

## Collection Management Worksheet

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 the library's fiscal year. No two libraries are alike and some libraries will have "special" collections that may be added to this checklist or might not have some of the collections listed below, and therefore those collection types may be removed.

Material Type	Cost
Books	
E-Books	
Magazines (print)	
Magazines (on-line)	
Newspapers (print)	
Newspapers (on-line)	
Audio-books (physical)	
Audio-books (downloadable)	
DVDs	
Movies – downloadable/streaming	
Electronic Databases (both in-house access and remote access)	
Computer software	
Microfilm	
Local History Resources	
Photographs	
Video Games	
Non-book or Media	
Other	
<b>TOTAL</b>	
<b>Automation Costs</b>	<b>Cost</b>
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 Costs	
Virtual Reference Services	
Other	
<b>TOTAL</b>	
<b>Material Processing (supplies)</b>	<b>Cost</b>
Barcodes	
Library Cards	
Spine Labels	
Book Covers	
RF Tags, Property Stamps, Other	
<b>TOTAL</b>	