

Northern Onondaga Public Library Surplus Materials and Equipment Policy

It is the policy of Northern Onondaga Public Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Northern Onondaga Public Library 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 NOPL 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 Withdrawn or donated books and other materials not deemed appropriate for the collection will be given to the Friends of the Northern Onondaga Public Libraries or sold through Better World Books or a similar online vendor. At the discretion of the library director, ~~a portion of the~~ withdrawn or donated materials may be contributed to support county or community literacy projects, be given to daycare or senior centers in NOPL's service area, or be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 donated directly to a local school district for use in their educational programs or to a community non-profit organization. Computer equipment that is no longer of any value will be disposed of according to Onondaga County Resource Recovery Agency (OCCRA) guidelines and in compliance with New York State's Electronic Equipment Recycling and Reuse Act.
3. Furniture no longer of use to the Library, the value of which is less than \$300.00, may be donated by the Library to a non-profit, charitable organization.
4. Items 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 Fund of the Library. Prior to such sale, the Director will provide a list of those items to be included in the sale to the Board of Trustees. All items are to be sold "as is," and the buyer will be required to sign a form indicating that he understands that there are no explicit or implicit guarantees, warranties, or any other obligations on the part of the library. Staff and trustees may purchase items under the same conditions and terms as the general public.
5. 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.
6. 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.
7. 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.

Approved April 24, 2017