



DISPOSAL OF SURPLUS PROPERTY POLICY

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgement of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Trustees, be given to local philanthropic, educational, cultural, governmental, or other non-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library director, be discarded, turned in on new equipment, or made available for sale in accordance with the provisions of the Illinois Library System Act.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library System Act.
4. No favoritism shall be shown to members of the Board of Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted.
6. Any personal property having a unit value of more than \$2,500 may be sold after notice of its availability, its location, and the date and terms of the proposed sale has been published in one or more newspapers published within the Library District, once each week for two (2) successive weeks. On the day of the sale, the Library Director may sell the personal property for a price determined by the Board, to the highest bidder, or may reject such bids and re-advertise the sale.
7. Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms and conditions as the Board may determine.

Approved: September 12, 2022