

COLLECTIONS PROCEDURE: DEACCESSION AND DISPOSAL – External

Procedure Owner	Head of Collection Services
Contact Person	Senior Advisor Loans and Acquisitions
Approved By	Collection Development Committee (CDC)
Approval Date	13 March 2017

This Procedure describes what needs to be done, how, and by whom. It supports Te Papa's Collections Policy [2016] and Collection Strategies [2017-2022], and applies across all collection disciplines.

Where you see a ♦ symbol this indicates a Guideline is available to provide additional detail and should be consulted.

Where you see a footnote number **(1)** this indicates supplementary information can be found in the table at the end of the page.

Using this Procedure

The Procedure has four stages – propose, assess, deaccession, and repatriate or transfer (disposal). Each stage is colour coded.

Approval Stage Gates are colour coded in yellow.

Potential additional steps for specific situations are colour coded in grey.

Additional detail (step-by-step) is to be considered and worked through for each stage. Considerations and options may vary according to the nature of the object or type of deaccession.

Steps may be carried out concurrently and/or earlier than shown in the Procedure.

References

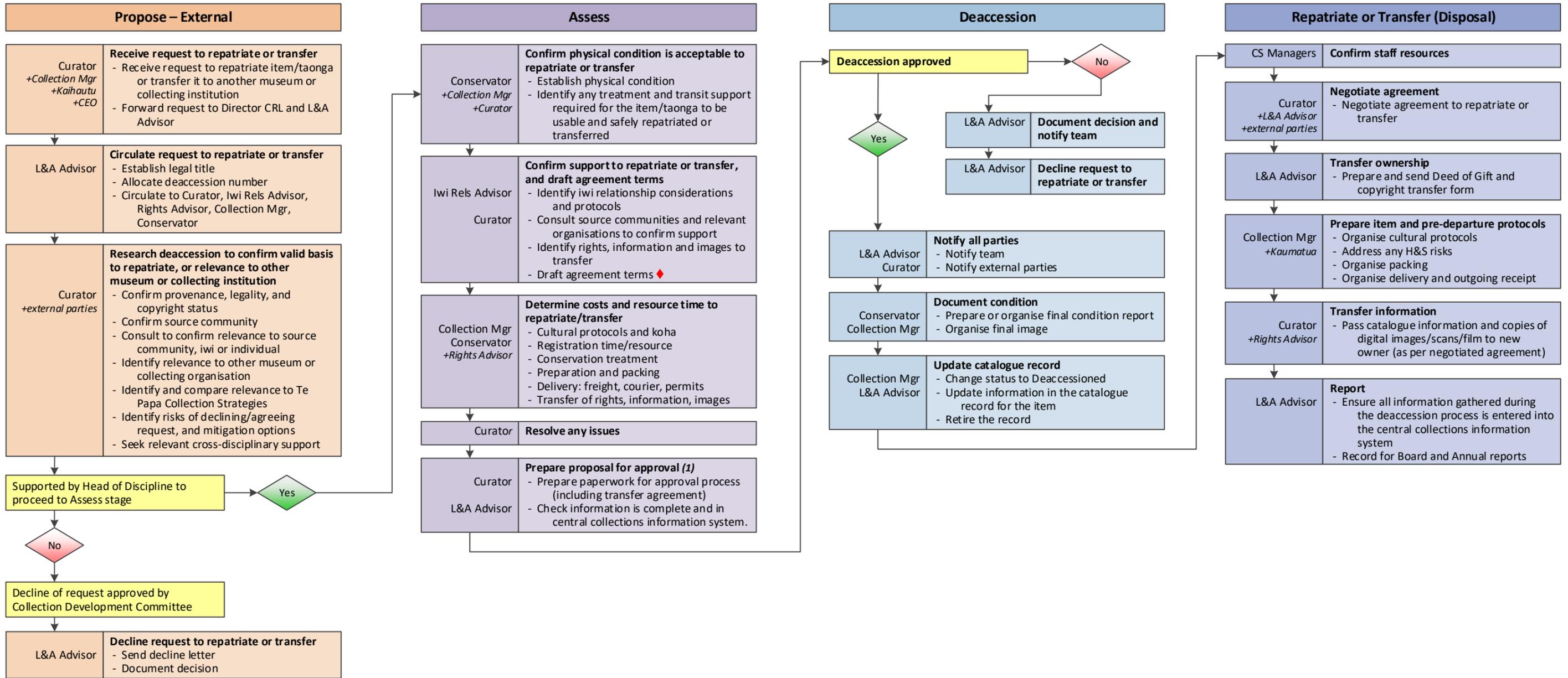
In developing this Procedure, collection procedures and guidelines of other international museums and agencies have been reviewed and benchmarked e.g.

- UK Museum Collections Management Standard (Spectrum)
- Smithsonian Institution
- National Museum of Australia
- British Museum
- Metropolitan Museum of Art
- Whitney Museum of American Art
- Victoria & Albert Museum

Document Control table

<i>Date</i>	<i>Change</i>	<i>Approval</i>
21 November 2016	Draft for Consultation	

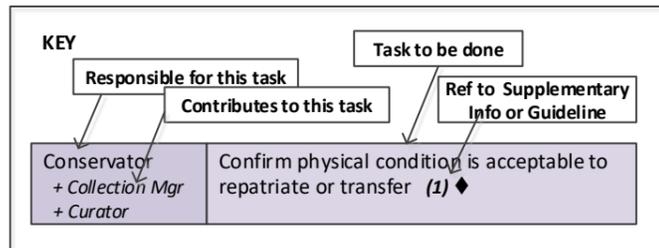
PROCEDURE: Collection Deaccession & Disposal – External



DEFINITIONS

Deaccession: To permanently remove a collection item/taonga from the collection.

Disposal: The donation, repatriation or transfer of an item/taonga, the sale of an item/taonga, or the appropriate destruction of an item/taonga, following its deaccession.



Supplementary Information

1. Deaccession Approval Delegations

Deaccession of an item/taonga with value \$150,000 – 250,000 requires approval by the Chief Executive, following recommendation by the Collection Development Committee.

Deaccession of an item/taonga with value over \$250,000 requires approval by the Te Papa Board, following recommendation by the Collection Development Committee and Chief Executive. The board paper is prepared by the Curator.