



A disposal of capital assets represents the physical removal of an individual item or items in aggregate having a value of more than \$1,000 from custody or accountability of Mesa County Libraries (MCL).

Prior to the disposal of a capital asset, the asset must be determined to be of no further functional use to MCL. An asset can be disposed of in one of four different ways - by being donated, scrapped, sold, or traded. In determining how to dispose of an asset, MCL will first consider whether it will be cost-effective for MCL to sell the item or use it for trade.

In accordance with Colorado Revised Statutes § 24-90-109, if the asset is to be conveyed to a state agency or political subdivision of the state, such as a city or county agency, special district, public school, or other governmental agency, then the Library Director or the Finance Director can make the required determinations. The conveyance of an asset to any non-governmental entity, non-profit entity, or individual must be approved by the MCL Board of Trustees. Unless offered to the public and taxpayers at large, an asset cannot be sold or donated to a private individual or MCL employee.

Withdrawn books and other items in the library collection will be disposed of according to MCL's Collection Development Policy.

Upon disposal of fixed assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.

*REVIEWED AND ADOPTED ON APRIL 29, 2021.*

**Cynthia Cyphers**

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Cindy Cyphers – MCPLD Board President

*Elaine Barnett*

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Elaine Barnett – MCPLD Board Secretary

