

## LIBRARY SERVICES GUIDELINES

### Budget Allocations

The annual budget for operations (OOE) and for acquisitions (Books, Periodicals, Databases, and Equipment) will be presented to the Library Services faculty members by the Dean of Library Services within two weeks of the receipt of annual allocations sent by the Office of the Vice President for Administration and Finance.

The Dean of Library Services, with input from the Library staff, will ensure that allocations to the various line item accounts in OOE will be sufficient to maintain the necessary operations of Library Services. By May 1 of each year, Library faculty will present to the Dean of Library Services their best available estimate of costs associated with their areas of activity. The resultant budget presented by the Dean of Library Services will be the de facto budget for the ensuing fiscal year, but is subject to financial allotments and fiscal exigency.

By definition, all monies not allocated for operations will be available for the acquisition of library materials and resources. The acquisitions budget will be appropriately divided among print books and ebooks, print journals and ejournals, databases, and equipment.

The Dean of Library Services will ensure that a copy of the annual budgets for Library Services will be appended to this guideline.