



Checklist for deaccessioning objects

Initial steps

- ✓ Consider undertaking a full review of the collection
- ✓ Develop a project plan and allocate staff resources to manage the process
- ✓ Create an assessment framework to assist in evaluating objects within the collection and their suitability for disposal
- ✓ Secure your institution's governing body's agreement to the potential deaccessioning of the object(s)

Making the Critical Decision to Deaccession

- ✓ Make decisions to dispose as part of an overall collections management strategy/policy within your institution
- ✓ Specify the desired outcome
- ✓ Articulate the curatorial reasons for deaccessioning an object(s)
- ✓ Seek independent specialist advice, if necessary
- ✓ Consider the views of all stakeholders
- ✓ Develop a communications strategy
- ✓ Ensure the museum is legally able to deaccession the object(s)
- ✓ Recommend a method of disposal

Key Considerations

- ✓ What is the desired end result?
- ✓ If successful, how will the method of disposal help to achieve the desired outcome?
- ✓ What are the benefits of the course of action selected?
- ✓ What is the potential for increased use of the item through the proposed course of action? (In the case of object(s) being recycled or destroyed, there maybe none)
- ✓ Is the proposed recipient able to provide adequate care and opportunities for access?
- ✓ What might the public reaction be?
- ✓ What if any are the potential risks?

What to do now the decision has been made

- ✓ Identify potential appropriate institutional recipients and contact directly
- ✓ Publicize the availability of the object(s) through the CMA, other specialist publications and websites.
- ✓ Inform the donor, if applicable
- ✓ If a new location can be found, agree terms and conditions of transfer (or sale)
- ✓ Ensure complete transparency and communicate the disposal to the public
- ✓ Ensure transfer of legal title to the recipient
- ✓ Document the process.

What to do if the attempt to deaccession an item is unsuccessful

- ➔ Reconsider the institutions' decision to deaccession and object
- ➔ Consider possible alternative uses of the object(s) with the institution
- ➔ Consider whether the desired outcome could be achieved through another method of disposal