

Hollwedel Memorial Library

Disposal and Sale of Surplus Items Policy

The Hollwedel Memorial Library retains the right to dispose of surplus materials and equipment in any legal manner.

Items with an original purchase price less than \$500 that are deemed unusable may be disposed of at the discretion of the Library Manager, including any of the following methods: through a sealed bid process; through donation to local philanthropic, educational, cultural, government, or other not-for-profit organizations; through the annual book sale open to the public; or through disposal via recycling or landfill.

For materials with an original purchase price, or perceived value, in excess of \$500, the Board of Trustees shall first declare the item as excess and of no further use to the Library. The item may be sold using a sealed bid process, or a public auction, including on-line auction services.

Items available for sale shall be made available for inspection for a minimum of seven (7) days.

The item must be advertised as available via a notice printed in the legal newspaper. Said notice shall include language indicating the right to reject any and all bids, and shall clearly indicate the process for submitting a bid, including the date, time and location requirements. Sealed bids shall be opened by a member of the Board of Trustees at the next regular meeting. The Board of Trustees shall have two weeks thereafter to accept or reject submitted bids.

The net proceeds from the sale of Library property will be used at the direction of the Board of Trustees.

Any gift donated to the Library becomes the property of the Library and, therefore, may be disposed of per procedures outlined above.

No favoritism shall be shown to members of the library staff, the Board of Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.

Adopted November 2, 2016

