

Collections Disposal Planning Toolkit

What's in your collections disposal plan?

INFORM

Get to know the legal and ethical implications around collections disposal and your own policies and constitutional obligations (MA Code of Ethics, MA Disposal Toolkit, MA Museums Facing Closure, your Collections Development Policy, your governing document, etc)

ASSESS

What is in the collection? How much is on loan? Who legally owns the objects? Were you given external funding to acquire any of the objects? Are there any hazards within the collection?

IDENTIFY

What will happen to the collection? Will it go into storage or be transferred to another museum? Can you move the collection safely? Is the storage suitable? Where will all or part of the collection go? Do you have an agreement with the recipient?

COMMUNICATE

Who do you need to communicate with? And when? (MA Ethics Committee, MGS, donors, partners, potential recipient(s), local forum, subject specialist networks, etc)

RESOURCE

What do you need financially to store or transfer the collections? Who will pay for transfer/storage? Is there funding available?

Know your Collections Disposal Plan

- Make it **ACTIVE**: supported by your governing body, used by all levels of your workforce
- Make it **CLEAR**: to avoid disputes, save time and safeguard workforce
- Make it **FLEXIBLE**: easy to update
- Make it **REALISTIC**: works with your resources and the resources of others
- Make it **KNOWN**: to other relevant museums, especially potential recipients