

William B. Ogden Free Library  
DISPOSAL OF SURPLUS PROPERTY POLICY

**Purpose**

William B. Ogden Free Library's (WBOFL) objective is to ensure a high level of integrity when disposing of library materials, and to ensure that the disposal processes are open and fair to all concerned. WBOFL may dispose of library materials, furniture, and equipment that is no longer functional or useful, following these guidelines.

**Resources**

[Delaware County Department of Public Works Solid Waste Division](#)

**Definition**

Surplus Property is any property owned by WBOFL that is no longer needed for the provision of library services.

**Policy**

WBOFL will dispose of its surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations. The disposal of Library property for personal gain or favor is prohibited. Property that is obsolete, broken, has no useful purpose, or is of nominal value may be disposed of with the approval of the Library Director by the most appropriate and cost-effective method. Donation of such property to other local educational, charitable, social services, or to other libraries is encouraged when possible.

The following are guidelines for the disposal of specific material formats:

- Books and Collection Materials – Withdrawn or donated books or other collection materials will be handled in accordance with the [Collection Development Policy](#).
- Computer Equipment – Withdrawn computer equipment must be properly cleaned and sensitive or confidential data as defined by federal or state law must be destroyed. Library administration has the primary responsibility to ensure that all cleaning or destruction of communication media and data is conducted in a manner that safeguards the interests of the WBOFL and the safety, security, and privacy of individuals
- Equipment that has no value will be disposed of according to the Delaware County Department of Public Works Solid Waste Division Guidelines and in compliance with [New York State's Electronic Equipment Recycling and Reuse Act](#).
- Furniture/ Fixtures
  - Items no longer of use to the Library and with a value less than \$500.00 per item may be disposed of at the discretion of the Library Director according to the above guidelines.
  - Decisions on the disposal of furniture/fixtures valued at more than \$500 per item should be referred to the Library Board of Trustees.
  - Decisions on the disposal of items which have unusual, historic, or artistic value should be referred to the Library Board of Trustees for determination of value and best use.