

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 10/11/2007	Subsection
Section Disposition of unneeded property	Date Revised: 4/30/15	Page

DISPOSITION OF UNNEEDED PROPERTY

It shall be the policy of Guernsey Memorial Library to dispose of unneeded property through the means outlined below:

1. Large property items, e.g. chairs, desks, machines, equipment will be sold at public auction or through sealed bids.
 - a) All such sales will be approved by the Library Board.
 - b) Such sales will be publicly advertised and conducted on a first come, first served basis.
 - c) All monies realized through such sales will be deposited in the Library's general fund revenues.
2. Small property items, e.g. books, pamphlets, prizes, will be offered at book sales or to Library patrons without charge, and thereafter donated to public service agencies.
3. Used items of equipment or materials which have a normal retail market value or trade in value e.g. scrap metal may be sold or traded with the approval of the Director.
4. Property which has no value for purposes of sale or is unclaimed or unwanted will be disposed of.
 - a) Such disposal shall be approved by the Director.