

**Geauga County Public Library  
Operating Policy Manual**

SECTION: SALE OF EXCESS LIBRARY MATERIALS, EQUIPMENT,  
AND FURNISHINGS  
NUMBER: 796  
EFFECTIVE DATE: DECEMBER 17, 2019

The Director or his/her designee is authorized by the board to dispose of library materials, furniture, or equipment that staff have determined is no longer functional or useful. The Director may sell or discard such items, or, when an item cannot be readily or practicably sold by the library, may give such items to an organization or governmental unit. That organization or governmental unit's mission must be in line with the mission of the library, and preference is given to qualifying agencies serving residents of the library's service area.

If an item of surplus inventory is believed by the Director or the Fiscal Officer to have unusual, historic, or artistic value such items may be referred to the board for determination of value; that evaluation process may require the services of a professional appraiser or outside expert opinion.

Discarded library materials may be given to appropriate non-profit organizations to sell in book sales that these groups may organize. The proceeds of these sales will be donated back to the libraries to enhance programs, services, and special projects.

Reviewed	April 19, 2022
Revised	December 17, 2019
Reviewed	February 25, 2014
Revised	October 15, 2013
Revised	March 23, 2010
Revised	July 16, 2002
Revised	June 18, 2002
Approved	November 21, 2000