

## **Blake Memorial Library**

### **Purchasing and Procurement Policy**

Blake Memorial Library maintains this purchasing and procurement policy to support local, environmentally sustainable practices.

BML not only seeks to support the local economy through its mission and through its operations and actions. In securing goods and services, preference should be given to locally owned businesses and/or locally produced goods. In particular, Blake Memorial Library seeks to support local food producers when arranging meals for board and staff meetings, celebrations, and other events. Preference should also be given to local businesses with a reputation or record of positive community support.

In addition to our preference to buy locally, environmental impacts should also be considered in our purchasing decisions. When purchasing supplies, equipment, or other materials for the workplace, employees are encouraged to select products that are made with recycled content, have less packaging, are energy efficient, don't create hazardous waste, and incorporate other environmentally preferable attributes. Preference should be given to suppliers with a reputation or record of positive environmental performance. Finally, employees are asked to carry out the work of the organization with the minimum possible environmental impact and are asked to reduce, reuse and recycle whenever possible.

Blake Memorial Library acknowledges that there are multiple aspects to every purchasing or procurement decision including the preferences described above plus cost, quality, and availability. Staff is encouraged to use judgment and evaluate when our support for the local economy and our desire to minimize our environmental impact supersedes our interest in low cost.

Approved by the Board of Trustees: October 18, 2022