

DISPOSAL OF SURPLUS PROPERTY POLICY

The Board of Library Trustees approves the disposal of library surplus or unwanted property as permitted under Massachusetts General Laws Chapter 30B Section 15 according to rules and procedures established by the Library Director.

CHAPTER 30B: UNIFORM PROCUREMENT ACT

Chapter 30B: Section 2. Definitions

“Supplies:” All property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property.

Chapter 30B: Section 15. Tangible supply; disposition

Section 15: (a) A governmental body shall dispose of a tangible supply (See below.), no longer useful to the governmental body but having resale or salvage value, in accordance with this section. This section does not apply to the disposal of real property.

(b) The governmental body shall offer such supply through competitive sealed bids, public auction or established markets.

(c) Notice of sale by bid or auction shall conform with the procedures set forth in paragraph (c) of Section 5. The notice shall indicate the supply offered for sale; designate the location and method for inspection of such supply; state the terms and conditions of sale, including the place date and time for the bid opening or auction: and state that the governmental body retains the right to reject any and all bids.

(d) If the governmental body rejects the bid of the highest responsive bidder, the governmental body may:

(1) Negotiate a sale of such supply so long as the negotiated sale price is higher than the bid price; or

(2) Resolicit bids.

(e) A procurement officer may trade-in a supply listed for trade-in in the invitation for bids or request for proposals.

(f) For a supply with an estimated net value of less than \$5,000, the procurement officer shall dispose of such supply using written procedures approved by the governmental body.

(g) Notwithstanding any other requirement of this section, a governmental body may by majority vote, unless otherwise prohibited by law, dispose of a tangible supply no longer useful to the governmental body but having resale or salvage value, at less than the fair market value to a charitable organization which has received a tax exemption from the United States by reason of its nature.

Procedures for the Disposal of Donations

The Seekonk Public Library will accept donations of books, games, toys electronics and other equipment in accordance with the library Gift Policy.

The library will give donated items that it cannot use to the Friends of the Library; a 501(C)3 non-profit organization.

Electronic and other equipment shall be donated to the Friends of the Library on the condition that these items are offered for sale to the public in “as is” condition and without warranties being offered or implied.

Procedures for the Disposal of Library Property

Print and non-print materials that are withdrawn from the library collection according to the guidelines established in the Collection Development Policy are offered to the Friends of Library for re-sale.

Items that the Friends of Library cannot sell are donated or re-sold to other tax exempt, nonprofit organizations.

Equipment no longer needed by the library shall be offered to other town departments. If no town department expresses an interest in the equipment, the following procedure shall be followed to dispose of it:

The staff shall conduct an Internet search to determine a fair market value of equipment.

Surplus library equipment that has no trade-in value or is valued at less than fair market price may be donated to the Friends of the Library or sold to other tax exempt, non-profit organizations such as SAILS.

Items that appear to have value near or above the fair market value shall be given to the Town for sale in its annual auction.