

Deaccessioning and Disposal

Definition: Deaccessioning is the process by which an object is permanently removed from the museum's collections. The deaccessioned object is then disposed of in an appropriate and approved manner.

Museum objects should be retained permanently if they continue to be within the scope of the collecting policy and if they are relevant and useful to Historic Stranahan House Museum's purposes and activities. Accessioned objects may be deaccessioned and disposed of when conditions no longer prevail or in the interest of improving the museum's collections.

Deaccessioning is a standard aspect of collections' management, but the process must be cautious, deliberate and scrupulous. Stranahan House will act in an ethical manner and comply with all applicable Florida laws and statutes.

Criteria: Museum objects to be considered for deaccession must meet at least one of the following criteria:

1. The object is outside the scope of the museum's mission, purpose or collecting plan or policy.
2. The object lacks physical integrity or is deteriorated beyond the possibility of repair or restoration and is no longer suitable for exhibition or research.
3. The object has been found to be a fake or forgery.
4. The object is the personal or cultural property of an individual or entity that must be returned to the original owner or the owner's descendant.
5. The object's documentation has been determined to be inaccurate and new information renders it inappropriate for the collection
6. The object is an unneeded duplicate or a copy, is incomplete, less important, or made from inferior material
7. The object is beyond the museum's ability to maintain and can no longer properly preserve, store or use the object.

Deaccessioning Process:

Objects to be considered for deaccessioning may be recommended by the Collections Manager in consultation with the Executive Director for consideration by the Board of Directors. All objects proposed for deaccessioning must be examined by the board members; if the objects are inaccessible, photographs may be substituted. A description of the objects under consideration will be distributed to the board along with information regarding the source or provenance of the objects, the reason for deaccessioning and the recommended means of disposal.

After the board approves the deaccession, a Deaccession Form stating the reason for the deaccession will be filled out and signed by those making the decision and dated. (See Appendix B)

The Museum retains all documentation for deaccessioned objects as part of the permanent record. The accession, registration and catalog numbers of deaccessioned objects cannot be re-used.

Disposal

Appropriate methods of disposition include sale, transfer of ownership, and destruction. The method chosen will be based on the best interests of Stranahan House.

Sale of deaccessioned items should be handled by a disinterested third party at a public sale or auction. They should not be sold in the gift shop. To avoid giving special advantage to museum stakeholders, deaccessioned objects may not be sold to a museum employee, board member or immediate family member of the same, unless the purchase is conducted at a public sale or auction.

Objects that are severely deteriorated, forgeries or composed of hazardous materials can be destroyed in the safest and most appropriate manner. The destruction process should be witnessed by an impartial observer.

Identification numbers will be removed from disposed objects, unless transferring to another museum.

Use of proceeds from deaccession

The proceeds from any deaccessioned object must be used for acquisitions and direct care of the collection, including conservation.

Collections Care

Stranahan House assumes responsibility for the care of its collections in order to ensure that they are in good condition for exhibition today, as well as preserving them for the benefit of future generations. This care includes protecting the collections against agents of deterioration