

## **Policy for the Disposal of Surplus and Outmoded Equipment**

If the equipment was purchased with federal, state, or local funds and the fair market value is less than \$5,000, the items will be donated to another non-profit organization or sold at a public sale or offering. A notice of the sale will be posted prominently. Such public sales or offerings will last at least ten days, during which the sale items will be displayed prominently.

All items are to be sold "as is," and the buyer will be required to sign a form indicating that he understands that there are no explicit or implicit guarantees, warranties, or any other obligations on the part of the library.

If any items remain unsold after such sale, they may be disposed of as the Affiliate Manager or the Regional Director sees fit.

Any money derived from sale of surplus or outmoded equipment will be deposited in the operating account of the affiliated library where the item is sold. Any money derived from sale of equipment located in the regional offices will be deposited into the regional operations account.

For all equipment carrying a regional inventory tag, the tag numbers will be listed along with the inclusive dates of the public sale, the date of actual disposal, and the amount received, if any. This information will be sent to the systems librarian so that it can be noted in the regional inventory for audit purposes. The Affiliate Manager or Regional Director will remove the green regional inventory tag from the item at the time of sale.

It is recommended that this information also be maintained for disposed equipment purchased with local money.