

RICHMOND MEMORIAL LIBRARY  
*"Your Community Connection"*

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19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

## **Surplus Materials and Equipment Policy**

Richmond Memorial Library will sell or dispose of library materials, furniture and equipment which are no longer functional or useful. Disposal decisions for library materials will be made by librarians in charge of particular collections. Disposal of equipment (other than computers), furniture and other materials will be decided upon by the library director with input from the head custodian when appropriate.

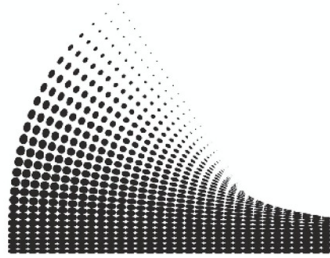
Books, media and other library materials no longer deemed usable or appropriate for the collection will be donated to the Friends of the Richmond Memorial Library and available to the public for purchase at their regular book sales.

In agreement with the Friends of the Richmond Memorial Library, surplus furniture and equipment that is useful and in safe, saleable condition will also be donated to the Friends of the Richmond Memorial Library for sale to the public at their monthly book sales or special sales.

All surplus library materials, furniture and equipment must be removed at the buyer's expense.

The Library Board of Trustees, with assistance from the Library Director, is the governing body authorized to accept trade-in allowances on equipment that is being replaced or upgraded on which a trade-in allowance is available.

The Library Board of Trustees may determine that an outside appraisal is needed for special surplus items which may have unusual historic or artistic value. Such determination would require the services of a professional appraiser or other outside expert. Final decisions on the sale or auction of any valuable items must be approved by the Library Board of Trustees.



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Computer equipment will be deemed surplus by the staff member in charge of technology with assistance from an outside technology support vendor when necessary. The Library Director will approve the discarding of computer equipment. All computer equipment will be disposed of in an appropriate, legal and safe manner.

Any surplus library materials, furniture or equipment deemed in such poor condition that it cannot be sold, may be discarded or recycled through appropriate channels.

*Approved by Library Board of Trustees (10/15/2012)*