DISPOSAL AND SALE OF SURPLUS POLICY

Adopted: 6/15/15
Updated 11/16/2020

Definition

Surplus library property is any personal or fixed property owned by the Bloomfield Public Library that is no longer functional or useful.

Method of Disposal or Sale

The Library Director may dispose of surplus items in any legal manner. Sale of all items should be reported to the Board of Trustees at their next regular meeting as a part of the monthly financial report. Disposal of items valued at more than $500 should be pre-approved by the Board of Trustees. The proceeds from any sales should be deposited to the Library's Operating Fund.

Library materials no longer deemed appropriate for the collection will be made available to the Friends of the Bloomfield Public Library for their book sale(s).

Property deemed to have marginal or no resale value shall be disposed of by the most appropriate method to minimize costs to the Library and inconvenience to Library patrons, as determined by the Director or their designee.

Surplus property, whose estimated value is less than $500, may first be donated or sold for a set amount, as determined by the Director or their designee, to member libraries within the Pioneer Library System (PLS) or to other local organizations. The Library Director is authorized to sell surplus items, whose estimated values exceed $500, by using a closed bid system.

Exceptions:

The Library Director may dispose of donated items in any legal manner. The Library Director or their designee is authorized to sell donated items using either a closed bid system for items valued at more than $500 or a set price system for items valued at less. The sale of items should be reported to the Board of Trustees at their next meeting as a part of the monthly financial report, and proceeds from any sales should be deposited to the Library's Operating Fund.

The mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.