

**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.
2. Additionally, upon approval of the Board of Library Trustees, any other personal property may be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations, subject to the City of Canton's first right to purchase by meeting a bid acceptable to the board.
3. Personal property of any value may be donated or be sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act as the Board may determine.
4. Any other personal property having an individual current value of less than \$1000 may, at the discretion of the Library Director, be discarded, sold or turned in on new equipment in accordance with the provisions of the Illinois Library Act.
5. 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, giving such notice once each week for 2 successive weeks in accordance with the provisions of 75 ILCS 5/4-16.
6. 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.