

Policy 730

Disposal of Surplus Property

Purpose

Disposal of property is necessary in order to prevent clutter, fire hazards, and maintain adequate storage and organization spaces. Items which are broken, damaged, at end of life usage, or consider no longer necessary or useful to the Library may be disposed of in an efficient manner.

- Surplus property of any value may be donated or sold to other tax supported libraries or organizations or library partners as the Director, as agent of the board, may determine.
- Property that is broken, damaged, or deemed to not be of value may be disposed of as regular waste.
- Books and materials from the Library's collections may be donated or sold by the Friends of the Sugar Grove Public Library, given to other charitable organizations, resale organizations or discarded.
- Whenever possible, property should be discarded in an ecologically sound manner. Electronic recycling events or electronic waste disposal services may be used.
- Surplus property having an estimated value of less than \$1,000 may be discarded as determined by the Director and Assistant Director.
- Surplus property having an estimated value of more than \$1,000 may be displayed at the library and a public notice of sale will be posted with dates and terms. Should items not be sold they may be discarded by other methods or waste disposal.
- Records of all surplus sale disposals shall be maintained for audit and appraisal purposes.
- In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 5/4-16

Approved by BOT 10/27/21