
Administrative Rules

Rule 1.8.2 Property Disposition & Surplus Property

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Approved

- A. **Purpose.** The purpose of this policy is to establish procedures for disposition of District surplus property.
- B. **Surplus Real Property.** Recommendations to dispose of real property shall be submitted to the Director. Land and buildings are examples of real property. The Director will work with the District Board to take appropriate action.
- C. **Surplus Personal Property.**
1. Personal property may be declared surplus as follows:
 - a. The Department Manager will submit a list of items to the Assistant Director of Public Services that the manager considers to be surplus property. The list will clearly identify and assign an estimated value to each item.
 - i. The value may be estimated by a library manager with appropriate knowledge and experience
 - ii. The value may be estimated based upon the advertised price for similar items
 - iii. The value may be estimated using the services of a qualified consultant
 - b. The Assistant Director of Public Services will review the list and the estimated values, and recommend the method to be used to dispose of the property:
 - i. Market the material by a competitive solicitation process, such as
 1. negotiated or advertised sale
 2. liquidation through commercially recognized third party liquidator
 - ii. Or, when it is determined that the public good would be better served, dispose of the material by an alternate method, such as:
 1. donation to other government agencies
 2. donation to non-profit organizations
 3. destruction
 - c. The Director will review the recommendation of the Department Manager and the Assistant Director of Public Services:
 - i. Declaring those items that are no longer necessary to provide District services as surplus property
 - ii. Approving the estimated value of the items
 - iii. Determining the method to be used to dispose of the property, as per Public Contracting Rule E-16(2)
 - iv. Obtaining Board approval for items with an estimated value of more than \$25,000.
 - d. The Assistant Director of Public Services will direct staff to dispose of the declared surplus property as approved by the Director.