



DISPOSITION OF SURPLUS MATERIALS, SUPPLIES, AND EQUIPMENT POLICY

From time to time, the Sharon Public Library (“Library”) finds it necessary to dispose of materials, supplies, and equipment (property) that are no longer needed or useful. The following procedure outlines the process for disposing of surplus property with an estimated value of less than \$10,000. Surplus property included in this procedure is defined as items that are no longer useful to the Library but have resale value.

The Library may sell, trade in, give away, or otherwise dispose of any personal property of the Library that is within its possession or control and which has become obsolete or is not required for further use, if it determines that no other Town board or department could make use of the property.

Before property is transferred, sold, traded in, given away, or otherwise disposed of, the transaction must be approved by the Board of Library Trustees.

A public notice of the available property shall be posted at least 14 days prior to the disposition of all property valued at \$5,000 or more, except that which is transferred to another Town department. Surplus property that is not needed by any Town boards or departments may be disposed of pursuant to any of the following procedures appropriate for the circumstances:

- Advertise the sale of the items on the Town’s website and/or local channels or seek informal quotes;
- Use the surplus property as a trade-in credit toward a purchase;
- Donate the surplus supplies to a government entity or charitable organization, provided it is a recognized IRS 501(c)(3);
- In limited circumstances and in accordance with an articulated public policy reason for doing so, the surplus supplies may be destroyed; and/or
- For commodities, such as firearms, that are treated uniquely in the marketplace, the surplus may be disposed of in a manner consistent with the purposes of the Procurement Act, M.G.L. c. 30B, notwithstanding the provisions of this policy.

POLICY/PROCEDURE: Disposition of Surplus Materials, Supplies, and Equipment Policy		GOVERNANCE: Board of Library Trustees
ADOPTION DATE: 4/15/2026	REVISION DATE(S):	LAST DATE REVIEWED: 4/15/2026