



## Hooksett Library Surplus Material Policy

**Purpose:** To provide a uniform and useful format for the disposition of surplus material owned by the Hooksett Library. It is an objective of the Library to secure the greatest financial return, and the highest level of integrity such that the disposal processes are open and fair to all concerned.

From time to time, material that has lost value and serviceability to the Library shall be removed at the least possible expense.

**Definition of surplus material:** Any property, item, equipment owned or held by the Hooksett Library that retains value or usefulness after it is replaced or is no longer needed.

Donated and/or discarded material items such as books, movies, puzzles, etc. are not included in this policy. Duplicates of material items purchased by the library will be sold for approximate cost in an effort to recuperate the library's expense.

Equipment donated to the library such as printers, faxes, computers and monitors which do not meet the library's needs shall be discarded based on the age and approximate value of the equipment. Equipment approximated to hold a value of more than \$100 shall follow the procedure below, items with value below \$100 will be discarded at the discretion of the Library. Evaluation of equipment shall be determined by the Library Director or appropriate staff.

- I. Procedure for De-accession of Library Equipment:
  - A. Determine the legal status and safety of the item's de-accessioning and disposal;
  - B. Remove protected data and software;
  - C. Determine appropriate "highest and best" use (sale, transfer to Town department, re-purposing, donation, recycling, safe disposal and/or destruction).
  - D. If the item is of value over \$500, disposition and price shall be determined by the Library Board of Trustees
  - E. The Library will draft a memorandum for materials being disposed of including:
    1. Item Description – Serial number where applicable.
    2. Original Cost – When possible, the year of the purchase and original cost to purchase.
    3. Approximate Value – Documentation as to the suggested value of the property.
    4. Date and method of disposal.
  
- II. Transfer of Surplus Between Departments:

Hooksett Town Departments will have first refusal option on surplus goods prior to disposal. The Library Director will provide written notification of available surplus

materials to the Hooksett Town Administrator and Town Department Heads as items become available. Interested parties will reply in writing to the Library Director.

III. Procedure for Disposal by Sale:

- A. Valuation Determination. The Library Director will determine the value of the item that is to be taken out of service. The Director will consult with the Finance Department, Department of Public Works or appropriate department for assistance in occasions that the material is not library specific and valuation assistance is needed.
- B. Public Notification. The Library will ensure that no material is *sold* without ample public notification and an open, equitable process. All RFP/Bid notices will include the phrase “The Library reserves the right to accept or reject to any or all proposals, and at the Library’s sole discretion, waive any formalities.”

Notice shall include:

1. Newspaper advertisement; *or*
2. Posting of notice in Library and Town Offices *or*
3. Posting on the library’s website, [www.hooksettlibrary.org](http://www.hooksettlibrary.org)

IV. Scrapping Material

Material that remains after the above procedure can be classified as scrap. Scrap should be recycled, sold or donated to charity, if possible. Material that cannot be recycled, sold or donated to charity shall be given to a scrap agent for hauling away. The Library will use the Town of Hooksett Scrapping Materials Form to document how the material was disposed of. Completely unwanted items shall be given to the Recycling and Transfer Department with a completed Town of Hooksett Scrapping Materials Form.

V. Conclusions & Exceptions

The Library Director in conjunction with the Library Board of Trustees may waive the requirements of this policy if the Library’s interests are better served through other negotiations or processes.

Funds from the sale of equipment shall be retained by the Library.