

# Personal and Library Property

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## *Personal property*

Whenever practical, any personal property (whether belonging to patrons or to the library's staff) brought into the library should be clearly marked with the name of the owner or with some other means by which the owner can be readily identified. The library assumes no responsibility for any personal property.

## *Library property*

Library property includes all materials that are:

- Purchased with the library's funds
- Donated to the library
- Given to a staff member while that staff member is acting in a capacity as an employee of the library or on behalf of the library
- Created by staff in support of their duties

Whenever practical, the library's property will be property stamped or otherwise marked to indicate the library's ownership. All items whose original purchase price is greater than \$750 will be added to the fixed asset inventory; certain items costing less may also be added.

Prizes received by an employee during continuing education events or other functions will be considered personal property unless the prize is clearly intended for library use (e.g., a set of encyclopedias).

## *Disposal of library property*

The library, as a public agency, must follow the guidelines that apply to other government agencies in the disposal of surplus property. When the library has a need to dispose of property, a list of the property to be eliminated will be created by the Director (or designee). This list will be approved by the Board of Trustees.

The Board will also approve a method of disposal:

- Give or sell to another government agency

- Sell through public auction, including internet auction, or sealed bid (follow the bid procedure in KRS 45A.365)
- Give or sell to a non-profit agency operating as a 501(c)(3) that is lawfully doing business in the Commonwealth and is serving a public purpose that relates to the mission of the library (for example, the Friends of the Library)

If the surplus items cannot be transferred or sold by any of the above methods, they may be disposed of in any manner deemed appropriate by the library and consistent with the public interest. In some cases, it may be possible to trade-in surplus equipment for a discount on the purchase of replacement equipment. This arrangement would be negotiated with the vendor and would not require prior approval from the Board.