



Policy 5.9 Surplus Materials, Furniture, and Equipment

Adopted by Library Board of Trustees: 2/28/2008
Revised: 3/27/2014; 7/27/2017

The Library Director, or designee, is responsible for determining the appropriate disposal method for all library collection materials, furniture, and equipment that is no longer needed by the Library. Branch and department managers are responsible for keeping itemized lists of all items to be removed from the Library's inventory, and for removing all identifying tags and labels from items. Surplussing activities will be coordinated and overseen by the Facilities Manager.

Library collection materials. Books and other library collection materials which no longer meet the criteria established in the Library's Collection Management Policy, and which are appropriate for resale, are removed from the collection and either sold at public sale or donated to the Friends of the Library. In those cases when the items are not appropriate for public sale, or when the Friends of the Library do not accept the materials, reputable re-use agencies such as Better World Books may be used. Materials in poor condition, or which have minimal potential for resale, are recycled whenever possible. When they cannot be recycled, they are disposed of through the Library's waste disposal system.

Computer equipment. Functional computer equipment can be donated to another library, a school district, private school or non-profit organization. Equipment that is severely outdated or broken is disposed of in accordance with established guidelines for handling such equipment, preferably through an existing technology recycling program.

Other equipment. Equipment in good working condition can be donated to another library, a school district, private school or non-profit organization. Items that are severely outdated or broken may be disposed of through the Library's waste disposal program.

Furniture and shelving. Any article of furniture or shelving with a value of less than \$300 (three hundred dollars) may be donated to another library, a school district, private school or non-profit organization. Pieces of furniture that are broken, damaged or soiled beyond repair may be disposed of through the Library's waste disposal program.

Disposal through public auction. Items other than collection materials, which are in good working order but cannot be donated, are sold through public auction or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. Prior to such sale, the Facilities Manager prepares an itemized list of items to be included in the sale. This list is presented to the Library Board of Trustees for approval. The Library may conduct such

auctions or sales, or participate in sales or auctions conducted by other government agencies, and in sales or auctions conducted by public electronic auction sites, as authorized by the Library Director or his/her designate.

The Facilities Manager is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

Items with historic value. In an instance where an item of surplus inventory is determined by the Director or his/her designee to have unusual, historic or artistic value, such items may be referred to the Board for determination of value. Determining value may require the services of a professional appraiser or outside expert opinion.

Staff restrictions and provisions. Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase computers, equipment, or furnishings that are removed from the Library's inventory.

Discarded books and other discarded library materials may be purchased by Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members, only at public sale and on the same basis (cost and availability) as to the general public.

Expended promotional merchandise. The Library may on occasion promote or market services or library resources by having staff wear t-shirts, hats, buttons, or other personal accessories bearing promotional slogans. Recognizing that such pre-worn/second-hand items are generally of de minimus value, and are of no ongoing use to the Library or others, staff members who have worn these promotional items will be permitted to retain them.