

**GOLD COAST PUBLIC LIBRARY
DISPOSAL OF LIBRARY PROPERTY**

Library property and equipment that is obsolete, surplus, or unusable as determined by the Library Director shall be disposed of in such a manner that is advantageous to the Library District. Each year, a determination shall be made of equipment, supplies and/or materials that are obsolete and can not be salvaged or utilized effectively or economically by the library district. Such equipment, supplies, or materials shall be discarded/sold through bid procedures, auction, tag sale or alternative.

Items may be sold in the following manner:

1. When appropriate, the Library may offer to sell the items to local municipalities or local non-profit organizations as selected by the Library Board.
2. For items with a value of more than \$100, the Library will make items available at a public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members, shall be eligible to bid on the equipment, supplies and/or materials.
3. For items with a value less than \$100, the Library will attempt to sell the best obtainable amount or discard in the safest, least expensive manner.

Approved November 14, 2007

Revised November 19, 2014