



## **DISPOSAL OF SURPLUS PROPERTY POLICY**

A disposal of capital assets represents the physical removal of a capital asset from custody or accountability. In accordance with Colorado State Statutes, C.R.S. 24-90-109, an asset can be disposed of in one of four different ways: donated, scrapped, sold, or traded. The conveyance of an asset to any outside business or entity must be approved by the Library Director. Unless offered to the public at large, a fixed asset cannot be sold or donated to a private party or employee.

### **Disposal of Capital Assets Procedure**

Property of MCPLD can be donated or offered to a local non-profit agency, a state agency or another political subdivision of the state. This could include; City and County agencies, Special Districts, Public Schools, and other governmental agencies. First respondent will be awarded the asset.

The following disposal parameters shall apply:

1. Asset must be determined to be of no further functional use to MCPLD.
2. Asset must have minimal re-sale value, or be determined that it cannot be sold for profit by MCPLD.
3. Asset cannot be offered as a donation to staff or private parties without offering it to the general public/taxpayers at large.
4. Withdrawn books and other items in the library collection will be disposed of according to the Collection Development Policy.

*This Policy was adopted by a unanimous vote of the Library Board of Trustees at their regularly scheduled meeting on July 23, 2015.*

**ATTEST:**

Elaine Barnett, President

Dean DiDario, Secretary