

Disposal of Surplus Property Policy

The Library Director is responsible for identifying obsolete or surplus supplies within the Library. Each year the Director shall make a determination of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the Library. Such equipment, supplies, or materials shall be disposed of, provided at no cost to local organizations, or sold if possible, for the highest price.

The Library Director shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Centralize the storage of items of potential usefulness; and/or
2. Sell, donate, recycle or discard those items determined to be of no further use or worthless. Every effort will be made to first prioritize reuse by sale or donation, then recycling, and last, sending items to a landfill.

Following approval by the Board of Trustees, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations.
2. Offer to donate items to local non-profits or other organizations.
3. Sell as scrap or recycle remaining items for the best obtainable amount or discard in the safest, least expensive manner