

**Dunlap Public Library District**  
**Disposal of Surplus Library Materials Policy**

Adopted 24 February 2015

Reviewed 23 January 2023

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$1000 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$1000 procedures described in 75 ILCS 16/30-55.30 and 30-55.32 shall be followed.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.