Surplus Property Disposal Policy

Surplus property is defined as any personal property of the Umatilla County Special Library District (UCSLD) that has been determined by the District Director or designee as being of no use or value to the district.

The District Director or designee may dispose of surplus property as follows:

A. The District Director may dispose of property that is broken or valued at $500 or less.

B. For property that is in working order and valued at over $500, the District Director shall submit a request to the Board for a declaration that certain property is of no further use or value to the District.

C. The Board shall, by resolution, declare such property "surplus" and authorize the means by which the District Director may dispose of the property, including granting the District Director discretion to dispose of the property in any appropriate manner.

D. The Board may require the District Director to obtain an appraisal of the property prior to disposition.

E. Surplus property may be disposed of in the manner that is most advantageous to the UCSLD or the community at large, including, but not limited to, the following:

    a. Recycled Internally. Staff should first deem whether property has use for UCSLD purposes other than its original use.

    b. Donation. Surplus property may be donated to any library in the UCSLD, to any library in Oregon, any nonprofit organization, any other local government or any state or federal program created to dispose of surplus property.

    c. Sold. Property may be sold “as is.”

    d. Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the UCSLD may purchase surplus property from the UCSLD only at an advertised auction, and only if the employee submits the highest bid for the property.

    e. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.