**Surplus Equipment Policy**

* It is the policy of Hopkins District Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Director shall be responsible for the sale or disposal of all library furniture and equipment that is no longer of any use to the Library. When an item no longer has value to the Library, it will be removed from inventory and disposed of in the following manner:
	+ Books and other materials no longer deemed appropriate for the collection will be sold in the book sales or donated to the Friends of the Hopkins District Library for sale in their books sales.
	+ Computer equipment, no longer of use to the Library, may be donated to local organizations or recycled by a qualified recycler.
	+ Furniture, no longer of use to the Library, the value of which is less than $100, may be donated by the Library to a local organization.
	+ Items not covered by the above will be sold through publicly advertised sale, with any proceeds from such sale being deposited to the General Fund of the Library. Prior to such sale, the Director will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
	+ If any item is determined by the Director to have marginal or no resale value, it does not sell through a publicly advertised sale; it may be sold or discarded in the best interest of the Library.
* In an instance where an item of surplus inventory is determined by the Director to have unusual, historic or artistic value, it may be referred to the Board of Trustees for a determination of its value. This may necessitate the services of a professional appraiser or outside expert opinion.