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
- Extending the collection towards a target size that is determined by the library team
- Priority given to curriculum initiatives
- Priority given to the updating of various sections of the collection
- Patrons demands are considered
- School profile must be considered, especially with the ever changing ethnic and socio-economic backgrounds of the students

- Consumables
  - Processing resources such as covering materials, labels etc
  - Peripherals such as DVDs, CDs, batteries etc
  - Promotional activities such as display materials etc

- Maintenance
  - AMLIB
  - Security system
  - Audiovisual Hardware

- Subscriptions / Memberships
  - Journals
  - Associations

- Professional Development
  - Up-to-date meetings about AMLIB – Consultants
  - SLAV Conferences

- Capital Expenditure
  - Collection development beyond foundation collection
  - Shelving
  - Furniture
  - Equipment
  - Computer Hardware

- Library Sub Program Budget Headings
  - Office / Teacher Requisites
  - Printing / Photocopying
  - Computer Software <$1000
  - Library Books
  - Reference Materials
  - Magazines / Newspapers
  - Repairs / Maintenance of Furniture / Equipment
  - Other Plant and Equipment <$1000
  - Affiliations
  - Freight
  - Light Refreshments – Onsite
  - Publicity and Marketing