



New England Electric Railway Historical Society, Inc.

# POLICIES AND PROCEDURES

**Classification  
Curatorial**

**Number  
6.03**

**SUBJECT: Collection Item Deaccessioning Policy**

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Deaccessioning is defined as the permanent removal of an object or collection items from the Museum's collection, either because of deterioration, loss or transfer by gift, sale or exchange.

Generally, the New England Electric Railway Historical Society, Inc. does not normally consider deaccessioning any items in its collections. However, any such deaccessioning, if done at all, shall be done only with the final approval of the Board of Trustees of the New England Electric Railway Historical Society, Inc., and only following the recommendations of the Curator, the General Manager and/or Museum Director, the Treasurer, and, if possible and insofar as practicable, the original donor of the object.

While the Board of Trustees bears the final responsibility for the Museum's collections, including both the acquisition and disposal process, the curatorial and administrative professional staff together, with their technical associates, are the best qualified to assess the pertinence of an item to the collection and to the Museum's mission. Should the item be disposed of or deaccessioned against the advice of the Museum's professional staff, it should only be for clear and compelling reasons, fully understood by all.

In deaccessioning an object, due consideration must be given to the museum community in general as well as to the financial needs of the Museum. In addition to the financial returns from a deaccessioning, the Board of Trustees must consider the full range of factors that affect the public interest and trust. When the deaccessioning of a collection item is authorized, the deaccessioning shall be administered by the curatorial staff in accordance with established and approved collections management procedures or in the absence of such procedures, in accordance with a procedure specifically developed for this particular deaccessioning as approved by the Board of Trustees.

The Board of Trustees may appoint a committee, chaired by the Curator, to consider any and all deaccessions of collection items and objects. The charter of this committee may be broadened to include various non-collection items as well, if the Board of Trustees so decides. This committee notwithstanding, the deaccessioning procedure shall still require the recommendations of the abovestated officers.

### Issue and Revision Record

Revision	Description	Prepared By	Approved By	Action Item	Date
---	Initial release	J.N. Sisson and Finance Committee	Board of Trustees	1990-22	11-17-1990