

APPENDIX F	DECISION MAKING TEMPLATE
<p><i>The library should have a policy and a strategic plan, defining its mission, objectives, priorities and services related to cultural diversity. The plan should be based on a comprehensive user needs analysis and adequate resources.</i> — IFLA/UNESCO Multicultural Library Manifesto</p>	<p>This template is designed to help libraries make informed decisions as part of their planning and policy-development initiatives. As noted in the Manifesto, plans and policies should be informed by “user needs analysis” (see Appendix A).</p>

1	Issue	Describe the service need, or the planning or policy issue(s) requiring a decision.
2	Environment	Identify existing plans or policies related to the issue(s) above.
3	Community Considerations	Identify the communities and considerations that must inform the plan or policy decision.
Community		Considerations

4	Resource Considerations	Assess financial or other resource considerations (e.g. staff capacity), and the potential degree of impact, if any.		
Considerations		Impact		
		LOW	MED	HIGH
5	Other Considerations	Identify other considerations, such as communication and consultation needs, timelines, or other key elements that should inform the plan or policy decision.		
6	Recommended Decision	Describe the recommended decision to be incorporated into a plan or policy.		