

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials:	Cost:
Books (print)	\$ _____
E-Books	_____
Magazines/newspapers (print)	_____
Magazines/newspapers (electronic)	_____
Audio CDs	_____
Audio CDs (downloadable)	_____
DVDs	_____
DVDs (downloadable/streaming)	_____
Electronic Databases (available in-house & remotely)	_____
Computer Software	_____
Microfilm	_____
Local History resources	_____
Photographs	_____
Video Games	_____
Non-Book or Media	_____

Automation:	Cost:
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)	\$ _____
OCLC Membership costs	_____
MARC Records costs	_____
Additional consortia cost	_____
Virtual reference service	_____

Supplies:	Cost:
Barcodes for circulating items and for patrons' cards	\$ _____
User library cards	_____
Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.)	_____

Staffing:	Cost:
Based on a 40-hour week, determine approximately how many hours staff spend on task and multiply it by pay rate x 52 weeks. (Example: Cataloger— 25 hours per week X \$10 X 52=\$13,000)	\$ _____
Collection development/ordering staff	_____
Cataloging staff	_____
Circulation staff	_____
ILL staff	_____
Book page or shelver	_____
Training for staff	_____