	p13763763	07-17-2014
18	9lsvl-Louisville C180	PARENT J 371.042 LAM v.1	Five in a row. vol. 1 / by Jane Claire Lambert.	eva -EVLD Avon Public Li...	p19124053	10-11-2014
19	9cubp-UC-Boulder C200	NA7207 .J36 1991	Yesterday's houses of tomorrow : innovative Americ	eve -EVLD Eagle Public Li...	p21392560	08-03-2015
20	9csup-Colorado State U C...	BD236 .S65 2004	Myths of the self : narrative identity and postmod	fl -Fort Lewis College C504	p22348839	08-04-2015
21	9dupp-U of Denver C118	MT145.B14 B95 1998	Bach, the fencing master : reading aloud from the	fl -Fort Lewis College C504	p22327289	08-07-2015
22	9fcpp-FtCollins Public C122		Domino : FTCOL INN-Reach Training.	fl -Fort Lewis College C504	p18373367	08-07-2015
23	9jcpc-Jeffco Public C102	621.3916076 MEYERS	CompTIA A+ certification exam guide : exams 220-80	fl -Fort Lewis College C504	p22341183	08-10-2015
24	9jcpc-Jeffco Public C102	027.4747 SHERMAN	Patience and fortitude : power, real estate, and t	fl -Fort Lewis College C504	p22342709	08-07-2015
25	9rgsp-Regis U (III) C196	BF697 .I3492 2006	Identity and story : creating self in narrative /	fl -Fort Lewis College C504	p22348839	08-04-2015
26	9uncp-U of Northern CO C...	NK2435.P42 S683 2011	Paint, pattern & people : furniture of southeaster	fl -Fort Lewis College C504	p22341614	08-12-2015
27	9jcpc-Jeffco Public C102	FICTION MACDONALD	The deep blue good-by / John D. MacDonald.	gcc -GCP Carbondale Bra...	p11056137	08-10-2015
28	9lsvl-Louisville C180	TEEN CD 781.66 CON	Bloodletting [compact disc] / Concrete Blonde.	gcn -GCP New Castle Bra...	p11083189	10-28-2014
29	9blidr-Boulder Public C110	DVD ACTION In	In God's hands [dvd] / [TriStar Pictures ; directe	gcp -GCP Parachute Bran...	p18984599	03-23-2015
30	9cubp-UC-Boulder C200	QK597.5 .O88 2001	Lichens of Antarctica and South Georgia : a guide	gcr -GCP Rifle Branch C570	p20456013	01-30-2015
31	9dupp-U of Denver C118	E457 .C79	Abraham Lincoln / por Manuel Corchado.	gcr -GCP Rifle Branch C570	p21133694	07-22-2015
32	9jcpc-Jeffco Public C102	TEEN 741.5952 ISAYAMA AT	Attack on Titan / [Hajime Isayama] ; translated an	gcr -GCP Rifle Branch C570	p18626701	12-15-2014
33	9cspp-CSU-Pueblo C422	RC416.B15 A2 1989	Bed number ten / Sue Baier and Mary Zimmeth Schoma	gcs -GCP Silt Branch C578	p14990933	07-17-2015
34	9aurp-Auraria C105	LB1029.T4 M873 2013	Leading the co-teaching dance : leadership strateg	grg -GRC Granby Library ...	p13154801	08-06-2015
35	9arap-Arapahoe Library D...	DVD PORTLANDIA	Portlandia. Season three [videorecording] / IFC Or	guc -Crested Butte Public...	p13729093	04-29-2014
36	9arap-Arapahoe Library D...	DVD TOUR	Tour of duty. The complete third season [videoreco	mpc -MCPLD Clifton Bran...	p11663819	08-14-2015
37	9arrp-Aurora Library C106	J2 Finn, P.	Rainbow rocks / adapted by Perdita Finn.	mpc -MCPLD Clifton Bran...	p20824282	04-22-2015
38	9dupp-U of Denver C118	GV1763 .I46 1985	The Illustrated plus movements of square dancing /	mpc -MCPLD Clifton Bran...	p21240462	04-09-2014
39	9dupp-U of Denver C118	HV700.7 .E35 2013	Doing the best I can : fatherhood in the inner cit	mpc -MCPLD Clifton Bran...	p17753296	04-01-2014
40	9lvp-Loveland Public Libr...	Moran, J.	The wives of Henry Oades : a novel / Johanna Moran	mpc -MCPLD Clifton Bran...	p11192719	07-15-2015
41	9mdel-MDE Broomfield C1...	DVD 791.4572 Super Disc	Supernatural. The complete eighth season [videorec	mpc -MCPLD Clifton Bran...	p16862995	07-23-2014
42	9uwyp-U of Wyoming WY9...	BL240.3 .D38 2010	Why beliefs matter : reflections on the nature of	mpc -MCPLD Clifton Bran...	p21955190	08-13-2015

# Received Too Long – Search Results

Call #	Title	Home Library	Patron #
NC730 .A15 2004	100 creative drawing ideas / compiled and edited b	cmg -CMC Quigley Librar...	p18719181
N7572 .G8313 2012	The history of the nude / Flaminio Gualdoni	cmg -CMC Quigley Librar...	p18719181
NC730 .B318 2013	Drawing ideas : a hand-drawn approach for better d	cmg -CMC Quigley Librar...	p18719181
SPA DVD COLD	Cold sweat [videorecording] / Pampa Films, Paura F	cml -CMC Leadville Camp...	p18580087
DVD D / Television Show	The Dick Cavet	-CMC Leadville Camp...	p19069881
ROCK ACD / Adult Nonfic	High voltage [s	-CMC Leadville Camp...	p18580087
PS3551.N95 B6 2012	Borderlands : t	-CMC Steamboat Ca...	p21477693
DVD 637.1 BETTING	Betting the far	-EVLD Avon Public Li...	p13763763
PARENT J 371.042 LAM v.1	Five in a row. v	-EVLD Avon Public Li...	p19124053
NA7207 .J36 1991	Yesterday's ho	-EVLD Eagle Public Li...	p21392560
BD236 .S65 2004	Myths of the se	ort Lewis College C504	p22348839
MT145.B14 B95 1998	Bach, the fenci	ort Lewis College C504	p22327289
621.3916076 MEYERS	Domino : FTCO	ort Lewis College C504	p18373367
027.4747 SHERMAN	CompTIA A+ ce	ort Lewis College C504	p22341183
BF697 .J3492 2006	Patience and f	ort Lewis College C504	p22342709
NK2435.P42 S683 2011	Identity and sto	ort Lewis College C504	p22348839
FICTION MACDONALD	Paint, pattern &	ort Lewis College C504	p22341614
TEEN CD 781.66 CON	The deep blue	-GCP Carbondale Bra...	p11056137
DVD ACTION In	Bloodletting [c	-GCP New Castle Bra...	p11083189
QK597.5 .O88 2001	In God's hands	-GCP Parachute Bran...	p18984599
E457 .C79	Lichens of Anta	-GCP Rifle Branch C570	p20456013
TEEN 741.5952 ISAYAMA AT	Abraham Linco	-GCP Rifle Branch C570	p21133694
RC416.B15 A2 1989	Attack on Titan	-GCP Rifle Branch C570	p18626701
LB1029.T4 M873 2013	Bed number ten / Sue Baier and Mary Zimmeth Schoma	gcs -GCP Silt Branch C578	p14990933
DVD PORTLANDIA	Leading the co-teaching dance : leadership strateg	grg -GRC Granby Library ...	p13154801
DVD TOUR	Portlandia. Season three [videorecording] / IFC Or	guc -Crested Butte Public...	p13729093
J2 Finn, P.	Tour of duty. The complete third season [videoreco	mpc -MCPLD Clifton Bran...	p11663819
GV1763 .I46 1985	Rainbow rocks / adapted by Perdita Finn.	mpc -MCPLD Clifton Bran...	p20824282
HV700.7 .E35 2013	The Illustrated plus movements of square dancing /	mpc -MCPLD Clifton Bran...	p21240462
	Doing the best I can : fatherhood in the inner cit	mpc -MCPLD Clifton Bran...	p17753296

**Details**

Patron Number: p20456013  
 Patron Name: Crook, Trista  
 Virtual Item Number: i39840426@9cubp  
 Barcode: P1073413030129cubp  
 Home Library: gcr -GCP Rifle Branch C570  
 Item Location: 9cubp-UC-Boulder C200  
 Title: Lichens of Antarctica and South Georgia : a guide  
 Call Number: QK597.5 .O88 2001  
 Central Machine Name: coarl  
 Central Item Status: @  
 Central Item Level Holds: 0  
 Central Due Date: 03-23-2015

**OK**

Questions?