



### **Disposal of Surplus Equipment or Materials Policy**

It is the policy of the Union Library Company of Hatborough (“ULCH”) to dispose of library materials, furniture, and equipment that is no longer functional or useful. ULCH will dispose of surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations. An individual may not dispose of property unilaterally. Disposal of ULCH property for personal gain or favor is prohibited. The Library Director is responsible for the sale or disposal of surplus materials and equipment.

1. Withdrawn or donated books and other materials not deemed appropriate for the collection will be reviewed by the Director for donation to the library’s book sale. At the discretion of the library director, a portion of the withdrawn or donated materials may be contributed to support county or community literacy projects, be given to daycare or senior centers in Hatboro or a neighboring community, or be given away as part of efforts to promote reading and library services.
2. Computer equipment no longer of use to the Library may be offered as a donation directly to a local school district for use in their educational programs or to a community nonprofit organization.
3. Items valued at over \$1,000 not covered by the above will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the operating account of the Library. Prior to such sale, the Director will provide a list of those items to be included in the sale to the ULCH Board of Directors. All items are to be sold “as is.” Staff and board members may purchase items under the same conditions and terms as the general public.
4. If an item is determined by the Library Director to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interests of the library.
5. The Library 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.
6. In an instance where an item of surplus inventory is determined by the Library Director or Board of Trustees to have unusual historic or artistic value, such items may be referred to the Board for determination of value, which determination may include the services of a professional appraiser or outside expert opinion.