



DEACCESSION POLICY

I Deaccessioning refers to the permanent removal of an object from the Polish museum's collection.

II Collections are deaccessioned for the following reasons:

- A. An artefact may not fit into the scope of the collection's policy;
- B. An artefact loses its authenticity or its usefulness for research purposes;
- C. If there are multiple copies of an artefact;
- D. If the museum is not in a position to provide adequate care for an artefact in the collection;
- E. If an artefact possesses a preservation threat to other elements of the collection;
- F. If an artefact is in such poor condition that conservation and restoration treatment are not feasible;
- G. If an artefact has been accidentally lost or destroyed;
- H. The return of a temporary or permanent loan;
- I. Repatriation.

III Deaccession Plan

In order to maintain growing collections in accordance with the goals and priorities of the Collections Management Policy and with the highest professional standards and ethics, it may be necessary to deaccession materials. The Polish Museum maintains rigorous and uniform procedures for this.

IV Documentation

Prior to deaccessioning, the materials are thoroughly researched, documented, and photographed and the deaccessioning process is documented so that a permanent record of the museum's actions is available for future reference. (See Deaccessioning Form)

V Planned Deaccessions

The authority to deaccession Polish Museum objects shall be the responsibility of the Acquisitions Committee by formal resolution upon recommendation of the Curator. Deaccession of artefacts valued over \$1,500.00 must receive approval from the Board of Directors. An annual report listing all deaccessions during the year is submitted to the Board of Directors.

VI Accidental Loss or Destruction

In case of accidental loss this is reported in writing to the authorities responsible for the material and to the Board of Directors.

If an artefact is too badly damaged or deteriorated to be restored, it should be destroyed in front of witnesses. The remains should be disposed of in such a way that no one could retrieve and restore the object.

VII Public Trust

The Polish Museum staff will do their utmost to ensure that deaccessioned collections remain in the public trust.

VII Disposal/ Removal Methods

The Polish Museum shall ensure that all deaccessioned objects receive ethically and legally proper disposition. Prior to deaccessioning the artefact, the Polish Museum will establish its legal right to do so.

- A) The Polish Museum will initially offer the return of an artefact to the donor or the donor's family if the donor is deceased. If a tax Receipt was issued for the artefact, the donor will be given the first option to buy the artefact back from the museum.
- B) The Polish Museum will sell, exchange, or give deaccessioned artefacts to other tax-exempt non-profit educational institutions dedicated to the preservation of cultural heritage. Appropriate legal documents will be filed where deaccessioning involves the transfer of ownership or responsibility. (See Gift Receipt or Exchange Receipt)
- C) If no public institution is able to take the artefacts, they can be offered for public sale via auction. Private sales will be avoided. All funds resulting from deaccessioning shall be allocated to the collection either for acquisitions or for services directly related to collections care.
- D) The Polish Museum deaccessions artefacts for the purpose of repatriation when it is shown that other bodies or governments have a right to the material. The Polish Museum proceeds with repatriation only when it has assurances that the collection will be preserved according to the highest standards of the museum profession.

VIII Adherence to Laws

The Polish Museum will deaccession collections adhering to the applicable Provincial and Federal laws and international agreements and treaties.

IX Restrictions on Disposition

Where conditions attached to an acquisition restrict its disposition, the Polish Museum complies with those restrictions providing they do not seriously compromise the goals and ethics of the Collections Policy. If conditions are not followed, museum staff consults with the

original owner. Mandatory conditions are strictly observed unless deviation is authorized by a court of competent jurisdiction.

X Appraisal

Prior to deaccessioning, the fair market value is determined by an arms-length appraisal for items tentatively valued over \$1,500.00 by the Curator of the museum.

XI Advance Notice

Upon approval of a major deaccession, the Polish Museum publicizes a list of items approved for deaccession. This list is displayed for three months prior to the proposed date of deaccession. If no objections are received, deaccessions proceed. Objects are circulated to the authorities who approved the deaccession, who then reconsider their deaccession. If approved, it is deaccessioned without further notice. Sales and exchanges may be publicized through advance notice.

XII Public Record

The Polish Museum makes public record of all items deaccessioned. The Polish Museum shall maintain permanent records of all deaccessioned objects.

This Motion presented and passed at a meeting of the Board of Directors, this 13th day of March, 2010.