



DEACCESSIONING POLICY

This document is part of a set of documents related to Donations-in-kind, Estate Donations, Living Will Assignments and Trust Assignments.

To refine and define its collections, the Kristin S. Conrad Lace Center Foundation (Lace Center) has established a policy to deal with acquired donations of materials relevant to lace and lacemaking. The policy addresses the decision-making process of how to deal with such contributions according to the Museum Assessment Program formulated by the Institute of Museum and Library Services. The purpose is to strengthen communication and build credibility between the Foundation and potential funders and donors.

The Lace Center relies on curatorial and conservational expertise to assess donated materials. The persons providing such expertise are members of the organization's Board of Directors and outside experts as needed and form the Deaccessioning Committee. This Committee determines whether the materials fit the scope of the collection, either partially or entirely. As such, materials deemed not to belong to the museum, are of insufficient quality, are duplicates or not possible to conserve as needed, may be refused or, when accepted initially, divested to a third party.

Material donations for immediate or later use at the museum are kept in a designated area with all the necessary safety and conservation requirements as if they are on display. All deaccessioning materials shall be disposed of within three months by the director of the Lace Center. Proceeds, if any, from deaccessioning shall be recorded as Sales of Goods.

On a bi-annual basis, the Committee determines which stored materials are ready for further deaccessioning based on current or future relevancy related to historical importance, future research, projects, educational purposes, or storage limitations. Given that the Lace Center has an educational mission, careful evaluations will be made regarding deaccessioning, reflecting standard practices of professional museums, as articulated in National Standards and Best Practice for U.S. Museums and used in the Accreditation program. Standards provide a common language that enables museums to self-regulate, demonstrate professionalism and increase accountability. A strong collections management policy helps the Lace Center adhere to standards, and it relies on "*National Standards and Best Practices for U.S. Museums*," edited by Elizabeth E. Merritt (AAM Press, 2008).

For further information, contact the administrator of the Foundation.