

Planning Worksheet

Directions:

Using the information you have learned about your audience and collection, complete the chart below. Your answers should be in complete sentences.

Focus Year 1: 2025-2026
1. I will find time to do a long overdue inventory of my collection.
2. I will weed my collection during and after inventory.
Focus Year 2: 2026-2027
1. I will use the previous year's inventory to create wish lists.
2. I will replenish any areas of the collection that are lacking.
3. Prepare for retirement and the transition to a new media specialist.
Focus Year 3: 2027-2028
1. n/a