

Subject: **Surplus Property Policy**

Date Issued: 2/14/2023

Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

The Clatskanie Library District Board of Directors authorizes the Library to surplus equipment in a manner that upholds and provides responsible stewardship of publicly funded procurements.

A. General Methods.

Library staff will from time to time provide a list of equipment that is no longer needed. The Board of Directors will review and approve the surplus and disposition of equipment.

Appropriate disposition documentation shall be retained as to the means and methods of surplus.

In no case shall library personnel, board members, or volunteers acquire surplus equipment under any method except those available to a member of the public at large.

Board approved surplus property may be disposed of by any of the following methods upon a determination by the library staff that the method of disposal is in the best interest of the library. Factors that may be considered by the board include costs of sale, administrative costs, and public benefits to the library.

- Governments. Without competition, by transfer or sale to another government department or public agency.
- Auction. By publicly advertised auction to the highest bidder.
- Bids. By publicly advertised invitation to bid.
- Fixed Price Sale. The library board may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
- Donation. By donation to any organization operating within or providing a service to residents of the state of Oregon, which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

B. Disposal of Property with Minimal Value.

Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste.

C. Disposal of withdrawn materials.

Materials that have been withdrawn from the physical collection will be donated or disposed of at the discretion of the Library Director.