

	Policy Title Surplus of Library Property	Policy Number 2.6
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I. Purpose

The Camas Public Library periodically retires furniture, fixtures, equipment, technology, and other property that is no longer needed for Library operations. The purpose of this policy is to establish a process for identifying, valuing, and disposing of surplus Library property in a manner that is transparent, fiscally responsible, and consistent with applicable law and City of Camas policies.

II. Scope

This policy applies to Library-owned property other than library collections and materials governed by separate policies and procedures.

Property covered by this policy may include, but is not limited to:

- Furniture
- Fixtures
- Equipment
- Technology
- Decorative objects
- Historical artifacts
- Other tangible property owned by the Library

III. Declaration of Surplus Property

A. The Board of Trustees shall declare Library property surplus when it is no longer needed for Library operations or when replacement, renovation, safety, maintenance, or operational considerations warrant its removal from service.

B. The Board may act upon the recommendation of the Library Director.

C. The Library Director may determine that property has no reasonably recoverable fair market value due to its condition, obsolescence, damage, age, or lack of marketability.

Property determined to have no fair market value may be recycled, destroyed, discarded, traded for recycling credit, or otherwise disposed of in accordance with applicable City policies and procedures without further Board action. The Library Director shall maintain appropriate records of such dispositions.

IV. Determination of Value

A. For items with a recoverable fair market value, the Board shall determine the approximate value.

B. The Board may rely upon information provided by the Library Director, including:

- Original purchase price
- Age and condition
- Comparable sales
- Market research
- Professional opinions
- Other information reasonably related to determining value

C. A formal appraisal shall not be required unless otherwise required by law or City policy.

V. Methods of Disposal

Surplus property may be disposed of through any lawful method authorized by applicable law and City of Camas policies and procedures, including:

- Public auction
- Online auction
- Sale by sealed bid
- Fixed-price sale
- Trade-in
- Recycling
- Destruction
- Transfer or conveyance authorized by law

The Board may select the disposal method that is reasonably expected to provide the greatest public benefit, administrative efficiency, or financial return.

VI. Historically Significant Property

A. Before disposing of property with potential historical, cultural, commemorative, or institutional significance, the Board may consider:

- Historical importance to the Library or community
- Uniqueness or rarity
- Association with significant events, facilities, or persons

- Interpretive or educational value

B. The Board may designate historically significant items for:

- Continued Library use
- Permanent retention
- Display or exhibit
- Transfer as otherwise permitted by law
- Other disposition deemed appropriate

C. Historical significance may be considered in addition to, and separately from, the item's fair market value.

VII. Transfer to Partner Organizations

When authorized by applicable law and City policy, surplus property may be transferred or conveyed to governmental entities, nonprofit organizations, or partner organizations whose purposes support the mission of the Library.

Any such transfer shall be approved by the Board and shall comply with all applicable legal requirements.

VIII. Unsold Property

If surplus property remains unsold or otherwise undisposed of after reasonable efforts, the Library Director may recommend an alternative lawful method of disposition to the Board.

IX. Condition of Sale

Unless otherwise approved by the Board, surplus property shall be sold or transferred "as is," with no warranties or guarantees expressed or implied.

X. Proceeds

All proceeds received from the sale of surplus property shall be deposited in accordance with City of Camas financial policies and procedures.

XI. Compliance

The disposal of surplus property shall comply with applicable provisions of the Revised Code of Washington, the Washington State Constitution, City of Camas policies and procedures, and this policy.

Board approved as Surplus of Library Equipment Disposal Policy: 1982

Revised: December 1988; May 1997

Revised as Surplus of Library Property Policy: November 2018, June 2026

City Attorney Review: June 2026