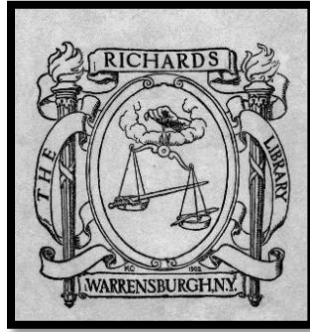


The Richards Library Policies



Non-Circulating Materials Disposal Policy

The following are rules and regulations of The Board of Trustees of the Richards Library. These are effective 5 May 2020 and will be reviewed biannually.

During the course of maintaining the Library as a viable institution within the chartered service area of Warrensburg and Thurman, NY, the Library must purchase items that are not directly associated with the Library Collection. These items are collectively known as Non-Circulating Materials. It is the purpose of the policy to set rules and guidelines to establish the disposal of these items. They include, but are not limited to:

- Computers and related hardware
- Printers
- Copier/Fax/Scanner
- Cleaning equipment
- Assorted library operational equipment and/or miscellaneous equipment

Computers and Related Hardware

Computers, which include PCs and laptops, are purchased by the library through the Southern Adirondack Library System (SALS) by way of a NY State Purchasing Contract. PCs, with the included equipment of monitors, keyboards and a mouse (Staff computers also include barcode scanners-purchased separately), while laptops are stand-alone items not requiring the additional hardware. However, laptops purchased for Public Use do require the additional purchases of a wireless mouse and mouse pads. Once the computers have reached their operational use limit, established as four (4) years, the PCs and laptops are returned to SALS to have SALS proprietary programs and security protocols purged from the hard drives. Once this task is accomplished the computers are disposed of in an environmentally safe manner. Any wireless equipment and pads are retained by the Library and disposed of in an environmentally safe manner once they have reached their lifetime limit or are damaged over the course of time.

Printers/Copier/Fax/Scanner

The printers utilized by the Library consist of a leased copier/fax/scanner and an Air Printer. The leased copier/fax/scanner, at the end of its lease, is returned to the lease holder and is replaced with another leased item of equal or greater performance level at an affordable lease cost. The Air Printer, at the end of its productive life cycle, will be disposed of in an environmentally safe manner and a new Air Printer will be purchased as a replacement, also with an equal or greater performance level.

Cleaning Equipment

The Library purchases equipment utilized to clean and maintain the interior of the Library. These pieces of equipment consist of vacuum cleaners and a floor steam cleaner. These items will be disposed of when they reach the end of their usefulness or breakdown and it is not feasible to repair them. They will be disposed of in an environmentally safe manner and replaced (purchased) with comparable equipment.

Assorted Library Operational Equipment and/or Miscellaneous Equipment

The Library has various items that pertain to assorted Library Operations and miscellaneous items and/or equipment. This can refer to items such as a microwave oven, mops, buckets, bookends, etc. These items, at the end of their serviceable cycle, or through breakage, will be disposed of in an environmentally safe manner and replaced (purchased) with items of equal/similar use. Some items, book ends as an example, can be turned in as “scrap metal” which is usually sold at market price. Any collected monies for these type of items will be designated as a donation and turned in to the Library’s Treasurer/bookkeeper/accountant for deposit in the appropriate account.

Formatted, Reviewed and Approved 5 May 2020