

# UPPER MORELAND FREE PUBLIC LIBRARY

## DISPOSAL OF SURPLUS PROPERTY AND MATERIALS

Revised:	
Next Review:	2 <sup>nd</sup> Qtr 2023
Reviewed	11/19/2020
Original:	12/09/2020

### I. POLICY

- A. The purpose of this policy is provide the parameters for disposal of the library assets (equipment or materials) that are no longer needed by the library or have little to no remaining value.
- B. Disposing of Equipment or Materials-Assets Purchased with Federal Funds
  1. Equipment or materials must be used by the Library in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal grant, and the library must not encumber the property without prior approval of the Federal awarding agency.
  2. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:
    - a. Activities funded by a Federal grant from the Federal awarding agency which funded the original program or project, then
    - b. Activities funded by a Federal grant from other Federal awarding agencies. This includes consolidated equipment for information technology systems.
  3. When acquiring replacement equipment, the library may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.
- C. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposal takes place will, at a minimum, meet the following requirements:
  1. Property records must be maintained that include:
    - a. A description of the property;
    - b. A serial number or other identification number;
    - c. The source of funding for the property (including the FAIN);
    - d. Who holds title;
    - e. The purchase date;
    - f. Cost of the property;



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- c. The library may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the library must be entitled to compensation for its attributable percentage of the current fair market value of the property.

II. DEFINITION: N/A

III. RESPONSIBILITY: The director shall establish necessary procedures.