



SIERRA CREATE LISTS AND STATISTICS 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

- ☐ Monitor [review files](#) usage and clear files whose content are no longer current or needed.
- ☐ Monitor saved searches and [delete](#) searches that are no longer used.
- ☐ Monitor [saved search templates](#). Remove templates that are no longer used. Update templates as needed.
- ☐ Monitor Statistics [saved queries](#). Remove queries that are no longer used. Update queries as needed.
- ☐ Monitor Statistics [results files](#). Remove results that are no longer needed or export results and then remove the files for easier management within the statistics module.
- ☐ Recalculate the [Age of the Collection](#) and [Collection Development](#) Web Management reports.
- ☐ To facilitate the creation of statistical reports, note for each record type the first and last record numbers of relevant tracking periods (that is, first and last bibliographic record numbers of the month, calendar year, etc.)

Note: by knowing the first and last record number of a tracking period, you can create statistical reports from the record number range corresponding to a given tracking period. For example, suppose you want to produce a statistical report on the Item Types (TYPES) of items added in the month of June. You could quickly create the report if you knew the numbers of the first and last item records added in the month of June.

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