



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

DISPOSITION OF SURPLUS PROPERTY POLICY

Adopted: June 20, 2022

Last Revised: n/a

Surplus property is defined as any personal or real property owned by the Branch District Library (BDL) that is no longer needed for the provision of library services.

Surplus property that is obsolete, broken, or has no useful purpose, and is of nominal value, may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method available. Surplus property that can neither be sold nor donated will be turned over for recycling when possible and economically feasible. Surplus property unable to be donated, sold, or recycled may be discarded.

The donation of surplus property to other libraries or local educational, charitable, or social services organizations is encouraged. The Library Director will approve such donations on a case-by-case basis.

Surplus property intended to be sold with a value of up to \$200 may be offered to BDL staff. All staff will have the opportunity to express interest, and in the event that multiple staff are interested in a single item, a name will be randomly selected.

Surplus property intended to be sold with a value of more than \$200 up to \$1000 will be advertised to the public at large and sold on a first-come, first-serve basis.

The disposal of any surplus property with a value of more than \$1,000 per item must be approved by the BDL Board prior to disposal.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036

Tel.: 517-278-2341 • Fax: 517-278-2342

info@BranchDistrictLibrary.org