

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 400

Subject: Property Disposal

It is the policy of the Crawford County Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Crawford County Library Board of Trustees adopts the following policy for the disposal of such library property.

When an item is fully depreciated or no longer has a useful value to the library, it will be removed from the inventory of the library and disposed of:

1. Books and other materials no longer deemed appropriate for the collection will be donated to the Friends of the Crawford County Libraries for disposal through its regular book sales or to a nonprofit organization that will benefit the citizens of the county, with Director's approval.
2. Computer equipment no longer of use to the library may be donated directly to the Crawford AuSable School District, local municipality or agency, or other nonprofit and/or charitable organization with Crawford County Library Board of Trustees' approval.
3. Furniture no longer of use to the library, the depreciated value of which is less than \$300.00, may be donated by the library to a nonprofit, charitable organization with Crawford County Library Board of Trustees' approval.
4. Items not covered by the above will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the general fund of the library. Prior to such sale, a list of those items to be included in the sale will be provided for approval by the Crawford County Library Board of Trustees.
5. If an item is determined to have only marginal value or no value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded to the best interest of the library, at the discretion of the Library Director.

The Director is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item(s) or surplus inventory is determined by the Library Director to have unusual, historic or artistic value, such item(s) may be referred to the Crawford County Library Board of Trustees for determination of value which may include the services of a professional appraiser or outside expert opinion.

ADOPTED: December 10, 2000
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