Amherst Public Libraries

PROCUREMENT POLICY

This policy is for application to those libraries within the Amherst Public Library:

Honorable Shirley Chisholm Library, 350 John James Audubon Parkway, Amherst, NY 14228
Clearfield Branch Library, 770 Hopkins Road, Williamsville, NY 14221
Eggertsville-Snyder Branch Library, 4622 Main Street, Williamsville, NY 14221
Williamsville Branch Library, 5571 Main Street, Snyder, NY 14226

I. STATEMENT OF POLICY

The purpose of this policy and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all Amherst Public Library procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State General Municipal Law (GML) §104-b.

The Amherst Public Library will adopt that procurement policy as established by the Town of Amherst and follow all procedures as set forth by the Town of Amherst when purchasing in the name of the Amherst Public Library.
https://www.amherst.ny.us/content/departments.php?dept_id=dept_23

The Amherst Public Library at its discretion may utilize the services of the Buffalo & Erie County Public Library Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the Amherst Public Library for some or all of the situations addressed in this policy.
https://www.buffalolib.org/sites/default/files/library-system/policies/Procurement%20Policy%20Changes_2025_12.pdf

Adopted by the Amherst Public Library Board of Trustees at a public meeting held on October 24, 2018 Votes: Yes _7___ No 0_____

Amended by the Amherst Public Library Board of Trustees at a public meeting held on October 28, 2026