Stevens Memorial Community Library

146 Main Street • Attica, NY 14011 • (585) 591-2733

Surplus Property and Scrap Metal Policy

Items acquired with public funds are subject to regulatory disposal procedures, therefore no items owned by Stevens Memorial Community Library ("the Library") may be destroyed or disposed of without prior approval. Any item owned by the Library valued at less than $1,000 can be declared surplus and disposed of with the approval of the Library's Director. Items valued at $1,000 or greater must be declared surplus via resolution and approval of the Board of Directors ("the Board"). The valuation of items is based on a good faith estimate.

A Library Property Disposal Form (for items valued at less than $1,000) can be found attached to this policy.

A sample resolution for the declaration of surplus equipment can also be found attached to this policy. Whether using the Property Disposal Form or the resolution for the declaration of surplus equipment, please note the serial number of each item, if one exists.

In the event an item is traded in for a new item, a Property Disposal Form and/or Resolution will be required in advance of the transaction.

In order to avoid any potential conflicts of interest or to avoid even the appearance of impropriety, no paid employee or Board Member and/or no business corporation or entity of any nature in which these individuals have an interest, shall be permitted to contract with the Library to purchase any property for sale by the Library. Any bid received by the Library in contravention of this mandate shall be rejected and declared null and void.

All scrap/waste metal of any type generated from the operations of the Library shall be properly disposed of. The scrap vendor will provide the Library with a printed receipt for all materials received and the cash received shall be recorded in the Library's cash register.

Adopted by the SMCL Board of Trustees on 4/20/2026

Property Disposal Form

Disposal of Property under $1,000.00

Description of Property: _____

Method of Disposal: _____

Estimated Value: _____

I HEREBY AUTHORIZE DISPOSAL OF THE AFORMENTIONED SURPLUS PUBLIC PROPERTY:

_____ _____

Signature Date

Date of Disposal: _____

Purchaser (if applicable): _____

Amount Received: _____