



Surplus Property Disposal Policy

Approved by the Lawrence Public Library Board of Trustees on 07/21/1997. Revised 09/21/2015; 05/15/2023. Next review date: 05/2026.

The Lawrence Public Library Friends & Foundation have first right of refusal for all deaccessioned library collection materials to sell or dispose of at their discretion. Any other library collection materials deemed unsellable by the Friends and Foundation will be given away or disposed of by the Library.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be:

1. advertised for sale; methods for advertising could include postings to Northeast Kansas Library System and/or Kansas library email listservs, using a general online classified advertisement services, or another method determined at the discretion of the Library Director,
2. given away at no charge to another library, an appropriate social service agency, or to the general public.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded or recycled.