

POLICY TITLE: Furniture and Equipment Disposal Policy

ADOPTION/LAST REVISION: Approved 9-9-05

A. Purpose:

As joint library with the Town of McMillan, Marshfield Public Library receives funding that is sometimes used to purchase furniture and equipment. To assure that the circle of benefit remains within the library's realm, it is the policy of Marshfield Public Library to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the library and to the extent possible, the best interests of the community.

If an item of furniture or equipment is determined at the departmental level to be no longer functional or useful, the Library Director will be notified so he/she can determine whether disposition is appropriate.

When the Library Director or designee determines an item of furniture or equipment no longer has value to the Library, it will be removed from inventory and disposed of in one of the following ways:

1. Books and other materials no longer deemed appropriate for the collection will be donated to the Friends of the Marshfield Public Library for disposal through their regular book sales.
2. Computer equipment, no longer of use to the Library, may be donated directly to another non-profit entity for use in educational programs or sold or donated to a technology recycling company.
3. Furniture, no longer of use to the Library and of minor value may be donated to a non-profit, charitable organization.
4. Items not covered by the above will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the Revenue Account of the Library.
5. If an item is determined to have marginal or no resale value, or does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.
6. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.