

**PARLIN-INGERSOLL PUBLIC LIBRARY
DISPOSAL OF SURPLUS LIBRARY MATERIALS**

In accordance with 75 ILCS 5/4-16 library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials donated to the library, may be discarded, sold, or given away by the library, depending on the type and condition of the material. If, after a reasonable period of time, discarded or gift material placed for public sale does not sell, the library may place it in a public area for individuals to claim free-of-charge on a first-come, first-served basis. Additionally, the library may contact other non-profit organizations and donate discarded or gift materials to these organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, sold or turned in on new equipment.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1000, the Director may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
4. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
5. The above policy conforms with state law, which states: "personal property having a unit value of \$1,000 or less may be disposed of as the Board may determine" and "personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability, the date and terms of the proposed sale shall be posted."