

## **RACINE PUBLIC LIBRARY**

### **Furniture and Equipment Disposal Policy**

Furniture and equipment purchased by the library, when no longer useful, may be disposed of in one of the following manners:

- Furniture and equipment may be traded in on the purchase of new equipment.
- Furniture and equipment may be sold with the proceeds placed in the RPL Materials Fund.
- Furniture and equipment may be donated to the Friends of the Racine Public Library to sell at their annual book sale. All funds raised by the Friends of the Racine Public Library benefit the library.
- Furniture and equipment may also be donated to other not-for-profit organizations.
- In the event the above four options are exhausted, without success, furniture and equipment may be disposed of with other solid waste, respecting all current laws and ordinances.

*Adopted by the library board April 17, 2003; revised February 17, 2004; revised June 21, 2012; revised September 20, 2018*