



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](#) ILL Requests.
- ☐ [Clear](#) Expired Holds from the ILL Holdshelf.
- ☐ [Delete](#) archived ILL requests.
- ☐ [Download](#) requests file.
- ☐ View bounced ILL email. See [Configure Outgoing Mail for Sierra](#).

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