



Surplus or Obsolete Equipment Guidelines

State Law requires that Pioneer Library System Board of Trustees must declare assets of the library system surplus or obsolete before any equipment can be sold, given away or trashed. Board Approval must be voted on before any other action is taken.

Descriptions of surplus or obsolete equipment include

1. Equipment that belongs to Pioneer Library System and not the local cities. This includes equipment purchased by donation or gift monies.
2. The equipment is identified by a metal inventory tag with a number engraved.
3. Equipment that has been replaced by newer equipment.
4. Equipment with a market value greater than \$100.00.
5. Inoperable equipment.
6. Equipment that cannot be located.

Inventory items that are determined to fit the above descriptions should have the inventory tag removed and sent to Business Office along with a description of the property including serial numbers when available.

Disposal after equipment is declared surplus or obsolete by the Board of Trustees.

1. Items may be offered to the public for purchase.
2. Items may be given to a non-profit organization such as the Salvation Army, Goodwill, or Able Industries.
3. Items may be offered to public educational facilities
4. Items valued to be less than \$10.00 may be discarded.