

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION III – FINANCE, FUND-RAISING, AND GIFTS**

FIXED ASSET MANAGEMENT POLICY

It is the policy of the Bloomfield Township Public Library to care for the community's investment in its public library, i.e., its property, equipment, furnishings, and collection. Fixed assets may be acquired through taxes, gifts, or grants consistent with the community's needs as approved by the library's operating budget.

These fixed assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of fixed assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Approved: December 18, 2001
Revised: September 18, 2007
Revised: September 16, 2014