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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 500.2: Surplus Property Disposal and Staff
Use of Library Property Page 1 of 1.

Surplus Property Disposal and Staff Use of Library Property

The tangible and intangible assets of the Maryville Public Library are considered to be owned by the library's supportive tax base. With the best interests of the library taxpayers in mind, all library staff and volunteers are expected to act as custodians of the library's assets under the supervision of the Library Director and bound to the policies approved by the MPL Executive Board of Trustees.

The Library shall seek fair and reasonable value when disposing of property owned by the Library. "Property" includes all capital assets owned by MPL except for land and buildings. Disposal of books or other circulating materials will be generally be disposed of in accordance with *Policy E:100 Collection Development Policy*.

The Library shall dispose of surplus property according to the following guidelines:

1. No employee, board member, donor, friend or family member, or any other individual may purchase any surplus item prior to it being made available to the general public.
2. The Library Director shall be responsible for categorizing property items using the table below. The Library Director shall occasionally submit a Surplus Property Declaration document to the Board of Trustees for all surplus items at an estimated value of \$50 and above. Revenue from sale of surplus items shall be deposited into the Library's general operating fund, typically reported as "miscellaneous income".

Per unit anticipated value	Required public notification	Required approval	Method of disposal
Items under \$50	None	Library Director or designated staff	May be sold during used book sale or left for sanitation pickup
\$50--\$250	Public notice in library	Library Director or Board of Trustees	Priced to sell, donated to community organization, or thrown away.
\$251--\$999	Public notice in the main library, library webpage, social media	Library Board of Trustees	Open or closed bidding
\$1,000 or more	Public notice in the main library, library webpage, social media	Library Board of Trustees	Open or closed bidding