

2.4 Disposal of Scrap, Salvage, and Excess Items

This policy is adopted in order to clarify the procedure for disposal of items no longer wanted or needed by the Library.

1. Board's Authority.

- A. The Board shall approve of and authorize the disposal or sale of all equipment, furnishings and non-consumable supplies.
- B. The Board shall approve of and authorize the disposal or sale of Library materials and consumable supplies if such have a market or salvageable value of \$500 or more.
- C. The Board Shall decide the most appropriate means by which to dispose of or sell items declared to be surplus or scrap subject to the methods below including public bid or auction, or by outright sale from an offer to buy.

2. Director's Authority.

- A. The Director shall approve of and authorize the disposal or sale of all Library materials and consumable supplies unless such have a market or salvageable value of \$500 or more.
- B. The Director may authorize other Library employees to dispose of items specific to the employee's department; but, other Library employees shall not be authorized to sell such items.
- C. Items under the Director's authority shall be sold or disposed of subject to the methods listed below.

3. Methods of Sale or Disposal.

- A. Library materials (books, records, magazines, and consumable supplies)
 1. Of salvageable or market value (certain donations, older reference editions, etc.)
 - a. Donations not selected for addition to the collection will be given to the Friends for sale to the general public.
 - b. Editions of reference works superseded by newer editions will be offered to, in order, District Library Members, other area public libraries, and to the Friends for sale to the general public.
 2. Of no value (certain donations, certain discards, etc).
 - a. Items still in good physical condition but not appropriate for inclusion under III.A. above (e.g., Reader's Digest Condensed Books, certain textbooks, magazine issues, etc) will be offered to the Friends for sale to the general public.
 - b. Items in poor physical condition will be trashed except as permitted under the Charges for Damaging Library Materials Policy.
- B. Library-specific non-consumable supplies, equipment and furnishings:
 1. Items of salvageable or market value will be offered gratis or at a depreciated value to, in order, District Library Members, other area public libraries, and the general public.
 2. Items of no value will be offered to the general public or trashed.

- C. Other non-consumable supplies, equipment, and furnishings:

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1. Items of salvageable or market value will be sold at salvage or market price to any individual, organization, or company.
2. Items of no value will be offered to the general public or trashed.
- D. Under no circumstance will real property be disposed of without public bid or auction.
4. The disposal or sale of items obtained through governmental grants shall be subject to the restrictions mandated for the acceptance by the Library of the grant
5. Definition of Terms.
 - A. "Market Value" is the current retail price of the item or of a similar item.
 - B. "Salvageable Value" is the cost of repairing an item needed to give it market value
 - C. "No Value" means an item with a repair cost greater than its market value; or, an item not usable by anyone except the Library.

Revised 10 March 2005.