

Stewardship of Financial Resources

SF 400 Surplus Equipment

Adopted: 6/85; 4/06; 10/15

Policy

The Metropolitan Library Act allows for the sale and disposition of personal property when by proper resolution the Commission finds that said property is not needed for library purposes. A list of such items is periodically presented to the Commission to declare as surplus equipment.

I. Disposal

Items with an original cost in excess of the threshold stated in policy section SF 800 Inventory Control may be disposed of after being declared surplus by the Commission. Items with an original cost below this amount may be disposed of at any time.

II. Methods of Disposal

Items that have been declared surplus or are below the inventory control threshold may be disposed of by any of the following methods.

1. Items may be donated to public libraries, educational facilities, or other governmental entities.
2. Items may be donated to a 501(c)(3) non-profit organization.
3. Items may be offered to the public for purchase by electronic auctions such as eBay or Craigslist, retail sale, quotations, or sealed bids.
4. Items that have little or no value due to obsolescence or damage may be discarded.

Commission members and Library employees and members of their households are not allowed to bid on, purchase, or receive surplus equipment.