

	<p>Policy Title Surplus of Library Property</p>	<p>Policy Number 2.6</p>
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I. Disposal of Equipment

- a. The Board shall declare equipment surplus.
- b. The Board shall estimate the value of the item, based upon a recommendation by the Library Director and/or knowledge of the Board members.
- c. Factors such as the original price, age, condition, and apparent market value of the item will affect the value of property.
 - i. Equipment that has no market value shall be recycled or destroyed.
 - ii. The Library will sell materials estimated to have a value of \$1,000 or more at public auction as prescribed by RCW 39.33.070 and City of Camas procedures. If the equipment has some market value but less than \$5,000, the Board shall, at that time it declares the equipment surplus, set one of the following methods for disposal:
 - 1. Sale by sealed bid;
 - 2. Sale at a public auction; or,
 - 3. Sale at a fixed price established by the Board.
 - iii. In accordance with the provisions of RCW 39.33.020, the Library will advertise and dispose of equipment estimated to have a market value of more than \$5,000.
- d. All items will be sold “as is” with no warranties made or implied as to their condition.
- e. If an item remains unsold after reasonable efforts, the item may be disposed of in a manner deemed appropriate by the Library Director. The Library may not donate unsold surplus items to any individual, or a public or private organization, except as specified under Article VIII, Section 7 of the Washington State Constitution.

II. Funds

- a. Moneys received from any of the above sales shall go into the General Fund of the City of Camas.

Board approved as Surplus of Library Equipment Disposal Policy: 1982
 Revised: December 1988; May 1997
 Revised as Surplus of Library Property Policy: November 2018