

# TOP 10 TIPS FOR MAXIMIZING COLLECTION BUDGET



**1. EXAMINE ILS CIRCULATION DATA BY COLLECTION CODE.**

*Are our assumptions about which items circulate correct?*

**2. PRACTICE DEMAND DRIVEN SELECTION.**

*Are we allocating budget to materials that never circulate?*

**3. PAY ATTENTION TO HOLD RATIOS.**

*Do patrons have to wait too long?*

**4. ANALYZE DATABASE USE.**

*Are we providing research tools that patrons want and need?*

**5. ASSESS VENDOR DISCOUNTS ANNUALLY.**

*Are we getting the best value and service possible?*

**6. REVIEW CATALOGING AND PROCESSING ANNUALLY.**

*Are we spending more time and money than necessary?*

**7. IMPROVE MERCHANDISING TO CREATE DEMAND.**

*Are displays eye-catching? Do they encourage browsing?*

**8. OPTIMIZE SPACE THROUGH WEEDING.**

*Is space available for new materials to stand out?*

**9. FOCUS ON SEAMLESS PATRON EXPERIENCE.**

*Can patrons easily find materials on the website and at the library?*

**10. MAXIMIZE DATABASE AWARENESS AND ENGAGEMENT.**

*Do patrons know what databases are available and their value?*