Workshop: Stocktake

Checklist to record progress with the development of policies

On the continuum shown below, mark where you are in terms of developing a policy to accompany your stocktake procedures:

Area of library management	Developing	Foundation	Effective	Outstanding
Stocktaking	There is no stocktaking policy in place or the policy is out of date	A basic stocktaking policy exists	Stocktaking policy is current and identifies the extent, frequency, timing, restrictions to access, and duration of the stocktake	Current stocktaking policy is in place, is followed and reviewed, and has formal school-wide endorsement

Adapted from: *A Manual for developing policies and procedures in Australian school library resource centres 2nd ed.,* 2017, with kind permission S.Ryan 2019

How can you move yourself along this continuum to your desired position?

Using the manual handout on Stocktake, write or revise a Rationale.

Workshop: Stocktake

Using the manual handout on Stocktake, write or revise a Policy.

Identify anything in your current situation that may prevent you from having this policy ratified and implemented.

What strategies can you use to overcome these blockers?