



## **BARBERTON PUBLIC LIBRARY Surplus Furniture & Equipment Policy**

The Fiscal Officer will be responsible for the sale or disposal of all library materials, furniture and equipment that is no longer of use to the library. The Library Director, Department Managers, or designated staff members will be responsible for reporting to the Fiscal Officer any items that need to be disposed of and for filling out the appropriate forms.

Books and other materials no longer deemed appropriate for the collection will be donated to the Friends of the Barberton Public Library for disposal through their regular book sales or online sales opportunity, such as *Better World Books* or other similar organizations.

If it is determined that the furniture and equipment items are in a saleable condition, they may be sold to the general public or eligible staff members. The staff member who declares an item to be surplus, and any members of his/her immediate family, are not permitted to purchase any sale item. Purchases also will not be permitted by the Director, Fiscal Officer, members of the Board of Trustees and their immediate family members.

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment. The Fiscal Officer can note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold is in excess of \$1,000, a written sealed bid procedure will be followed.

Computer equipment, no longer of use to the Library, may be sold to the general public or eligible staff members, or may be donated directly to a local school or non-profit, charitable agency for use in their educational programs.

Notification of the sale will be posted on public bulletin boards in the library and in news releases to community newspapers. The notification will advise potential buyers that items will be sold as is and must be removed at the buyer's expense by a specified deadline.

Surplus property may be sold to another library or other non-profit, charitable agency. The price will be established by the Fiscal Officer based on negotiations with the other agency.

The Fiscal Officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item of surplus inventory is determined by the Director or Fiscal Officer to have unusual historic or artistic value, such item may be referred to the Board for determination of value which may include the services of a professional appraiser or outside expert opinion.

Items that may be difficult to sell may be sold to scrap dealers, liquidators or auction houses. Surplus property may also be discarded if it is not sold at the surplus sale or if it is deemed to be in such poor condition that it is not worth storing until a sale is held.

Proceeds from all surplus property will be deposited to the General Fund of the Library.

*All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.*

**Adopted by the Board of Trustees, May 22, 2008, Resolution #17-2008**