

**BOUCHER INSTITUTE
POLICY**

Policy Title: Library Planning

Date of Initial Board Approval: July 7, 2008

Date of Last Approved Revision: May 2nd, 2011

Person(s) Responsible for Implementation & Adherence: Librarian/Technician,
Executive Director

Related Procedures: n/a

The library must have a five year plan in place which is reviewed annually, and appropriate revisions/additions made. The five year plan contains projections for acquisitions, space, equipment & furnishing needs, and staffing, and is used in preparing the library portion of the annual and five year budgets. Input obtained from formal library and school surveys as well as from meetings with students, faculty and staff is utilized in developing the plan.