

APPENDIX A

South Dakota Association of the Deaf Cultural Heritage Center

Deaccession Policy

For the purpose of this policy, deaccession is the process of removing permanently from the collections accessioned museum objects and library materials. The deaccession process shall be cautious, deliberate, and scrupulous.

1. Deaccession criteria. Materials to be considered for deaccession must meet at least one of the following criteria. The material or object:

- a. is outside the scope of the charter purpose of the museum and its acquisition policy.
- b. is irrelevant to the purpose of the museum.
- c. lacks physical integrity.
- d. has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
- e. is a duplicate.
- f. is unable to be preserved properly.
- g. has deteriorated beyond usefulness.
- h. has doubtful potential utilization in the foreseeable future, or has accidentally been accessioned twice.

2. Restrictions. Before any material or object is recommended for deaccession or is deaccessioned, reasonable efforts shall be made to ascertain that the SDADCHC is legally free to do so. Where restrictions to the disposition of the material or object are found, the following procedure shall be utilized.

- a. Mandatory conditions of acquisition will be strictly observed unless a court of competent jurisdiction authorizes deviation from their terms.
- b. In an event of a question concerning intent or force of restrictions, SDAD shall seek the advice of legal counsel.

3. Procedure. The chair may recommend deaccessioning material or an object if, in his/her best judgment, one or more criteria for deaccession have been met. The recommendation must be in writing to the SDAD Board. Such recommendations will specify the source and/or provenance of the material or object, the reasons for deaccessioning, the estimated market value, and the recommended means of disposal which may include exchange, sale (negotiated, private, public auction, or open bid), destruction, or transfer to another museum or library. SDAD Board's approval is required for actual deaccession.

4. Proceeds. All proceeds resulting from the deaccession of objects from the permanent collections of the SDADCHC shall be deposited to, and only to, SDAD's general fund.

5. Public disclosures. All materials or objects subject to restrictions shall not be deaccessioned until after the SDADCHC Chair has made an effort to comply with the restrictions.

6. Further, a list of all materials and collections which have been deaccessioned from the permanent collections shall be kept current by the SDADCHC Chair and may be distributed in response to any responsible inquiry.

SDAD approved on June 26, 2017).