

# *GUIDE TO MANAGING HISTORICAL SOCIETIES*

## **Policies, Procedures, Guidelines and Forms**

### **Sample Society Deaccession and Disposal Procedure**

#### **Criteria for Deaccessioning Items**

An item may be deaccessioned from the Sample Society collection if:

- It does not comply with the current collection policy of the Sample Society collection
- It is damaged beyond repair
- The conservation and storage costs for it are prohibitive for the Sample Society collection
- It is a lesser quality duplicate of an item already owned by the Sample Society collection
- An artefact lacks any supporting information to enable proper identification or to establish its relevance to the Sample Society collection.
- A substantial request for the return of the item to its original owner / donor is received – for example this could be the return of sacred material to indigenous peoples.

#### **Deaccession Procedures**

The item identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above.

The deaccessioning of an item must be documented and the catalogue entry for the item amended.

The artefact to be deaccessioned must be held for a twelve month ‘cooling-off’ period before the disposal of the item.

#### **Disposal Procedures**

The deaccessioned item should be returned to the donor or agent.

If after a thorough search this is not possible, in priority order, the item should be:

- Transferred to another appropriate institution
- Sold by public auction if appropriate
- Used as an educative / interpretive tool
- Recycled or destroyed if appropriate.

Sample Society members, members of their families or close associates are not permitted to purchase objects which have been deaccessioned from the collection.

Any money received by the Committee of Management from the disposal of objects should be applied solely for the upgrading of the collection either by purchase or by conservation.

### **Documents**

- Sample Society Collection Policy for Artefacts
- Sample Society Collection Policy for Research Material

### **Review of Sample Society Deaccession and Disposal Procedure**

The Committee of Management will review the Sample Society Deaccession and Disposal Procedure every three years, or as required.