

## **Kitchigami Regional Library**

### **Fixed Asset Disposal Policy**

**Purpose:** The purpose of this policy is to outline requirements for disposing of Kitchigami Regional Library fixed assets including the physical plant, furniture and equipment and for disposing of city funded fixed assets used in the operation of KRL services.

**Principle:** Kitchigami Regional Library is accountable for the disposal of any fixed assets purchased with regional, state or federal dollars; it is also accountable for returning to municipalities those assets purchased with local funds when they no longer meet KRL service requirements.

#### **Policy:**

1. For fixed assets with an estimated value less than \$250.00, a Fixed Asset Disposal Form must be completed and sent for the Director's approval; the appropriate supervisor will ascertain the current market value of the item(s) with verification in a market review for the item if one is available.

The following procedures should be followed after the Director's approval: Fixed assets owned by a city with a branch library will be retained by or returned to that branch library to be disposed of in accordance with that city's policy on asset disposal.

Fixed assets owned by KRL but purchased with grant funds will be disposed of in accordance with the requirements of the grantor. If there are no restrictions, they will be disposed of as in 1.3 below.

Fixed assets with a low final value owned by KRL that are still in fair or good working condition may be offered to KRL employees at present market value. Information on items available for sale may be circulated among the KRL locations via email or paper lists.

Items may be simply disposed of with normal trash if there is no staff interest.

If all or parts of the item are not acceptable for regular disposal through trash collection, such as hazardous or recyclable material, they must be delivered to the local recycling center or transfer station for disposal.

The Administrative Assistant will facilitate the processing of the Fixed Asset Disposal Form and complete the necessary changes to the KRL inventory.

The Bookkeeper will document the disposal for the auditor

2. For fixed assets with an estimated value exceeding \$250.00, a Fixed Asset Disposal Form must be completed and sent for the Director's approval; the appropriate supervisor will ascertain the current market value of the item(s). The following procedures should be followed after the Director's approval:

Fixed assets owned by a city with a branch library will be retained by or returned to that branch library to be disposed of in accordance with that city's policy on asset disposal.

Fixed assets owned by KRL but purchased with grant funds will be disposed of in accordance with the requirements of the grantor. If there are no restrictions, they will be disposed of as in 2.3 below.

Fixed assets owned by KRL that are in fair or working condition will be offered for public sale, using the most effective sales method as determined by the Director/Chief Librarian.

Items will be sold to the highest bidder regardless of sales method.

2.3.2 Offers from potential purchasers will be obtained through a sealed-bid process or through an online sale operated by an independent company. KRL employees may bid on these items only through a sealed bid process or through online bidding operated by an independent company.

2.3.3 If the item cannot be resold, it may be disposed of with normal trash.

2.3.4 If all or part of the item(s) are not acceptable for regular disposal, such as hazardous or recyclable material, they must be delivered to the local recycling center or transfer station for disposal

2.3.5 The Administrative Assistant will facilitate the processing of the Fixed Asset Disposal Form and complete the necessary changes to the KRL inventory.

2.3.6 The Bookkeeper will document the disposal for the auditor.

**Kitchigami Regional Library System**

**Fixed Asset Disposal Form**

**Item Description:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Model Number/  
Serial Number:** \_\_\_\_\_

**Item Location:** \_\_\_\_\_

**Reason for Disposal:** \_\_\_\_\_

**Name of person requesting disposal:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disposal Method Recommended:** \_\_\_\_\_

**Proceeds of Sale/Cost of Disposal** \_\_\_\_\_

**Sold to:** \_\_\_\_\_

**Director/Chief Librarian  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Inventory Adjustment [Initials]** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(6/19/08)**