

## **PART IV-DEACCESSION POLICY**

The Local History Department recognizes that it has a responsibility to preserve its collections so that these materials are publicly available both now and in the future. Storage, exhibition space, staff time and conservation funds are limited. Therefore, objects which do not meet the stated collections policy will not be added to the collection. Further, items which are already in the collection will be subject to evaluation in light of the best contemporary research. This process may result in the removal of particular materials, objects or group of objects from the collections in accordance with the Department's Deaccession Policy.

### **A. DEFINITION**

DEACCESSION is the process of removing permanently from the collections specific archival materials or object(s). The deaccession process shall be cautious, deliberate, scrupulous and shall be thoroughly recorded in writing.

### **B. DEACCESSION CRITERIA**

Materials and objects to be considered for deaccession must meet at least one of the following criteria:

- The materials or object is outside the Department's Mission Statement, and its Acquisition Policy.
- The material or object lacks physical integrity.
- The material or object has failed to retain its identity or authenticity.
- The material or object is a duplicate of another item in the collection.
- The Department is unable to preserve or store it properly.
- The material or object has deteriorated beyond usefulness, is infested beyond control of an exterminator, or poses a threat of physical harm to other objects in the collection, the staff or the public.

### **C. DEACCESSION PROCEDURE**

#### **1. Authority**

The Department Director, or qualified designees are authorized to apply jointly or singly the above deaccession criteria, and may recommend deaccessioning material if at least one criterion for deaccession has been met. The Department Director may deaccession materials whose estimated value is \$150.00 or less on his/her own authority.

**For materials whose estimated value is up to \$1,000, the Local History Librarian and Library Director will both sign off on the deaccession of the materials with a written explanation as to the reason.**

For materials valued as \$1,000 or more, the Department Director shall submit a deaccession recommendation in writing to the Library Director. The Library Director shall submit the

recommendation to the Library Board of Trustees for its approval. The written recommendation for deaccessioning will specify:

- The fullest possible documentation for the material including the source and/or provenance of the item.
- A statement of the reasons for deaccessioning, citing specific criteria.
- A copy of a recent appraisal or estimated market value.
- A list of restrictions imposed by the donor, if any.
- Recommended means of disposal which may include exchange, sale (negotiated, private, public auction, sealed bid, or open bid), destruction, or transfer to another library or museum.

The Library Director will inform the Department Director in writing of the Board's decision regarding deaccession and, if approved, the suggested means of disposal.

## **2. Disposition**

In the interest of maintaining the total body of historical resources of the region, when materials are deaccessioned from the Local History Department, the Library will give other not-for-profit collecting institutions in the area the right of first refusal.

## **3. Restrictions**

Before any material is recommended for deaccessioning or is deaccessioned, reasonable efforts shall be made to ascertain that the Library is legally free to do so. Where restrictions are found, the following procedure shall be utilized.

Mandatory conditions of accession will be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.

In the event of a question concerning intent or force of restriction, the staff shall seek advice of legal counsel.

## **4. Ethics of Sale**

Materials and objects shall not be given, sold or otherwise transferred publicly or privately to Library employees, Trustees, or their immediate families or representatives.

## **5. Proceeds**

All proceeds resulting from the deaccession of objects from the Local History collections shall be restricted, and shall be utilized exclusively for the acquisition and/or professional conservation of Local History collections. Expenditures for conservation treatment shall be only such expenses as meet the New York State Board of Regents standards for such expenses.

The specific expenditure of these monies for amounts up to \$500 will be recommended by the Department Director for approved by the Library Director. The Library Board shall approve all conservation expenditures above \$500.

## **6. Records**

The Local History Department shall maintain in perpetuity all records documenting a deaccession.

**Reappraisal Form**

Who conducted the reappraisal? _____ Date: _____
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Name of collection/records series:

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Collection Number:

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Donor's/Record Creator's Contact Information:

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Biography/History:

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Relationship with/within repository:

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Correspondence/collection file reviewed? \_\_\_\_\_

Agreements (e.g. Deed of Gift, Records Transfer Forms):

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Acquisition dates:

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Content of collection/series:

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Has the collection been used?

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If yes, how many times and when? \_\_\_\_\_

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Where is the collection described:

Paper finding aid: \_\_\_\_\_

Online catalog records: \_\_\_\_\_

EAD: \_\_\_\_\_

Elsewhere: \_\_\_\_\_

Physical condition and history of conservation treatments:

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World Cat and NUCMC search results:

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Collecting policies from the date(s) of acquisition:

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Who owns the collection? How? \_\_\_\_\_

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**DECISION:**

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## Deaccessioning Checklist

### **If you have decided to deaccession the materials:**

\_\_\_\_\_ Consider all options: transfer to another institution, return the collection(s) to the donor(s), sale of the collection(s), or destruction.

\_\_\_\_\_ Note the applicable IRS regulations for selling, exchanging, or disposing recent acquisitions.

### **If you decide to transfer the collection(s) :**

\_\_\_\_\_ Identify appropriate institutions.

\_\_\_\_\_ Disclose all information about the collection to the potential recipient (i.e. condition, ownership, content, size).

\_\_\_\_\_ Negotiate shipping expenses with recipient.

\_\_\_\_\_ Copy collection file(s), inventories/finding aids, agreements, and any other relevant documentation about the collection and send with the collection materials.

\_\_\_\_\_ Send a courtesy letter to the donor, heirs, or records-creating agency if possible.

### **If you have decided to return the materials to the donor:**

\_\_\_\_\_ Contact the donor in a courteous and respectful manner, provide the reasons and motivations for the decision

\_\_\_\_\_ Be ready and willing to pay for the return of the collection

If you have decided to sell the materials:

\_\_\_\_\_ Create explicit policies regarding sales of materials in your institution

\_\_\_\_\_ Assess all potential public relations risks

If you decide to destroy the materials:

\_\_\_\_\_ Destroy records containing confidential information by shredding or other method of confidential destruction

After completion:

\_\_\_\_\_ Conduct wrap-up of filing, filling out forms, removing access points, etc.

**Deaccession Form**

**Collection ID:**

**Collection Title:**

**Date:**

**Quantity:**

**Accession Number:**

**Reason for Deaccession:**

**Deaccession Action:**

**Deaccession Date:**

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**Local History Librarian**

**Date**

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**Library Director**

**Date**