



Disposal of Property Request

100 E. Abriendo Ave.
Pueblo, CO 81004-4290

CRS 24-90-109 (1) The Board of Trustees shall: (i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.

No.	ITEM	REASON	METHOD OF DISPOSAL
1	Discarded and weeded books, collection materials	Books/materials weeded during the 2019 calendar year which are no longer needed in the system.	Donate to Friends for sale at the Friends' book store. Donate to charities or other non-profit organizations. Recycle when other methods of disposal have been exhausted.
Date Approved:		Submitted by:	