



# Disposal and Sale of Surplus Property Policy

## Purpose and Scope

This policy provides a straightforward process for disposing of or selling surplus property no longer needed for library operations. It applies to equipment, technology, books, furniture, and real estate.

## Policy

- Disposal of items valued above \$500 requires Board approval.
- The Director may manage the disposal of lower-value items with documentation.
- Acceptable methods include donation, sale, or recycling.
  - All technology disposal will be sent to the OWWL Library System for e-waste recycling to comply with data security standards required by the New York SHIELD Act.
- Trustees and employees may not personally benefit from surplus property unless disclosed and approved by the Board.
- Surplus books will first be offered to other libraries or nonprofits. Remaining items may be sold to the public or discarded.
- Discarded books will be sold at the library's book sale.
- Real estate sales require legal counsel, appraisal, and Board approval.
- All proceeds must be deposited into library accounts and documented.

## Authority and Oversight

The Board approves significant disposals and oversees the Director's management of routine disposals.

*Approved 5/26/15, Amended 2/23/16, Amended 6-30-20,  
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