

## **Appraisal and Deaccessions Policy**

### **Scope**

This policy refers to materials held at DMU Special Collections, which includes archives, books, journals and artefacts

### **Core Principles**

- The collections held by Special Collections inevitably include some material which is not worthy of permanent preservation
- Collections are to be appraised against specified criteria and if they meet said criteria, they can be deaccessioned
- Deaccessioning may include offering material elsewhere, returning material to the donor or destruction of material

### **Appraisal criteria**

- Each item will be judged on its own merit and by its evidential, informational and cultural value relative to its collection and the wider holdings of Special Collections
- Material will not be retained if:
  - It is a copy or a duplicate
  - It does not provide evidence of the activities and contribution of DMU and its predecessors
  - It has no direct connection with DMU and its predecessors, or DMU staff, students, alumni or honorands
  - It is routine or ephemeral and unlikely to be of long-term historical interest
  - It has little potential to be used in learning, teaching and research at DMU
  - It is in extremely poor condition
  - It is blank or unused
- The advice of academic staff can be sought concerning the likely long-term use of items for learning, teaching and research at DMU

## Appraisal methodology

- Appraisal will take place at two points: on accession of material and during cataloguing
- New collections will be accepted according to the accessions criteria as laid out in the Acquisitions Policy. Material which does not fit these criteria will not be accepted
- Permission to appraise and deaccession will be secured from new donors as part of the accessions process. They may request material to be returned to them, or that permission be sought before disposal
- Material is to be returned to the donor on condition that it is not be to offered back to DMU in the future
- During item level cataloguing appraisal will be conducted by experienced, professional staff
- Personal bias of staff is not to affect appraisal decisions
- Details of appraised material are to be recorded in the relevant section of the catalogue entry
- Deaccessioned items are to be:
  - Offered to other repositories
  - Offered back to the donor, if this was requested on accession
  - Disposed of
- A deaccession form (see Appendix 1) is to be completed for each collection, recording the nature of the deaccessioned material, the reason for deaccession and the method of disposal

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Approved by Alan Brine, Head of Archives and Resource Management, and Interim Director of Library and Learning Services, April 2016

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## Appendix One: Deaccessioning Form

### DE MONTFORT UNIVERSITY SPECIAL COLLECTIONS: DEACCESSIONING FORM

Collection reference code/accession number:

Description of material to be deaccessioned:

Extent (bulk):

Extent (linear metres):

Explain how material meets deaccessioning criteria:

Disposal method:

- Return to Donor
- Disposal
- Sale
- Transfer to another institution

Details:

Date carried out:

By:

Approval (if needed):