UCC Library Acquisitions Calendar:

This calendar highlights procedures and deadlines during a typical Acquisitions year. Note that Monograph ‘Fund Activity Reports’ are sent to each Library Representative on a monthly basis.

October

- **Fiscal Close:** The University’s fiscal year starts on 1st October and ends on the 30th September. Fiscal close in the Library is carried out just after the 30th September. This process is a closing-off of financial activity for the previous year. All book funds must be re-set to zero at this point.
- **Annual Budget:** The Library Information Resources budget is provisionally allocated by the University at the beginning of the Fiscal year. The allocation then has to be approved by a number of committees before it is available to the Library for spending. It is often January or February before the budget is finalised. The Librarian then writes to the Heads of Colleges/Schools informing them of their Library budget for the year. In October, a certain percentage of the book budget may be allocated so that books can continue to be ordered in this interim period. The Acquisitions Librarian will write to Library Representatives to inform them of the situation. If funds have been allocated in October, proposals for book purchases may be submitted from then by the Library Representatives.

November/December

- **Serials expenditure:** Library Representatives are circulated with the annual account of serials expenditure for the previous academic year and confirmation of new orders and cancellations for the current academic year.

January

- Start date for new Serials subscription orders for current academic year. E-access to new titles/resources for the current academic year is activated.

February

- Review of current Serials titles/resources expenditure by Departments/Schools. Requests for quotes for potential new orders for next academic year are processed.

March

- Submission of new serial orders/cancellations/subscription format changes by Library Representatives.

April

- Submission of any Serials subscription **new orders** for the next academic year must be placed before the last Friday in April.
- Submission of any Serials subscription **cancellations** for the next academic year must be placed before the last Friday in April.
- Submission of any Serials subscription **format changes** for the next academic year must be placed before the last Friday in April.
May

- First Serials cancellations are processed and subscription expiry dates are available. Serials new order requests are processed and estimates of costs are provided.

June

- Deadline for receipt of book proposals.
- First draft estimates of Serials expenditure for the next academic year are produced.

July

- Final Serials cancellations are processed and subscription expiry dates are available.

August

- Second draft estimates of Serials expenditure for the next academic year are produced.

September

- Final draft estimates of Serials expenditure for the next academic year are submitted.
- Fund holders are sent the final monthly Fund Activity Report prior to Fiscal Close.

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