

Policy Type: **Operational**

Policy Number: **O-17**

Policy Title: **Purchasing Policy**

Policy Approved: November 2024

Effective: January 2025 - December 2027

1. PURPOSE

1.1 The Windsor Public Library Purchasing Policy is intended to provide a framework and guidelines with regard to the purchasing of library goods and services.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017

2.2 As per the Windsor Public Library/City Amending Agreement of March 21, 2017: 10. Section 3(a):

“(iii) Provide upon request of the Board and subject to the concurrence of the City acting reasonably, at no cost to the Board, the following services:

5. Purchasing services, provided the Board elects to utilize a purchasing policy matching that of the City’s;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library.”

2.3 The Purchasing Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement – Community “Windsor Public Library values team work, partnerships and serving the community.”

Windsor Public Library Values Statement – Accountability “We are committed to providing efficient use of public funds and resources.”

2.4 This policy applies to all employees, volunteers and agents.

3. POLICY

3.1 The Purchasing Policy applies to the purchase of library goods and services with the exception of purchasing library resources (e.g. books, DVD, etc.). In fulfilling this responsibility the Windsor Public Library Board follows the City of Windsor *Purchasing Bylaw* which is supported by City and Windsor Public Library employees.