



Disposal of Surplus Materials Policy

Library property, which in the judgement of the Library Director, as agent for the Board, is deemed no longer necessary or useful for library purposes may be disposed of in the following manner:

- A. Books and nonprint materials from the Library's collections or gift materials, if unusable or unsalable, may be discarded, given to other libraries in need, or sold, by the Wilmington Friends of the Library in their book sales.
- B. Whenever possible, items deemed unusable or unsalable should be disposed of in an ecologically friendly manner.
- C. Personal property having an individual value of less than \$250 may be disposed of as the Library Director following the standard procedures for disposal of all library surpluses. Preference is to be given to local agencies which serve Wilmington.
- D. Any personal property with a current market value of more than \$250 and less than \$1000 may be displayed at the Library, and a public notice of its availability may be posted with the date and terms of the proposed sale.
- E. Any computer equipment, regardless of value, may be traded in on new equipment or recycled if no longer in working order. Any outdated computers or computer equipment containing installed software that is restricted due to its original license agreement may have the hard drives erased, so as to prevent future unlicensed use. Any other technology may be disposed of following the same guidelines as personal property.
- F. In the case of individual surplus items having a current value of \$1,000 or more, the Library Board may authorize trade-in of such items on new equipment or sale of such items in accordance with the provision of the Illinois Library Act.
- G. Personal property of any value may be sold or donated to any tax-supported library or to any other library system operating under the terms of ACT 75 ILSC 10/16, under such terms or conditions as the Board may determine.

Adopted this day 03/21/94
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