

Sierra Media Management

Media Management enables you to provide media files which are accessible to patrons consulting bibliographic records in the WebPAC or Encore.

Underlined topics below are hyperlinks to the Sierra documentation (<https://documentation.iii.com/sierrahelp/Default.htm>) and other resources. Click on the link to open on browser, or right-click the text, select Copy Hyperlink and paste the URL directly into a browser.

A copy of the Sierra documentation is located on your own server and can be opened from within the Sierra staff application: **Admin** | **Manual**. Hyperlinked text can be used to search for topics in the local copy of the documentation.

This schedule is flexible and subject to change.

Introduction

- Introduction of trainer and trainees
- [Logging in to the Sierra Desktop Application](#) or [Sierra Web](#)

Using Media Management

Records created in Media Management

- [Fixed-length fields in bibliographic records](#)
- [Variable-length fields in bibliographic records](#)

Adding new media sets

- Media sets are typically y-tagged MARC 962 fields in the bibliographic record
- A media set link is typically a link (default) or “thumbnail”
- A media set can contain multiple image files or a single file of a “non-image” type
- Media button accessed through bibliographic record

Adding new media files to the media set

- Most file types can be used by default, contact Innovative to make other file types available
- [Importing media files](#)
- [Scanning image files](#)
- [Importing URLs](#)
- [Linking to a URL](#)

Editing and manipulating media files

Copyright and Access

- Optional feature related to Course Reserves functionality
 - Also referred to as Electronic Course Reserves, or E-reserves
- [Entering Copyright and Access Information](#)

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- Publisher Code used to gather statistics on viewing and printing
 - Publisher Code of 000 does not require password to view in WebPAC
 - Any other number DOES require password to view in WebPAC
 - Charges for printing or viewing are automatically assessed to the patron's record as a manual charge – set in Media Management options file
 - Media Management options – for libraries with Advanced System Access and Administration (ASAA)
 - Other libraries, contact Innovative

Display in WebPAC and Encore

- Using Electronic Course Reserves and Media Management in WebPAC
- Integrating with Electronic Course Reserves and Media Management (Encore)

Deleting media files from a media set

Deleting media sets

Document Indexing

- Optional feature – contact Innovative for setup
- Adding text files to media sets
- Facilitates indexing in the “m” segment of the Advanced Word Search Index
- Facilitates creating indexes for image and other non-text media by creating a file of keywords associated with the media set

Using the Web Management Reports (web browser interface)

- Viewing e-reserves reports
 - Report related to Copyright and Access, reports on Publisher Code

Preparations to go live after training

- Delete all media from training records
- Delete training records

Supporting documentation

- Sierra WebHelp – Browse tab

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