



### **DISPOSITION OF LIBRARY PROPERTY**

The Board of Trustees has the responsibility to dispose of the library's property.

As determined by the Library Manager, library materials no longer deemed appropriate for the collection will be made available for sale to the general public. Materials that have not sold will be donated to nonprofit resellers, local charities or recycled.

As determined by the Library Manager, surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the Library will be offered for sale to the general public. Items not sold will be donated.

The Board of Trustees must approve the sale of physical property, i.e. building and/or land.

Any proceeds received from the sale of items shall be retained for the purpose of maintaining and improving the library.

Adopted: 2/16/1995

Revised: 10/22/2020

Revised: 5/15/2025