

# LIBRARY BUDGET JUSTIFICATION

Audit Rubric: Section 2.4 | Guide: Section 6.2



OFFICE OF INSTRUCTIONAL MATERIALS & LIBRARY MEDIA

## MISSION STATEMENT

**PROBLEM STATEMENT** (What issues/deficits/learning programs/school goals are you addressing with this budget? Include size, age, and condition of existing materials if applicable):

**COLLECTION GOALS** (What materials do you plan to buy? Address of existing materials if not addressed in problem statement, expected use of materials, or other clarification.

## YEARLY BUDGET PRIORITIES

## ACTION PLAN

### Budget Request

Funding Level 1	Funding Level 2	Funding Level 3	Funding Level 4
Impact Statement	Impact Statement	Impact Statement	Impact Statement
Address Priorities	Address Priorities	Address Priorities	Address Priorities
Goal	Collection Area/ Yearly Priorities	Items	Amount
<b>Subtotal</b>			
<b>Grand Total</b>		<b>Total Cost of Processing/Shipping</b>	
		<b>Grand Total Cost</b>	