



Purchasing

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." All real property transactions will be approved by the Board of Trustees.

The "Purchasing Agent" of the Library is the Library Director or Library Administrator. Other staff authorized to make routine purchases are the Maintenance Specialist, Youth Services Manager, Head of Collection Development, Circulation Manager, Information Services Coordinator, Information Technology Specialist, Administrative Assistant, and Technical Services Clerk.

The Purchasing Agent(s) may make purchases up to and including \$300,000. All purchases under \$50,000 will be made on the open market through competitive pricing. All items costing between \$50,000 and \$300,000 will be purchased only after inviting at least three quotes from persons known to deal in the lines or classes of items to be purchased unless another procedure is authorized by statute. The Board of Trustees is required to approve any purchasing costing more than \$300,000. The Board of Trustees will determine if the method of purchase will be a competitive sealed bidding process (IC 36-1-12-4.7) or the request of 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. The library reserves the right to reject unsatisfactory quotes.

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, when required.

Adopted July 21, 1998; Revised August 18, 2025