



## **Disposal of Surplus Library Materials**

### **Purpose**

The Nippersink Public Library District (“Library”) periodically evaluates its collections, furnishings, and equipment to ensure the efficient use of resources and space. This policy establishes procedures for the lawful and transparent disposal of Library property that is no longer needed or useful for Library operations.

### **Policy Statement**

Library property—including books, audiovisual materials, equipment, furniture, technology, and other personal property—may be declared surplus and disposed of in accordance with this policy and the Illinois Public Library District Act (75 ILCS 16/30-55.30).

All disposal actions shall reflect principles of fiscal responsibility, environmental stewardship, and accountability to the public.

### **Books and Non-Print Materials**

Withdrawn library materials and donated gift items are disposed of according to the Library’s Collection Development Policy, including weeding standards.

Materials may be discarded, sold through the Library’s book sale, recycled, or, with Board approval, donated to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.

### **Property Valued Under \$100**

Any personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, recycled, traded in, or sold.

### **Property Valued \$100–\$1,000**

Individual surplus items with current value greater than \$100 but less than \$1,000 may be traded in on new equipment or sold with Board authorization, in compliance with the Illinois Library Act.

### **Property Valued Over \$1,000**

Items with a unit value of more than \$1,000 will be listed as surplus property. Public notice of availability and the date and terms of proposed sale shall be posted, and sales shall be conducted in accordance with the Illinois Library Act.

### **Technology and Data Security**

All electronic equipment will be wiped of data prior to disposal, donation, or resale to protect patron and staff privacy.

Adopted November 11, 2025



### **Prohibition of Favoritism**

No favoritism shall be shown to Board members or their immediate families who make bids on or purchase surplus Library property.

### **Documentation**

Disposal of property will be recorded in Library records and, where required, approved in Board minutes to ensure transparency and accountability.