

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 3.315

POLICY TITLE: Purchase incentives

ADOPTION/LAST REVISION: Adopted 9-9-97

Definition:

"Purchase incentive" is defined as any type of add-on or gift that would be received as a result of a library purchase or vendor relationship.

- A. No decision to purchase should be solely based upon an anticipated purchase incentive nor should any purchase be made where the cost of the ordered item is inflated due to the incentive.
- B. Any purchase incentives received in the normal course of operations become the property of the library.
- C. The Library Director shall make the final decision on the disposition of purchase incentives.

Reference: Policy Number 3.510, Code of Ethics for Librarians, Section VI.
City Policy 3.160