Module 31: Deaccessioning

Oklahoma Museums Association  OKMuseums.org
Please complete an evaluation at  https://www.surveymonkey.com/r/MARCONLINE
Deaccession Form

Anywhere Museum
P.O. Box 5
Anywhere, OK

Accession Number: __________________________
Acquisition Date: __________________________

Acquisition Source:
____________________________________________________________________________
____________________________________________________________________________

Description of Object:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Reason for Deaccession:
_____ Outside of the museum’s mission and/or scope
_____ Hazardous to collection, staff, or building
_____ Poor condition
_____ One of multiple copies already existing in museum collection
_____ Compliance with NAGRPA or other laws
_____ Old loan and not intended for accession
_____ Inability to properly store due to number, size, material, etc.

Proposed Disposition Method:
____________________________________________________________________________
____________________________________________________________________________
______________________________________________________________

Restrictions or other concerns:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

APPROVAL PROCESS:

1. Approval by Curator __________________ Date ______________________
2. Approval by Registrar __________________ Date ______________________
3. Approval by Director __________________ Date ______________________
4. Approval by Board __________________ Date ______________________

Final Disposition Date __________________