



### **Equipment Purchase**

The Library Manager, in coordination with the Board of Trustees, determines the equipment needs of the library. Selection of equipment is based on knowledge of the needs of the library, types of equipment appropriate to the library, and resources for recommendation and evaluation.

Technology, compatibility with style and design, durability, maintenance, and effectiveness are considered. Comparisons of reliability, workmanship, cost, etc. are made before any purchase.

Equipment purchases should be planned as part of the yearly budget. Long-range planning should be made in cases of major equipment needs.

The Library Manager will consult with and obtain prior approval of the Board of Trustees on items costing more than 50% of the current year's equipment budget. The Library Manager will keep the Board informed of purchases.

The Library Manager will follow the appropriate procedures for bids when required by law.

Adopted: 3/17/95  
Revised: 10/22/2020  
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