CANADIAN MUSEUMS ASSOCIATION

Deaccessioning Guidelines Flowchart

Collections management policy
- Approved policy detailing scope and ability to dispose

Determine outcome of the project
- Detail an assessment framework

Select potential object(s) to be deaccessioned

Confirm institution is legally able to dispose of the object(s)

YES

NO

Investigate other options
- If the object was loaned to the institution, consider returning to the original owner
- If provenance is unclear, undertake additional research to clarify
- If available, contact funder or donor and determine if other conditions are possible

Ensure ethical considerations have been met

Select the methods of disposal best suited to achieving your objectives

Prepare a communications strategy

Source avenues to promote/record the disposal

Successful?

Considerations:
- Agree on terms and conditions with the recipient
- Document the progress
- Transfer the legal title
- Communicate with your stakeholders

Unsuccessful?

Considerations:
- Revisit decision to dispose of the object
- Can the outcome be achieved through an alternative method of disposal

When is the Deaccessioning of an object unacceptable?

- Primary need is for financial reasons
- Undertaking without adherence to collections policy
- Undertaking on an ad hoc basis, paying little or no attention to expert advice
- Is not in the best interests of the stakeholders