

**Manchester City Council  
Report for Information**

**Report to:** Art Galleries Committee – 15 February 2012

**Subject:** Furniture Review

**Report of:** Director of Manchester City Galleries

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**Summary**

A report on the Furniture Review at Manchester City Galleries, seeking approval for amendments to Manchester City Galleries Disposals Policy and Procedures, the disposal of selected items according to the agreed Policy and Procedures and seeking delegated powers to dispose of further items in advance of the next Art Galleries Committee meeting in February 2013.

**Recommendations**

That the contents of the report are noted, that the amendments to Manchester City Galleries Policy and Procedures are approved, approval is given to dispose of items as specified and to proceed with future disposals in advance of the February 2013 Art Galleries Committee meeting

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**Wards Affected: All**

<b>Community Strategy Spine</b>	<b>Summary of the contribution to the strategy</b>
Performance of the economy of the region and sub region	
Reaching full potential in education and employment	Improved management of Manchester City Galleries' core furniture collection for public benefit.
Individual and collective self esteem – mutual respect	
Neighbourhoods of Choice	

**Full details are in the body of the report, along with any implications for:**

- Equal Opportunities Policy
  - Risk Management
  - Legal Considerations
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**Financial Consequences – Revenue**

There are no direct consequences for the budget as any proceeds from the disposals must be returned to Manchester City Galleries Art Fund in line with the Greater Manchester Act 1981.

**Financial Consequences – Capital**

Not applicable

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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

- Greater Manchester Act, 1981
- Museums Association's Disposal Toolkit Guidelines for Museums, 2008

## 1. Introduction

The Furniture Review forms part of Manchester City Galleries' ongoing programme of collections review and development. With the support of the Department of Transformation, funding has been secured for a Curator to deliver the furniture review from March 2011 to March 2013. The Curator has been working closely with the Head of Asset Management and the Principal Manager: Collections Access to review the Disposals Policy which forms part of the Galleries' Collections Development Policy and to update the Disposals Procedures. The review has identified a number of items that are now outside the Galleries' Collecting Policy and it is proposed to dispose of these following the Museums Association's Guidelines on Disposal.

- 1.1. Approval is sought for amendments made to Manchester City Galleries Disposals Policy and Procedures. See Appendix 1 and 2.
- 1.2. Approval is sought from Committee for Manchester City Galleries to proceed with the disposals listed below, in accordance with the amended Disposals Policy and Procedures.
- 1.3. It is requested that the Director of Manchester City Galleries, in consultation with the Chair of the Art Galleries Committee, is given delegated powers to approve additional disposals in accordance with the amended Disposals Policy and Procedures, enabling Manchester City Galleries to proceed with further disposals before the next Art Galleries Committee Meeting in February 2013.

## 2. Amendments to Manchester City Galleries Disposal Policy and Procedure

Manchester Art Gallery has Accredited Museum status in recognition of the quality of its collections management and public access. The National Accreditation Scheme is administered by Arts Council England. Manchester Art Gallery is due to re-apply for its accreditation in August 2012. The Disposals Policy and Procedure must be updated in line with the Museums Association's Disposal Toolkit, Guidelines for Museums prior to the application. The Disposal Policy incorporates the relevant clauses from the Greater Manchester Act which allows for disposal in certain circumstances. The disposal route in order of preference will be:

- Free gift or transfer to an Accredited/Registered Museum in the UK (or to originating country/community in cases of repatriation/restitution).
- Exchange of items between museums.
- Free gift or transfer to another institution / organisation within the public domain.
- Return to original donor if still living<sup>1</sup>.
- Transfer outside the public domain e.g. to Manchester City Galleries' Corporate Loan Scheme, enthusiast or specialist groups, schools or other educational organisations.

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<sup>1</sup> In certain circumstances it may be more appropriate to consider long-term loan to another Accredited museum before considering return to original donor

- Sale outside the public domain by auction to a private organisation or individual. Sale of any objects will be considered only after all possible avenues of transfer within the public domain have been investigated. The Museums Association discourages the sale of objects between museums as damaging to a long tradition of sector cooperation in the UK.
- Recycling of item would only be considered if the above routes are unsuccessful. Recycling could be through sale as scrap or as anonymous gift to a charity shop.
- The destruction of items will only take place if an item poses a risk to the health and safety of individuals or other objects in the collection, e.g. where an object has decayed beyond repair or has an uncontrollable infestation. The destruction of items will be seen as a last option and will only be used in extreme circumstances.

### **3. Manchester City Galleries Furniture Review**

#### **3.1. The Furniture Collection**

The furniture collection, which belongs to Manchester City Council and is managed by Manchester City Galleries, consists of approximately 500 items which have been formally accessioned into the collection through gift, bequest or purchase. The collection is of variable quality and includes pieces of national, regional or local significance as well as items which are of poor quality and have no relevance to Manchester. The scope of the review also extends to historic furniture found at Manchester City Galleries sites with no or minimal documentation to confirm its status.

#### **3.2. Aims & Objectives of the Review**

To ensure that Manchester City Galleries has the furniture collections it requires to fulfil its longer term strategic objectives.

To dispose of those items which Manchester City Galleries no longer requires, openly and responsibly, in a manner which does not jeopardise the strategic aims and overall mission of Manchester City Galleries in accordance with good practice in the museums' sector.

To ensure public benefit will increase as a result of any disposals.

To make sure Manchester City Galleries make best use of its resources to care for and provide public access to furniture which is of museum quality.

To understand better the significance of Manchester City Galleries' furniture holdings

To dispose of items that are not relevant to Manchester City Galleries' collections.

#### **3.3. Review Methodology**

- The review process is overseen internally by the Furniture Review Group consisting of staff with curatorial and asset management expertise. The curatorial staff prioritise items for review following the Museums Association's

Guidelines on Disposal. The items selected for review have no significance in terms of the collection or the Galleries' strategic aims: they are mainly items that have never been displayed or accessed for research and are not likely to be used in future.

Items under review are assessed against the retention criteria agreed by the Furniture Review Group. The condition of the item will not be the sole reason for disposal.

- Any item identified for disposal during this process will be disposed of following Manchester City Galleries Disposals Policy,

### **3.4. Items Proposed for Disposal**

Approval is sought from Committee for Manchester City Galleries to pursue the deaccessioning from the collection and disposal of the accessioned items listed below on the grounds that they fall outside Manchester City Galleries' Collections Development Policy, have no potential for public display or use within the collection, and would receive a better standard of care, be more accessible or be more effectively used elsewhere. These items are:

- 1947.906 Window seat, mid 19th century
- 1947.908 Table cabinet, mid 19th century
- 1947.911 Jardiniere, early 19th century
- 1947.910 Table display case, mid 19th century
- 1959.109 Wardrobe, mid 18th century
- 1936.230 Corner Cabinet, early 18th century
- 1971.154/2 Chairs, possibly designed by Thomas Worthington, c. 1852-3  
*Recommending that we retain one chair and return one chair to the Town Hall.*
- 1979.58/14 Chairs, made by Lamb, possibly designed by Charles Bevan, c. 1986-1875

*Recommending that we retain two of the fourteen chairs as examples.*

- 1954.1043 footstool, c. 1870-1890
- 1934.472 footstool, 19<sup>th</sup> century
- 1934.428 foot stool, 19<sup>th</sup> century
- 1934.427 stool, 19<sup>th</sup> century
- 1985.25 library couch, c.1805-1810
- 1937.595/2 foot stool, 19<sup>th</sup> century
- 1937.595/2 foot stool, 19<sup>th</sup> century
- 1937.135 piano stool, 19<sup>th</sup> century
- 1938.1 chair, 19<sup>th</sup> century
- 1951.420 table c.1790
- 1934.532 Cantonese screen, 1875-1900
- 1931.18 screen, 19<sup>th</sup> century
- 1937.140 settee, 19<sup>th</sup> century
- 1927.44 candelabra, 1740-1765
- 1937.134 piano, c. 1900
- 1952.2 table, 1775-1800

In addition, the review process has identified several items for disposal that have never been accessioned into the collection:

M20952/6 Chairs, possibly Town Hall Committee Meeting room chairs, 19<sup>th</sup> century  
M20951 Jewellers cabinet, c. 1901-1910  
M11017 Mahogany cupboard on cupboard, c 18<sup>th</sup> century  
No number James Lamb sideboard, 19<sup>th</sup> century  
No number George III sideboard, no identified maker

#### **4. Future Disposals from the Furniture Collection**

The Furniture Review project will end in March 2013. However in order to complete the disposal of all identified items by the end of the review period it will be necessary for any items identified after February 2012 to be approved well before the 2013 Committee meeting. We anticipate there being a similar number of items as listed above. It is requested that the Director of Manchester City Galleries, in consultation with the Chair of the Art Galleries Committee, is given delegated powers to approve future disposals, enabling Manchester City Galleries to proceed with disposals before the next Art Galleries Committee meeting in February 2013.

#### **5. Contributing to the Community Strategy**

(a) **Performance of the economy of the region and sub region**

(b) **Reaching full potential in education and employment**

Improved management of the Manchester City Galleries core furniture collection for public benefit.

(c) **Individual and collective self esteem – mutual respect**

(d) **Neighbourhoods of Choice**

#### **6. Key Policies and Considerations**

(a) **Equal Opportunities**

(b) **Risk Management**

(c) **Legal Considerations**

**Manchester City Galleries Collection Development Plan:**

- Where a request for repatriation or restitution has been made\*<sup>1</sup>
- Spoliated material identified by Manchester City Galleries Provenance Research for the Period 1933-1945

More specific guidelines maybe drawn up for specialist collection areas but with references to the above criteria.

### 7.1.1 Unacceptable disposals

It is unacceptable to dispose of an item:

- Primarily for financial reasons
- On an ad hoc basis i.e. other than as part of a long-term collections development policy and without due consideration of its significance
- Without considering advice from someone with specialist knowledge of the item
- If the disposal would adversely affect the public reputation of the Galleries
- If the disposal would not be in the long term public interest
- Outside the public domain, except in exceptional circumstances

If there is concern about a proposed disposal, especially where an incidental outcome is a significant motivation, see below 7.3.3, the Museums Association should be contacted for additional advice and guidance.

### 7.1.2 Intended Outcomes

#### Primary Outcomes

The primary outcomes should all result in public benefit. Disposal should aim to achieve as many of the primary outcomes as possible:

- Improved care for the item
- Improved context and access to the item, increased public enjoyment, engagement and understanding
- Continued retention within a public museum collection or the wider public domain
- The removal of any hazard posed by the item

#### Incidental Outcomes

- Resources freed up to care better for and utilise other parts of the collection
- Creation, or optimisation of space in order to assist the improved care and continued acquisition of collections

### 7.1.3 Significance

Manchester City Galleries will assess the significance of any item being considered for disposal, significance will include:

- inherent significance
- context and provenance
- uniqueness

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<sup>1</sup> *Manchester City Council, acting on the advice of the museum's professional staff, may take a decision to return, objects or specimens to a country or people of origin. Manchester City Council will make such decisions on a case by case basis, taking into account its legal position and all ethical implications.*

- relevance to the collection
- potential use and relevance to Manchester City Galleries priorities and key services
- relevance to other museum/galleries collections

Where it is not possible to establish the objects significance due to the lack of relevant expertise in-house the Galleries will seek advice externally from a person with the appropriate specialist knowledge.

## **7.1 Legal Requirements**

### **7.1.1 The Greater Manchester Act 1981**

The Galleries will make reasonable effort to consult with the donor or the donor's personal representatives / trustees prior to a decision being made about disposal.

In cases where an object has been accessioned into the collection within the last twenty-one years , the Act specifically requires the Galleries to consult the donor, bequeather or originating organisation and their consent must be obtained prior to disposal. If they don't agree, the disposal will not be pursued.

Where the legal position is unclear, the Galleries will seek advice from Manchester City Council's Legal Service.

Under Section 149 (3) Manchester City Council may from time to time sell works of art but the money arising from the sale must be applied to the purchase of other works of art and for no other purpose.

### **7.1.2 External Funding**

Manchester City Galleries will establish if an object to which it holds title was purchased, conserved or displayed with the aid of an external funding organisation. In such cases the conditions of the grant may restrict disposal or require the reimbursement of the funding. The Galleries will consult with the grant making body and, if the conditions are not negotiable, the Galleries' Director will decide whether to retain the item or pay the penalty.

### **7.1.3 Other legal requirements**

The accession history of the item will be checked to ensure that there are no other conditions attached to its acquisition that need to be addressed prior to a decision about disposal.

The legal position on the following types of items will be fully investigated before any disposal is undertaken:

- Items covered by CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora)
- Drugs and pharmacological items
- Radioactive objects
- Hazardous items covered by COSHH (Control of Substances Hazardous to Health)
- Items containing asbestos
- Firearms and other militaria

## 7.1 Gaps in object history

Where there is a lack of relevant documentation, Manchester City Galleries will undertake a *Risk Assessment* based on the principles of Due Diligence<sup>1</sup>, weighing up the risk of deaccessioning and disposal against any potential benefits.

Where Legal Title cannot be proven, the Galleries must have evidence of the donor's *Intent to Give* and it must be assumed the intent is to benefit the public if there is no evidence to the contrary. If the Galleries cannot prove legal title to the object and still proceed with the disposal, any new owner must be informed of this.

## 7.2 Conflicts of interest

To avoid conflicts of interest, staff and members of the governing body or those closely associated with Manchester City Galleries are invited to express a conflict of interest. This will be recorded in the disposals paperwork. Staff, members of the governing body or those closely associated with Manchester City Galleries will not be given, or allowed to purchase, items being disposed of.

## 7.3 Consultation and Communication

Manchester City Galleries will seek the views of stakeholders who have a vested interest in a proposed disposal, e.g donors, researchers, artists/makers, local and source communities and specialist interest groups. Where appropriate, we will seek the views of colleagues and sector bodies. As recommended by the Museums Association, we will adopt a flexible approach to consulting and involving others, depending on the nature of the item being considered for disposal.

Manchester City Galleries will advise the Trustees of the Manchester Art Gallery Development Trust of any proposed disposals of objects that have been acquired with financial assistance from the Trust or the Friends of Manchester City Galleries. Both organisations will be informed of the reasons behind any decisions and any proposed course of action.

A publicly available report containing details of all items recommended for deaccessioning will be submitted to MCC's Art Galleries Committee. The Committee's decision will be reported on the Galleries website.

All staff, including those not directly involved in the disposals process, will be informed about potential disposals, the reasons behind any decisions and any proposed course of action. This will help to ensure that the process is communicated accurately to those outside the museum.

## 7.4 Approval

There is a three tier decision making process. A recommendation for disposal will be made by a Curator or Conservator (where the object poses a Health & Safety threat or is a danger to other objects). The recommendation will be assessed by the Acquisitions and

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<sup>1</sup> *The requirement that every endeavour is made to establish the facts of a case before deciding a course of action, particularly in identifying the source and history of an item offered for acquisition or use before acquiring it (ICOM Code of Ethics, 2004.)*

report to MCC Art Galleries Committee for final approval. Manchester City Galleries reserves the right to decide not to dispose at any point during the disposals process, particularly if any new relevant information becomes available.

## 7.1 Method of Disposal

The preferred method of disposal, other than for objects that need to be destroyed, is transfer to another organisation in the public domain.

In descending order of preference, the options for disposal are:

- Free gift or transfer to an Accredited/Registered Museum in the UK (or to originating country/community in cases of repatriation/restitution)
- Exchange of items between museums
- Free gift or transfer to another institution / organisation within the public domain. This refers to a location where reasonable public access can be achieved, such as public sector or publicly-funded bodies or those with charitable status that hold items in trust for the public and not as private property, e.g. independent museums, heritage centres, zoological gardens, science centres, archaeological trusts or to a private organisation that provides a degree of public access
- Return to original donor if still living<sup>1</sup>.
- Transfer outside the public domain e.g to MCG's Corporate Loan Scheme, enthusiast or specialist groups, schools or other educational organisations.
- Sale outside the public domain by auction to a private organisation or individual, see Appendix 1. Sale of any objects will be considered only after all possible avenues of transfer within the public domain have been investigated. The Museums Association discourages the sale of objects between museums as damaging to a long tradition of sector cooperation in the UK.
- Recycling of item would only be considered if the above routes are unsuccessful. Recycling could be through sale as scrap or as anonymous gift to a charity shop.
- The destruction of items will only take place if an item poses a risk to the health and safety of individuals or other objects in the collection, e.g. where an object has decayed beyond repair or has an uncontrollable infestation. The destruction of items will be seen as a last option and will only be used in extreme circumstances.

## 7.2 Disposal of unaccessioned items

The Galleries hold items that are associated with the collection but are unaccessioned. These may be:

- objects to which Manchester City Galleries holds legal title, e.g. items acquired for handling or the Corporate Loan Scheme.
- Objects deposited on approval for the collection, for identification purposes, on loan which have become separated from their documentation

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<sup>1</sup> In certain circumstances it may be more appropriate to not deaccession and consider long-term loan to another Accredited museum before considering returning to original donor

If Manchester City Galleries plans to dispose of unaccessioned items associated with the collection where formal title cannot be established, a risk assessment of this course of action will be undertaken. It is at the discretion of the Acquisitions and Disposals Panel whether to follow the disposals route as outlined for accessioned objects

Where Manchester City Galleries holds title to an unaccessioned object the method of disposal will be at the discretion of the Acquisitions and Disposals Panel.

## Appendix 1

### Greater Manchester Act 1981

Section 149--(1) In this section "the art gallery" means the Manchester Central Art Gallery being the land and building described in Schedule 2 to the Manchester Corporation Act 1882 and the land and building adjacent thereto known as the Athenaeum Annexe.

(2) The art gallery and all works or other objects of art therein shall be held upon trust by the Manchester council for the benefit of the citizens of Manchester and shall at all times be kept in fit and proper order.

(3) Notwithstanding anything in subsection (2) above, the Manchester council may from time to time sell or exchange any works or other objects of art for the time being acquired by them for the art gallery but the money arising from any such sale shall be applied in the purchase of other works or other objects of art and for no other purpose and any such works or objects received in exchange shall take the place for all purposes of the Works or objects given in exchange:

Provided that where any work or object has become vested in the Manchester council by virtue of a gift or bequest-

(a) the Manchester council shall, if reasonably practicable consult with the donor or with the personal representatives or trustees of the donor before exercising the powers of this subsection; and

(b) the powers conferred by this subsection shall not, during a period of twenty-one years commencing on the date on which it became vested, be exercisable as respects that work or object in any manner inconsistent with any condition attached to the gift or bequest except with the consent of the donor or the personal representatives or trustees of the donor. "

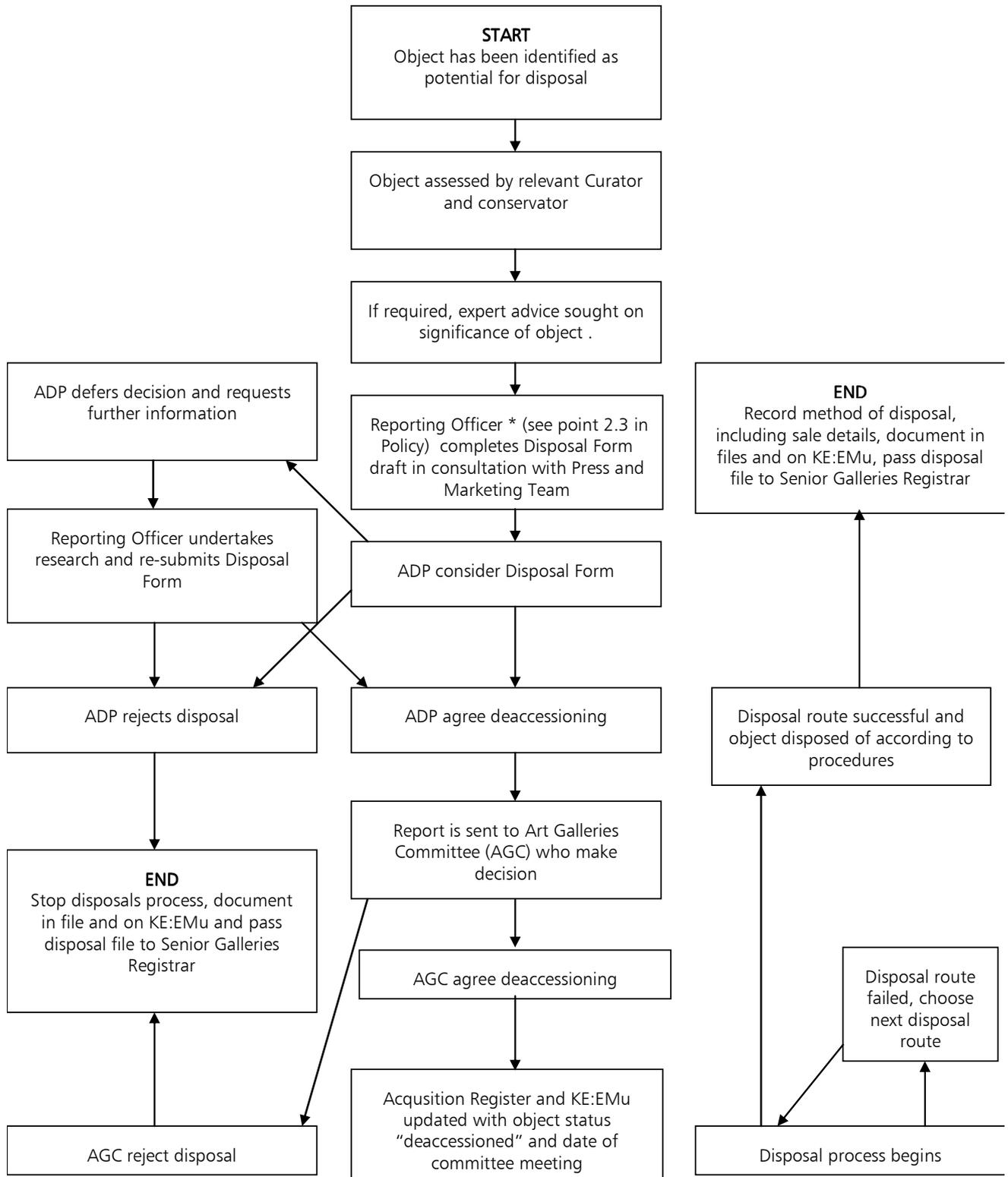
(4) The Manchester council may from time to time accept by way of gift or bequest any works or other objects of art which they consider to be desirable acquisitions and all such works or objects shall belong to and form part of the art gallery.

(5) The Manchester council shall continue to administer the fund established under section 14 of the Manchester Corporation Act. 1882 and they shall devote the same at their discretion to the purchase of works or other objects of art to be held in trust for benefit of the citizens of Manchester and all such works or objects shall belong to and form part of the art gallery.

## Manchester City Galleries Procedural Manual:

### Section 2 Disposals Procedure

#### 2 Disposals



## 2.1 Deaccessioning and Disposal Procedures

This procedure outlines how accessioned objects owned by Manchester City Galleries are removed from the collection, i.e deaccessioned and how the disposal process should proceed. This procedure should be read in conjunction with the Disposals Policy.

## 2.2 Circumstances when deaccessioning may be considered

- Collection review (groups of items)
- When an item poses a threat to Health and Safety of other objects (single item or groups of items)
- If new research reveals that an item has been incorrectly mis-catalogued and it is no longer appropriate for it to be part of the collection
- Spoliation (single items or groups)
- Restitution

## 2.3 Who can propose deaccessioning

This could be a curator, conservator or member of the collections management team and is responsible for following the process outlined in the summary flow chart. This person is known as the Reporting Officer.

## 2.4 The Deaccessioning Process

### 2.4.1 Large Collections Groups

In the case of a collections review an assigned curator, conservator or member of collections management team will set up a working group. Key staff should include the Principal Manager: Collections Access, Senior Galleries Registrar and Head of Asset Management and Development.

If appropriate, the working group will agree an assessment framework where the object(s) can be graded according to their significance and relevance to Manchester City Galleries' Collecting Policy. The Reporting Officer in consultation with the working group, completes Form 1 and submits this to the Acquisitions and Disposals Panel (ADP).

### 2.4.2 Individual or small groups of objects

Individual or small groups of objects may be considered for disposal by an individual curator or conservator. The Reporting Officer completes Form 1 and submits this to the ADP.

### 2.1.1 Decision making

The ADP either agree the disposal, reject the request and retain the object, or defer the decision and request more information.

If the proposal is agreed the *Disposal Form* should be signed off by the Galleries' Director. A report is then submitted to the Art Galleries Committee (AGC) who either agree or refuse the deaccessioning of the object. The date of this approval should be recorded on Form 1.

If the ADP decision is deferred because further information is requested the Reporting Officer should collate relevant information and re-submit the *Disposal Form* to the ADP again. The panel will either agree or reject the disposal.

If the ADP rejects the request the disposal process stops and the object is retained.

## 2.2 Communication Strategy

After the item(s) have been assessed by the Reporting Officer, the Reporting Officer should liaise with the Galleries' Press Officer and devise a communication strategy to ensure that key stakeholders are informed in a structured and organised way. The Communication Strategy should be recorded on Form 1.

All Galleries staff should be informed about potential disposals, reasons for disposing and proposed routes. This could be done either via email or at staff meetings.

For each disposal, the decision of the Art Galleries' Committee should be published on the Galleries website in consultation with the Galleries web manager.

## 2.3 Disposal Process

Once the de-accessioning of the item is approved by the Art Galleries Committee, the disposal process can take place.

In descending order of preference, the options for disposal are:

### Free gift / transfer to another museum

Accredited museums with suitable collections should be approached directly in the first instance. If no museum is identified, the museum sector at large should be offered the items by a notice on the disposal notice board on the MA website 'Find An Object' pages for a period of at least two months. A notice in the List in Museums Journal could also be placed or an advert in the appropriate specialist press. There should be a letter of agreement between both institutions agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Exchange of items between museums

There should be a letter of agreement between both institutions agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Free gift / transfer to another institution within public domain

Negotiations will be undertaken by a member of Collections Management or Collections Access staff. There should be a letter of agreement between both institutions agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Return to donor

Contact the donor or the donor's personal representatives / trustees and discuss return of the object. There should be a letter of agreement between both parties agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Transfer outside of the public domain

The various options which can be considered are MCG's Corporate Loan Scheme, enthusiast or specialist groups, schools or other educational organisations. There should be a letter of agreement between both parties agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Sale outside the public domain

Select a method of sale, agree terms and conditions of sale. For all sales apart from auctions, seek independent, expert advice on the item's value and recommend that any purchaser does the same. There should be a letter of agreement between both parties agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Recycling

Recycling could be through sale as scrap or as anonymous gift to a charity shop. There should be a letter of agreement between both parties agreeing terms, transfer of title and who is responsible for transport and insurance in transit.

#### Destruction

A detailed conservation report will be undertaken and any samples retained by the Collection Care and Conservation section. The Collection Care and Conservation section will also have responsibility for the quarantine /removal of an item and selecting, undertaking or organising the most appropriate means of destruction. If an external agency is used, agree any costs in advance and obtain signed letter confirming destruction.

## **2.1 Exit Procedures**

Exit Procedure should be followed for all disposals which leave the Galleries. The Senior Galleries Registrar must be informed and an exit form and transfer of title form must be prepared. A copy of both forms should be kept in the disposal file of both forms.

## 2.1 Documentation

All files will be maintained by the Reporting Officer whilst pursuing approval for deaccessioning and throughout the disposal procedure. Each object will have its own file. Once disposal has been completed the files should be passed to the Senior Galleries Registrar.

All aspects of the disposal process must be documented to MDA SPECTRUM standards. The following should be recorded on KE:EMu, the collections management database in the Catalogue Notes section and a paper print out of the Notes should be retained on file.

- Deaccessioning date - the date the AGC gives formal approval to deaccession object
- Disposal date – transfer of title date, if sold by auction this will not be possible see below
- Disposal method – all methods which were attempted, new location, if auction then record auction house, sale title, date of auction and lot number and price achieved.
- Disposal new object number (if relevant)
- Disposal proposed recipient (if available)
- Disposal reference number (if relevant)
- Disposal notes (if relevant)
- Any conditions attached

In the case of disposal via a third party, e.g. auctioneer / dealer, the name of the new owner will not be known. The Galleries should contact the third party to ask them to seek permission to disclose the new owner's name to seller or to pass letter from Galleries to new owner. This is at the Galleries discretion as, in some instances, it may not be in the Galleries' interest to be publically identified as the seller.