

Disposal of Surplus Equipment & Furnishings Policy

Fond du Lac Public Library

Board approved: December 2002

Previous policy dated:

Nothing lasts forever. The Fond du Lac Public Library discards equipment and furnishings for a variety of reasons, some of which include:

1. Equipment still in working condition may become obsolete because of changes in technology.
2. Both equipment and furnishings may be worn, dirty, stained, or simply broken.
3. Furnishings may no longer be appropriate for the service program.
4. Repair may make less economic sense than replacement.

Procedure for Discarding:

1. The Library Director is authorized to dispose of items in the manner that serves the best interest of the library taking into consideration both the potential costs and revenues associated with differing methods of disposal.
2. Items that may be useful to other city departments will be offered at no cost.
3. Nonprofit institutions within our service area with similar goals and service aims may request a donation of equipment. Other Winnefox member libraries may request donation of equipment as well. Such donations may be approved by the Director.
4. The Fond du Lac Literacy Council will be offered any useful equipment at no cost.
5. Items judged to have potential value to the public will be offered for sale. A silent auction may be employed to dispose of items with potentially high monetary value.
6. Staff will advertise beyond our local service area when there is a possibility of obtaining a better price for the library.
7. In some instances, equipment may be offered directly to dealers in order to save time and lower the cost of selling items.