

THE UNIVERSITY OF NEW MEXICO
HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER

POLICY TITLE/ SUBJECT: SURPLUS DISPOSAL POLICY FOR ITEMS UNDER \$1,000

POLICY NUMBER: 01-007

**HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER (HSLIC)
SURPLUS DISPOSAL POLICY FOR ITEMS UNDER \$1,000**

Effective Date: December 10, 2001

This policy provides a sanctioned process for HSLIC to dispose of outdated, duplicated, or out of scope books, videos, journal issues, or realia, whether gifts or items purchased for UNM. The Library's policy is governed by the disposal policies of UNM as referenced below. This policy is designed to allow a reasonable amount of notice when items are designated for disposal, whether through publicizing the book sale or other special notifications as needed.

Our policy covers disposing of items only when the acquisition value of the item is less than \$1,000 (for UNM items).

Procedure

Description of the materials and process: The materials for sale are mainly books and occasionally other items such as videos, or individual journal issues or volumes that have been deemed outdated or out of scope. Most of the books are not identified as UNM books. Books that are clearly UNM had labels that were removed before moving them to the book sale site. Gifts from non-UNM constituents were not paid for from UNM funds but will be treated the same as UNM books. These gifts make up most of the items for sale.

"Book sale" for weeded items (usually annual, but not mandated). Additional weeding may trigger a need for disposal more frequently than once a year. The materials to be disposed can be disposed of if a list of items has been advertised from the Library so that individuals have access to view the materials prior to disposal.

If we have to dispose of materials prior to the book sale, the Library staff will notify Public Affairs and will publicize the information that items will be disposed of and that they can come to the Library to see the items if desired. We will also send this information to the School of Medicine, College of Nursing and College of Pharmacy as well. The Library usually also notifies (by phone) the local

librarians (Presbyterian, St. Joseph, Lovelace, the Main Albuquerque Public Library and Rio Rancho Public Library)

After the book sale has finished, the remaining items for disposal are measured for an estimate of price (\$1.00 per inch). Individual items left over for disposal which were separately priced are included in the estimate of the value. Books and other items need to be stamped or identified as discarded. This step will be done by the coordinator for Stack Maintenance.

As a penultimate step, the coordinator of Stack Maintenance prepares a list with the approximate number of items, their types, and approximate estimate of acquisition value for the Director of Institutional Services. The memo is kept for "audit" purposes by the Director.

Finally, the Facilities Coordinator contacts UNM Grounds (277-1255) and requests that the Grounds people bring the dumpsters to the first floor Trash Room and put the remaining discarded items in dumpsters to be disposed of. (Library staff used to have to do a special PR for this, but we no longer need to do this). The Facilities coordinator alerts the Grounds people that we will have an excess of trash for about a week, mostly books. Then Stack Maintenance and Facilities load them into the two blue trash barrels from the Annex and put the barrels in the trash room on level 1. This way, Grounds is not overloaded. This process is done every night for a week and that seems sufficient.

Verification of Communication:

References:

UNM Policy 7710
Acquisition And Disposition Of UNM Surplus Equipment
Effective Date: November 1, 1991
Revised: 10/16/98
<http://www.unm.edu/~ubppm/ubppmanual/7710.htm>

Written by: _Ruth Morris
Date in Effect: December 10, 2001

Approved by: Shannon Carter, John Rogers on: November, 2001.

Reviewed by: OMT on: _December 10, 2001_____