

## **Surplus Property Policy**

Surplus property refers to any property that is no longer suitable or needed for library operations.

### **Scenic Regional Library shall dispose of surplus property according to the following guidelines:**

No employee or Library Board member may purchase any surplus property prior to it being made available to the general public.

The Library Director or designee will determine if a surplus item has resale value. The resale value of a surplus item will be determined by online research of similar or like items, utilizing websites such as Amazon, eBay, NADA, etc. The resale value of an item will be weighed against the cost to advertise the possible sale of the item to determine whether selling the item is cost-effective for the library. An item without enough resale value to warrant a sale will be discarded or recycled.

Surplus computers and other electronics without resale value, or that the library is unable to sell, will be recycled.

The library, from time to time, hold a sale of surplus items from multiple locations at a central location. Public notice of the sale shall be posted at all branches, on the library's website, and the library's social media pages, as deemed ap

Revenue from the sale of surplus property will go into the general fund, with the possible exception of surplus library materials.

### **Surplus Library Materials**

Surplus library materials include donated materials which have not been added to the library's collection, as well as materials withdrawn from the library's collection.

Surplus library materials which are damaged or otherwise unsuitable for resale are discarded or recycled.

Surplus library materials in acceptable condition for resale are transferred to the Friends of the Library groups. When a Friends of the Library group agrees to manage their branch's book sale, they receive the proceeds from the sale.

Approved April 18, 2023.