

6.15 Library Purchasing

Purchasing Agent

The Library Director shall be the purchasing agent for the Library. The Director may delegate purchasing authority to other staff members.

General Guidelines

1. The Library will conduct all purchasing activities according to the laws and regulations of the state and accepted professional principles and practices.
2. The Library will strive to obtain the best possible products and services for the Library at reasonable and affordable prices.
3. All orders or contracts will be awarded to responsible, qualified vendors with consideration given to:
 - a. quality and conformity to specifications
 - b. prices quoted
 - c. delivery and payment terms
 - d. the Library's past experience with the vendor
 - e. local vendor
4. The Library may accept or reject any quote (or part thereof) in the interest of the Library.
5. The Library will participate in group and cooperative purchasing when practical and when it is to the advantage of the Library.

Procedures

1. Purchases that do not exceed \$2,000.00 if budgeted, may be made on the open market in a manner consistent with sound purchasing procedures and without prior Board approval. In such cases, informal quotes should be used.
2. Purchases exceeding \$2,000.00 may be made, if budgeted and three quotes have been obtained, with prior Board approval using one of the following methods:
 - a. open market purchase
 - b. sole source procurement – when there is only one possible supplier

- c. informal competitive quotes (telephone or written)
 - d. The Board of Trustees, by a majority vote, may direct the Purchasing agent to make purchases in excess of \$2,000.00 without soliciting quotes.
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- 3. Emergency purchases may be made without utilizing the quote process. An emergency may arise from an accident or other unforeseen occurrence that could affect the health or safety of staff and patrons and where immediate action cannot wait. In such cases the Library Director and the Library Board President shall authorize the purchase and report to the Library Board within 24 hours.
 - 4. Certificates of insurance shall be required any time contracted labor or material is to be utilized on Library property.
 - 5. A performance bond may be required at the discretion of the Library Board.
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- 6. The following are exempt from the quote process:
 - a. vendors supplying books, audio-visual materials, and periodicals.
 - b. professional services, including but not limited to legal, accounting, and engineering.
 - c. Purchases from or joint purchases with another unit of government.