



Disposition of Surplus Goods Policy

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of the Library's services. Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method. Surplus items that can neither be sold nor donated will be turned over for recycling, if possible and economically feasible. The donation of surplus equipment to other local educational, charitable, or social services organizations, or to other libraries or library systems, is encouraged. The Library Director is authorized to approve such donations on a case-by-case basis.

The disposal of any furniture, fixtures, or equipment with a value of more than \$1,000 per item shall be approved by the Board prior to disposal.

Adoption and Review of This Policy

The Finance Committee of the Board shall periodically, but no less often than every five years, review this Policy and propose to the Board for adoption any revisions that the Committee determines to be necessary or appropriate.

This Policy was last reviewed and approved by the Board on December 21, 2021.