



Marilla Free Library

Disposal of Obsolete or Surplus Property Policy

Purpose:

The purpose of the policy is to ensure that obsolete or surplus property is disposed of to obtain the best possible price and in a way that makes it accessible to all on an equal basis.

Procedure:

1. Library materials in the collection in fair or better condition deemed to be no longer needed by the library will be removed from the collection and sold at the Marilla Free Library Discard Sale. The prices for books will be reviewed periodically and adjusted as deemed necessary. Any excess books left after the Discard Book Sale will be donated to the Friends of the Marilla Free Library for their annual Book Sale.
2. When patrons donate books or other materials, these may be added to the collection, or given to the Friends of the Marilla Free Library for sale at the book sale.
3. Any property deemed to be in poor or bad condition may be destroyed and thrown away.
4. A list of other property deemed obsolete (computers, furniture, equipment etc.) including recommend sale prices will be presented to the Board of Trustees by the Director to be certified by the Board.
5. Property purchased with funds from the County and marked with a county property sticker will follow Erie County's guidelines for disposal.
6. For property purchased with private funds, an attempt should be made to see if other non-profit agencies in the community could use the equipment.

7. In the event that a sale is held, notice of the sale will be given to the public through the newspaper.
8. The sale will be conducted as follows:
 - a. Prices for items comparable to those being offered will be obtained from the internet.
 - b. Items will be priced in relation to those found.
 - c. A record of the prices from the internet and the sale prices will be kept for proof of compliance.
9. All sales are final.
10. In case of dispute, the decision of the Director will be final.

Adopted by the Board of Trustees: