

# Dixon Public Library District

## POLICY AND PROCEDURE MANUAL

**POLICY TITLE:** Disposal of Surplus Property or Equipment  
**POLICY NUMBER:** 5055

**5055.1** The Library District will routinely and regularly dispose of surplus property or equipment.

**5055.1.1** The Library Commission will act to declare equipment surplus for any item estimated by the District Librarian to be valued at over \$250. Such items will be advertised for sale with deadline date for submission of sealed bids. Sealed bids are opened at the next Regular Library Commission meeting, and action will be taken by the Library Commission to accept or reject highest bid.

**5055.1.2** Items estimated by the District Librarian to be valued at \$250 or less may be sold by advertisement for sealed bids on the public bulletin board, given to a 501 (c) (3) organization or discarded at the discretion of the District Librarian.

**5055.2** The Library District will routinely and regularly dispose of used, obsolete and/or damaged books and other materials from the Library's collection.

**5055.2.1** Used books and other items from the Library's collection are given to the Friends of the Dixon Public Library. Items not wanted by the Friends of the Dixon Public Library may be given to another governmental agency or non-profit organization at the discretion of the District Librarian.

**5055.2.2** Items not taken by the Friends of the Dixon Public Library or another governmental agency or 501 (c) (3) organization will be discarded.

**5055.3** The Library District will routinely and regularly dispose of used, obsolete and/or damaged electronic equipment.

**5055.3.1** Electronic items not in working condition will be discarded or recycled in accordance with Federal, State and local regulations.

**5055.3.2** Electronic items in working condition will be offered to area 501 (c) (3) organizations. Items not needed by such organizations may be discarded in accordance with Federal, State and local regulations or sold by advertisement for sealed bids on the public bulletin board.