

## Title: Capital Assets Policy

Effective Date: 1/21/13

Authorized By: Library Board of Trustees

Date of Last Revision: 2/17/20

All library assets with an initial purchase value of at least five hundred dollars (\$500.00) with the exception of supplies and books or other formats, which are part of the library circulation or non-circulation collection, shall be recorded.

Items valued at five hundred dollars (\$500.00) to five thousand dollars (\$5,000) shall be part of the equipment list.

Items with an original value of five thousand one dollars (\$5,001) and above shall become part of the fixed assets ledger. Computer equipment and copiers are excluded from the fixed asset ledger per Indiana State Board of Accounts because of their short life span.