BUDGETING POLICY AND PROCEDURES

Budgeting Policy

Rationale:
A realistic budget is required for a school to maintain adequate resources for its school library resource centre.

- The budget must relate to the school strategy of developing and implementing programs within the library which promote student wellbeing, motivation and connectedness
- The budget for the library should help students to become life-long learners
- The budget for the library should assist student in their abilities to become independent learners

Policy Statement:

- We need to keep up with quantitative standards within the library community
- Collection maintenance
- Collection development
- Recurrent resource costs
- Capital expenditure

Audience:

- Staff and community

Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members, Finance Department

Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2nd Edition*
- *Vision statement for the school*
- *BSSC Collection development policy 2009 - 2011*

Date of ratification:

- February 2009

Date of review:

- December 2011

Budgeting Procedures

Preparation

- Collection Maintenance
  - Keeping the collection at its present size
  - Necessary to replace 10% of the collection annually
- Collection Development

- o Extending the collection towards a target size that is determined by the library team
  - o Priority given to curriculum initiatives
  - o Priority given to the updating of various sections of the collection
  - o Patrons demands are considered
  - o School profile must be considered, especially with the ever changing ethnic and socio-economic backgrounds of the students
- Consumables
  - o Processing resources such as covering materials, labels etc
  - o Peripherals such as DVDs, CDs, batteries etc
  - o Promotional activities such as display materials etc
- Maintenance
  - o AMLIB
  - o Security system
  - o Audiovisual Hardware
- Subscriptions / Memberships
  - o Journals
  - o Associations
- Professional Development
  - o Up-to-date meetings about AMLIB – Consultants
  - o SLAV Conferences
- Capital Expenditure
  - o Collection development beyond foundation collection
  - o Shelving
  - o Furniture
  - o Equipment
  - o Computer Hardware
- Library Sub Program Budget Headings
  - o Office / Teacher Requisites
  - o Printing / Photocopying
  - o Computer Software <$1000
  - o Library Books
  - o Reference Materials
  - o Magazines / Newspapers
  - o Repairs / Maintenance of Furniture / Equipment
  - o Other Plant and Equipment <$1000
  - o Affiliations
  - o Freight
  - o Light Refreshments – Onsite
  - o Publicity and Marketing