

Disposal and Sale of Surplus Library Equipment and Furniture

The Library Board of Trustees may sell, trade, exchange, give, or throw away any library property that is not necessary to the library. The Library will dispose of surplus materials in a manner which is consistent with general principles of fairness in disposal of public properties and which maximizes library revenue.

The Library does not hold discarded items for individuals or notify individuals upon the decision to dispose of such items.

Computer equipment: When the library has outdated computer equipment that no longer functions adequately to meet the technology needs of the library, the Director will put it as an agenda item for the next regularly scheduled board meeting. The Trustees will decide on the most reasonable and advantageous method of disposal.

Equipment and furniture valued at more than \$2,500 may be (1) donated or sold to any other tax supported library under such terms or conditions as the board may determine, (2) offered for sale at public auction after published notice of sale in newspaper as provided in MSC 7-1-2121. No favoritism shall be shown to members of the Board of Trustees, library staff members, or members of their immediate families who make bids on or purchase any library item declared surplus.

Equipment and furniture valued less than \$2,500 but still having some value or interest to the community may be sold at either public or private sale, as the library board determines to be in the best interests of the library.

Low value items or broken equipment & furniture

Broken equipment, furniture and items that are deemed to have a value of less than \$100 may be discarded using the most expedient and cost-effective method possible, as determined by the Director and staff.

Collection

Selection and deselection of the book and audiovisual collections is essential and strongly related to intellectual freedom. Items are weeded by the Director or by designated staff who are specifically trained in collection development. The criteria for weeding is outlined in the *Collection Management Policy*. Items that are removed from the collection are discarded using the following methods:

1. On rare occasions, items may not be necessary at North Valley Library but may be useful at another library. The Director will offer such items to other libraries using the electronic email list.
2. Sent to Better World Books. The library receives a commission on sales.
3. Displayed for free giveaway to patrons.
4. Sold at Library book sales.
5. Local community organization may request weeded books by broad categories for their use.
6. Damaged, outdated material with incorrect information such as medical books, or items displayed for free giveaway without success, are discarded as garbage.