



**OWWL
LIBRARY
SYSTEM**

DISPOSAL AND SALES OF SURPLUS OR DONATED ITEMS POLICY

The Executive Director may dispose of surplus items in any legal manner. Disposals of items that originally cost more than \$2,000 should be reported to the Board of Trustees. Disposals of items that originally cost more than \$10,000 should be pre-approved by the Board of Trustees. The Executive Director is authorized to sell surplus items by using a closed bid system. The receipts of all such sales should be reported to the Board of Trustees at their next regular meeting.

The Executive Director may dispose of donated items in any legal manner. The Executive Director is authorized to sell donated items using either a closed bid system for items valued at more than \$500 or a set price system for items valued at less. The sales of items using a closed bid system should be reported to the Board of Trustees at their next meeting. The sales of items using a fixed price system should be reported to the Board of Trustees as a part of the monthly financial report.

*Reviewed: March 8, 2023; September 9, 2020
Adopted: May 13, 2015*