

SURPLUS PROPERTY DISPOSAL

All book, video, audio book or music CD, and other library collection materials that are removed from the library's collection will be given to the Friends of the Paola Free Library for sale in their book sales or other means of disposal at their discretion. If library staff determine that some material would sell well in the Friends' sales, staff may instead offer the material for a limited time for a very low cost or may offer the materials for free.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be disposed of as follows:

1. Items that are purely library related, microfilm machines, and furniture designed especially for libraries, shall be advertised as for sale or for free on the NEKLS and Kan-Lib list serves or on the NEKLS web site.
2. Furniture or other items that are for general office use will first be offered to other City offices. If the City has no use for this surplus equipment, it will then be offered in the manner stated above to other libraries.
3. If other libraries and other city offices have no need for the equipment or furniture in question, it will be given to the Friends of the Paola Free Library for sale or other means of disposal at their discretion, if deemed appropriate by the library Director.
4. All equipment, furniture, etc. not deemed appropriate by the Library Director for sale by the Friends will be:
 - (a) advertised for sale, at a price determined by the library Director, in the local newspaper or
 - (b) given away at no charge to an appropriate social service agency.
5. If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded via the City of Paola's refuse collection service.

Approved 07/05/2016

Reviewed and Updated 02/02/2022