

**CANINE MUSEUM INC  
ACCESSION FORM**



This deed is made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Between

The committee and members of the Canine Museum Foundation Inc. and

The Donor (name & address) (please print clearly)

.....

Telephone (H) ..... (B) .....

That the Donor wishes to give to the Canine Museum Foundation, the items listed in the attached schedule. These items to be used in the manner as indicated by the terms and conditions as laid out in this deed.

That there are \_\_\_\_ (insert number) of items included in this accession

This deed witnesses that:

1. The Donor warrants to the Canine Museum Foundation Inc. that the Donor is the sole owner of the items described herein and that they are free from all claims and encumbrances.
2. The Donor hereby gives the Canine Museum Foundation Inc. the use to display on exhibition within the Canine Museum the items listed in this schedule.
3. The Donor declares that this deed shall not be affected in any way by the future disposition of the Donor's property and shall bind the transferees, successors, heirs and legal representatives of the Donor.
4. The Donor declares that he/she has been made aware of the acquisition policies of the Canine Museum Foundation Inc.

Signed.....  
Authorised representative of the CMF Inc.

Signed.....  
Donor

# **CANINE MUSEUM FOUNDATION INC. ACQUISITION POLICY**

## **METHOD OF ACQUISITION**

- The Canine Museum Foundation Inc. shall acquire objects for the permanent collection by donation, bequest, purchase or transfer.
- The Canine Museum Foundation Inc. must be free to display, treat and where necessary deaccession collection material.
- All donations and purchases must be approved by the Acquisition Committee.
- Memorabilia, equipment, uniforms, medals, trophies, documents, artworks, published articles letters and diaries should **DIRECTLY RELATE** to the canine world or institution associated with the Canine Museum Foundation.
- Anything that is irrelevant to the canine world should be declined.
- **DUPLICATES** and **BADLY DAMAGED ITEMS** will be declined unless damage is less important than its representational value. It is important nothing is collected which cannot properly be displayed, stored or conserved at a cost that can be afforded by the Canine Museum Foundation Inc. in currently available budgets.

## **DEACCESSION AND DISPOSAL PROCEDURES**

An object can be deaccessioned from the Canine Museum Foundation Inc. collection if

1. It does not comply with the current collection policy of the Canine Museum Foundation Inc.
2. It is damaged beyond repair.
3. The conservation and storage costs are beyond the means of the Canine Museum Foundation Inc.
4. It is a lesser quality duplicate at an object the Canine Museum Foundation Inc. owns.
5. It lacks any supporting information to enable proper identification or to establish its relevance to the collection.
6. A substantial request for the return of the object to its owner / donor is received.

### Deaccession Procedures

1. The object identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above.
2. The object identified for deaccession must be held for a twelve month “cooling off” period before it is finally disposed of.

Donor to initial here .....

3. Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining a deaccessioned object other than obtained by public auction (see below).

4. Any funds acquired from the sale of the deaccessioned item should be used to acquire relevant objects for the collection.

**Disposal Procedures**

In priority order the object must be:

1. Returned to the donor or family, if after a thorough search this is impossible, the object should be:
2. Transferred to another appropriate institution.
3. Sold by public auction where appropriate.
- 4, Used as an education / interpretative tool
5. Destroyed or recycled if appropriate.

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**DESCRIPTION OF ARTICLES**

Please complete a section for each item to be accessed

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Description of Item

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Date of Manufacturer / Age .....

Country of Origin .....

Artist .....

Value .....

Damage Details

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How was the item acquired

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Description of Item

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Date of Manufacturer / Age .....

Country of Origin .....

Artist .....

Value .....

Damage Details

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How was the item acquired

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Donor to initial here .....