**Disposal & Sale of Donated or Surplus Material & Equipment**

Surplus and donated library property is any personal or like property that is no longer needed for the provision of library services by the Amityville Public Library, excluding bank accounts and cash owned.

The Director may dispose of such surplus items in any legal manner as herein provided. Disposals of items that originally cost more than $2,000 must be reported to the Board of Trustees prior to disposal. The disposal of such items must be pre-approved by the Board of Trustees. Other Property which originally cost less than $2,000 shall be deemed to have no monetary value and shall be disposed of, under direction of the Director, by the most appropriate method to minimize costs to the library.

The Director may dispose of donated items in any legal manner as herein provided. The Director is authorized to sell donated items using either a closed bid system for items valued at more than $500 or a set price system for items valued at less. The sales of items using a closed bid system should be reported to the Board of Trustees at their next regular meeting. The sales of items using a fixed price system should be reported to the Board of Trustees as part of the monthly financial report.

If a surplus or donated item is determined by the Director to have unusual, historic or artistic value, such items shall be referred to the Board for determination of value, which process may include the services of a professional appraiser or outside expert.