



Marcellus Free Library

Policy Name:	Disposal of Surplus Materials		
Section #:		Section Title:	Finance
Adopted:	6/1/2017		Reviewed

1. Policy Statement

It is the Marcellus Free Library's objective to ensure a high level of integrity when disposing of library materials, and that the disposal processes are open and fair to all concerned. The Marcellus Free Library may dispose of library materials, furniture, and equipment that is no longer functional or useful, following these guidelines.

2. Resources

Onondaga County Resource Recovery Agency (OCRRA) guidelines

3. Definition

Surplus Property is any property owned by the Library that is no longer needed for the provision of library services.

4. The Policy

- The Marcellus Free Library will dispose of its surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations.
- The disposal of Library property for personal gain or favor is prohibited.
- Property that is obsolete, broken, has no useful purpose, or is of nominal value may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method. Donation of such property to other local educational, charitable, social services, or to small libraries is encouraged when possible.
- The following are guidelines for the disposal of specific material formats:
 - **Books and collection materials** - Withdrawn or donated books or other materials are most often given to the Friends of Marcellus Free Library, Inc.
 - **Computer equipment** - Withdrawn computer equipment must be properly cleaned and sensitive or confidential data as defined by federal or state law must be destroyed.
 - Library administration has the primary responsibility to ensure that all cleaning or destruction of communication media and data is conducted in a manner that safeguards the interests of the Marcellus Free Library and the safety, security, and privacy of individuals
 - Equipment that has a no value will be disposed of according to the Onondaga County Resource Recovery Agency (OCCRA) guidelines and



in compliance with New York State's Electronic Equipment Recycling and Reuse Act.

- **Furniture/ fixtures** - Items no longer of use to the Library and with a value less than \$500.00 per item may be disposed of at the discretion of the Library Director according to the above guidelines. Decisions on the disposal of furniture/fixtures valued at more than \$500 per item should be referred to the Library Board of Trustees.
- **Items which have unusual, historic, or artistic value** -Decisions on the disposal of such items should be referred to the Library Board of Trustees for determination of value and best use.