



DISPOSAL OF SURPLUS PROPERTY

Lincoln County Library will dispose of surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations. Disposal of Library property for personal gain or favor is prohibited.

The Library Director, as agent for the Library Board of Trustees, is responsible for the sale and disposal of surplus materials and equipment. Library property deemed no longer necessary or useful may be disposed of in the following manner:

1. Withdrawn or donated books and other materials not deemed appropriate for the collection will be reviewed by the Director for donation to the Friends of the Library. At the discretion of the Library Director, a portion of the withdrawn or donated materials may be used to support community literacy projects, be given to local nonprofit organizations, daycare centers, or senior centers, or be given away as part of efforts to promote reading and library services.
2. Technology equipment no longer of use to the Library may be offered as a donation to a local school or to a community nonprofit organization.
3. Items may be sold via publicly advertised sale (i.e. social media) with any proceeds being deposited into the Foundation as a general donation. Staff and board members may purchase items under the same conditions and terms as the general public.
4. If an item is determined to have marginal or no resale value, it may be sold or discarded in the best interest of the Library.
5. The Library Director is authorized to accept trade-in allowances on any item or equipment being replaced or upgraded.

Adopted 2/93, Revised 11/97, Reviewed 5/05, Reviewed 8/08, Revised 6/12, Reviewed 3/17, Revised 6/23