

STATEMENT OF POLICY AND PROCEDURE

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Subject: **BOOK ALLOTMENT** | Sec 3, 1P

Reviewed: NEW | Revised: NEW | **Effective: 2024/09/11**

SECTION 3 – 1.P

BOOK ALLOTMENT

Northern Lights Library System (NLLS) understands that, at their core, libraries depend on relevant, robust, and community-centred collections. One of the primary roles of a library system is to ensure that libraries maintain their collections through regular acquisitions. To this end, the Book Allotment comprises a portion of the combined board and municipal system levy and set aside for collection development at member libraries.

1. The amount of the system levy set aside for Book Allotment purchases, as required by the membership agreement (schedule C, 1.2), is set by Board policy.
2. The Book Allotment will be \$2.15/capita of the municipal levy.
3. Seven (7) percent of the Book Allotment will be allocated to purchasing electronic materials in Overdrive. NLLS staff will administer this portion of Book Allotment centrally.
4. All funds should be expended each fiscal year; however, libraries may roll over unexpended funds into the first quarter of the following year. After which the funds will be transferred to the System's collection budget.
5. No purchases against Book Allotment funds will be permitted in the month of December to accommodate fiscal close.
6. Purchases may be made through NLLS's acquisitions specialist or directly by the library.
 - a) Purchases made directly by the library are known as outside purchases.
 - b) Outside purchases will be reimbursed to the library or a designated employee through Electronic Funds Transfer only, with proper submission of an outside purchase form with receipts.
7. Items eligible for Book Allotment purchase include:
 - a) Print materials of various formats
 - b) Digital media in physical and electronic formats
8. Materials purchased with book allotment funds must be shared with system members.
9. System members with more than one (1) library (generally counties) may direct book allotment funds between their libraries at their discretion.
 - a) Funding ratios must be provided to the NLLS administration before March 30th of each calendar year.
 - b) Where members do not specify funding ratios the funds will be divided equally between eligible libraries.

NLLS Executive Board Chair

2024/09/11

Date of Approval