

# DEPAUL UNIVERSITY

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## DePaul Art Museum Collection Deaccession

**Category:** Academic Affairs - Operational

**Responsible Department:** Art Museum

**Responsible Officer:** Director, DePaul Art Museum

**Effective Date:** 1/26/2016

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### Policy Summary

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This policy establishes how and when university art may be deaccessioned.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

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### Policy

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Museum collections grow and develop over time, and to sustain this development and improve the quality of collections it is occasionally judged necessary to deaccession objects. Deaccessioning is a deliberative and intentionally slow process, and the DePaul Art Museum staff and DePaul Art Museum Advisory Board are obligated to show cause why the object is no longer appropriate for inclusion.

- No objects will be deaccessioned from the collection under any circumstances as a university gift to any party.
- No deaccessioned objects will be available for sale to any party except in a public sale that results from following the disposal guidelines.

#### Criteria for Deaccessioning:

- The object is outside the guidelines for collection development, and outside any foreseeable change in those guidelines;
- The object is of poor quality in relation to objects in the collection;

- The object is in seriously deteriorating or poor condition, and is an inappropriate subject for conservation procedures;
- The work is duplicated in the collection, or is an inferior example of a work already included in the collection;
- The work is demonstrably a fake or forgery, and of no educational value;
- The ownership of the work is in violation of state or federal laws, or in violation of international ethical standards for cultural property.
- The work must have been in the DePaul Art Museum collection for at least 3 years prior to deaccessioning

The work is an unlikely candidate for display or loan.

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## **Procedures**

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- DePaul Art Museum staff must provide the DePaul Art Museum Advisory Board with a deaccessioning/disposal proposal which includes: evidence that the university holds title to the object, the justification for the proposed deaccession, an appraisal done by a qualified appraiser, a description of condition, a description of the object's provenance, any donor restrictions on its use or other legal issues, and a proposed plan of disposal.
- A deaccessioned work may be donated to another non-profit institution, exchanged for more appropriate material with another institution, or sold at public auction. In certain unusual cases, such as hazardous materials or irreparable damage, the work may be destroyed.
- If an item is to be deaccessioned for legal reasons the office of the General Counsel is to be consulted.
- The DePaul Art Museum Advisory Board must visually inspect the object and vote to recommend its deaccession, and the specific means of its disposal.
- For items valued at less than \$10,000 dollars the approval of the Vice President for Teaching and Learning Resources is required.
- For items valued at more than \$10,000 dollars the approval of the Provost is required.
- Under no circumstances may the DePaul Art Museum staff or members of the DePaul Art Museum Advisory Board acquire an object, nor may anyone associated with the deaccessioning profit directly or indirectly from its disposition.
- Written records of all deliberations, procedures, auctions and other public transactions must be maintained by the DePaul Art Museum. A photographic record of the object should also be maintained.
- Profits from any public sale associated with deaccessioning are to be placed in the Art Endowment Fund and used for future purchases.

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## **Divisional Collaborations**

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None

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## **Contact Information**

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**Julie Rodrigues Widholm, Director of the DePaul Art Museum**  
 (773) 325-7229

julie.widholm@depaul.edu

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## **Appendices**

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None

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## **History/Revisions**

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Origination Date: 07/22/2002

Last Amended Date: 01/26/2016

Next Review Date: N/A