



Jackson County Public Library

Purchasing Policy

The Jackson County Public Library is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law, IC 5-22. The Jackson County Public Library Board of Trustees is the “Purchasing Agency.” Purchase orders must be signed by the Library Director, Library Administrator and materials selectors (Head of Adult Services and Head of Youth Services) before being submitted to vendor.

The “Purchasing Agent” of the Jackson County Public Library is the Library Director or Library Administrator. Other staff authorized by the Purchasing Agency to make routine purchases are the Maintenance Specialist, Head of Youth Services, Head of Adult Services, Circulation Manager, Information Technology Specialist, Administrative Assistant, and Technical Services Clerk. In the Technical Services Clerk’s absence, the Technical Services Manager may also make occasional purchases.

The Purchasing Agent(s) may purchase supplies costing up to \$5,000. Any supplies costing \$5,001 or more require the approval of the Jackson County Public Library Board of Trustees. This provision excludes “library materials,” those items purchased for the use of the library clientele of the library. All purchases under \$50,000 will be made on the open market. All items costing between \$50,000 and \$150,000 will be purchased only after inviting at least three quotes from persons known to deal in the lines or classes of supplies to be purchased unless another procedure is authorized by statute. The library reserves the right to reject unsatisfactory quotes. (IC 5-22-10-10)

In accordance with state statute, all items costing over \$150,000 will be purchased following competitive bidding procedures unless another procedure is authorized by statute. The Jackson County Public Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

The Board of Trustees or the Purchasing Agent(s) will purchase services on the basis of provisions of the contract, cost, experience of the vendor or any other factor deemed appropriate to the services being purchased. The Library will obtain a credit card, use a credit account or issue a purchase order.

All contracts entered into after June 30, 2011 must contain a provision requiring the contractor to enroll in and verify the work eligibility status of all hourly hired employees through the EVerify program. (IC 22-5-1.7) At the time Jackson County Public Library awards or renews any contract, the person who is being awarded or has the contract must certify in writing to Jackson County Public Library that the person is not engaged in investment activities in Iran. (IC 5-22-16.5-13)

Adopted July 21, 1998; Revised July 17, 2017

Seymour Library
303 West Second Street
Seymour, IN 47274

Tel: (812) 522-3412
Fax: (812) 522-5456

Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260
Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 522-3412 x1241

www.myjclibrary.org