

**Latah County Library District
Administrative Policy
Approved March 22, 2005; Revised April 2006**

7.0 MANAGEMENT STATEMENTS

7.1 Surplus Items

LIBRARY MATERIALS: Materials withdrawn from the LCLD collection will be given to the Friends groups for resale.

ALL OTHER SURPLUS PROPERTY: Limited storage space and staff to oversee this process mandates we get rid of surplus items as quickly as possible. If the item has a resale value greater than \$50.00 a notice will be posted in all the libraries, listing available item/s and a purchase price. If no offers are received from the public or a staff person within two weeks, the item/s may be given to the Friends group for them to sell.

If an item is valued less than \$50.00 efforts will be made to find a buyer. If the item has no resale value it will be disposed of in the most efficient manner.