

## Annual library maintenance plan

The following plan gives an outline and ideas for maintaining a library. These tasks don't all have to be completed at the times set below - you can adapt the plan to suit your organisation and your library.

Date	Suggested task	Ongoing tasks
April and May	<ul style="list-style-type: none"> <li>• Stock check books and materials</li> <li>• remove(or add warning label to) anything more than 2 years old</li> <li>• establish budget allocation for the year ahead</li> <li>• order new publications and re-order to fill gaps</li> <li>• order any new furniture, equipment and stationery</li> </ul>	<p><b>DAILY</b></p> <ul style="list-style-type: none"> <li>• Date-stamp, code and file any new material</li> <li>• throw away out-of-date material</li> <li>• re-file materials and tidy library</li> </ul> <p><b>WEEKLY</b></p>
June	<ul style="list-style-type: none"> <li>• Dispose of old and tatty materials and magazines</li> <li>• check further and higher education prospectuses and order as necessary</li> </ul>	<p>Catalogue all books and booklets - ensure materials promote equal opportunities</p> <ul style="list-style-type: none"> <li>• repair damaged material</li> </ul>
July	<ul style="list-style-type: none"> <li>• Ensure the library is stocked with full-time and part-time prospectuses, course application forms and information on courses beginning in September (including Clearing information if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• draw attention to new materials received</li> <li>• check loans outstanding</li> </ul>
August	<ul style="list-style-type: none"> <li>• Organise a display on new courses</li> </ul>	<p><b>MONTHLY</b></p>
Sept - Nov	<ul style="list-style-type: none"> <li>• Train new library assistants/staff</li> <li>• review organisational policy regarding loans or other removal of items and ensure all staff are aware</li> <li>• publicise college and university Open Days</li> <li>• check catalogues for free videos or posters etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Change displays</li> </ul>
Dec and Jan	<ul style="list-style-type: none"> <li>• Display college prospectuses</li> </ul>	
Feb	<ul style="list-style-type: none"> <li>• Obtain updated information regarding student funding</li> </ul>	
March	<ul style="list-style-type: none"> <li>• Publicise college and university Open Days for summer</li> <li>• Check publishers' catalogues for useful new publications</li> <li>• Issue evaluation questionnaire to all users (i.e. staff and clients)</li> </ul>	