



SIERRA MEDIA MANAGEMENT CHECKLIST

The following checklist is meant to be a guide to help you organize day-to-day administration of the Sierra System.

The frequencies we suggest are only recommendations. Your library may perform certain activities more or less often depending upon your needs and policies.

As Needed

- ☐ Verify that [URL media](#) links are accurate and successfully retrieve media files.
- ☐ Verify that media file [Imported URLs](#) are accurate.
- ☐ Request that Innovative activate new file types on your system as new file types become available or necessary.
- ☐ Review and [delete media sets and files](#) which are no longer needed or which might have changed.
- ☐ If optional product Document Indexing is present at your institution, review the keyword list (default index words). Verify the list's accuracy and comprehensiveness. Verify that the list is compliant with controlled vocabulary used by the library.
- ☐ If optional product Copyright and Access is present at your institution:
 - Review Publisher Code statistics in Web Management [E-Reserves](#) Reports for compliance and copyright regulations.
 - Review activity statistics in [Web Management E-Reserves Reports](#).
 - Add or update media sets [copyright and access information](#) as needed.
 - Review E-Reserves Media Sets and remove inactive or unneeded entries.

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