



## **Disposal of Surplus Library Materials**

Adopted 4/24/2002

Reviewed and Approved: 11/28/2007, 7/22/2015

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for Library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the Library's collection, or gift materials, of which the individual current value is less than \$1,000, are given to the Brookfield Friends of the Library.
2. Any other personal property having an individual current value of less than \$1,000 may, at the discretion of the Library Director, be discarded, turned in on new equipment, made available for sale, or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
3. In the case of individual surplus items having current value of more than \$1,000, the Board may authorize a trade-in of such items on new equipment, sale of such items in accordance with the provisions of the Illinois Local Library Act (75 ILCS 5/4-16), or donation of the items to any other tax-supported library or to any library system.

In no case shall members of the Board of Library Trustees, the Library Director, or members of their immediate families, make bids on, or purchase, any Library item declared surplus. In no case shall any other Library staff member, or members of their immediate families, purchase any Library item declared surplus except through competitive public bidding.