

Bibliographer's Calendar

<p><i>January</i> 80% of allocations should be encumbered</p>	<p><i>July</i></p>
<p><i>February</i> 90% of allocations should be encumbered</p>	<p><i>August</i> Aug. 30--EBSCO changes due to Collections & Resource Management</p>
<p><i>March</i> 100% of allocations should be encumbered No new orders will be accepted after March 30</p>	<p><i>September</i> 40% of allocations should be encumbered</p>
<p><i>April</i> 100% of allocations should be <u>spent</u> Bibliographers may continue to order for next fiscal year</p>	<p><i>October</i> 50% of allocations should be encumbered</p>
<p><i>May</i> May 1—start of new fiscal year Week 1--Acquisitions does end of year clean-up Business office allows 1-2 weeks to clear invoices Collections Committee sets new monograph allocations</p>	<p><i>November</i> 60% of allocations should be encumbered Bibliographers solicited for increase or decrease to allocations for next fiscal year.</p>
<p><i>June</i> EBSCO renewal deadline. C&RM Librarian alerts bibliographers. Added or deleted titles due to C&RM by Aug. 30 Adds or deletes to GPO profile due by June 30</p>	<p><i>December</i> 70% of allocations should be encumbered Collections Committee gives Library Dean recommendations for next fiscal year funding</p>