

ASSETS DISPOSAL POLICY

Disposal of Library assets is done as follows:

- a. The determination of whether obsolete, surplus or retired property and equipment will be needed by the Library in the foreseeable future is the responsibility of the Executive Library Director.
- b. Any disposal of an item that has an estimated resale value of \$25,000 or more requires specific approval by the Board before the asset can be disposed of in any manner.
- c. Disposal of discarded library materials, computer components, and furniture, art and equipment, when the estimated resale value is less than \$25,000, may be disposed of in one of the following methods:
 - 1). Sold to the public via used book sales rooms at Library locations.
 - 2). Sold through an on-line vendor service or some other establishment that sells used items to the public.
 - 3). Donated to charities or other non-profit organizations, but only with the approval of the Executive Library Director.
 - 4). Given to other political subdivisions of the State of Colorado, but only with the approval of the Executive Library Director.
 - 5). Items that are broken, destroyed, or otherwise have no value may be recycled when other methods of disposal have been exhausted.
 6. Transferred to vendors for credit toward future purchases.