Collection Development Calendar

Fiscal Year [FY]
- July 1-June 30 – FY is identified by the year in with it closes (e.g., FY 2012)

First Quarter
- Roll Over to new Fiscal Year completed. Outstanding firm orders and encumbrances transferred to new fiscal year’s budget.
- Receive Collections budget figures for State money from Libraries Administration
- Receive Collections budget figures for Non State money, including endowed funds, from Libraries Administration
- Assign State money to funds adjusting for changes from previous fiscal year
- Estimate impact of inflation to be paid from the Transfer Fund
- Assign Non State money to Central funds & then to campus coordinators
- Campus coordinators begin process of assigning Non State funds to individual Subject or Shared lines
- Gather Collections budget figures from previous fiscal year for analysis and annual report
- Begin any cancellations of serials subscriptions.

Second Quarter
- Begin receiving major invoices from Serials Agents, & recalculate estimated rates of inflation
- Make any changes in major Online packages (e.g., Science Direct)
- Finish budgeting Non State funds
- Selectors begin placing orders with target of spending at least 30% of firm order money by New Year

Third Quarter
- Selectors finish placing direct orders
• Initial calculations made of money that might need to be spent from State funds at end of Fiscal Year, & develop Desiderata lists for those Year-End expenditures. Note that one-time purchases are most common for this process.

• Determine whether pre-payment for database packages will be done in the spring

• Finish placing of firm orders

**Fourth Quarter**

• Place Year-End orders and make any other arrangements for closing books on Fiscal Year and doing Roll Over

• All invoices must be paid before the end of the quarter

• Prepare Budget Estimates toward next Fiscal Year

• Begin review of subscriptions for any potential cancellations

• Begin Roll Over to next Fiscal Year