



From time to time there may be, “no longer used” or useful property and equipment stored by the library. When it has been determined that the property or equipment has no foreseen value to the library in the future, it may be disposed of in the following manner:

1. Property or equipment valued at less than \$100.00 may be offered to library staff members for purchase at a “fair market price,” which will be arrived at by knowledge of the market or consulting knowledgeable sources.

Availability of the property and equipment will be posted in the staff room and sent to branches, with a description and price. Staff members will have an opportunity to bid.

Closed bids will be taken and opened on the announced date. In case of a “tie”, names will be drawn.

If no staff members bid, the administration may opt to put it out to public bid, disposed of through a Branch County sponsored auction or other appropriate method.

2. Property or equipment valued at more than \$100.00 will be put out to sealed bid with a deadline

The administrative staff of the library may opt not to dispose of excess property or equipment. If it does choose to dispose of it, it will inform the Library Board prior to the sale. In certain cases, the Library Board may choose an alternative solution