

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Curriculum  
Learning Resources & Instructional Materials Department

## **RECORDS MANAGEMENT**

### Purchasing and Budgeting

Follows district procedures and maintains accurate records of library media expenditures, including:

- formal and informal assessment methods to determine needs
- Library Advisory Committee minutes to document program planning and resource requests
- informs principal of needs
- allocates funding to meet needs and provide a balanced collection
- gathers purchase order information and works with bookkeeper to prepare orders
- maintains a file of purchase orders, warehouse requests, etc.
- maintains budget records that provide statistics requested on the Annual Report

### Equipment Inventory

Develops methods to accurately record each item of audiovisual equipment and its location, including:

- a system (computer or cards) to maintain an inventory of audiovisual equipment including equipment make, model, code, serial number, SBBC number (if any), lamp replacement, etc.
- a system to efficiently check out equipment to teachers
- a system to track changing location of each item
- a system to record and provide repair and maintenance

### Library Automation System

Efficiently and effectively uses library automation system, keeping accurate and up-to-date records of book and audiovisual material usage, including:

- operating the library automation system
- adding and deleting items to maintain an accurate database
- creating reports such as overdue books, missing items, collection usage
- using statistics such as overdue or lost materials to examine potential problems and create plans for improvement as needed

Develops methods to accurately collect and report figures requested on Annual Report, including:

- student use of the media center
- circulation of books and audiovisual materials
- total book collection count
- number of books lost/discarded