

Emporia Public Library

Surplus Property Policy

Approved by the Library Board March 11, 2021

Introduction

Library materials that are obsolete, damaged, or no longer serve their original purpose in the collection are regularly removed from the collection as part of the normal collection maintenance process. Other items originally purchased by the library in support of its operations including furniture and equipment, as well as items donated to the library may also be surplus to current requirements and will be disposed of according to the policy below.

Policy

Library materials that are withdrawn will be given to the Friends of the Emporia Public Library for sale or other means of disposal per the Library/Friends Memo of Understanding.

Any property (i.e., office and computer equipment, furniture and other tangible property) having an individual current value of less than \$500 may, at the discretion of the Executive Director, be:

- Advertised for sale, at a price determined by the Executive Director, through the State of Kansas Library listserv, the North Central Kansas Library System listserv, on social media, or any combination of these at the discretion of the Executive Director.
- Given away at no charge to other not-for-profit educational or charitable institutions including the Friends of the Emporia Public Library.

If property is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded.

Any property having an individual current value of more than \$500 shall be sold only with Board authorization.