Acquisition of Library Materials Schedule

June

Begin preparing materials budget based on course and credit hour information from the registrars office. Generate periodicals cost analysis.

July

Begin ordering, encumbering up to 25% of the previous year's departmental budgets.

August

Complete budget.
Begin ordering new journal subscriptions.

September

Submit library materials budget to Library Committee and then to Faculty Organization. Notify departmental liaisons of their funds.

October

October 1st: Deadline for departments to request lists of previous year's purchases and subscriptions.

November

Goal: Encumber 40% of the budget by November 15.

December

Goal: Encumber 75% of the budget by December 15.

January

Goal: Encumber 90% of the budget by January 15.

February

Goal: Encumber 100% of the budget by February 15.

March

Goal: Encumber 110% of the budget by March 15.

May

Continue working on non-state funds. Evaluate and cancel subscriptions as needed.