

Anderson Public Library

Purchasing Policy

The Anderson Public Library board ("Library board") is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. Anderson Public Library is the "purchasing agency." "Purchases" refer to the acquisition of any items of personal property and/or services. All real property transactions will be approved by the Library board.

As a steward of public funds, the library Board will seek the most economical advantage with acceptable quality considerations when making purchases. Consideration will always be given first to vendors within the library district who offer competitive pricing and acceptable quality and service.

The Library board has designated the library director or their designees as the "purchasing agent" for the Anderson Public Library.

The purchasing agent(s) may make purchases costing up to and including \$150,000. Purchases of less than \$50,000 will be made on the open market.

Purchases costing between \$50,000 and \$150,000 will only be made after inviting three quotes from persons known to deal in the lines or classes of items to be purchased or other procedures as authorized by statute. This includes participation in governmental cooperative purchasing programs and agreements.

The Library board is required to approve any purchases costing more than \$150,000. The Library board will determine whether the method of such purchase should be a competitive sealed bidding process (IC 5-22-7) or the request for proposals process (IC 5-22-9) with the exception of those conditions which allow for special purchasing methods as defined in IC 5-22-10.

In accordance with state statute, the purchase of library materials for patron use is not subject to the public purchasing policies. These items include but are not limited to: books, electronic materials for streaming and download, magazines, newspapers, audio and visual materials.

Adopted by the Board of Trustees 6/1998. Revised 1/2000. Reviewed 7/2003, 01//2019 Revised 1/2004, 6/2007, 1/2012, 1/2013. Reviewed 5/2022. Revised 6/2023; Revised 6/2024



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