

Policy for the Disposal of Surplus Books, Furniture, Equipment and Fixtures

The Galway Public Library establishes this Fiscal Policy to comply with the General Municipal Law of the State of New York, generally accepted auditing standards, and the principles of responsible fiscal management.

A standard method of disposal is required for books, non-print materials, furniture and equipment no longer required by the Galway Public Library. When any such item is no longer functional or useful, it will be removed from inventory and after Board approval, disposed of as follows:

1. Surplus inventory items that may have unusual, historic or artistic value will be brought to the attention of the Board of Trustees for determination of value and disposition. Such determination may include the services of a professional appraiser or outside expert opinion.
2. Books and non-print materials other than equipment, furniture or fixtures no longer deemed appropriate for the collection will be donated to the Friends of the Galway Public Library, another non-profit organization, or recycled appropriately.
3. Equipment, furniture or other fixtures no longer of use to the library may be sold, or they may be donated to schools or non-profit organizations, preferably within the Galway Central School District, or to other libraries.
4. If equipment, furniture or other fixtures no longer of use to the library cannot be sold or there are no non-profit organizations that will accept the donation, these items may be recycled.

I certify that our Board of Trustees adopted the above at a meeting held on 11/20/2019.

Adine Rhodes (President) Date 12/10/2019