

# Disposal of Assets Policy

## Policy

Morgan County Library acquires assets such as furniture and equipment through funding from tax revenues, gifts, state aid, fines, fees, and grants for use by the library for services and programs. The library records in its Asset Inventory about each asset acquired that is over \$300 (see Capitalization Policy), including the date of acquisition and cost, and upon its disposal, the date and reason for disposal.

1. If an item is no longer in use because it is broken, obsolete, or of no future use to the library, the Director may designate the item for sale or for discard, at the Director's discretion.
2. If an item designated for sale is used primarily by a library, the Director will offer it to other libraries in the state, via notices in library communications, for purchase at fair market value as determined by the Director.
3. If an item designated for sale is of general use, the Director will first offer it to Morgan County Library employees for purchase at fair market value as determined by the Director.
4. If an item designated for sale is of general use and has not been purchased by an employee, the Director will offer it to the public for purchase at fair market value as determined by the Director.
5. If an item is not purchased by a library, an employee, or a member of the public, the Director will dispose of the item at the Director's discretion.
6. Morgan County Library is not responsible or liable for the condition of any item sold or otherwise disposed of and will not provide support or maintenance for any item purchased by another library, an employee, or a member of the public. All items are sold or disposed of "as is" and all sales or other dispositions are final.
7. The Director will deposit to the library's Miscellaneous Income account all money received from the sale of asset items.
8. The Director will submit annually by October 31 to the Board of Trustees written notice of completed sales or other dispositions during the previous fiscal year of each asset item which had an original acquisition cost of \$1,000 or more.

***Approved by Library Board of Trustees on November 5, 2018.***