

Deaccessioning 101

You have the right to carefully and judiciously dispose of objects from your collection in a manner consistent with professionally accepted standards.



What is Deaccessioning?

What is Accessioning?

Process of formally adding objects to the museum's permanent collection.

DEED OF GIFT

Stuhr Museum of the Prairie Pioneer
3133 West Highway 34, Grand Island, NE 68801
(308) 385-5316 www.stuhrmuseum.org

Accession Number
2021-0065

Name: Jack and Jackie Sorensen (by Ron George) Date: November 1, 2021
Address: _____
City: _____ State: _____ Zip: _____
Home #: _____ Cell#: _____ Work#: _____
Email: _____

I own the personal property described below and desire to give said personal property to Stuhr Museum. I do hereby irrevocably and unconditionally give and transfer to Stuhr Museum all right, title and interest including all copyright, trademark, and related interests, in and to the following described property. Donations may be tax deductible, please consult your tax advisor. Stuhr Museum, however, can assume no responsibility for appraisals. A gift to Stuhr Museum may not be reclaimed by the donor or his/her heirs. Stuhr Museum does not accept any donations subject to any conditions or restrictions imposed by the donor. No donation can be accepted for permanent exhibit.

Description of Gift:

The Cornhusker Ordnance Plant newspaper: The Coplanter, Oct. 1942 – Aug. 1945

By my signature below, I accept the foregoing conditions and acknowledge reading any attached information.

Dated: _____

Donor/Agent

Date received: November 1, 2021

Received By: Rebecca Matticks

THE GIFT DESCRIBED ABOVE IS ACCEPTED FOR STUHR MUSEUM

Rebecca Matticks
Name

Director of Research
title

11/01/2021
date

Deaccessioning

Process of permanently removing accessioned objects from the collections.

Stuhr Museum of the Prairie Pioneer
DEACCESSION SIGNATURE APPROVAL FORM
January, 2023: Auction 214 pieces


Objects described below are being considered for deaccessioning from the Stuhr's permanent collection

Listed below are the reasons:

- 1). Item is out of scope or is irrelevant to, the Stuhr Museum's mission and/or acquisition policy
- 2). Item lacks physical integrity, is incomplete or broken
- 3). Item has failed to retain authenticity or documentation
- 4). Item is missing or has been stolen
- 5). Item is a duplicate copy and more sufficient examples are in the collection or are available
- 6). Stuhr Museum is unable to preserve the object properly
- 7). Item has deteriorated to a degree that it cannot be used for exhibit, interpretive or research purposes
- 8). Item has doubtful use in the foreseeable future

Listed below are the avenues for deaccessioning:

- 1). Transfer to Secondary Collection
- 2). Transfer to Public Trust Institution
- 3). Transfer to Non-Public Trust Institution
- 4). Transfer, then auction if no organization accepts
- 5). Auction
- 6). Return to Donor
- 7). Destroy

<u>ID</u>	<u>Name</u>	<u>Donor</u>	<u>Reason</u>	<u>Photo</u>
Not Numbered	Newspaper, Grand Island Independent, July-August 1923	Nebraska State Historical Society	9. They have been digitized, 8. Doubtful use	



Who Can Deaccession?

Museum Staff begin the process:

A written deaccession request listing the reason(s) for deaccessioning and recommended means of disposal.



Museum Board Committee/Director continue the process:

The Collections Committee/Director review the proposed items and then submits the recommendation to the Board of Trustees for approval.



Board of Trustees finalizes the process:

Only if the deaccession request, from the Museum Board Committee is approved, is the Museum authorized to proceed with the deaccession and disposal.



Why should we deaccession?

Answer a question with more questions:

1. Do you have enough space for the objects you currently have?
2. Do you have space to grow your collections as time goes on?
3. Do you even know what you have in your collection?
4. Do you feel like you are drowning in “stuff”?
5. Do you feel you are upholding the public trust given to you and your institution?



If the answer is no to most of these questions... You need to start a deaccession program!

Materials intended for deaccessioning from the Museum's collection must meet at least one of the following criteria.

1. The object is outside the scope of the Museum's mission. My favorite story!!



Photos put together by Frank Steadman 1885, Banning Calif.
This is an extra long landscape photo that takes extra space to preserve.
Offer to: San Geronio Pass Historical Society.



2. The object lacks physical integrity, is incomplete or broken.



3. The object has failed to retain its authenticity or documentation.



4. The object has been lost or stolen for longer than two consecutive inventories or ten years.

5. Item is a duplicate copy and more sufficient examples are in the collection.



We had 20 sewing machines in one bay,
not counting those in permanent
collections

6. The Museum is unable to properly preserve, protect, or store the object.

7. The object has deteriorated to a degree that cannot be used for exhibit, interpretive or research purposes.

8. It is discovered that the material has an unethical or illegal provenance.

9. Item has doubtful use.



What else?

Before any item can be disposed of, it must be determined that the Museum has the legal right to do so, and that there are no limitations or restrictions connected to said object. This documentation will include satisfactory evidence of the following:

1. The date and circumstances of acquisition, and the source of the object or material.
2. The reason for deaccessioning the object.
3. Conditions or restrictions governing the deaccessioning of the object.
4. Whether the object is currently or has previously been reproduced or reference in any published materials by the Museum or other institutions.
5. The proposed disposition.

1. Transfer to Secondary/Use Collection

2. Transfer to Public Trust Institution

3. Transfer to Non-Public Trust Institution

4. Transfer, then auction if no organization accepts

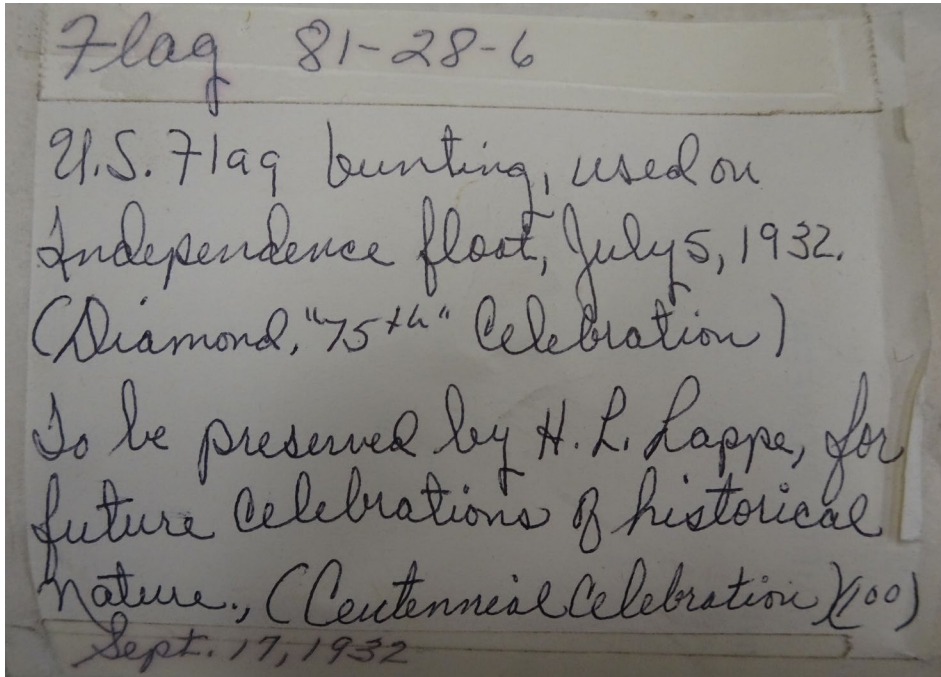
5). Auction

6). Return to Donor

7). Destroy

Perks of going through your collections:

- You find items you didn't know, or forgot you had!



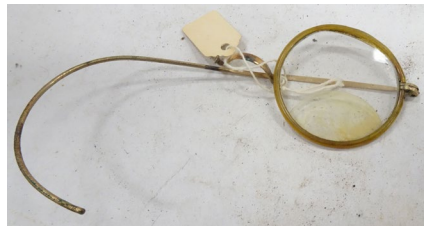
Issues we ran into:



Numbers were gone.



What is that?



Lots and lots of parts and pieces that had numbers. Paperwork. We should have never taken these things.

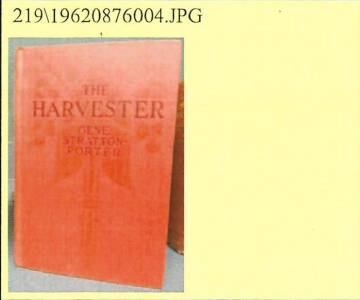


What IS that!?



Documentation

Disposition documentation needs to be maintained. A history of what was decided for each item needs to be kept on record whether that be a card catalog or a digital soft ware program like Past Perfect.

Deaccessioned Items		04/13/2023	
Item	1962-0876-004 ~ Book		
Deacc date	04/12/2023	Type D	
Catdate	06/07/2000	Object name 2	
Accession#	1962-0876	Object name 3	
Source	Stolley		
Other#		Earlydate 1911	
Oldno		Latedate 0	
Disposal Date	04/12/2023	Disposal Method Transferred	
Authorized by	Stuhr Museum Board of Directors		
Reason	Multiple copies, this one was owned by the Stolley family and transfered to the Hall County Historical Society		
Description			
Collection	Primary Collection		
Title	The Harvester		
Creator	Stratton-Porter, Gene		
Condition	Good	Current value min	Current value max
Cond notes			
Subjects	Classes		
Notes			

CONFLICT OF INTEREST

Museum **objects shall not be given,** sold, or otherwise transferred, publicly or privately, to prior or **current employees,** volunteers, officers, directors, or **trustees,** of the Stuhr Museum or Stuhr Museum Foundation, **their immediate families,** or representatives. No deaccessioned materials will be sold through the **Gift Shop.**



Now what?

Proceeds resulting from the sale of all deaccessioned objects from the collections shall be deposited in a special restricted “Acquisitions Collections” account. These funds are limited to purchase new acquisitions for the museum’s permanent collection and/or the *Direct Care of objects within the permanent collection.

*Direct Care of Collections: Activities that make a physical or immediate impact on an object or objects that increases or restores its cultural value, thus prolonging its life and usefulness to benefit the public for years to come.



Restoration



Cleaning



Archival Products

Clean, safe exhibits



Artifact Conservation?



Public Trust



Archival Boxes?



Metal Shelving?

