

Hanson Public Library

Purchasing Policy

The Library Director shall be the chief purchasing agent of the Library.

The Library Director shall have the authority to delegate powers to other Library staff for purchasing general supplies and library materials.

Prior approval of the Board of Library Trustees is required for the purchase of items and services over \$1000. This provision excludes:

- “Library materials” as defined by the Massachusetts Board of Library Commissioners
- Routine utility costs (e.g. electricity, gas, water)
- Annual library network assessments (e.g. membership, content, PC support)
- Renewal of established professional development memberships (e.g. American Library Association, Massachusetts Library Association)
- Renewal of established group purchases (e.g. Envisionware products, Plymouth Rocket products)
- Budgeted salaries

Exceptions to this threshold shall be made in cases of emergency. An emergency is an unforeseen event or situation where health and public safety or the conservation of public resources is at risk.

The Board shall ratify an emergency expenditure at the first regularly scheduled board meeting after the full cost of the emergency expenditure is determined.

Adopted by the Board of Library Trustees
June 22, 2021