

**Liverpool Public Library
Board Policy**

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**SURPLUS FURNITURE &
EQUIPMENT**

Policy Adopted: 09.12.2018
Review Date: 2021

Furniture and equipment that are obsolete and cannot be salvaged or utilized effectively or economically by the library shall be declared surplus by the Board of Trustees. Such furniture and equipment shall be evaluated as to potential for generating revenue.

If it is determined that the items are in a saleable condition, they can be stored until enough items are gathered to have a sale of surplus furniture and equipment to the general public.

Items that may be difficult to sell to the general public may be sold to scrap metal dealers, liquidators, auction houses, or online. If items are broken or not worthy of being salvaged for a sale, they may be discarded.

Staff may purchase items under the same conditions and terms as the general public.

Items may be donated to public or not-for-profit schools and agencies.