



Disposal of Surplus Asset Policy

Policy Number: 18-31

Policy Approval Date: March 12, 2018

Policy Review Date: March 2021

Definitions

Board: Huntsville Public Library Board

Disposal: the selling, trading, assignment, and/or scrapping of surplus assets.

HPL: Huntsville Public Library

Fixed Asset: vehicles, library collection materials, equipment, furniture, and computer hardware.

Library: Huntsville Public Library

Obsolete Asset: A physical asset that has a nominal value or has lost its value through depreciation or wear and tear or redundancy of the asset within the Municipality.

Town: Town of Huntsville

Background

Town of Huntsville Council approved the Disposal of Surplus Asset Policy May 25, 2015. The purpose of the policy ensures the Corporation of the Town of Huntsville must comply with standard business practice and ensure a system is in place to safeguard physical assets of the Town of Huntsville.

Purpose

Library property that is no longer useful for Library purposes may be deemed surplus and be disposed of or sold. This policy is designed to ensure that the disposal of surplus assets adheres to the Town's Disposal of Surplus Asset Policy (May 25, 2015).

Policy

The Board approves the current Town of Huntsville Disposal of Surplus Asset Policy to be the Huntsville Public Library Board Disposal of Surplus Asset Policy. The Board must be notified of any amendments to the Town policy that may occur in the future.

The Huntsville Public Library Board confirms that the Town of Huntsville's Disposal of Surplus Asset Policy does not restrict the Board's ability to provide weeded Library collections or donated materials to the Huntsville Public Library Friends of the Library or a not-for-profit group approved by the CEO/Chief Librarian.

The CEO/Chief Librarian is responsible for:

- Confirming which items should be disposed of or sold.
- Following Town of Huntsville procedures; completing Asset Activity Record form
- Connecting with the Deputy Treasurer
- Updating capital asset inventories
- Reporting disposals of items greater than \$5000 to the Board.

Related Documents

HPL Capital Asset Inventory

HPL Facilities & Maintenance Capital Asset Plan

HPL IT Capital Asset Plan

Town of Huntsville Asset Activity Record

Town of Huntsville Disposal of Surplus Asset Policy – May 25, 2015

History

Approved by the Library Board March 12, 2018 | 18-31

July 13, 2015 | 15-69