

## **Zion-Benton Public Library District**

### **SURPLUS PROPERTY POLICY**

Surplus property, which in the judgment of the Library Director and staff authorized by the Director, as agents for the Board, is deemed no longer necessary or useful for Library purposes, may be disposed of in the following manner:

- I. Surplus property of any value may be donated or sold to other tax supported libraries or library systems as the Director, as agent for the Board, may determine.
- II. Books and non-print materials from the Library's collections may be sold, given to other libraries or charitable organizations, or discarded.
- III. Surplus property having an estimated unit value of less than \$1,000.00 may be discarded as determined by the Director or staff appointed by the Director, as agents for the Board.
- IV. Surplus property having an estimated value of more than \$1,000.00 and less than \$2,500.00 may be displayed at the Library and a public notice of sale will be posted with dates and terms.
- V. Whenever possible, property should be discarded in an ecologically sound manner.
- VI. In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 5/4-16.

Adopted 9/25/18