



JOHNSON COUNTY  
PUBLIC LIBRARY

## PURCHASING POLICY

The Johnson County Public Library board (“Library board”) is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Johnson County Public Library is the “purchasing agency.” “Purchases” refer to the acquisition of any items of personal property and/or services. All real property transactions will be approved by the Library board.

The Library board has designated the library director or her designees as the “purchasing agent” for the Johnson County Public Library.

The purchasing agent(s) may make purchases costing up to and including \$150,000. Purchases of less than \$50,000 will be made on the open market through competitive pricing. All purchases costing between \$50,000 and \$150,000 will only be made after inviting 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 Library board is required to approve any purchases costing more than \$150,000. The Library board will determine whether the method of such purchase should be a competitive sealed bidding process (IC 5-22-7) 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.

In accordance with state statute, the purchase of library materials for patron use is not subject to the public purchasing policies. These items include, but are not limited to: books, electronic materials for streaming and download, magazines, newspapers, audio and visual materials.