

Adopted by the
Cherokee Regional Library
Board of Trustees
July 6, 2000
Reviewed and re-approved April 9, 2003

FIXED ASSETS DISPOSAL

When furniture, equipment, and other fixed assets owned by the Cherokee Regional Library System or by any of the affiliated branch libraries are no longer usable by any of the libraries in the system, they may be disposed of at public auction, by advertisement for sealed bids, or by other means whereby the general public has an opportunity to purchase the item(s), except as described herein. Inventoried furniture and equipment must be removed from the inventory prior to the sale. Items that are not bid upon or purchased, or that are damaged beyond repair, may be discarded. Items must be approved for disposal by the Director.

Books, videos, audiotapes, records and other library materials may be disposed of in book sales by the library. The Friends of the Library may sell books and other materials that have been discarded by the library (in accordance with the Materials Management Policy of the Cherokee Regional Library System), as well as those donated to but not usable by the library. Funds raised by the sale of these materials are directed into the support of the library's materials collection or other resources for the advancement of the library's mission. Books and other materials that have not been purchased at the end of a sale may be retained for future sales, given to other libraries or institutions, or disposed of at the discretion of the Director.

Computers and computer peripherals more than five years old that have been determined by the library system to be disposable in accordance with library, State and Federal regulations may be offered to the library system staff by sealed bid. The highest sealed bid for each computer or computer peripheral, as described in the sale offering, will be accepted. Incomplete or unsigned bids will not be accepted.

If a computer or computer peripheral is not bid upon, or if for any reason all bids on that item are not accepted, that item(s) may be advertised to the general public by sealed bid.

Items that are not bid upon and awarded to the highest bidder in this way will be discarded or given away, at the discretion of the Library Director.

Board Policy