

## De-accession Policy

### Disposition of Materials, Furniture, Equipment and Computer Hardware

It is the policy of Pennsauken Free Public Library (PFPL) to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the library and to the extent possible, the best interests of the community.

If an item of furniture or equipment is determined at the departmental level to be no longer functional or useful, the Director will be notified so he/she can determine whether disposition is appropriate.

When the Director determines an item of furniture or equipment no longer has value to the Library, it will be **removed from inventory and disposed of in one of the following ways:**

1. Books and other materials no longer deemed suitable for the collection will be donated to the following organizations for disposal:
  - *Baker & Taylor's Sustainable Shelves Program*
  - Better World Books
  - Friends of the Pennsauken Public Library Book Sale
  - Library Giveaways (e.g. Bundle Book)
  - Merchantville Women's Club
  - Any other non-profit organization deemed appropriate by the Director
2. Furniture or equipment no longer of use to PFPL and of minor value may be donated to a non-profit, charitable organization.
3. Items not covered by the above will be sold through auction or publicly advertised sale, including Internet sale, with any proceeds from such sale being deposited to a PFPL account the Director deems fit.
4. If an item is determined to have marginal or no resale value, or does not sell through auction or publicly advertised sale, it may be sold, donated or discarded in the best interest of the Library.
5. Trade-in allowances on any item of equipment being replaced or upgraded may be accepted.

Computer equipment will be handled separately, with disposition determination made by the Director. Items no longer of use to the Library may be donated directly to another non-profit entity for use in educational programs, donated to staff, sold or disposed through a technology recycling company.

***Approved by the Board of Trustees: June 27, 2022***

## **Release of Liability for Donated Equipment and Computer Hardware**

By signing this document, I agree as follows:

1. Donated Equipment/Computer Hardware: Pennsauken Free Public Library (PFPL) is donating to me the following item(s):

\_\_\_\_\_

(the "Donated Equipment/Computer Hardware")

2. PFPL received no money for this donation and I accepted this item in "as is" condition. I agree to release PFPL and its employees, directors, and board from all damages, losses, rights or claims related to the above item.
3. In accepting the item "as is" I understand that it comes without a warranty or instructions. I will not hold PFPL responsible for any defects and I am fully aware that I am the person responsible for the entire cost of any necessary repairs and/or follow-up services. I also understand that PFPL will not be held liable, under any circumstances, for any damages resulting from the use or inability to use the equipment.
4. I agree to hold PFPL harmless against any damages, costs, and expenses that may arise or result from the handling, sale, disposal, transfer, or use of the equipment. This includes, but is not limited to, lawsuits, judgements, settlements, costs, expenses, attorney fees, or any other costs. Nor do I expect PFPL to assist or present any defense on my behalf regarding claims or any other cause of actions I may take or which may be taken against me related to this item.
5. For computer hardware only: I understand that the computer I am receiving may have existing faults and software or hardware limitations. I understand that PFPL is not responsible for providing computer support or additional equipment once I have received the computer. I will not hold PFPL responsible for any consequences of software or hardware malfunctions, viruses, or equipment failure.
6. I have read and understand the terms of this agreement. I understand that this agreement covers each and every item of Donated Equipment/Computer Hardware which I am receiving. I sign it freely and voluntarily.

### **Receiving Party**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **PFPL Representative**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_