



Reed Memorial Library

Purchasing Policy

1. Library materials: Books, magazines, AV, and other such materials intended for patron use and all expenses related to library programs are at the discretion of the Library Director.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.
 - a. Up to \$1,000 – Discretion of the Library Director
 - b. \$1,000 to \$3,000 – At least two verbal or written quotes approved by either the Vice President Finance or the President prior to purchase and reported to the Board of Trustees.
 - c. \$3,000 to \$25,000 – Minimum of two written quotes approved by the Board of Trustees.
 - d. Over \$25,000 – Formal bid process approved by the Board of Trustees.
3. Emergencies: In the event of an emergency requiring action to secure the immediate safety of public and staff for expenses over \$1,000, the Director will obtain approval from the Vice President of Finance or the Board President.

APPROVED BY THE BOARD OF TRUSTEES: January 5, 2015,
Reaffirmed May 5, 2021