



OGNIWKO POLISH MUSEUM SOCIETY INC. DEACCESSION POLICY

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

II Purpose

Collections are deaccessioned for the following reasons:

- A. An artefact or record may not fit into the scope of the collection's policy;
- B. An artefact or record loses its authenticity or its usefulness for research purposes;
- C. If there are multiple copies of an artefact or record;
- D. If the Museum is not in a position to provide adequate care for an artefact or record in the collection;
- E. If an artefact or record possesses a preservation threat to other elements of the collection;
- F. If an artefact or record is in such poor condition that preservation, conservation, and/or restoration treatments are not feasible;
- G. If an artefact or record has been accidentally lost or destroyed;
- H. In the event of 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 Artefact Collections Policy and the Archival Records Collections Policy, and with the highest professional standards and ethics, it may be necessary to deaccession materials. The 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 Museum objects shall be the responsibility of the Board by formal resolution upon recommendation of the Collections Manager or Archivist. Deaccession of artefacts or records valued over \$1,500.00 must receive approval from the Board. An annual report listing all deaccessions during the year is submitted to the Board of Directors, upon request.

VI Accidental Loss or Destruction

Any case of accidental loss shall be reported in writing to the authorities responsible for the material and to the Board.

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 or record.

VII Disposal/ Removal Methods

The Museum shall ensure that all deaccessioned objects or records receive ethically and legally proper disposition. Prior to deaccessioning the artefact, the Museum will establish its legal right to do so by reviewing the applicable Donation Form conditions.

- A) The 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 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 Artefact Donation Form, Library Materials Donation Form, Archival Donation Form).
- 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 Museum deaccessions artefacts or records for the purpose of repatriation when it is shown that other bodies or governments have a right to the material. The 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 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 Museum complies with those restrictions providing they do not seriously compromise the goals and ethics of the Artefact or Archival Collections Policies. 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 Board of Directors.

XI Advance Notice

Upon approval of a major deaccession, the 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

This policy will be reviewed periodically by the Board of Directors.

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