

WEST NYACK FREE LIBRARY PURCHASING POLICY

The West Nyack Free Library has established a Purchasing Policy in order to comply with generally accepted auditing standards and cost containment. The materials, supplies, and equipment to be purchased shall be of the quality and quantity required to serve the functions of the library.

AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

The Director, or another staff member designated by the Director, will be responsible for purchases made on behalf of the Library. The Director may delegate purchases to staff members only within predetermined budgetary limits consistent with the operating budget. The Director, or other agent designated by the Board of Trustees shall have the final authority and will be accountable to the Board of Trustees.

OFFICE SUPPLIES AND LIBRARY MATERIALS

The following procedure has been established for purchase of all office supplies. All purchases must be approved by the Director. All Invoices will be approved by Head of Technical Services and the Director before being submitted for payment.

Office supplies are generally purchased through the following vendors in which the library has established a relationship with based on volume and state contract affiliation. Exceptions are made, or vendors added with approval of the Director.

Staples : Office Supplies, Paper, Toner, Custodial Supplies

Amazon: Office supplies

Demco: Library supplies

Brodart: Library supplies

Gaylord: Library supplies

Costco/BJs: Custodial supplies

When office supplies are needed within an area of the library (i.e. Adult Reference, Circulation, Children's Room, etc), the Department Head (or another staff member designated by the Department head) should take inventory of what items are required or needed in order to serve the function of the department.

Items and materials are to be listed on “**Library Supply Order Form**”, copies located in Circulation. This form needs to be filled out correctly, dated and initialed. The form is then to be placed in the mailbox in back of Circulation marked “**Supply Orders**”. When the supply order is approved, the order will be placed on a P.O. and the Purchase Order will be sent to the corresponding vendor.

Office Supplies from Staples and Amazon will be ordered on a **bi-monthly basis** (twice a month).

Library supplies requested and ordered through Demco, Brodart, Gaylord (or another library supply vendor) will be ordered on a **monthly basis**. Library suppliers have a minimum requirement on the amount of purchases in order to receive free or low cost shipping. This translates into assessing your department inventory and needs ahead of time, so that one complete order is made monthly.

Exceptions to this will be for emergency orders only of custodial, paper, toner cartridges, or other library supplies that would impinge on operations of the library.

BOOKS, AUDIO/VIDEO MATERIALS, MAGAZINES

Librarians, or other assigned staff members who have specific ordering assignments, will decide which items will be acquired for their respective collections within budgetary guidelines.

Vendors used for library materials are as follows:

Brodart (Books, BCDs)

Baker and Taylor (Automatically Yours)

Amazon (Books, DVDs, CDs, Video Games)

Midwest Tape (DVDs)

Great Courses (Instructional DVDs)

Requests for purchasing material are made as follows:

- **Order cards** are filled out by assigned staff member for Fiction books, Non-Fiction books, BCD and placed in the order card box for a member of Technical Services to order.

- **P.O.’s** are filled out for acquisitions of Childrens/Youth Services Material, Adult and Children’s DVD’s and CDs. Staff members assigned will order materials directly with vendor.

Library magazines and periodicals are ordered through a subscription service. Standing Orders for Reference Materials are sent automatically, and are periodically reviewed and updated.

CREDIT CARD PURCHASES

All credit card purchases must be approved by the Director in advance. The procedure for using the library's corporate credit card is as follows:

- Upon Director's Approval and receipt of physical credit card, the credit card must be signed out using the form "**Corporate Credit Card Sign-Out Sheet**".
- Obtain a copy of the Tax Exempt form if needed.
- After purchase is made, return the card to Director, submit receipt and ensure that the "Amount Charged" and "Date Returned" are filled out on the "**Corporate Credit Card Sign-Out Sheet**".