



Kalamazoo Public Library

Operational Policy: Furniture and Equipment Disposal

Disposition of Materials, Furniture and Equipment

It is the policy of Kalamazoo Public Library to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the library and to the extent possible, the best interests of the community.

If an item of furniture or equipment is determined at the departmental level to be no longer functional or useful, the Head of Facilities Management will be notified so he/she can determine whether disposition is appropriate.

When the Head of Facilities Management determines an item of furniture or equipment no longer has value to the Library, it will be **removed from inventory and disposed of in one of the following ways:**

1. Books and other materials no longer deemed appropriate for the collection will be donated to the Friends of the Kalamazoo Public Library for disposal through their regular book sales.
2. Furniture or equipment no longer of use to the Library and of minor value may be donated to a non-profit, charitable organization.
3. Items not covered by the above will be sold through auction or publicly advertised sale, including Internet sale, with any proceeds from such sale being deposited to the General Fund of the Library.
4. If an item is determined to have marginal or no resale value, or does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.

5. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.

Computer equipment will be handled separately, with disposition determination made by the Head of Information Technology. Items no longer of use to the Library may be donated directly to another non-profit entity for use in educational programs, or sold or disposed through a technology recycling company.

Adopted: June 22, 1992.

Effective: June 22, 1992.

Revised: March 28, 1994.

Revised: October 25, 2004.

Revised: December 17, 2012.