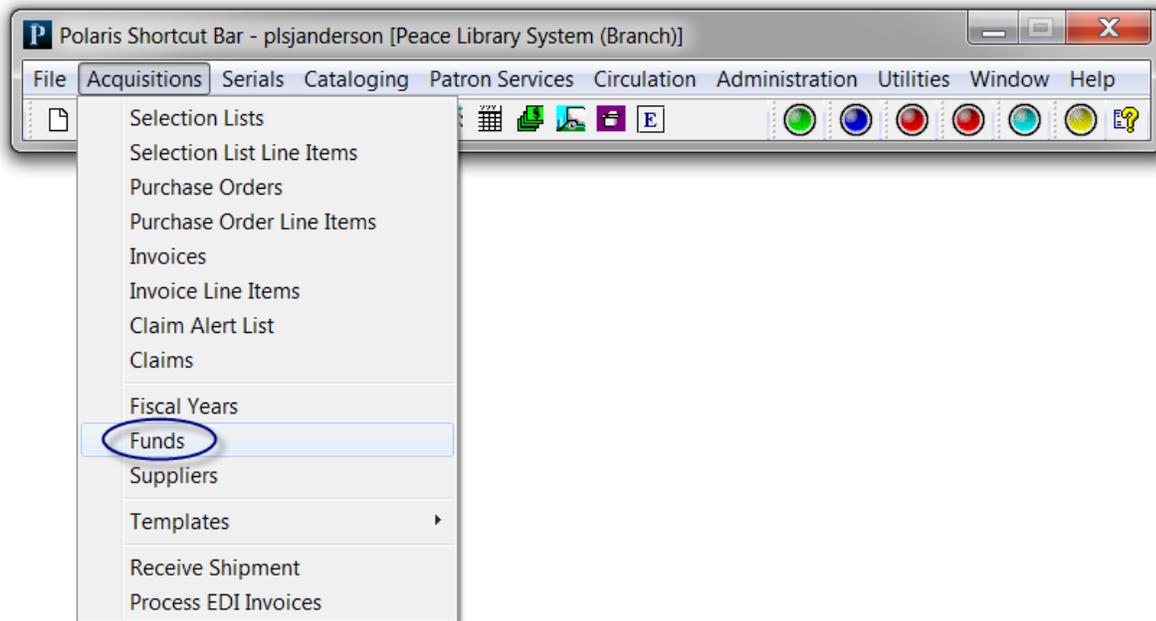
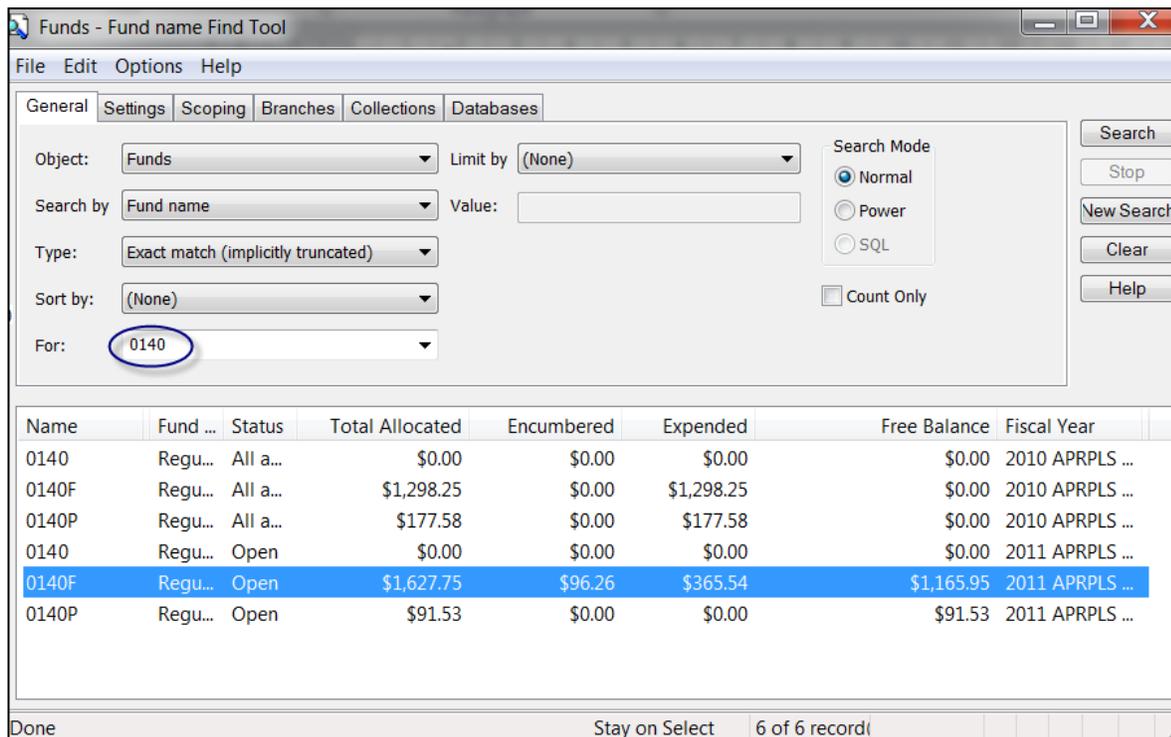


1. On the Polaris shortcut bar, select **Acquisitions** and then **Funds** from the menu.



2. Enter your **4 digit library code** in the search tool and hit **Search**. This will bring up a listing of your funds. Only the funds that specify they are “open” are active.





How to Check Your Funds in Polaris

Encumbered means that the money is set aside to pay for what you currently have on order. **Expended** is money that has been spent. Your **free balance** is what you still have available to spend.

Your library has two allotment accounts. The one without a letter (just your 4 digit library code) is an umbrella account that allows PLS to create your full and partial GST allotment accounts. The balance in the umbrella account will *always* be 0. Of your two allotments accounts, **F** stands for *full GST rebate* and the money in that account can be used to purchase **books only**. The **P** stands for *partial GST rebate* and can be used to purchase **audio-visual materials** (DVDs, CDs, etc.) and any materials required to make items **shelf ready** (such as barcodes, spine labels and label covers).

The money in these accounts **does not** disappear if you are unable to spend it. It will be rolled over into the next fiscal year.

Most libraries receive two contributions to their allotments each year – one in January/February and one in July/August.