

Claverack Free Library

Disposition Of Surplus Property Policy

Approved: March 2018

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of library services. Only property having more than a nominal monetary value need be formally declared surplus.

Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method.

Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible.

The donation of surplus equipment to other local educational, charitable, social services, or to smaller library systems is encouraged.

The Library Director is authorized to approve such donations on a case-by-case basis.

The board shall approve the disposal of all furniture, fixtures, and equipment with a value of more than \$500 per item.