

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1048

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PROCEDURE TITLE: Miami Dade College Museum of Art + Design, Museum and Campus Collections Deaccession

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1001.65

BASED ON POLICY: V-40, Miami Dade College Art in Public Places

EFFECTIVE DATE: October 28, 2015

LAST REVISION DATE: N/A

LAST REVIEW DATE: N/A

I. INTRODUCTION

Deaccessioning is a legitimate part of the formation and care of collections and, if practiced should be done in order to refine and improve the quality and appropriateness of the collections, the better to serve the museum's mission.

Deaccessioning is the process of de-registering an object permanently from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures for the benefit of the Museum.

To deaccession an object from the collection, the object is assessed against the museum's mission, the collection policy and themes, and the assessment criteria followed by the MOA+D Acquisition & Collection Advisory Committee (ACAC). Caution and transparency are essential in the deaccessioning process. Routinely, the MDC Museum of Art + Design (MOA+D or Museum) may find it necessary or desirable to amend its collection by deaccession. Moreover, the Museum may decide to nominate a target number of items for deaccessioning per year.

II. PRINCIPLES

Works of art may be deaccessioned for a variety of reasons, including but not limited to the follow:

- A. The object lacks relevance to Museum's mission, collection themes and purpose.
- B. The object lacks sufficient esthetic merit or has little or no historical significance or value.

- C. The object is a duplicate or redundant and is not necessary for research or campus study.
- D. The authenticity, attribution or genuineness of the object is questionable or determined to be false or fraudulent.
- E. The objects cannot be safely / properly stored or physically managed by staff.
- F. The object is in poor condition, damaged or deteriorated beyond reasonable repair.
- G. The inability to care for the object or a discrepancy is found between the cost of care to the object and the aesthetic, historical, or financial value of the object.

In identifying priority items for deaccessioning, Museum and Galleries of Art + Design (MGAD) will give priority to larger items that take up storage and display space, objects in poor condition, items that are hazardous or that create particular problems for management or visitors. In exceptional circumstances, items may be deaccessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions.

Where there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, the Museum may hold items for a period of 12 months before disposal. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.

Items proposed for deaccessioning will be formally approved by the ACAC. A statement will be prepared indicating why the object is being deaccessioned and a photo taken. This information is kept in a register (including database) of all deaccessioned objects including a note of the method of disposal. The digital record should never be deleted.

MGAD staff, MOA+D committee members, the board, MGAD volunteers, or their immediate family, may not receive a special benefit to acquire works that have been deaccessioned from the Museum's Permanent Art Collection or Campus Collections. Such an acquisition is a violation of the Code of Ethics of MOA+D's Acquisition & Collections Management Policy.

III. PROCEDURES

The Curator will determine whether an object may be considered for deaccessioning based on the guidelines herein. The curator will present the deaccession proposal to the Director for approval prior to beginning the formal procedures. The following procedures will be followed.

- A. **Recommendation for Deaccession Form.** The Curator will initiate a Recommendation for Deaccession Form for each item or group of related items. This full written justification includes an evaluation of the object's art historical significance and its position in the collection. The Curator will complete the sections that identify the item, discuss provenance, valuation, reasons for deaccessioning, and disposition.
- B. **Approval to Proceed with Deaccession.** The Director shall review the Recommendation Form and give approval to proceed with all deaccession candidates.

- C. **Review of Records.** The MGAD Registrar will examine the object's records to determine whether the College has legal title and will review donor information, with appropriate staff. If the proposed deaccession candidate was a gift, the Curator will examine its historical and donor files for any information about the gift and its donor that may influence the decision to deaccession.
- D. **Contact with Donor, Heirs, or Living Artist.** In the case of unencumbered gifts, the Registrar will make reasonable efforts to contact donors, their heirs, or executors, to inform them of the proposed deaccession. Such action shall not be construed as a request for permission to deaccession or as an attempt to return the object. If there is a legal question, the College's Office of Legal Affairs will be consulted. If the object is by a living artist, the Museum will attempt to contact him or her. In this instance, special considerations may apply.

Reasonable efforts to contact a donor whose gift occurred within thirty years of the deaccession date may include, but is not limited to, an internet search, review of obituary and telephone directory records. If a deaccessioned object was given more than thirty years prior, one attempt to contact or locate the donor or his / her heirs is sufficient (e.g. internet search).

- E. **Outside Opinion.** MGAD will seek a written opinion of the recommendation to deaccession from an outside expert for the significant objects. Evaluations based on photographs will not be accepted for the purposes of deaccession. If the reason for deaccession is condition, a conservation report may accompany the Recommendation Form.
- F. **Appraisal.** One or more outside appraisals for objects of value are recommended especially those that might be sold.
- G. **Final Review by Director.** The Director will review all proposed deaccessions prior to presentation to the ACAC. The Director shall exercise care to assure that the recommendations are based on authoritative expertise.
- H. **Presentation to Collection & Acquisition Advisory Committee.** The deaccession must be presented to the ACAC for review and vote. Once the deaccession vote is confirmed, the Director will recommend the deaccession to the College President, who will have final approval.
- I. **Methods of Disposal.** After approval by the College President, each deaccessioned object shall be disposed of in a means appropriate for the item. Disposal will not take place in a way that creates a conflict of interest for Miami Dade College or the Museum. Attention must be given to transparency throughout the process. Upon final approval, the Registrar will implement and supervise the physical disposal of the object, as necessary. In the cases of stolen, forged, or misrepresented objects, the Curator and Director will determine their appropriate disposition. For purchases, the Museum may seek a refund, credit, or exchange from the seller (dealer, owner or artist).

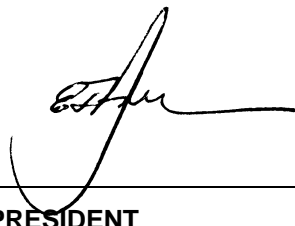
- i. **Return to the donor:** The donor of the object, if known, will be informed and offered the item, with an explanation of why it is to be deaccessioned. In the donors' absence, his or her heirs should be consulted, whenever possible. Return the item to

the donor if they wish to have the object back. When a work is sold or exchanged for another work, the new work acquired with the proceeds of the sale or by exchange should bear a credit in the name of the donor of the work sold or exchanged.

- ii. Transfer to another museum: Deaccessioned items may be transferred to another institution. If items are transferred to another institution, MGAD will ensure the item is appropriate to the organization's mission and collection policy, and that they have the resources to manage the item.
 - iii. Sale: Items may be sold through public auction or other method of sale. In conformity with The Association of Art Museum Directors policy, the funds received through the sale of deaccessioned items will be used for the purchase of works of art from the same period or culture. Works by living artists should not be sold except to acquire a superior work by the same artist and then with the agreement of the artist, if possible.
 - iv. Reserve or Education Collection: Objects of lower significance may be deaccessioned and transferred to a reserve or education collection for active hands on use in education programs.
 - v. Destruction: Where the item is incomplete, in poor condition, of no value, or beyond reasonable repair, it may be destroyed. The process of the destruction of the object must be recorded (photograph) from start to finish and included within the permanent object files in the MGAD Collection Records.
- J. Documentation of Deaccession & Disposal. The Registrar will document the deaccession and disposal in the permanent files, and in the collection management database. Photographic documentation of the object must be on record prior to its disposal. Recommendations for the Deaccession Form (including the amount realized from any sale) will become part of the permanent object's file.

Resource Documents:

Indianapolis Museum of Art (IMA) Deaccession Policy (February 2008); the Metropolitan Museum of Modern Art Collections Management Policy (October 2010); the University of Manchester The Manchester Museum Documentation Policy (June 2004); Guidelines for Reappraisal and Deaccessioning (July 2011).

	
10/28/2015	
PRESIDENT	DATE