
Board Policy



Surplus Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to to surplus equipment in a manner that upholds and provides responsible stewardship of publicly funded procurements.

Definitions

Equipment: broadly includes physical items that generally have useful lifespans of more than a year, including but not limited to, computers, printers, vehicles, books, furnishings, shelving. Equipment in this context excludes consumables or office supplies, such as pens, pencils, paper, staplers, etc.

Policy

Library staff will from time to time provide a list of equipment that is no longer needed. The Board of Trustees will review and approve the surplus and disposition of equipment.

Surplus activities are delegated to the Finance Department and administered through progressive attempts to recover as much value out of the equipment being disposed, in the following priority order:

1. Competitive, open, and fair to the public at large, including but not limited to outsourced auctioneers or third-party sellers;
2. Alternative means that include sole-source sales, donations to recycle centers, or other means of recovery that may be available;
3. Land waste as last resort.

From time to time, certain situations may call for a different priority order due to turnaround time or cost-efficiency.

An interlocal agreement may be used to extend the life of publicly funded equipment to other Washington State governmental entities, without regard for the surplus methods provided above.

Appropriate disposition documentation shall be retained as to the means and methods of surplus.

In no case shall library personnel, trustees, and volunteers, acquire surplus equipment under any method except those available to a member of the public at large.

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References

- [Board Policy on Fiscal Management](#)
- [Board Policy on Purchasing and Procurement](#)

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Adopted by the Pierce County Rural Library District Board of Trustees, September 8, 2021.