

2007/2008

## Calendar of Collection Management and Technical Services Activities

The purpose of this schedule is to provide collection managers with the cut off dates to purchase library materials and to spend our allocation completely. The schedule will allow Technical Services to have a more stable workflow and to coordinate closing on the Innovative System with the year-end closing at the Controller's Office.

### JULY 1<sup>st</sup>

- **Bibliographers begin submitting orders to Acquisitions for new fiscal year\***
- *Acquisitions will begin transmitting GOBI orders (Mid-July)*

### AUGUST 1<sup>st</sup>

- *Controller's Office closes budget for previous fiscal year*
- *Acquisitions starts placing orders*
- **Final budget allocations for new fiscal year will be available online**

### SEPTEMBER 15<sup>th</sup>

- **Friends of the University Libraries grants due**

### SEPTEMBER 30<sup>th</sup>

- **Bibliographers order books for Speaker Series**

### JANUARY 15<sup>th</sup>

- **50% of monograph appropriations must be encumbered**
- **Mid-year budget reports are due to Head of Collection Management**

### FEBRUARY 15<sup>th</sup>

- **Friends of the University Libraries grants due**
- ✓ If Serials cancellation project is necessary:
  - March 1<sup>st</sup> – Bibliographers will be given guidelines for serials cancellations
  - April 1<sup>st</sup> – Deadline for serials cancellations due in Acquisitions

### APRIL 1<sup>st</sup>

- *Acquisitions calculates serials c/o to order new serials and continuations*

### MAY 1<sup>st</sup>

- **Deadline for final orders to be submitted to Acquisitions**

### MAY 9<sup>th</sup>

- *Deadline for Acquisitions to transmit final GOBI orders for current fiscal year*

### JUNE 1<sup>st</sup>

- **Year-end budget reports are due to Head, CM**

### JUNE 4<sup>th</sup>

- *Acquisitions will pool monies from discretionary monograph funds*
- **Remaining balances will be spent according to list provided by Head, CM**

### JUNE

- *Review title lists from vendors after cancellations*
- *Renew serials with vendors for new fiscal year*
- **Orders may be added to GOBI/Acquisitions will transmit orders to YBP in July**

**\*Rush orders are accepted any time during fiscal year**

*Note: Acquisitions functions are in italics.*

*Revised 8/31/07*