



Declaration of surplus books/similar materials

The Hillsboro Library Board has been granted the authority under Hillsboro Municipal Code 2.36.020.G to declare surplus and establish a procedure for disposal of all books and similar materials in the libraries' collections which, in the opinion of the Board, are unused or underused or which are worn and unacceptable for mending or rebinding. The Hillsboro Library Board hereby declares that all books and similar materials in the libraries' collections which have been determined by library staff to be unused, underused, worn, or unacceptable for mending or rebinding are surplus. Library staff will determine how surplus items will be treated as outlined below.

1. Sold to the public by The Friends of the Hillsboro Public Library with proceeds going to The Friends of the Hillsboro Public Library. (The Friends have purchased and retain ownership of designated sale shelving units which are installed at the Main Library.)
2. Sold to the public by The Friends of the Hillsboro Public Library online (e.g. through Amazon), with proceeds going to The Friends of the Hillsboro Public Library.
3. Sold to a dealer (e.g. Powell's) by The Friends of the Hillsboro Public Library, with proceeds going to The Friends of the Hillsboro Public Library.
4. Sold to the public at a City auction with proceeds going to the City General Fund.
5. Sold to a salvage business with proceeds going to the City General Fund.
6. Sold to the public with proceeds going to the Trust & Agency Fund.
7. Sold to a salvage business with proceeds going to the Trust & Agency Fund.
8. Given away to a municipality, government, or non-profit organization for use in collections or for sale (e.g. other Friends groups, schools, the Washington County Jail Library, etc.).
9. Given away to a for-profit organization for use or sale to benefit charities (e.g. Safeway for Easter Seals, Project Homeless Connect, etc.).
10. Disposed by recycling or by taking to the landfill.

Books and similar materials which are **donated** to the libraries for potential use in the collections are the property of the City of Hillsboro until library staff determines whether they are acceptable additions. If not used in the collections, these books and similar materials will be treated as surplus library materials.

Any significant deviations from the procedure contained herein will require approval in advance by the Hillsboro Library Board.