

**COAL CITY PUBLIC LIBRARY DISTRICT**

**PERSONAL\* PROPERTY POLICY**

**APPROVED BY**  
**THE BOARD OF TRUSTEES**  
**OCTOBER 10, 2023**

**REVIEWED**  
**AUGUST 19, 2025**

**\*Denotes Legal Language**

## **COAL CITY PUBLIC LIBRARY DISTRICT PERSONAL\* PROPERTY POLICY**

### **STATEMENT OF PURPOSE**

The Coal City Public Library Board of Trustees has the authority to declare Library property as personal\* and provide for its disposal.

### **DEFINITION**

Personal\* property is any property owned by the Library that is no longer needed for the provision of Library services. Only property having a monetary value need be declared as personal. Property that is obsolete or broken and has no useful value may be disposed of. This Policy sets the guidelines for disposal.

### **DISPOSAL AND SALE OF PERSONAL\* PROPERTY**

Determination of personal property which is no longer necessary or useful for Library purposes is the judgment of the Library Director, as an agent of the Board. The property may be disposed of in the following manner:

1. Personal\* property of any value may be donated or sold to other tax supported libraries or organizations or library partners as the Director, may determine.
2. Books and materials from the Library's collections may be donated, sold, given to other charitable organizations, or discarded by Department Heads.
3. Whenever possible, property will be discarded in an ecologically sound manner.
4. Personal\* property deemed to have no monetary value will be disposed of by the most appropriate method

to minimize costs to the Library and inconvenience to Library patrons, as determined by the Library Director.

5. Personal\* property having an estimated value of less than \$1,000 may be discarded as determined by the Library Director.
6. Personal\* property having an estimated value of more than \$1,000 but less than \$2,500 may be displayed at the Library and a public notice of sale will be posted with dates and terms as determined by the Library Director.
7. Individual personal\* items having a current value of \$1000 or more may be used as a trade-in on new equipment in accordance with the provision of Illinois Library Law.
8. A record of all disposals shall be maintained by the Library Director in the Inventory for audit and appraisal purposes.

In all cases, personal property will be handled according to the terms of the Illinois Library District Act, 75 ILCS 16/30-55.32.\*