



Surplus Property - SCKLS Policy Manual - February 2018

Tax support for the South Central Kansas Library System comes from twelve counties. Consequently, when the director determines that SCKLS property is considered surplus, the following options will be available for its disposal:

- 1) the property may be given free-of-charge or sold to a member library that SCKLS knows is in need of such property,
- 2) notice may be given and the property may be given free-of-charge or sold to member libraries on a first-come, first-served basis,
- 3) the property may be sold to an individual, consigned to a vendor for sale or sold at public auction,
- 4) the property may be disposed of as trash or recycled.

The SCKLS property inventory is maintained by a Technology Consultant and once any surplus item with a replacement value of \$100 or greater is given-away, sold, disposed or recycled, it will be removed from the inventory. Monies from the sale of surplus items will be placed in the Miscellaneous line item of the General Fund.

Questions regarding this policy should be directed to one of the following SCKLS staff:

- A. SCKLS Director