Key to Participants	F – Outside Faculty (non-Librarian)	Assumptions:
A – All Staff	FL – Individual Faculty Librarian	**A**nyone may make a suggestion
AA – Administrative Assistant	FMT – Facilities Maintenance Technology	**I**ndividual or group making the decision
C – College or College Policy	IC –Info Tech Coordinator	Is responsible for informing stakeholders
CC – College Community	IT – IT Dept	**P**rocess used: Situation→ Input →Decide →Share
CLC – Coordinator Library Circ Services	LC – Librarians Council	**D**ecision-Makers are responsible for identifying
D – Director	O – Other (Specified)	additional stakeholders for specific decisions,
E – Individual Employee	SSC – Sub-Committee (Specified)	defining implementation process and
	WU – Individual Work Unit	communicating decisions and rationale

DECISION MAKING MATRIX	Input	Decides	Notes/Procedures
10 June 2015			
BUDGET DEVELOPMENT (A)			
Capital outlay requests	A	A	
Enhancements	A	A	
Reductions	A	A	
Staffing needs/changes	WU	A	
Collection/materials - overall	A	A	
BUDGET EXPENDITURES (B)			
Discretionary spending	E	A, AA	
Collection/materials	LC	LC	
Collection/materials - subjects	A	FL	
Friends		A	
ICP		LC, A	
Software/hardware – new/upgrades	A	A (over $300)	
Travel/training	C, E	D	
COLLECTION MANAGEMENT (C)			
Evaluation/selection/renewal of periodicals	O, F	LC	O=Students, Staff
Evaluation, selection, etc. of electronic materials	O, F	LC	O=Students, Staff

I:\Decision Making\Final Decision Matrix 6.10.2015.doc

<table>
<tr><td colspan="2">**Key to Participants**
A – All Staff
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CC – College Community
CLC – Coordinator Library Circ Services
D – Director
E – Individual Employee</td><td>F – Outside Faculty (non-Librarian)
FL – Individual Faculty Librarian
FMT – Facilities Maintenance Technology
IC –Info Tech Coordinator
IT – IT Dept
LC – Librarians Council
O – Other (Specified)
SSC – Sub-Committee (Specified)
WU – Individual Work Unit</td><td>**Assumptions**:
Anyone may make a suggestion
Individual or group making the decision
 Is responsible for informing stakeholders
Process used: Situation→ Input →Decide →Share
Decision-Makers are responsible for identifying additional stakeholders for specific decisions, defining implementation process and communicating decisions and rationale</td></tr>
</table>

DECISION MAKING MATRIX	Input	Decides	Notes/Procedures
Evaluation, selection, withdrawal of print	O, F	FL	O=Students, Staff; LC selects if over $150
Selection/evaluation/withdrawal reference materials	O, F	FL	O=Students, Staff; LC selects if over $100
Trial databases	A, O	LC	O=Students, Staff
CURRICULUM SUPPORT (D)			
Assignments	F	FL	LC agree on basic assignments
Course web pages	F	FL	
FACILITY (E)			
Displays	E	SSC	
Major exhibits	E	A	
Planning/remodeling	O	FMT	O=PUG
Re-arrangement of equipment, furniture, resources in work unit	WU	WU	
Rearrangement of equipment, furniture, resources in common areas	A	A	
Routine monitoring – lights, damage, repairs	E	AA, E	
INSTRUCTION (F)			
Class teaching– content	F	FL	

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DECISION MAKING MATRIX	Input	Decides	Notes/Procedures
CATALOG/WEB SITE (G)			
Online catalog – web design/functionality	A	LC, O	O - Orbis Cascade
Website – design and functionality	A,SSC	LC	SSC - library web group
Website – staff pages	E	E	
PERSONNEL (H)			
Elements of new staff orientations	A	A, WU	
Elements of work unit training	WU	WU	
Emergency coverage at service desks	WU	CLC, LC, D	
Hiring	SSC	D, O	O=Board of Education, HR
Sick leave		E	
Vacation, other leave	WU, E	D, O	O=Faculty contract for prof. development
Work assignments		CLC, WU, E or D	
Work schedules	WU, E	WU, D	
POLICIES/PROCEDURES (I)			
Library policies, principles, and mission	A	A	
Library procedures - updating	WU	WU	

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DECISION MAKING MATRIX	Input	Decides	Notes/Procedures
PUBLICITY AND SOCIAL MEDIA (J)			
Library resources and services	A	SSC	
Publications	A	SSC	
SERVICE IMPROVEMENTS (K)			
Library-wide	A	A	
Individual work units	A	WU	
TECHNOLOGY (L)			
Assistive technology	A	SSC	SSC=Includes IT, Circ, Assistive Services, FL
System access, authorization, passwords	E	IC, CLC	
System upgrades, modules	WU	O	O – Orbis Cascade Alliance
TRAINING/IN-SERVICE (M)			
In-service training	A	A, D	
Travel/training requests	E	D	
Faculty professional development	FL, D	O, FL, D	O - sabbatical committee
Classified professional development	E, D	O, D, E	O - classified prof dev team