

Surplus Books, Furniture and Equipment

Created: 11/2024

Revised:

Reviewed:

Policy: A standard method of disposal is required for books, non-print materials, furniture and equipment no longer required by the Powers Library. When any such item is no longer functional or useful, it will be removed from inventory and disposed of as follows:

1. Surplus inventory items that may have unusual, historic or artistic value will be brought to the attention of the Board of Trustees for determination of value and disposition. Such a determination may include the services of a professional appraiser or outside expert opinion. The Library Director does not have sole responsibility for selling surplus items.
2. Books and non-print materials other than equipment, furniture or fixtures no longer deemed appropriate for the collection may be donated to the Friends of the Powers Library. Items in poor repair or outdated will be disposed of.
3. Equipment, furniture or other fixtures no longer of use to the library may be donated to other libraries, schools, non-profit organizations or local individuals in need with Board approval.
4. Equipment may be sold to a technology recycling company if no libraries, schools or other non-profit organizations express an interest in accepting such as a donation.
5. If there are no non-profit organizations that will accept the donation, equipment may be processed by a technology equipment disposal firm.
6. With Board notification, the Library Director is authorized to accept trade-in allowances for any item of equipment, furniture or other fixtures being replaced or upgraded for which a trade-in allowance is offered.
7. If surplus equipment, furniture, or fixtures are deemed not to have unusual,

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historic or artistic value and is/are not disposed of through donations or sale as described above, staff members, trustees, and their immediate family members may be permitted to acquire said materials with the approval of the Director.

8. Documentation of the method of disposal of items covered by this policy will be maintained for a period of five years.

Responsibility: It is the responsibility of the Library Director to enforce this policy.