

## **Equipment Disposal Policy**

Outagamie Waupaca Library System

From time to time the system may have equipment that it no longer uses or needs. The disposal of such equipment shall be subject to the terms and conditions established by the Board of Trustees. Any of the following options may be used to dispose of system equipment:

1. The director is authorized to transfer or sell equipment valued at less than \$1,000 to member libraries, or other units of government. Board authorization is required to transfer or sell equipment valued at \$1,000 or more.
2. Equipment may be sold through sealed bid or online auction. A list of any equipment to be sold will be approved by the Board prior to sale. The results of such sale shall also be reported to the Board.
3. Equipment of a value which would not attract substantial competitive bidding may be sold at negotiated prices. The Board, prior to sale, will review the sale of equipment at negotiated prices. The results of such sale shall also be reported to the Board.
4. The director is authorized to “trade-in” equipment on the purchase of similar equipment.
5. The director is authorized to dispose of or recycle any equipment that no longer works, is obsolete, or otherwise has no significant market value.

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