AUTHORITY AND RESPONSIBILITY:

The Live Oak Public Libraries Board of Trustees and the Regional Library Director hold ultimate authority and responsibility for the disposition of all surplus furnishings, equipment, supplies, and other personal property owned by Live Oak Public Libraries.

PURPOSE:

To provide for disposition of surplus furnishings, equipment, supplies, and other items of personal property of no use to the Library system or its member libraries.

SCOPE:

This policy applies to surplus furnishing, equipment, supplies and other personal property owned by Live Oak Public Libraries and its member county libraries. It specifically does not apply to:

- Sale, lease, rental or disposal of real property.
- Library collection materials.
- Items owned by other agencies.

DEFINITIONS:

(1) surplus The item is either no longer useable by the library or no longer needed for use by the library.
(2) salvageable A subclass of surplus items. The item is believed to have fair market value (FMV) of $50 or more. It is in working order, is economically repairable, or can be sold for scrap or recycle value.

(3) nonsalvageable A subclass of surplus items. The item is worn or damaged beyond economic repair, and/or is not believed to have a fair market value of $50 or greater, and/or LOPL staff determines the cost to sale the surplus property exceeds the anticipated proceeds from the sale of the surplus property.

(4) condition For consistency and clear understanding, condition of items will be classed as:

- Good: useable in current condition
- Fair: worn but useable
- Worn: worn, not useable, but repairable
- Damaged: damaged, but repairable
- Beyond Economic Repair (B.E.R.) - worn or damaged beyond economic repair

DISPOSITION OF SURPLUS PROPERTY:

1. Staff will periodically prepare a list of salvageable surplus items. The list will include, whenever possible, the following elements for each item:

   Library of origin
   Inventory tag number
   Full description
   Purchase price
   Condition

2. The list will be presented to the Regional Library Boards of Trustees as a recommendation from the Library Director.

3. Items approved by the Board(s) of Trustees will be disposed of by the following methods:

   Salvageable items may be:

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1 Georgia Surplus Property Manual - Items with a FMV > $50 will be sold through an internet auction (highest bidder).
Transferred to another governmental or other public agency.

Offered at public sale by means of auction, sealed bid, tag sale, or other method which provides an open and equal opportunity to all prospective purchasers. The method and timing of any sale shall be at the discretion of the Library Director. Items are sold AS-IS with no warranties expressed or implied.

Sold to a recycling firm with which the library or the county has an ongoing relationship.

If staff have attempted and failed to dispose of a “salvageable” item by the above methods, that item shall be deemed nonsalvageable and treated as such.

Nonsalvageable items may be:

Recycled or disposed of in the most eco-friendly, appropriate, economical, and expedient method.

4. Revenue from sale of surplus property will be placed in the General Fund and held and used for the benefit of the library of origin, and will be entered in the accounts under a revenue code identifying it as coming from sale of assets and distinguishing it from other revenues.

5. Staff will maintain records of all salvageable surplus items and their disposition for five years after disposition.