

## **Disposal of Fixed Assets Policy**

Adopted by the Board of Trustees, July 19, 2006

Equipment, furniture and supplies purchased by the Hicksville Library may become worn out, obsolete, or unusable by the library. If said furniture, equipment and or supplies are not worth more than \$100, (collectively the total value cannot be more than \$500) the Director or designee may authorize the disposal of said materials in a manner that best serves the library. If the value exceeds either of these amounts, formal authorization for negotiated sale or bidding of such items will be obtained from the Library Board. The bidder or purchaser may not be an employee or trustee of the library.

In the event that all reasonable attempts to dispose of surplus equipment fail to produce monetary return to the library, then the Director or her designee may dispose of the obsolete equipment, furniture or supplies in any other appropriate manner.