

Geauga County Public Library
Operating Policy Manual

SECTION: SALE OF EXCESS LIBRARY MATERIALS, EQUIPMENT
AND FURNISHINGS
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PAGE: 1 of 1

The Geauga County Public Library Board of Trustees authorizes the Director to assign a price for excess library materials and to sell them to the public in the libraries. This authorization is applicable to the books purchased for the Auto Holds Program in which the library purchases multiple copies for short term use.

Discarded library materials may be given to the Friends of the libraries and Bainbridge Women's Club to sell in book sales that these groups organize. The proceeds of these sales are donated back to the libraries to enhance programs, services and special projects.

The Board also authorizes the Director to dispose of library equipment and furnishings no longer needed by the library. When Items are in usable condition, they may be offered to other libraries, government agencies, or not-for-profit agencies or may be sold in auctions, online, or in library sales. The proceeds from the sale of equipment or furnishings will be added to the library's revenue. If items are sold in Friends of the libraries sales, the proceeds will be donated back to the libraries to enhance programs, services and special projects. When discarded items are unusable they may be recycled or disposed of as trash.

Any equipment or furnishings that are to be discarded whether it is no longer needed or no longer usable will be submitted to the Board of Trustees on a routine basis for ratification at regularly scheduled board meetings.

See also:

Policy #410 - Friends of the Library
Policy #610 – Materials Selection Policy
Policy #620 – Acceptance of Gift Books

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