



MEMO

Library Director

To: Heads of programs

From: Beryl H. Brubaker, Director of the Library

Date: August 22, 2012

Subject: Library allocation

This annual memo is a reminder that faculty are important partners for ensuring a robust collection of library books and audiovisuals. We need you and your colleagues to order materials that you and the students need to support the planned curriculum. If your syllabi call for books that we do not currently have, please make sure they are ordered in a timely way.

I also want to review the allocation policy. Accompanying this memo is the materials allocation plan for the 2012-13 academic year. The total preliminary library materials budget for 2012-13 is \$201,110. As you can see, we expect to spend \$148,000 on current subscriptions for print and electronic materials. Also our Curriculum and Juvenile collections get a set amount from the overall budget (\$2,500 and \$1,000 respectively). That leaves \$49,610 of which the General Fund gets 15% for materials the librarians order, such as reference books or other materials to ensure an adequate collection. The remaining 85% is the amount allocated to departments and programs for books and AV materials based on a formula which takes into consideration the following factors: number of student hours, usage, cost and history. Each of these factors is updated annually based on the previous year's statistics.

During the year Audrey Shenk will email a statement of funds spent and funds remaining at the beginning of each month.

In order to process requests for materials in an orderly manner, we have set the following deadlines.

Deadlines:

January 15, 2013 60% of allocation spent

May 15, 2013 100% of allocation spent

Funds remaining after the deadlines will be spent by library staff.

Having said all this, let me add a caveat. Our goal is to get you the materials you need for your students. So use your allocation with care and attention to all aspects of your discipline. At the same time, let us know your needs and we will do the best to supply them within the resources available.

If you have any question about the budgeting process, please let me know.