

Hastings Public Library

Disposal Policy

This policy covers the disposal of Obsolete, Worn or Surplus Library Materials, Equipment and Supplies.

Items determined by the Director to be obsolete, worn or surplus, will be disposed of in one of the following ways:

1. Any item with an original estimated value of not more than \$5,000, after consideration of factors including, but not limited to, usability, storage availability, handling and disposition costs and expenses, may be disposed of by the Director or a designated Library staff member, using their best judgment. Any sale of any item based on one or more informal quotes or silent auction will be deemed an appropriate way of disposition.
 - a. Any transfer of obsolete, worn or surplus Library Materials to the Friends of the Library, for purposes of a book sale for the benefit of the Library, having a collective value to the Library of not more than \$5,000, will be deemed an appropriate way of disposition.
 - b. Library Materials too damaged to circulate may be placed on the Friends of the Library Free Cart, salvaged, or destroyed at the discretion of the Director or designated Library staff member based on item condition.
 - i. Note that if a patron has paid a replacement charge for an item too damaged to circulate, they are given the option to keep the item. If they do not wish to retain it, the Library will dispose of it as described in this policy.
 - c. Items removed from circulation should always be defaced to indicate they no longer belong to the Hastings Public Library's active collection.
 - i. Barcodes should be blacked out to prevent scanning.
 - ii. Items should be marked with a "withdrawn" stamp in multiple locations in or on the item.
2. Any item with an original estimated value of more than \$5,000, after consideration of factors including but not limited to, usability, storage availability, handling and disposition costs and expenses upon recommendation of the Director, may be disposed of by the Board, exercising its best judgment, in one of the following methods:
 - a. Sale after obtaining informal quotes or silent auction.
 - b. Manufacturer trade in.
 - c. Donation to another organization when feasible.
 - d. Abandonment or other disposal.
3. When disposing of assets, the Assistant Director or other responsible staff member must be alerted to maintain accurate asset tracking. Assets are marked with 4-digit numbers and primarily include, but are not limited to, electronic equipment such as computers, monitors, network hardware, TVs, etc.