

AXE LIBRARY GUIDELINES

Budget Allocations

The determination of monies allocated to acquisitions and to operating budgets will be made within two weeks of notification of budget allocations by the Office of the Vice President for Business and Fiscal Affairs.

Allocation to the various line item accounts in OOE will be sufficient to enable full operation of units, functions, and tasks, with special concern for reasonable utilization of the various technologies. By May 1 of each year, each unit head will present to the Dean of Learning Resources the best available estimate of levels of activity and associated costs. The Dean will solicit the advice of the library staff in allocating monies to these activities. The resultant allocation will be the de facto OOE budget for the ensuing fiscal year.

By definition, all remaining monies will be available for acquisition of library materials. Past experience has shown 66-80% of the entire allotment allocated to acquisitions with the remainder sufficient to operate the library through the OOE line item accounts. The Acquisitions budget will be divided so that approximately 2/3 of available monies are spent on serials and 1/3 on monographs.

Serials will include: periodicals, standing orders, subscriptions, indexes and abstracts, newspapers, microform, and back issue acquisition.

Monographs will include: Individual titles, monographs in series acquired by standing order, and audio-visual materials. The OOE and acquisitions budgets are incorporated into the annual "Library Budget" that will be Appendix A of this guideline.