

GOVERNANCE POLICY

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ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	03/12/02
		REFERENCE	C1.2

1 Purpose

To establish policies for deaccessioning and disposal of objects from the Museum's permanent collections.

2 Scope

1. Applies to all permanent collections in the care, custody and control of Auckland War Memorial Museum except Human Remains.
2. Human remains are subject to the separate Human Remains policies:
 - i) C1.7 Governance Policy - Human Remains
 - ii) C1.7 Operating Policy and Procedure - Human Remains

3 Definitions

Deaccessioning	means the formal process of removing an object or specimen from the Museum's collections.
Disposal	means relinquishment of ownership by the Museum through gift, exchange, sale, repatriation, or destruction.
Object	means an item or article of material cultural property, or a scientific specimen held as part of the Museum's collections.
Permanent collections	means the collections of objects which the Museum considers to be held by it in perpetuity, for the benefit of present and future generations.

4 Policy

4.1 Rationale

The Auckland War Memorial Museum must continuously refine and improve its permanent collections. Part of this process requires that the Museum examines its existing collections and identifies any objects that fall significantly below the general standards of quality, both in terms of the specific collection in which they have been placed and the Museum's permanent collections generally.

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4.2 Policies for deaccessioning and disposal

1. If an identified object is deemed to lower the overall standard of quality or appropriateness of the permanent collection in which it is located, the Trust Board will consider the object's deaccession from the permanent collection, and may consider its subsequent disposal by the most appropriate means.
2. The Trust Board will exercise care and caution in evaluating the merit of an object when it is considered for deaccession and/or disposal.
3. Funds realised from the disposal of any object will be credited to the Museum's Collection Purposes Trust Fund for acquisition of other objects. Generally these funds will be allocated to the same curatorial collections from which the object was deaccessioned.
4. The Museum will not dispose of objects directly or indirectly to Trust Board members, remunerated or non-remunerated staff, or families of the same.
5. The Museum will not sell Maori objects deaccessioned from its permanent collections without the approval of the Taumata-a-Iwi.
6. If objects considered for deaccessioning or disposal were acquired other than by direct purchase, the Museum will consider advising relevant parties.
7. Deaccession of an object from the Museum's permanent collection may take place.
8. Disposal of an object deaccessioned from the Museum's permanent collections may only take place once the Trust Board is satisfied that the Museum has made reasonable efforts to establish its legal right to dispose of the object.
9. Objects acquired by the Museum through gifts and bequests will only be disposed of once the Trust Board is satisfied that reasonable efforts have been made to locate and obtain the approval of the original donor, settlor or their representative as appropriate.
10. If the Trust Board is satisfied that an object deaccessioned from the permanent collection:
 - i) has neither intrinsic nor monetary value; and
 - ii) no interest in acquiring the object is received from any other Museum; and
 - iii) the Museum has made reasonable efforts to establish its legal right to dispose of the object,then the object may be disposed of or destroyed.
11. Deaccession and disposal of unnecessary duplicate or damaged examples of natural history specimens, which represent common species from common localities and duplicate non-core library materials, may be approved by the Director on recommendation of the appropriate Curator without the requirement of Trust Board approval.

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4.3 Criteria for consideration of objects for deaccessioning and/or disposal

- 1 The Trust Board will only consider an object for deaccessioning from the permanent collections or subsequent disposal if it is a clear example of one of the following:
 - i) The object is not appropriate to Auckland War Memorial Museum.
 - ii) The object is more suitable to some other type of museum.
 - iii) The object is not in exhibitable condition and is either unworthy of conservation or so badly deteriorated as to be worthless as a study piece.
 - iv) The object is a known fake, forgery, or copy.
 - v) The object is a duplicate of, or inferior to, some related object already in the collection.
 - vi) The object is a secondary or lesser quality object that does not represent its specific area well.
 - vii) The Museum is unable to adequately care for or store the object.
 - viii) The object has been identified for repatriation to representatives of cultures from which the object originated.
 - ix) The object is required for destructive analytical techniques
- 2 Consideration of any object to which one or more of the above criteria apply carries no presumption that deaccessioning or disposal will or must take place.

5 Authorities

Event	Position with Authority	Notes
Recommendations	Curator Registrar Head Collection Management Taumata-a-Iwi Director	
Approvals	Trust Board Director (for unnecessary or duplicate scientific specimens of common species from common localities)	