



Chicago Academy of Sciences and its Peggy Notebaert Nature Museum

DEACCESSION RECOMMENDATION & DISPOSAL RECORD

Catalogue Number: _____ Accession Number: _____

Object Name: _____

Collection Group: _____

Method of Acquisition: _____ Date: _____

Does Museum have legal title? Yes No

If no, please explain: _____

Deaccession Criteria (check all that apply):

- Outside the organization's scope or mission
- Deteriorated beyond repair or consumed in use
- Beyond capability of museum to properly preserve
- Object is duplicate or redundant
- Inappropriately accessioned
- Other: _____

Types of Documentation (check all that apply):

- Donor Agreement
- Catalogue Record
- Condition Report
- Photograph
- Recent Appraisal
- Other: _____

Recommended Method of Disposal:

- Transfer to museum's Education Collection
- Transfer to another museum or cultural institution
- Return to donor
- Public auction
- Physical destruction
- Other: _____

If the object was a donation/gift:

Is the donor still alive?

- Yes No Unknown

Has the donor (or heirs) been informed on the museum's intentions to deaccession?

Yes No Not Applicable

Is the donor likely to make a further gift or bequest to the museum?

Yes No Not Applicable

Has the donor (or heirs) objected to the deaccession or disposal?

Yes No Not Applicable

The Collections Manager and Curator recommend the above mentioned items for deaccession and their methods for disposal.

Yes No

Collections Manager's Signature

Date

Yes No

Curator's Signature

Date

President/CEO approves recommendation for deaccession and disposal.

Yes No

President/CEO's Signature

Date

Collections and Conservation Biology Committee of the Board of Trustees approves recommendation for deaccession and disposal.

Yes No

Committee Chairman's Signature

Date

Board of Trustees approves recommendation for deaccession and disposal.

Yes No

Board Chairman's Signature

Date

Comments from Board: