

# Port Macquarie Historical Society Inc.

## Museum Deaccession Policy

### 1. Purpose:

This policy sets out a number of criteria that must be met before an item contained within the museum's collection is deaccessioned.

### 2. Definitions:

For the purpose of this policy, the following definitions shall apply.

“Item” means artefact, clothing, costumes, replica item, firearms, photograph or any other article.

“Museum” means Port Macquarie Historical Society Museum.

“Society” means Port Macquarie Historical Society Incorporated.

### 3. Deaccession Criteria:

3.1 Deaccession may occur if the item is clearly owned by the Society and:

- the item is of no further relevance or use to the purposes of the collection;
- the item is damaged or beyond repair;
- the item has been stolen and is not expected to be recovered;
- the museum has identical items, with identical provenance
- the item has no provenance nor known local connection;
- the item is not within policy;
- there is a reasonable request for return from the donor or family.

3.2 All deaccessions will be documented in accordance with the deaccession procedures as set out by the Society.

### 4. Disposal:

4.1 Disposal of items may be by:

- return to donor;
- exchange, gift or sale to another museum or institution;
- use for “hands on” in the museum or outside;
- public tender or sale;
- destruction or recycling.

4.2 All disposals will be documented in accordance with the disposal procedures as set down by the Society.

### 5. Review:

This policy shall be reviewed annually or at any other time determined by the Management Committee.

Last Review Date: 10/11/2014