

Policy Statement

At times the Comstock Township Library may dispose of materials, furniture, or equipment that is no longer functional or useful. The Library strives to dispose of these items in a manner that best serves the interest of the Library and, to the extent possible, the best interests of the community.

Regulations

1. The library director or designated staff will determine if materials, equipment, or furniture no longer have use or value to the Library.
 2. Books and media no longer deemed appropriate for the collection will be placed for sale in the Library's Book Sale Room. See also *Collection Development Policy*.
 3. Furniture and equipment no longer of use to the Library will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the Library's General Fund. All items are sold with no warranties made or implied.
 4. The estimated value of items to be sold will be determined by the library director using a variety of factors including, but not limited to, age, condition, and market value. Estimating the value of computer equipment may include consultation with the Library's IT support company.
 5. Items no longer of use to the Library and of minor value may be donated to a non-profit or charitable organization.
 6. If an item is determined to have marginal or no resale value, or does not sell through auction or publicly advertised sale, it may be discarded or recycled.
 7. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.
 8. The library director will supply the library board with a list of any sold or donated property.
 9. Items no longer of use to the Library and valued at \$500 or more shall be disposed of in a method determined by the library board. Methods of disposal may include sale at public auction or by sealed bid.
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Approved: October 12, 2020
Comstock Township Library Board of Trustees