

## DISPOSITION POLICY

### Disposition of Materials, Furniture and Equipment

It is the policy of Guilderland 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 Director in consultation with appropriate department will be notified to determine whether disposition is appropriate.

Books and other materials no longer deemed appropriate for the collection will be donated to local non-profit, charitable organizations, member libraries or for disposal through the regular book sales at the Guilderland Public Library.

Computer equipment will be handled separately, with disposition determination made by the Head of Information Technology with approval from the Director. Items no longer of use to the Library may be donated directly to another non-profit entity for use in educational programs, or sold or disposed through a technology recycling company.

When 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. Furniture or equipment no longer of use to the Library and of minor value may be donated to a non-profit, charitable organization or if no interest, offer to sell to staff at a nominal price.
2. If an item is determined to have marginal or no resale value, or does not sell in a publicly advertised sale, it may be sold or discarded in the best interest of the Library as determined by the Director.
3. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.
4. Items not covered by the above will be sold through a publicly advertised sale, including Internet sale, with any proceeds from such sale being deposited to the General Fund of the Library.