

PROCEDURE FOR DEACCESSION AND DISPOSAL OF WORKS OF ART

1. The curator or curators of a particular collection recommend a work of art that should be considered for deaccessioning based on at least one of the eight criteria in the Deaccession Policy. The curator completes the Deaccession Justification form and saves it in migration root in the Deaccession folder.
2. If the value of the object is more than \$100,000, the curator must obtain an examination and written justification from an independent scholar or museum professional. After examination of the object, the expert will provide a report on its quality, condition and authenticity. The curator will attach the expert's analysis to the Deaccession Justification form.
3. The Registrar will research any restrictions on the sale of the object and note them on the Deaccession Justification form.
4. The Registrar will pursue obtaining legal counsel, when necessary, to answer questions uncovered by internal research.
5. If an image of the object does not exist, the Registrar will take an image of the object and insert or attach it to the Deaccession Justification form.
6. The Corcoran's conservator or an expert contract conservator will examine the object and include or attach comments to the Deaccession Justification form.
7. The Chief Curator approves the deaccessioning of the object.
8. At least one month prior to the next Collections Committee meeting, the Internal Deaccession Committee meets to review all recommendations and view the objects whenever possible. The consensus of the Internal Committee is reported to the Director.
9. The Director approves the deaccessioning of the object.
10. If object was a gift, the curator will use reasonable effort to locate and notify the donor or known heirs of the intention to deaccession the object.
11. The Director's approved deaccessions, along with justifications, are prepared by the Associate Registrar for the Collections Committee. The Collection Committee considers and votes on the internal deaccession committee recommendations.
12. The Collections Committee decision is ratified at the subsequent Board of Trustees meeting.
13. The Registrar places a complete record of the deaccession process and decision in the object file.

14. When a sale is the method of disposal, the Manager of Curatorial Affairs obtains and reviews proposals from auction houses. When the value of the object is more than \$100,000, two auction estimates are required. The Registrar prepares the object for shipping.
15. The Manager of Curatorial Affairs compiles the object and auction information and places in the deaccession binder organized by fiscal year.
16. The proceeds from the auction are deposited in permanently restricted funds for the exclusive use of art acquisition. The Manager of Curatorial Affairs will report the proceeds to the Director, Chief Curator, CFO, Controller and Collections Committee.
17. Any unsold objects may remain under consignment for two years with periodic review by the Manager of Curatorial Affairs. If appropriate, the object may be returned and another method of disposal considered.
18. If the method of disposal is destruction, the act and method of destruction will be controlled by the Registrar or its agent(s) and will be fully documented by photography.
19. If the method of disposal is donation, the curator will document the receiving institution and write a justification for the donation. The Registrar prepares the object for shipping.
20. If the method of disposal is exchange,
 - a. The curator identifies an institution and work(s) of art appropriate for exchange with the deaccessioned object and writes a justification.
 - b. After Board approval of the exchange, the curator executes an Expect Notice and loan agreement for the incoming object
 - c. The curator presents the exchanged object to the Collections Committee for accessioning into the collection.
 - d. The Registrar prepares the deaccessioned object for shipping.
 - e. For the exchanged object, the Registrar assigns an accession number, prepares an object file and assigns the same credit line from its former institution while adding the words “by exchange” to the end of the line.

Internal Deaccession Committee

Chief Curator – Chair of the Committee

All curators

Conservator

Manager of Curatorial Affairs – Secretary to the Committee

Auction Policy: Estimates, Reserves, and After-auction Sales

1. After objects are consigned to an auction house, the auction house will assign sales estimates to each piece. The Curatorial Department will report the sale date(s) and the estimates to the Collections Committee in advance.
2. If an object has an estimate of more than \$100,000, the Corcoran will obtain an independent appraisal.
3. Prior to the sale, the staff will consult with the auction house on potential interest in the object(s) and discuss reserves. The Corcoran will not set a reserve price below 80% of low estimate. Based on the degree of market interest, staff may choose to set the reserve as high as 100% of low estimate. If staff wishes to set a reserve at less than 80% of low estimate, the reserve must be justified to and voted on by the Collections Committee.
4. Staff will report the reserves to the Collections Committee prior to the auction.
5. If an object is bought in at auction, i.e., fails to sell, the auction house has the right to sell the piece in an after-auction private sale. The Collections Committee and Board of Trustees will approve any offer that is less than the pre-auction reserve.
6. If an object fails to sell at auction and the contractual obligation with the auction house expires, the Corcoran may choose to take the piece into its possession. The Gallery may sell the object independently or through a dealer.
7. The Collections Committee and Board of Trustees will approve any offer made by a buyer, independently or through a dealer, that is below the pre-auction reserve.
8. Because of the time sensitive nature of pricing decisions, most votes will be conducted via e-mail.
9. The Curatorial Department will prepare an explanation and vote request for the pricing change and send it via e-mail to the Collections Committee. The Committee vote will be tabulated and reported in a special minutes document that will be approved at the subsequent meeting.
10. Following approval of the Collections Committee, the Director's Office prepares an e-mail to the Board of Trustees including the minutes of the Collections Committee vote and a written resolution, both attached to the e-mail.
11. The Director's Office will record the vote and report it the Board. The Curatorial Department will report the final vote to the Collections Committee.