



## **Deaccession Policy**

*Approved by the Board of Trustees, 5/3/1984*

For the purpose of this policy, deaccession is the process of removing permanently from the collections accessioned museum objects and library materials. The deaccession process shall be cautious, deliberate, and scrupulous.

1. Deaccession criteria. Materials to be considered for deaccession must meet at least one of the following criteria. The material or object:

- a. is outside the scope of the charter purpose of the museum and its acquisition policy.
- b. is irrelevant to the purpose of the museum.
- c. lacks physical integrity.
- d. has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
- e. is a duplicate.
- f. is unable to be preserved properly.
- g. is deteriorated beyond usefulness.
- h. has doubtful potential utilization in the foreseeable future, or has accidentally been accessioned twice.

2. Restrictions. Before any material or object is recommended for deaccession or is deaccessioned, reasonable efforts shall be made to ascertain that the museum is legally free to do so. Where restrictions to the disposition of the material or object are found, the following procedure shall be utilized.

- a. Mandatory conditions of acquisition will be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
- b. In an event of a question concerning intent or force of restrictions, the staff shall seek the advice of legal counsel.

3. Procedure. The director may recommend deaccessioning material or an object if, in his/her best judgment, one or more criteria for deaccession have been met. The recommendation must be in writing to the board of trustees. Such recommendations will specify the source and/or provenance of the material or object, the reasons for deaccessioning, the estimated market value, and the recommended means of disposal which may include exchange, sale (negotiated, private, public auction, sealed bid, or open bid), destruction, or transfer to another museum or library. Board of trustees approval is required for actual deaccession.

4. Ethics of sale. Materials and objects shall not be given, sold, or otherwise transferred, publicly or privately, to museum employees, officers, trustees, or their families or representatives.

5. Proceeds. All proceeds resulting from the deaccession of objects form the permanent collections of the museum shall be deposited to, and only to, the credit of the acquisitions fund.

6. Public disclosures. All materials or objects subject to restrictions shall not be deaccessioned until after the staff has made an effort to:

- a. Comply with the restrictions.
- b. Notify the donor, if alive, or his/her heirs or assigns, if the material or object was accessioned within 10 years.

7. This policy is ordered printed by the board of trustees and a reference to it shall be imprinted on all Instruments of Gift of the museum. A copy shall be made available to any donor or prospective donor upon request.

8. Further, a list of all materials and collections which have been deaccessioned from the permanent collections shall be kept current by the director and may be distributed in response to any responsible inquiry.

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