



Disposition of Tangible Items Policy

I. Purpose

Southwest La Plata Library District (SWLPLD) recognizes that library materials purchased with taxpayer funds may eventually become damaged, obsolete or outlive their usefulness. The Disposition of Tangible Items Policy informs the public of the principles upon which SWLPLD bases decisions about which items may be permanently removed from a library, who is responsible for those decisions and under what circumstances decisions regarding material disposition will be made. It also outlines procedures for the disposal of tangible items owned by SWLPLD.

II. Definitions

Materials: "Materials" includes print, audiovisual, electronic and non-traditional circulating and non-circulating items. Any tangible item donated to the library is considered a "material." Any tangible item purchased for use in the library or in a library program is considered a "material." Real estate and intellectual property are not intended to be part of this policy.

Surplus Property: Property that is no longer in use and not intended for further use by the library district as determined by the library director or board of trustees, including but not limited to, equipment, supplies, furniture, computers, and so forth. Surplus property does not include real estate or intellectual property.

Disposition: The act of removing an item from library use. Methods of disposition include, but are not limited to, discarding, destroying or recycling an item; donating an item to another library, educational, philanthropic, cultural, government or other not-for-profit organization; giving an item to any interested party; or trading, exchanging or selling an item. All surplus items will be disposed of in "as is" condition.

III. Disposition of Library Material

A. Circulating Materials

Circulating material acquisition and disposal are the responsibility of each library's branch manager, under the supervision of the library director. For more information regarding material acquisition, disposal, collection



management and reconsideration of library materials, please refer to SWLPLD's Collection Development Policy.

B. Donated Items

Donations are accepted with the understanding that each library's branch manager, under the supervision of the library director, will evaluate the usefulness of each item in accordance with the district's Collection Development Policy. SWLPLD may add donations to its collections, discard or exchange donations, or give donations to another library, school or nonprofit organization. Donated materials will not be returned to a donor and SWLPLD reserves the right to dispose of donations without notification to the donors. For more information regarding donations, please refer to SWLPLD's Donations Policy.

C. Other Tangible Property

- Non-circulating materials purchased by SWLPLD at a cost of less than \$25 may be disposed of by a supervisor when, in his/her judgement, the item's condition or usefulness no longer warrants retention.
- Non-circulating materials purchased by SWLPLD at a cost of less than \$100 may be disposed of by a branch manager when, in his/her judgement, the item's condition or usefulness no longer warrants retention.
- Non-circulating materials purchased by SWLPLD at a cost of less than \$1000 may be disposed of by the library director when, in his/her judgement, the item's condition or usefulness no longer warrants retention.
- Any non-circulating material which cost SWLPLD \$1,000 or more may be disposed of only with library board approval.

IV. Selling Surplus Property

- Surplus property designated for sale by the library director or board of trustees will be listed for sale at each library location and on the SWLPLD's website. Surplus property may also be advertised on social media or other means determined by the library director or board of trustees.
- Sale prices will be determined by the library director after consulting the board of trustees.
- Items will be sold to the first person presenting payment.



- After four weeks of advertising, prices for items which have not sold may be reduced or the items may be disposed of in another manner.
- All payments shall be payable to the Southwest La Plata Library District and monies received will be deposited in the SWLPLD operational account.
- Under no circumstances shall an employee, volunteer, board member or any other person affiliated with SWLPLD take an item or offer it for sale unless approved by the board of trustees or library director.

V. Other

- Surplus property should be disposed of in the most economical and reasonably practicable way.
- Surplus property that is determined by the library director or board of trustees to be severely damaged, obsolete, or of little or no current value may be discarded via local trash or recycling services.
- 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.
- Hazardous materials, including electronic waste, will be handled in accordance with applicable laws and best practices.