



Disposal of Surplus Property Policy

Library property, including but not limited to print and non-print materials, equipment, and supplies, which in the judgement of the Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

Library property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms and conditions as the Board may determine.

Books and non-print materials from the library's collection, and donated materials, may be discarded, sold, or given to local philanthropic, educational, cultural, governmental, or other non-profit organizations.

Any other library property having an individual current value of less than \$1,000 may, at the discretion of the Director, be discarded, turned in on new equipment, or made available for sale in accordance with the provisions of the Illinois Library Act.

Any library property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the library and a public notice of its availability and date and terms of the proposed sale shall be posted.

Personal property having a unit value of more than \$2,500 may be sold after notice of its availability, its location, and the date and terms of the proposed sale has been published in a newspaper distributed within the Library District once each week for two (2) successive weeks. On the day of the sale, the Director may sell the property for a price determined by the Board, to the highest bidder, or may reject such bids and re-advertise the sale.

No favoritism shall be shown to staff members, members of the Board of Trustees, or members of their immediate families who make bids on or purchase any library items declared surplus.