

East Greenbush Community Library

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 East Greenbush, NY 12061
 Eastgreenbushlibrary.org
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POLICY NAME	De-accession Policy			POLICY NO.	8
EFFECTIVE DATE	7/01/2014	DATE OF LAST REVISION	7/01/2014	VERSION NO.	1
APPLIES TO Apply group names to define applicable areas of staff.					
Staff	x	Patrons			
Board					

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	7/14/2014	Adoption	Michael Poost

Policy

This policy governs the de-accession of library inventory with the exception of library materials which are governed by the collection management policy.

All capital purchases that are subject to depreciation that are no longer of use to the library will be disposed of in the following manner:

- If the item has reached its full depreciation according to the amortization schedule and it is still in good repair, the library will offer to transfer it to another library, communicating availability through standard communication channels. If a library does not want it, the item will be offered to a non-profit organization giving preference to those in Rensselaer and Albany Counties. If no transfer is possible, at the discretion of the director, the library will sell, recycle or dispose of it.
- If not in good repair the item will be recycled or disposed of.

If an item has not reached its full depreciation and is still in good repair the Director will present the Board with a recommendation.

Inventory that is not a capital purchase and not subject to depreciation will be disposed of at the discretion of the director. All inventories that are de-accessed will follow the procedure attached to update the current inventory records.

Procedure for disposal of inventory:

All de-accession/disposal of inventory must follow the de-accession procedure.
 All capital purchases are included in either the tech inventory or the general inventory

When an item is de-accessed:

Note make/model/serial number and have removed from appropriate inventory list. The tech inventory list is maintained by the Head of Digital Services. The general inventory list is maintained by the Bookkeeper.

If the item is a printer, notify the Head of Digital Services and the inventory clerk that the item is being de-accessed and that toner replacements for that unit are no longer necessary.

Electronics that will be transferred or sold will be reset to factory settings if possible.

Items to be recycled or discarded place in the maintenance office.