Sierra Interlibrary Loan

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

[ ]  [Free](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_freeingrequests.html) ILL Requests.

[ ]  [Clear](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_holds_illholds.html) Expired Holds from the ILL Holdshelf.

[ ]  [Delete](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_deleterequest.html) archived ILL requests.

[ ]  [Download](https://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_downloadillreq.html) requests file.

[ ]  View bounced ILL email. See [Configure Outgoing Mail for Sierra](https://iii-itlc.s3.amazonaws.com/LibGuides/LibGuides%2BArticles%2Band%2BDocs/Sierra/System%2BAdministration/Articles/SYS%2BSierra%2BHTG%2B%2BConfigure%2BOutgoing%2BMail%2B20220301.pdf).

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