Baldwin City Library Date: 4/26/2016

Baldwin City, KS

SUBJECT: **DISPOSITION OF SURPLUS PROPERTY**

The Baldwin Public Library with board approval disposes of surplus property by following specific procedures outlined in the following recommendations.

Disposition of Property Valued at Less than $500

Surplus property which is valued at less than $500 shall be disposed of by any of the following methods: sale at a fixed price established by the Director, sale at a public auction or by sealed bid.

Disposition of Property Valued at $500 or More

Any property with an estimated value of $500 or more shall be disposed of by sale at public auction or by sale by sealed bid. In either case, the property shall be advertised in the local newspaper for one or more days prior to making it available for public inspection.

The Library Board may make exceptions to this policy in the event they wish to sell the property to another city agency.

All monies from the sale of surplus items shall be returned to the fund from which it was purchased (General Fund, Gifts and Bequests Fund, etc.) or to the computer or equipment replacement funds.

In the event the surplus item has not been sold after all reasonable sale efforts have been made, the Library Director may dispose of the item in the most appropriate manner.

**Books and Other Library Materials**

These items shall be withdrawn from the library’s collection as outlined in the Collection Maintenance Policy.

Items will be discarded, given to other libraries or sold. The decision on the disposal of each withdrawn item will be based on the same criteria used to sort books given to the library.

All monies from the sale of withdrawn library materials will go in the General Fund.

**MNG – 26**