

## AXE LIBRARY GUIDELINES

### Restricted Fee Accounts

Axe Library has at its disposal several "restricted fee accounts" which are fund generated from sources other than money appropriated by the State Legislature. Expenditures from these funds generally are authorized by the Dean of Learning Resources.

Monthly reports of expenditures and fund balances will be made available upon request.

#### **Collections and Fines-**

Income: All monies collected by the library from patrons for library services, fines, lost materials, etc.

Expenditures: Funds are expended in the following priority:

- a) Salaries based upon restricted fees, if any.
- b) Maintenance and supplies for photocopiers and microcopiers.
- c) Replacement of materials lost and/or damaged beyond repair.
- d) Equipment, materials, and supplies which are not included in annual budget.
- e) Emergency situations as determined by the Dean of Learning Resources.

With the exception of emergency situations, the fund should contain a minimum of \$5,000 plus six months' salary allocation, if any.

#### **PSU Foundation-**

Income: Donations (including endowments) to the PSU Foundation that are designated for the Library. Some accounts are restricted for special purposes.

Expenditures: Monies in these accounts are used exclusively for library materials unless specifically designated for other purposes by the done. Undesignated funds are expended as soon as practical.

#### **Friends of the Leonard H. Axe Library -**

Income: Dues, special gifts, and income from events of the Friends group.

Expenditures: Monies spent in accordance with the direction of the Board of Directors of the Friends of Axe Library.