



Disposal of Surplus Library Property

Under the Illinois Local Library Act [75 ICLS 5/], the Carbondale Public Library Board of Trustees can declare Library property surplus and manage its disposal. Surplus property refers to any Library-owned real or personal property no longer required for Library services. This policy outlines the procedures for disposing of surplus property.

Declaring Property as Surplus

Only items with monetary value need to be declared surplus. Obsolete or broken items with no useful value can be disposed of without notice. The Library Director is authorized to declare items with a fair market value under \$1,000 per unit as surplus. Items valued at \$1,000 or more per unit must be declared surplus by the Library Board.

Library property (i.e., print and non-print materials, equipment, supplies, and property) may be disposed of in the following manner:

- The Library Director may discard, sell, or donate books, magazines, and non-print materials from the Library's collection to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
- For surplus items valued over \$1,000 but less than \$2,500, the Board of Trustees must authorize a trade-in or sale of such items on new equipment per the provisions of the Illinois Library Act.
- Any property valued over \$1,000 will be displayed at the Library, with public notice of its availability, the date, and the terms of the proposed sale posted in compliance with the Illinois Library Act.
- Property of any value may be donated or sold to any tax-supported library or library system operating under the Illinois Library System Act, subject to Board approval if the unit value exceeds \$1,000.
- When the Library Board decides to sell or dispose of property valued over \$1,000 that is no longer necessary or useful for Library purposes, the City of Carbondale, as the Library's corporate authority, will have the first right to purchase such property by meeting bids acceptable to the Library Board.
- No favoritism will be shown to any person or group bidding on or desiring to purchase surplus Library items.

Adopted 10/98, Revised 06/24