

Additional Policy

J - Disposal of Surplus Goods

Board Motion Number:	21.070
Date of Original Board Motion Number:	July 16, 2007
Date of Current Issue:	June 22, 2021
Date of Next Review:	2025
Attachments:	

Signature of Board Chairperson (and Date):

Statement of Policy: To provide direction for the disposal of surplus goods.

1. The CEO/Librarian or Technical Services Coordinator shall have the authority to sell exchange or otherwise dispose of all equipment, material and supplies which are surplus to the needs of the Library by the following policies:

a) Where appropriate items shall be traded in or disposed of by such methods as yield the most favourable price.

b) For all items with an original purchase price up to \$2,000.00 the CEO/Librarian or Technical Services Coordinator shall determine the sale price and method of disposal (items up to and including \$100 may be advertised internally only).

c) For items over \$2,000.00 the Board will determine the sale price and the method of disposal. The sale price will be determined by obtaining three (3) estimates and if deemed appropriate will be advertised in the local press or sold by tender.

2. If no bids are received after all reasonable efforts have been made under the above procedures, the CEO/Librarian and Technical Services Coordinator shall either:

Fix what they consider to be an appropriate price and advertise externally or internally or discard the item making reasonable efforts to recover the salvage value of the item.