

## **Lee Public Library Surplus Property and Library Supplies Policy**

Under the provisions of NH RSA 202-A: 2, the Lee Public Library Board of Trustees has entire custody and management of the library. The disposition and sale of surplus library property and supplies is determined by the library's current policy, rather than the Town of Lee's Asset Policy.

### **Surplus Property**

The library director is responsible for the sale or disposal of all library materials, furniture and equipment that is no longer of use to the library.

When an item is no longer functional or useful, it will be removed from inventory and disposed as follows:

1. Books and nonprint materials no longer deemed appropriate for the collection will be available for purchase as part of the library's book sale. All books are 6 for \$1 or .20 each, unless otherwise marked. All audio/video materials are .50 each, unless otherwise marked. As storage space is limited, books and nonprint materials that have not sold within 6-12 months of being removed from inventory will be brought to the transfer station and deposited in the "Got Books" container.
2. Rotation and replacement of all library computer equipment will be guided by the library's current technology plan. Computer equipment no longer of use to the library, may be offered to other town departments, in consultation with the town IT committee. Computer equipment may be brought to the transfer station for recycling purposes if town departments are not interested.
3. Furniture and other fixtures no longer of use to the library may be sold or donated to other libraries or non-profit organizations, at the discretion of the Board of Trustees.
4. If an item is determined by the Library Director to have marginal or no resale value, it may be discarded at his/her discretion.
5. The Library Director will bring to the attention of the Board of Trustees items that may have unusual, historic or artistic value; the Board may engage the services of a professional appraiser for determination of value.

### **Library Supplies**

The following library office and processing supplies are available for sale, as long as there is adequate stock:

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|-------------------------|---------------------|
| 1. Book Jackets         | \$1.00 each         |
| 2. Envelopes            | \$0.50 each         |
| 3. CD-Rs & floppy disks | \$1.00 each         |
| 4. Paper                | \$0.10 / sheet      |
| 5. Stamps               | current postal rate |

