

SECTION:	PS 1	ADMINISTRATIVE
SUBSECTION:		
POLICY:	PS 1.10	DISPOSAL OF SURPLUS MATERIAL AND TANGIBLE PROPERTY
REVISIONS:		1/5/99; 06/21/23

Definitions

Tangible property - property having physical existence and hence capable of being valued monetarily.

Types of tangible property include:

- Personal property - equipment or furniture that is non-expendable, moveable property used for the performance of library tasks;
- Information Technology Equipment- any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by the executive agency. The term "information technology" includes computers, ancillary equipment, and software;
 - IT hardware - computers and ancillary equipment
 - IT software - tangible intellectual property

Material - property that may be consumed or expended during the performance of library work, i. e. print and non-print materials (excluding records maintained through the library Records Retention Policy).

Surplus Property - tangible property determined to be obsolete, outmoded, unusable or no longer usable by the library, or property for which future needs do not justify the cost of maintenance and/or storage.

Surplus of Library Material and Tangible Property

Library material and tangible property which, in the judgement of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and other print and non-print materials from the library's collection, or gift materials, may be discarded, sold, or be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any tangible property having an individual current value of less than \$200 may, at the discretion of the Library Director, be discarded, traded in on new equipment, be offered as a gift to another public library in Ohio, or made available for sale.
3. In the case of individual surplus property having current value of more than \$200 but less than \$2000, the Board may authorize: a trade-in on new equipment; the Library Director to offer the items as gifts to other public libraries in Ohio; or the sale of such items.

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4. Any surplus property having a unit value of more than \$2000 may, with authorization from the Library Board of Trustees, be traded in on new equipment or be sold.
5. Members of the Library Board of Trustees, Library Staff, or members of their immediate families may bid on or purchase any item advertised as surplus on the same basis as the public and shall be given no favoritism or special advantage.

Surplus Tangible Property worth \$200 or more

The Fiscal Officer shall be responsible for the sale or disposal of all library tangible property having a current value of \$200 or more.

The Fiscal Officer will prepare a resolution for the Board’s consideration to declare items “Surplus Property” so that the items can be offered as a gift to another public library in Ohio, traded in on new equipment, or sold.

Surplus property may be sold to the general public or staff by written sealed bids sent to the office of the Fiscal Officer by a specified date and time. Bids will be opened and tabulated by the Fiscal Officer and one other employee in the Administration Department and notification of the award of the sale item(s) will be made to the bidder. The Fiscal Officer can note on specific items if there is a minimum bid price.

Notification of the sale will be posted on the library website and in news releases sent to the community newspapers. The notification will advise potential buyers that items will be sold as is with no guarantee and must be removed at their own expense by a specified deadline.

If only a few items are to be sold and there are severe space limitations, a price will be established by the Fiscal Officer (referencing the age, condition and original inventory price) and these items will be sold to the first person presenting payment. This type sale will also be posted on the library website and in the newspaper.

Preparation for Disposal

Prior to disposal, all inventory tags, labels, or other ownership marks will be removed or indicated to be void. Equipment that includes data storage will be erased, reformatted, or otherwise “scrubbed” as appropriate for the sensitivity of the data stored in accordance with current IT asset disposition best practices.