

DISPOSAL OF PUBLIC PROPERTY

The City of Saratoga Springs Public Library disposes of its surplus property in accordance with written policies and procedures and relevant City ordinances regarding disposal of public property.

The Library may, at the determination of the Library Director, dispose of discarded materials by placing them in a Library-sponsored sale or donating them to other government agencies and non-profit organizations. The Library may dispose of discarded issues of magazines by making them available to the public on an equitable basis and in accordance with written procedures. The Library may dispose of paper products by donating them for recycling.

For purposes of this policy, library materials paid for as “lost”, when so declared by a patron, are not considered as being sold. Materials determined to be damaged beyond future usability, in accordance with policies established by the Library Board of Directors, are considered surplus in terms of City policies regarding disposal of public property.

Adopted: 2/28/2011

Reviewed by Library Board: March 2014