

**SAMPLE MUSEUM
DEACCESSION NOTIFICATION**

Object: _____ Accession Number: _____
Source: _____ How Acquired: _____
Current Market Value: \$ _____

CRITERIA FOR DEACCESSIONING

Check if applicable:

- POOR CONDITION:** The object is in such shape that it has lost its physical integrity, identity, or authenticity; or it is beyond practical conservation and therefore of little or no artistic, historical, or exhibit value; or it endangers the rest of the collection.

- INAPPROPRIATE:** The object is no longer (or never was) relevant to the purposes of the Museum or its collections policy.

- CARE:** The Museum can no longer properly store or preserve the object.

- USE:** It is doubtful that the object can be exhibited in the foreseeable future and it is inappropriate for study.

- REDUNDANCY:** The Museum has one or more objects similar to or the same as this object. (Note below the object ID numbers of the similar objects.)

- Other:** (specify) _____

COMMENTS:

Recommended Disposition: (Sale, Gift, Exchange, Destroy, or Other)

Suggested Destination:

Recommended by: _____ Date: _____

Notified Donor on Date: _____

Approved by:
Sample Museum Director: _____ Date: _____

Collections Committee: _____ Date: _____

Museum President: _____ Date: _____

Forms Filed:

Curatorial Folder
Accession Book
Condition Folder
Insurance

Records Changed:

Accession Forms
Computer Databases
Photography Files

Cards Changed:

Inventory

By: _____ Date: _____
Collections Staff