All supplies should be ordered through the Administrative Assistant in the library office (with the exception of those items purchased with Petty Cash or the procurement card). All use of the County Procurement Cards needs to be done with the knowledge of the Administrative Assistant and according to the Policies established by the Rockingham County Finance Office.

A staff member should be aware of branch inventory of supplies and order in a timely manner to receive supply items before inventory is exhausted. Some supplies are kept in stock in the office. If the library office has items in stock, you will probably receive them the following week. Those that must be ordered will take some time.

The Courier makes deliveries on Monday, Wednesday, and Friday mornings.