



Review Question Answers

Chapter 6: Managing Collection Budgets

1. What is a library director likely to need from collection development staff when the budget is being prepared?

Statistical information about the collection, particularly expenditure and efficiency measures

2. What data should you gather to prepare your collection budget?

- a) *Previous years' budget requests*
- b) *Review your library mission and your collection development policy*
- c) *Check with your vendors for any unanticipated price increases or increased fees*
- d) *Check to see if recent community analyses or collection evaluations have indicated changing demands, new needs, or collection weaknesses*
- e) *Identify any threats or opportunities on the horizon that can affect your collection needs*

3. What is budget allocation?

Deciding how much money to spend on various library expenses.

4. What is an encumbrance?

The amount of money you've spent on material that hasn't yet been received.

5. List the strategies Disher says collection developers employ to make the most of available resources.

- a) *Rotating collections*
- b) *Joining consortia and partnerships*
- c) *Obtaining sponsorships*
- d) *Using vendor leasing programs*

6. What should you keep in mind when working with others to prioritize spending on different collections?

Your institution's mission and goals