

DEACCESSIONING BASICS OR HOW TO DECLUUTER YOUR MUSEUM WITH A PURPOSE

Presented by Ronald Marvin, Jr.
Director/Curator - Wyandot County Historical Society
Ohio Local History Alliance Annual Meeting
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Deaccessioning is the formal process of permanently removing an object or document from a museum's collection register, catalogue, or database.

Disposal is the physical act of removing an object or document from the organization's collection or facility via the process dictated in the Collections Management Policy.

Image of Early WCHS Receipt Book.

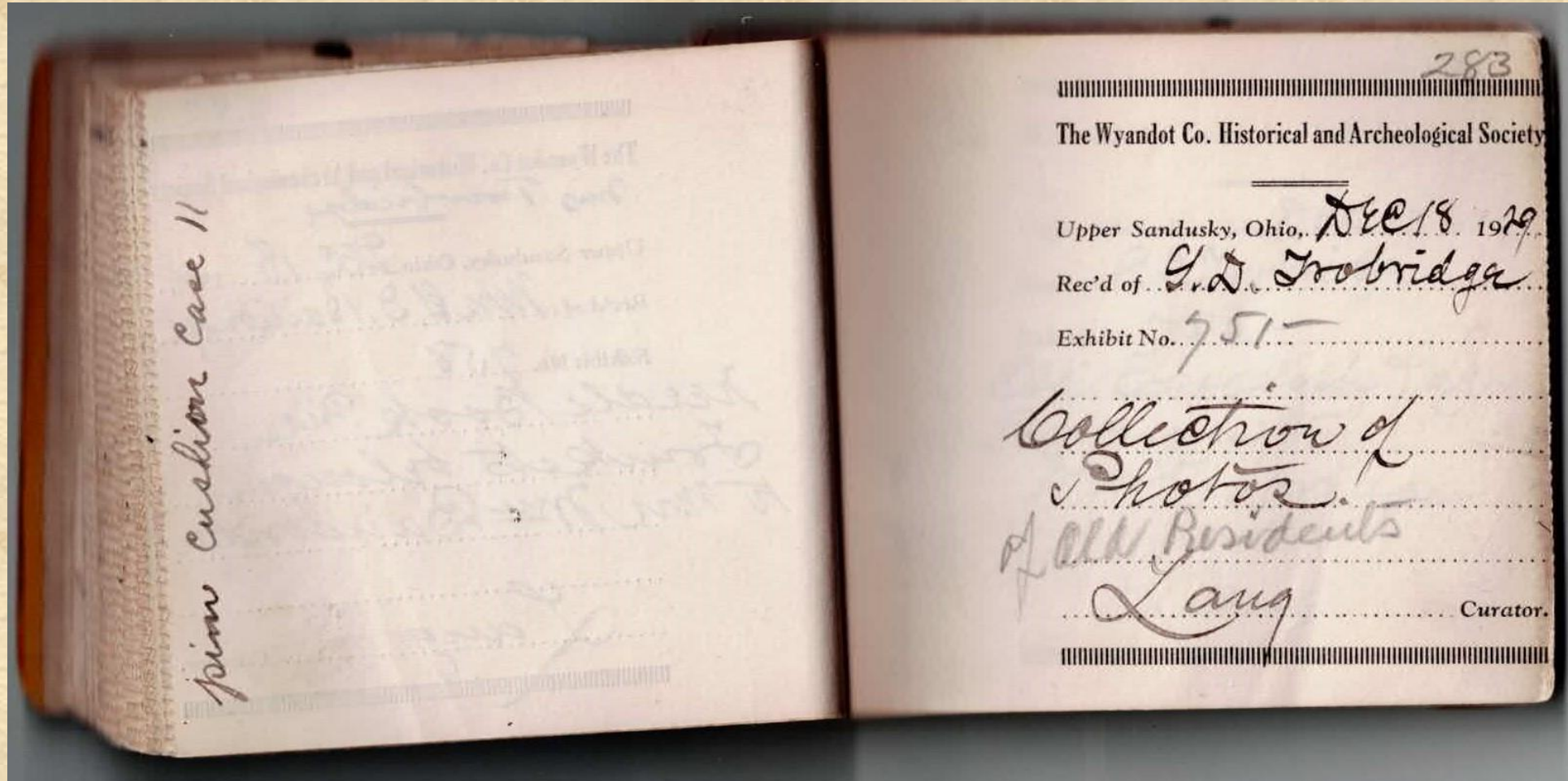
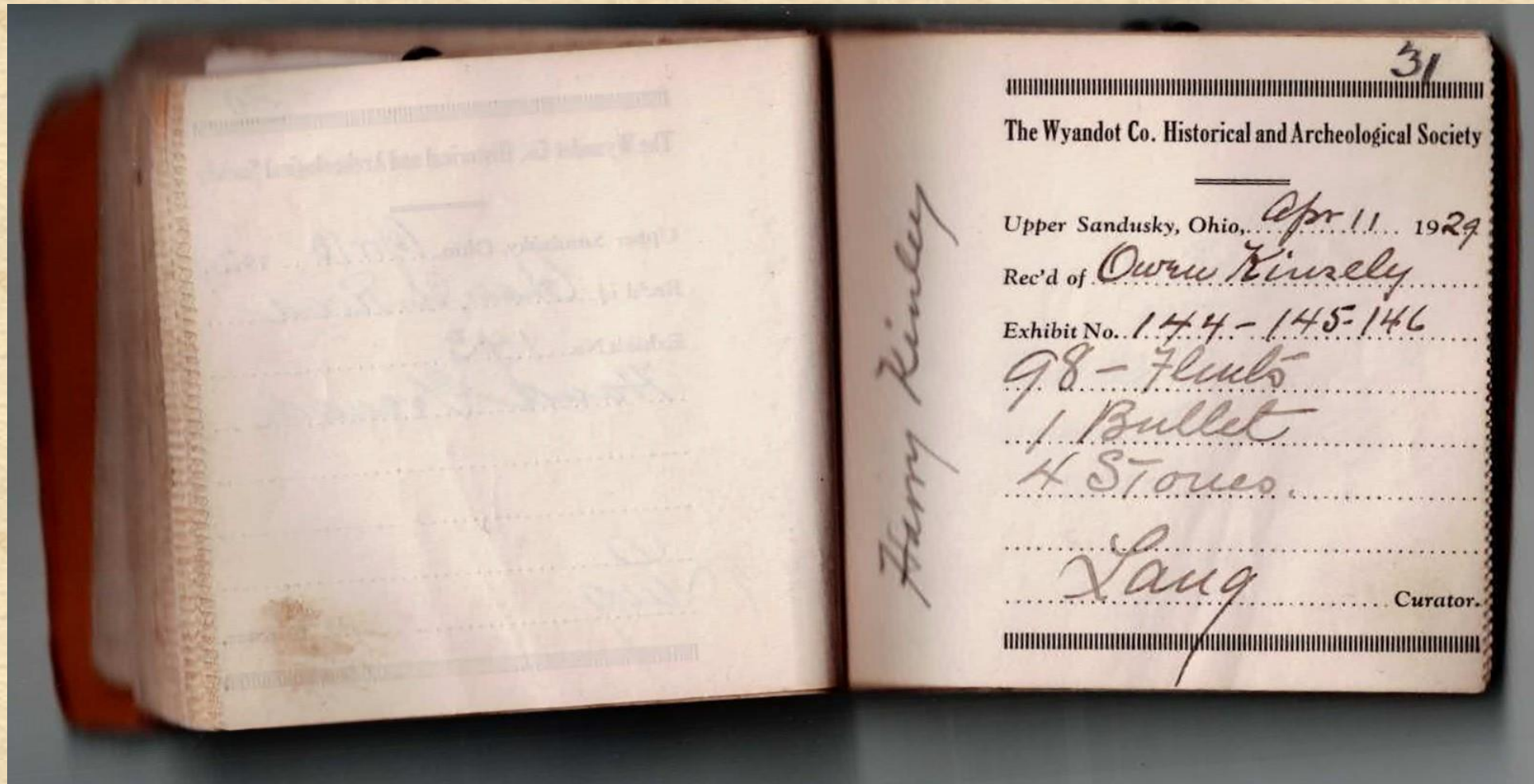


Image of Early WCHS Receipt Book.



Collection Books with Number Stickers.

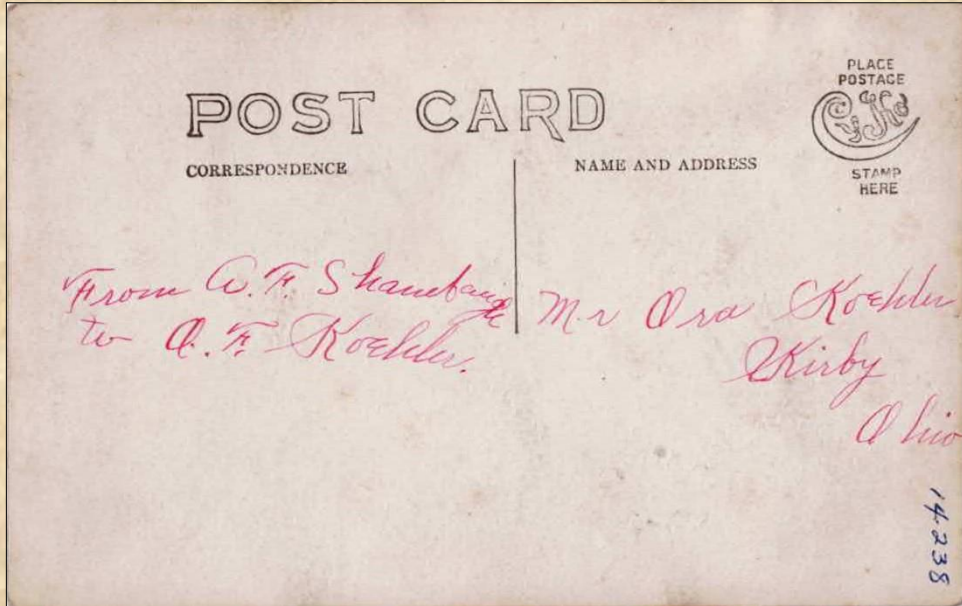


Oil Painting with Number Stickers.

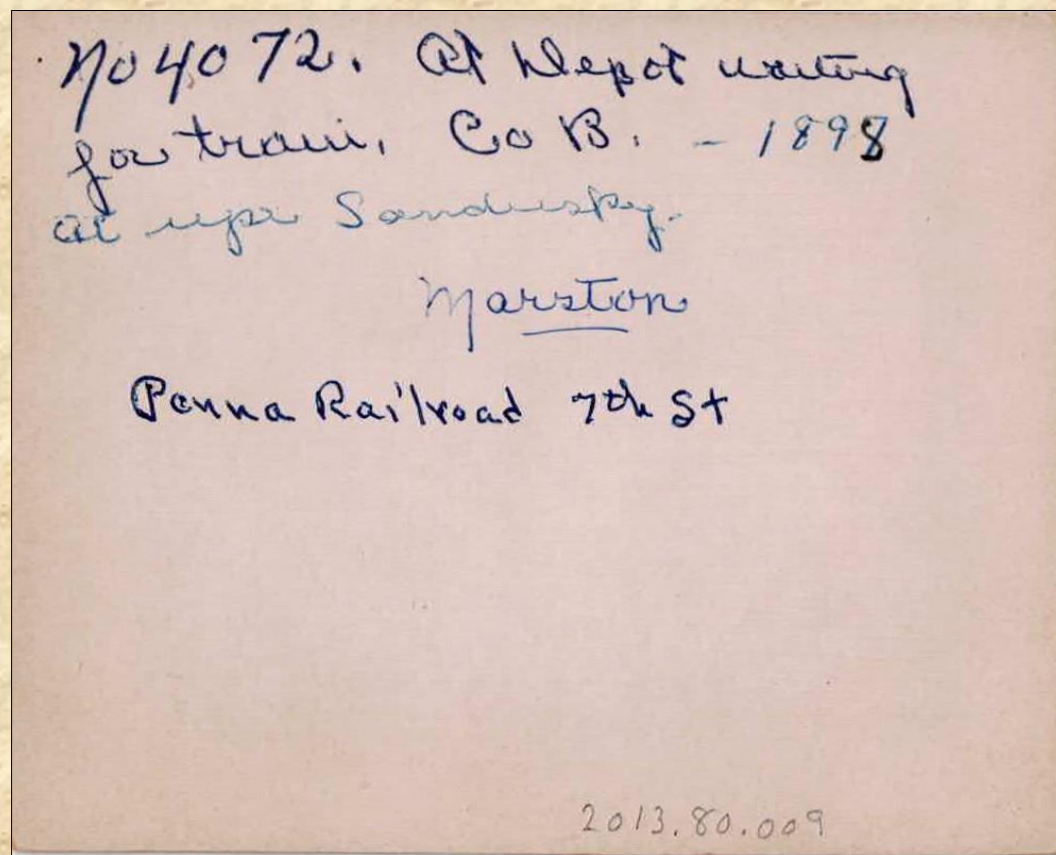




Postcards with Information Written in Ink.



Photographs with Taped Labels and Information Written in Ink.



Partial Collection of Old Labels and Tags.



2005 Appearance of Attic Storage Area.



2011 Appearance of Attic Storage Area.



2011 Appearance of Attic Storage Area.



2023 Appearance of Attic Storage Area.



Here are some basics steps to remember:

- 1) **Collections Management Policy**
- 2) **Board of Directors Buy-In**
- 3) **Inventory**
- 4) **Time and Personnel**
- 5) **Paperwork**
- 6) **Board Approval**
- 7) **Record Keeping**
- 8) **Removal of Objects**

Here is some information about the object to include on your Preliminary Deaccession List:

- 1) **Accession Number(s)**
- 2) **Basic Description**
- 3) **Date Accessioned**
- 4) **Reason For Deaccession**
- 5) **Who Is Making the Recommendation**
- 6) **Date Recommended**
- 7) **Location of Item**
- 8) **How To Dispose of Item**

2020 Clothing Project in the Parlor.



2020 Clothing Project in the Parlor.



Archives Area in the Attic Before Project.



2021 Archives Project in the Parlor.



2021 Archives Project Envelopes.



2021 Archives Project Deaccession List.

Deaccessioned Items Being Transferred to Other Organizations in Ohio

May 7, 2021

2001.1758 - The Great Serpent Mound (Peebles) postcard - Adams County Historical Society

2001.1269 - Ashland County Courthouse (Ashland) postcard - Ashland County Historical Society

2001.1818 - Pleasant Hill Dam (Loudonville) postcard - Ashland County Historical Society

2001.1924 - Scene on 3 C.C.C. Highway near Ashland postcard - Ashland County Historical Society

No Number - Washbrook Motels and Dining Room (Ashland) postcard - Ashland County Historical Society

No Number - Washbrook Motels and Dining Room (Ashland) postcard - Ashland County Historical Society

2001.1820 - Robbins Bridge Across Hocking River (Nelsonville) postcard - Southeast Ohio History Center

2001.1848 - South Bridge over Hocking River (Athens) postcard - Southeast Ohio History Center

2001.1193 - John Rankin House (Ripley) postcard - The Ripley Museum

2001.1983 - M. E. Church and Parsonage (Carrollton) postcard - Carroll County Historical Society

2021 Archives Project Letter.



Wyandot County Historical Society

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May 6, 2021

Dear Museum Director,

Hello, I hope your organization is faring well in these difficult times. The reason I am writing you is that the Wyandot County Historical Society is in the middle of a Strategic Plan guided multi-year project to identify and inventory the collections housed in all of our historic sites and storage areas. As part of this process, we are undertaking a deaccessioning phase to identify artifacts, photographs, documents, and other similar items in our collections that do not pertain directly to Wyandot County.

During this phase, the Wyandot County Historical Society Board of Trustees is approving staff deaccession requests and has authorized me to laterally transfer deaccessioned items to the local historical organization associated with them. It appears some items were not formally accessioned into our collections, making them much easier to transfer.

Please find accompanying this letter a small collection of documents pertaining to (insert) County. We are transferring these items to you without requesting any compensation or recognition. They are yours to do with as you deem proper. Should you have any questions regarding this donation or require any formal Deed of Gift to be signed you may contact me via the information below.

Sincerely,

Ronald Marvin, Jr.
Director - Wyandot County Historical Society
Curator - Wyandot County Museum

Deaccession Workspace in the Attic.



Archives Area in the Attic After Project.

