

Procedure
Bernardsville Public Library
Supply Ordering
Revised April 7, 2011

1. Supplies will be ordered once monthly by one designated staff member. No staff member other than one designated has authority to order supplies. Designated staff member must follow the Purchase Approval Process (see separate policy). Supplies may be ordered only at the request of staff members. Requests from Library Volunteers, Trustees or others must be approved by the Director.

2. General Supplies Requests
When any staff member has a need for general administrative supplies, the request must be placed in the "Supplies Requests" box on top of the staff mailslots.

3. Special Approvals:
 - The Technical Services Librarian must approve requests for Technical Services supplies before a Purchase Requisition may be processed.
 - Orders for printed materials must be approved by the Publicity Coordinator before a Purchase Requisition may be processed – this includes letterhead, patron cards and brochures.
 - Orders for facility supplies must be approved by a Facilities Manager before a Purchase Requisition may be processed – this includes light bulbs, bathroom supplies, etc.

4. Inventory of Items
The person in charge of ordering is responsible for ensuring an adequate supply of all materials on the Inventory list.

5. Inform your immediate supervisor of any problems with this procedure or any special needs.

Standard Administrative Supplies List

Paper (8 ½ x 11) White
Paper (8 ½ x 11) Asstd. colors
Paper (8 ½ x 14)
Paper (11 x 17)
Paper Receipt Rolls- Plain
Paper Receipt Rolls- Thermal
Post-Its
Post-It Flags
Envelopes- Plain Mailing
File Folders (regular and legal)
Hanging File Folders
Labels - Plain
Pens
Pencils
Sharpies
White-out
Tape
Tape Dispensers
Paper Clips
Binder Clips
Rubber Bands
Staples
Staplers
Glue Sticks
Ink Cartridges- Printer
Ink Cartridges- Fax Machine
Toner Cartridges- Copiers
Toner Cartridges- Printer
Copy Cartridges for Copiers
Back-Up Tapes

Laminating Pouches
Stamp pads
Stamps-Rubber
Scissors
Shelf Labels (Magazines)
Magazine Binders

Technical Service Supplies

Glue (Elmer's, Book Repair & J-Lar)
Continuous-Feed Labels
Continuous-Feed Overdue Notices
Book Repair Wings
Tape (assorted types)
CD Labels
Audiocassette Cases
Videocassette Cases
Classification Labels
Book Jacket Covers- Flat
Book Jacket Covers- Rolls
Laminate
Hanging Media Pouches
Item and Patron Labels

Miscellaneous Supplies

Extension Cords
Batteries
Dusting Cloths
Wipes (Assorted Types)

Special Supplies List

Sample of items requiring separate Purchase Requisition form.

Including but not limited to:

Stationery
Envelopes-Printed
Envelopes- Legal
Calendars
Calculators
CD/DVD Cases
CD Binders
Catalogue Cards (Local History)
Storage Boxes (Local History)
Magnets

Patron Cards
Bulletin Boards or other Display Boards
Display Stands
Easels
First Aid Kits
Hand Held Scanners
Receipt Printers
Rolling Ladder
Fax Machine