

HISTORICAL SOCIETY OF JEWS FROM EGYPT

P.O. BOX 230445

NEW YORK, NY 11223

Policy and Procedures for Acquisition and Deaccession of Collection Items

I. Acquisition of Objects for Society Collections;

1. Objects, archival materials and library materials, ("Items") will be accepted or otherwise acquired for museum collections if the following are met:
 - a. The items are relevant to, and consistent with the purposes and activities of the Society as defined in the charter of the Society.
 - b. The Society can provide for the storage, protection and preservation of the Items under conditions which make possible their availability for museum purposes and in keeping with professionally accepted museum standards.
 - c. It is intended that the items shall have permanency in the collections as long as they retain physical integrity, their identity, and their authenticity, and as long as they remain useful for the purposes of the Society.
2. Title to all Items acquired for the collections will be obtained free and clear, without restrictions as to use or future disposition.
3. A document of conveyance or a Deed of Gift, setting forth a complete description of the Item(s) involved will accompany all gifts and purchases and will be kept on file at the Society. In all cases of purchases the document will be signed by the seller; in all cases of gifts, it will be signed by the donor and the acceptance will be noted in writing by an authorized representative of the Society.
4. Records of accession will be made and retained for all Items acquired for the collection. A copy of all collection documents will be filed at a second location as determined by the Board of Trustees.
5. Decisions for acceptance of collection Items will be made by the Archiving Committee and approved by the Board of Trustees.

I. Deaccessioning and Disposing of Items from the Collections:

1. Items in the collections will be retained permanently if they continue to be relevant and useful to the purposes and activities of the Society and if they can be properly stored and preserved. Deaccessioning of Items may be considered when these conditions no longer prevail, or in the interest of improving the quality of the collections for the Society's purposes and activities.
2. Items in the collections will be deaccessioned only upon recommendation of the Archives Committee, who may choose to rely on an outside expert in a particular field, and upon the approval of the Board of Trustees.
3. In Considering the various alternatives for the disposition of deaccessioned Items, the Society will be concerned that:
 - a. The manner of disposition is in the best interests of the Society, the public it serves, the public trust it represents in owning the collections and scholarly or cultural communities that it represents.
 - b. Preference will be given to retaining in the region or state material that is part of the historical or cultural heritage of Jewish communities of the New York State.
 - c. Consideration first will be given to placing the items, through exchange, through sale, or through gift, in another tax exempt public institution wherein they may serve the purpose for which they were acquired initially by the Society. If Items are offered for sale elsewhere, preference will be given for sale at advertised public auction or to the public market place in a manner that will best protect the interest, objectives and legal status of the Society.
 - d. Income from Items deaccessioned and sold will be placed in an income producing purchase fund used for the purpose of acquiring new collection Items, or for the care, preservation and conservation of existing Items in the collection.
 - e. Items will not be given or sold privately to Society employees, officers, members of the governing authority, or to their representatives.
4. A complete record of the conditions and circumstances under which Items are deaccessioned and disposed of will be made and retained as part of the Society collection records and reported to the Board at its next meeting.

I. Public Disclosure:

1. A written statement of the policy and procedures adopted and followed by the Society with respect to the acquisition and disposition of collection material will be prepared and will be made available to donors or other persons on request.
2. In reply to responsible inquiry, the Society may make available the identity and description of collection materials acquired or deaccessioned while protecting confidential information.

Adopted by the Board of Trustees, April 15, 1996

HISTORICAL SOCIETY OF JEWS FROM EGYPT

P.O. BOX 230445

NEW YORK, NY 11223

RECEIPT OF ITEMS FOR CONSIDERATION

Date Received: _____

Donor: _____

Address: _____

City _____ State: _____ Zip: _____

Telephone #: Home _____ Business: _____

Background information on item(s) (attach additional pages if needed)

_____ Donor wishes to remain anonymous in public credits for Item (information above MUST be completed for confidential records)

_____ Item to be donated in _____ honor of _____

memory of : _____

If not accepted:

Disposition by Historical Society of Jews From Egypt

Return to Donor _____ Disposal by discretion of Society _____

Signature of Donor: _____ Date : _____

Signature of Staff: _____ Date : _____

FOR OFFICE USE ONLY (Indicate dates of actions)

Returned: _____ Disposed _____ Location _____

Accepted _____ Deed of Gift _____

HISTORICAL SOCIETY OF JEWS FROM EGYPT

Deed of Gift

I / We (the "Donor") have delivered, and hereby unconditionally and irrevocably give, the Item(s) described below or on the attached pages, together with all copyright, trademark and associated rights of Donor therein, to the Historical Society Of Jews from Egypt (the Society), and acknowledge that the Society's acceptance of the gift is subject to the terms below. The Society has accepted the Donor's gift of the Item(s) listed below or on the attached page(s), subject to the following terms:

- 1. By execution of this Deed of Gift the Donor represents and warrants to the Society that he/she is the sole owner of title to the Item(s) and has full power and authority to give the Item(s) to the Society.
- 1. The Donor acknowledge that upon execution of this Deed of Gift the Item(s) irrevocably become(s) the property of the Society, and may be displayed, stored, maintained, made available for research and disposed of as the Society sees fit.
- 1. The Donor acknowledges that the Society has not promised, and is in no way obligated, to exhibit the Item(s).
- 1. The Donor is encouraged to seek the advice of counsel before claiming deductions for the purpose of computing income and inheritance taxes under the state and federal laws. The Internal Revenue Service has determined that the Society is organized and operated exclusively for educational purposes and is exempt from federal income tax pursuant to Section 501 (a) ind (c) (3) of the Internal Revenue Code of 1954, as amended.

Accession number	Item	Description and history

Credit line for the item: _____

Name and Address of Donor(s)

Signature(s)

Date : _____

Signature for the Historical Society of Jews From Egypt

Name and title of Society representative: _____

Date: _____

PLEASE SIGN AND DATE THE COMPLETED DEED OF GIFT AND RETURN BOTH COPIES TO:

CHAIRPERSON, ARCHIVES COMMITTEE
HISTORICAL SOCIETY OF JEWS FROM EGYPT
P.O. BOX 230445
BROOKLYN, NY 11223
A COPY WILL BE SIGNED AND RETURNED TO YOU.

HISTORICAL SOCIETY OF JEWS FROM EGYPT

DEACCESSIONING WORKSHEET

Object Number: _____

Donor's Name: _____

Object Description _____

1. Justification for deaccession received on _____ From _____

Specify why the Item in the present and foreseeable future cannot be used for exhibition or research, or is not historically significant to the Society.

2. Archiving Committee approved on _____

3. Approved by Board of Trustees on _____

4. Approved method of disposal:

____ Transfer to other institution (specify):

____ Public Auction ____ To be destroyed due to inherent vermin

____ Other (Specify):

5. Current photo on file: ____ yes ____ no (attach condition report).

6. Action noted on following records:

____ Accession Book ____ Donor/Vendor file

____ Donor index card ____ Master file card

_____ Other file as noted:

DISPOSITION OBJECT

Final disposition of object: _____

_____ on _____

Monies received \$ _____ Deposited into account # _____

Notes:

Signature Date

Original: Donor/Vendor File

Copy: Deaccessioning File Master File