

**Oregon State Library
Policy**

Library Property Disposal

Approved by:

Mary Kay Dahlgren

Date:

7/18/16

Policy Statement: To ensure accountability for state resources, state-owned surplus property will be disposed of systematically, properly, and accurately.

Authority: ORS 279A and OAR 125 divisions 25 and 50

Applicability: All State Library employees and volunteers

Attachments: None

Definitions: Surplus Property: Items, officially acquired by the State Library, regardless of value, that are no longer of use within the library.

Policy: All State Library surplus property shall be disposed of by one of the following methods with consideration in the following order:

1. Transferred to DAS Surplus Property for sale
2. Transferred to federal surplus or returned to a federal entity if items were purchased with funds from or received from a federal entity
3. Sold/donated directly to governmental entities
4. Used as a trade-in on new acquisition
5. Donated to non-profit organizations
6. Salvaged or recycled
7. Disposal

Surplus property owned by the library shall not be used for personal use or gain. Library employees and volunteers shall have access to purchase surplus property for personal use only through the DAS sale to the general public.