

THE WESTMORELAND MUSEUM of AMERICAN ART

221 North Main Street, Greensburg, PA 15601
Phone: (724) 837-1500 x 137

OBJECT DEACCESSION RECORD

Accession # \_\_\_\_\_

OBJECT DESCRIPTION:

ARTIST/DATE \_\_\_\_\_
TITLE \_\_\_\_\_ DATE \_\_\_\_\_
MEDIUM \_\_\_\_\_
DIMENSIONS H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_

SOURCE OF ACQUISITION \_\_\_\_\_

METHOD: [ ] PURCHASE [ ] GIFT [ ] BEQUEST [ ] EXCHANGE

DATE AQUIRED: \_\_\_\_\_

OBJECT LOCATION: \_\_\_\_\_

DOES MUSEUM HOLD LEGAL TITLE? \_\_\_\_ Yes \_\_\_\_ No

If No, please explain \_\_\_\_\_

VALUE AT ACQUISITION \$ \_\_\_\_\_ CURRENT MARKET VALUE \$ \_\_\_\_\_

DEACCESSION CRITERIA (check all that apply)

- no longer relevant or useful to collection/museum
deteriorated beyond repair or consumed in use
beyond capability of museum to properly preserve
object is duplicate or redundant
more appropriately placed at another institution
other, explain: \_\_\_\_\_

RECOMMENDED METHOD OF DISPOSAL

- public auction
exchange or trade with another museum or cultural institution \_\_\_\_\_
transfer to another museum or cultural institution \_\_\_\_\_
return to donor
destroy (must justify) \_\_\_\_\_

DEACCESSIONING RECOMMENDED AND APPROVED BY:

Yes \_\_\_\_ No \_\_\_\_ Curator \_\_\_\_\_ Date \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Director/CEO \_\_\_\_\_ Date \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Collection Committee \_\_\_\_\_ Date \_\_\_\_\_
(Committee Chair)

See comments on back

FORMAL NOTIFICATION TO WMAA BOARD OF TRUSTEES: Yes \_\_\_\_ Response Received \_\_\_\_\_

See comments on back

WMAA Board Approval: Yes \_\_\_\_ No \_\_\_\_ \_\_\_\_\_

See comments on back

(signature of Board President)

(date)

FINAL DISPOSITION OF OBJECT:

(attach photographs if applicable) Additional Comments:

Curator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director/CEO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Collection Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board President: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DEACCESSIONING PROPOSAL

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*CURATOR*

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**Accession Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Medium:** \_\_\_\_\_

**Dimensions:** \_\_\_\_\_

**Reason for Deaccession Proposal** (check all that apply)

- no longer relevant or useful to collection/museum
- deteriorated beyond repair or consumed in use
- beyond capability of museum to properly preserve
- object is duplicate or redundant
- more appropriately placed at another institution
- other, explain: \_\_\_\_\_

*Explain:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Curator Name (print or type):* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## DEACCESSIONING PROPOSAL

**Date Acquired:** \_\_\_\_\_ **Acquired From:** \_\_\_\_\_

**Type of Transaction:** (gift, purchase, transfer, exchange) \_\_\_\_\_

**Exhibition History:** \_\_\_\_\_

\_\_\_\_\_

**If object was a gift:**

\_\_\_\_\_ Is the donor still alive? (yes/no/unknown)

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

Has donor or heirs been contacted and what were results? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If object was purchased:**

Purchase Price: \_\_\_\_\_ Fund(s) used: \_\_\_\_\_

**Value:**

Value at acquisition: \_\_\_\_\_ Current market value: \_\_\_\_\_

How was current value determined? \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_ \_\_\_\_\_  
*Name of Appraiser* *Value*

2. \_\_\_\_\_ \_\_\_\_\_  
*Name of Appraiser* *Value*

Reason appraisal not necessary: \_\_\_\_\_

**If artist is still living, describe results of efforts to contact him/her:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# DEACCESSIONING PROPOSAL

**Disposition Recommendation:**

- Public Auction
- Exchange or trade with another museum or cultural institution
- Transfer to another museum or cultural institution:
- Return to donor:
- Destroy (must justify): \_\_\_\_\_

Comments/Justification: \_\_\_\_\_

- Attach:**
- Condition Report
  - Photograph, if appropriate
  - Appraisals, if obtained

**Does the Westmoreland Museum of American Art hold clear title to this object and how is ownership documented?** \_\_\_\_\_

**List any restrictions on the original transaction that would affect deaccessioning or disposal:**

Notifications Required			
√	Who	Reason	Date Notified in Writing
	Donor		
	IRS		
	Attorney General		
	Artist		

**Other Comments/Recommendations:** \_\_\_\_\_

Director of Collections and Exhibition Management Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DEACCESSIONING PROPOSAL

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**DIRECTOR/CEO AND BOARD OF TRUSTEES**

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Date Presented to Director/CEO: \_\_\_\_\_ Approved / Not Approved

*Reason for non-approval:* \_\_\_\_\_

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Date Presented to the Collection Committee of the Board: \_\_\_\_\_ Approved / Not Approved

*Reason for non-approval:* \_\_\_\_\_

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*Attach pertinent pages of the Collection Committee Report and meeting minutes*

Date Presented to Board of Trustees: \_\_\_\_\_ Approved / Not Approved

*Reason for non-approval:* \_\_\_\_\_

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*Attach pertinent pages from the Board of Trustees meeting minutes*

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*Director/CEO Name (print or type):* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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*Collection Committee Chair Name (print or type):* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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*Board President Name (print or type):* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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**RETURN ENTIRE FORM WITH ALL ATTACHMENTS  
TO DIRECTOR OF COLLECTIONS AND EXHIBITION MANAGEMENT**