

## **Camden County Library District Policy Manual**

### **Section 3. Administration**

#### **Subsection 12. Disposal of Property Policy**

The Camden County Library District shall seek to recoup value from items needing disposal. This policy will determine the method of disposal and required method of sales, if required, for disposing of property owned by the District.

Property purchased with grant funds will be disposed of per the grant requirements and will not be subject to this policy unless allowed. Property purchased from State Surplus will be disposed of in accordance with State Surplus requirements unless allowed to be disposed of using this policy.

#### **Parameters**

1. Books, reference materials, and items in the circulating collection.

Books and other items may be sold through the library book sale unless damaged. Damaged items are discarded. Items deemed not likely to sell may be discarded.

2. Other Property with an estimated value of less than \$250.

Items with an estimated value of less than \$250 may be discarded at the discretion of the Director without public notice. The Director may negotiate a price with staff via lottery. The Director may place items in the book sale if no staff are interested. If an item fails to sell in the book sale, the item may be discarded.

3. Property with an estimated value of \$251 - \$1000.

Property with an estimated value of \$251 - \$1000 shall be disposed of through trade-in, public auction, selling for salvage, or open or closed bidding process overseen by the Director or Director's designee.

4. Property with an estimated value of \$1001 - \$10,000.

Property with an estimated value of \$1001 - \$10,000 shall be disposed of by a closed bidding process overseen by the Director or Director's designee upon approval of the Board of Trustees. Public notices shall be placed in all branches and posted on the website and social media sites. The Director or designee may advertise in other manners as appropriate. The Director may authorize the item to be traded in on a replacement upon approval of the Board of Trustees.

5. Property with an estimated value over \$10,000.

Property with an estimated value over \$10,000 shall be disposed of via formal processes, such as public auction conducted by a licensed auctioneer, sale via a real estate agent, sale through a public auction website for government auctions, or other methods determined to extract the most value for the item. The process must be approved by the Board of Trustees. Advertising through the library website, social media sites, newspapers, trade papers, and other appropriate venues is required and must be approved by the Board of Trustees as a part of the disposal process. The Director will bring a disposal proposal covering all aspects of the process to the Board of Trustees for their approval before proceeding with the disposal.

Managers wishing to dispose of items other than circulating collection materials shall send the item(s) to Camden for the Director to approve the reason for the proposed disposal.