

Disposal Surplus Property

The Library Director shall establish procedures for identification and disposal of books, equipment and supplies that are obsolete or otherwise not needed for library purposes.

Approved June 26, 2001

Procedures:

All library materials declared surplus shall be divided into two categories: (1) material considered to have resale value; and (2) material considered unusable due to obsolescence or wear.

Disposition of the two categories of material shall be as follows: (1) Saleable furniture and equipment shall be advertised as being declared surplus by the library. Timing and character of sale shall be at the discretion of the Library Director; and (2) material classified as unusable shall be discarded or destroyed.