

## **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, or sold if possible, for the highest possible 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. Discard or sell as surplus those items determined to be of no further use or worthless.

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; and/or
2. Sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

*Policy adopted: August 21, 2019*