

Surplus Property Policy

In order to keep the Walter E. Olson Memorial Library (“OML” or “The Library”) facility and collections in good condition, to preserve available space, and manage available resources with fiscal responsibility, the OML Board of Trustees adopts the following policy for the disposal of surplus Library property.

The Library may dispose of surplus property according to the following methods:

- Sale: Surplus property will be offered for sale through in-person, online, or other available means.
- Donation: Items that are not saleable may be donated or given away. Generally, donation will be offered to other libraries, area non-profits, local units of government, and individuals in the OML service area.
- Discard: Items that are not sold or donated will be managed through recycling or disposal, as appropriate.

Monies raised through the sale of surplus property are considered OML Board funds and will be segregated from operational funds overseen by the Library’s municipal fiscal agent.

Approved: January 11, 2018

Amended: June 19, 2024