

Vesterheim Norwegian-American Museum
OBJECT DEACCESSION RECORD

Date Initiated _____
Initiated by _____

OBJECT ID# _____ CAT# _____

DESCRIPTION _____

SOURCE _____

METHOD OF ACQUISITION _____ ON DATE _____

OBJECT LOCATION _____

DOES MUSEUM HOLD LEGAL TITLE? ____ Yes ____ No

If No, please explain _____

APPRAISAL (current appraisal/valuation needed if object is valued over \$5000) _____

Vesterheim staff will give due diligence to researching the provenance of an object using the sources listed below that are available at the time of consideration for deaccession.

These sources have been researched and copies attached when appropriate and available:
catalog record ____ photograph ____ accession journal ____ deed of gift/donor corresp. _____

DEACCESSION CRITERIA (check all that apply)

- ____ outside the scope of the statement of purpose of the Museum and its acquisition policy
- ____ deteriorated beyond repair or usefulness
- ____ beyond capability of museum to preserve properly
- ____ object is duplicate or redundant
- ____ more appropriately placed at another institution
- ____ other _____

RECOMMENDED METHOD OF DISPOSAL

- ____ transfer to another museum or cultural institution _____
- ____ exchange or trade with another museum or cultural institution _____
- ____ sale to dealer _____
- ____ public auction _____
- ____ other _____

DEACCESSIONING RECOMMENDED AND APPROVED BY:

Yes ____ No ____ Curatorial Committee _____ DATE _____

Yes ____ No ____ President/CEO _____ DATE _____

Comments: _____

APPROVAL BY VESTERHEIM BOARD OF TRUSTEES

Yes ____ No ____ Collections Committee _____ DATE _____

Comments _____

FINAL DISPOSITION OF OBJECT(S) _____

Final Checklist: Collections Database Updated _____
Accession Journal Notation _____
Card Catalog File Updated _____
Deaccession Paperwork Filed _____