

2. The Museum cannot adequately care for the object.
3. The object no longer retains its integrity, its physical identity, or its authenticity.

The object is broken, worn out, or otherwise can no longer be useful in the programs of exhibits or collections.

4. The object is redundant, one of many duplicates.

b. How: Any attempt to deaccession an object should be preceded by the determination that the Museum has the legal right to deaccession the object by reviewing existing gift agreements and ascertaining clear title.

No accessioned object will be deaccessioned for any reason within two years of its accession. When it appears that an object should be disposed of, the Curator must obtain the permission of the Director and the Board of Trustees by making written recommendation and justification to the Collections Committee. This applies to all cataloged items and to uncataloged items of obvious value. Permission need not be obtained for uncataloged items in the Traveling Trunks.

8. Deaccession of Objects

a. When: Proper enforcement of the Museum's collections policy should keep the necessity to dispose of collections items to a minimum. Changes in purpose, collections growth, and years of wear and tear on some items may cause the Museum to remove certain items from its collections and/or its active records.

Deaccession of an item could be desirable under several circumstances:

1. The object is not relevant to and consistent with the Museum's stated purpose. The object is outside of any of the main categories of the Museum's collections; the Museum's programs have changed, leaving the object irrelevant.

Deaccessioned objects which are in good condition should be offered to the following groups or organizations. The condition and/or the amount of documentation of an object would probably determine which of the following should be chosen first.

1. The Museum's education program.
2. Nearby museums or historical societies.
3. Nearby schools or universities.
4. More distant organizations which might have an interest overriding that of the local community.
5. Local cultural organizations.
6. If none of the above wish to take the objects, they should be offered to the public, either

for sale or auction, with the proceeds going to the collection program for future acquisitions.

7. Goodwill or similar organization.

Only after the above avenues have been exhausted may an object be destroyed or discarded. It should be noted that according to currently accepted professional ethics of collection management, it is considered unethical for collections items to be disposed of by gift or sale to Museum employees, trustees, volunteers, or their representatives, or by sale in the Museum store.

If an object is given to the Museum without restriction, the donor retains no legal interest in it. Notifying the donor of a deaccession may be done in the interest of “good will” if the object merits it. A donor would have no rights to purchase or return of the object above that of the general public. The Museum holds objects as a public trust and has a duty to preserve and protect objects for the good of the public.

c. Record Keeping: After permission is obtained for an object to be deaccessioned, the Curator should make sure that all required records are created and procedures are followed. This process will include noting the object status on the permanent record and keeping complete records on all efforts to trade, sell, donate, or otherwise dispose of a deaccessioned object.

The document submitted to the Board including the reasons for deaccession should be signed by an officer of the Board after approval is given. This document becomes part of the permanent collections records.