

Surplus Furniture and Equipment Policy

It is the policy of the Library to dispose of Library materials, furniture, and equipment that are no longer functional or useful. Library Administration and the Facilities Manager are responsible for the sale or disposal of all Library furniture and equipment in accordance with Indiana Law.

Furniture and equipment will be removed from inventory when appropriate by Library Administration and the Facilities Manager.

Furniture or equipment valued at less than \$300.00 may be donated to a non-profit, charitable organization with the Director's approval.

Books and other materials will be removed from the collection and donated to the Friends of Muncie Public Library or other not-for-profit, or sold via the internet by the Library.

Items not covered above may be sold at auction or a publicly advertised sale with any proceeds from such sale being deposited into the General Fund. Prior to the sale or auction the Administration Office will make a list of items to be included in the sale for the approval of the Board.

If any items are determined to have marginal or no resale value, or do not sell through the auction or publicly advertised sale, they may be sold or discarded in the best interest of the Library.