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INVENTORY POLICY	Policy Adopted: 09.10.2025 Review Date: 2028

The Liverpool Public Library shall maintain an inventory control system for assets such as computers, equipment, furnishings, and fixtures that meet a predetermined cost threshold as determined by the Library Director.

Qualifying assets and information related to the acquisition and physical characteristics of those assets will be recorded in an inventory ledger maintained by the Library. Donated qualifying assets will be assigned an estimated value at the date of donation.

Assets below the cost threshold may be added to the inventory ledger at the discretion of the Library Director.

Qualifying assets on the ledger shall be assigned an asset number and identified with a fixed asset tag.

Assets shall be removed from the inventory ledger in accordance with the Surplus Furniture and Equipment Policy.

Previously approved: 2019, 2015, 2012, 2009, 2006, 2003