

Clatskanie Library District Disposal of Surplus Property Policy

Surplus property is defined as any personal property of the District that had been determined by the library director or designee as being of no use or value to the District.

The library director or designee may dispose of surplus property as follows; the library director shall submit a request to the Board of Directors for a declaration that certain property is of no further use or value to the District. The Board of Directors shall, by resolution, declare such property "surplus" and authorize the means by which the library director may dispose of the property in any appropriate manner. The Board of Directors may require the library director to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the district of community at large, including, but not limited to, the following:

- (a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the district only if the employee submits the highest bid for the property.
- (b) Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.
- (c) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

Adopted October 12, 2010
Revised December 8, 2015