

MOUNT PROSPECT PUBLIC LIBRARY DISPOSAL OF SURPLUS LIBRARY PROPERTY

Policy:

In all cases, the Board shall dispose of real and personal property in accordance with the 75 ILCS 5/4-16, Sale or Disposition of Real or Personal property.

Guidelines:

Real or personal Library property which in the judgment of the Executive Director is no longer useful or necessary for Library purposes may be disposed of in the following manner:

- Corporate authority shall have the first right to purchase such property.
- Books and other library materials from the Library's collection, or gift materials, may be discarded, sold, or given to another local government or not-for-profit organization.
- Personal property of any value may be donated or sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the Board.
- Personal property having a current unit value of up to \$1,000, may be disposed of as Director determines.
- 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 the terms of the proposed sale shall be posted.