

Ontario Public Library

Policy 4003

DISPOSITION OF LIBRARY PROPERTY

The Library's Board of Trustees has the responsibility for determining the appropriate disposition of library property.

1. Equipment including furniture that has been made redundant shall be offered at no cost to PLS libraries, or the town of Ontario, or for sale directly to the public, or through the town of Ontario's public sale, at the discretion of the Library Director.
2. Obsolete technology including computers with no market value shall be disposed of through the town of Ontario, or PLS.
3. Books that have been discarded will be disposed of in accordance with best practices of the library profession and managed by the Library Director. This may include direct sale to book resellers, donated to the Friends of the Ontario Public Library for book sales, or donated to book-based charities.