

Pittsburg Public Library Surplus Property Policy

Approved by the Board of Trustees, April 10, 2024

The Library will dispose of surplus equipment and furniture that has become obsolete, broken, or in irreparable condition in the following manner:

The Director is responsible to identify items for disposal and to determine the proper method for disposal. According to condition of the item, it will be donated, given away, sold, recycled, or discarded.

Consideration will first be given to other Libraries, and tax supported or non-profit organizations, before being sold or given away to the public. Pittsburg Public Library staff are allowed to purchase items.

Any property having an individual current value of more than \$500 shall be sold only with Board authorization.