## FIXED ASSETS DISPOSAL POLICY

When furniture, equipment, and other fixed assets owned by the Lake Blackshear Regional Library System are no longer usable by any of the libraries in the system, they may be disposed of at public auction, by advertisement for sealed bids, or by other means whereby the general public has an opportunity to purchase the item(s), except as described herein. Inventoried furniture and equipment must be removed from the inventory prior to the sale. Items that are not bid upon or purchased, or that are damaged beyond repair, may be discarded. Items must be approved for disposal by the Director.

Books, videos, audiotapes, records and other library materials may be disposed of in book sales by the library. The Friends of the Library may sell books and other materials that have been discarded by the library (in accordance with the Materials Management Policy of the Lake Blackshear Regional Library System), as well as those donated to but not usable by the library. Funds raised by the sale of these materials are directed into the support of the library's materials collection or other resources for the advancement of the library's mission. Books and other materials that have not been purchased at the end of a sale may be retained for future sales, given to other libraries or institutions, or disposed of at the discretion of the Director.

Approved by the Lake Blackshear Regional Library System Board of Trustees November 16, 2006