1.0 PROCEDURE ELEMENTS

1.1 This procedure sets out the processes through which Works may be removed from the Collection.

1.2 Circumstances Warranting Deaccession

1.2.1 MacEwan University recognizes that there must always be a strong presumption against the permanent removal of Works from the Collection. However, there are circumstances when Deaccessioning may be appropriate, examples of which are outlined below:

- Where the University’s ownership of a Work has been successfully challenged at law.
- Where a Work has deteriorated to the point that it cannot be used for exhibition or study.
- Where the Work is determined to be a forgery; unless the Work is determined to be useful for teaching, research, or exhibition.
- Where the Work is an exact duplicate of another Work in the Collection.
- Where ownership of the Work is deemed to damage the reputation of the University.
- In order to upgrade the representation of a particular artist by Deaccessioning one Work for the trade or purchase of other Work(s) by the same artist.
- To divest the Collection of Works that do not support the scope of the Collection.

1.3 Deaccession Procedure

1.3.1 Requests for Deaccessioning may be submitted to the Dean, Faculty of Fine Arts and Communications.

1.3.2 Requests for Deaccessioning are to include the following:

- Title of the Work
- Artist’s name
- Description, including condition
- Asset tag number
- Current location
- Reason for requesting Deaccessioning

1.3.3 The Dean, Faculty of Fine Arts and Communications will review the request, consult experts and stakeholders as appropriate, and decide if the Work should be Deaccessioned.

1.3.4 If a Work that has been Deaccessioned was donated to the Collection, the Collection Manager will notify the office responsible for fund development.

1.3.5 Whenever possible, the office responsible for fund development will notify relevant donors and/or living artists of the Deaccession.
1.3.6 In consultation with experts and other stakeholders, the Dean, Faculty of Fine Arts and Communications will determine the appropriate disposal method for a Deaccessioned Work.

1.3.7 A Deaccessioned Work may be disposed of in the following ways:
   • Transferring it to another institution where the Work is deemed to be more appropriate.
   • Exchanging it for more appropriate samples in the same category.
   • Selling it, with proceeds allocated to Acquisitions or Collection maintenance.
   • Destroying it, but only as a last resort if a Work has been damaged beyond repair.
   • Returning it to the artist unless the Work was donated by the artist as we are prohibited from returning it to the donor in compliance with Canada Revenue Agency regulations.

1.3.8 The Collection Manager will contact the office responsible for capital asset management to ensure that Works are disposed of in accordance with policy D3100 – Capital Asset Management, as applicable.

2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

• Policy D3115 Fine Art Collection
• Procedure D3115-01 – Acquisition
• Procedure D3115-03 – Art Placement

3.0 ACCOUNTABILITY

Office of Administrative Responsibility
Office of the Dean, Faculty of Fine Arts and Communications

4.0 HISTORY

Relevant Dates
Approved: 2015 10 22
Effective: 2015 11 01
Next Review: 2020 11 01

Modification History
2015 10 22: This is a new procedure as approved by the Board of Governors.