



HOME TO THE LEGENDS OF TENNIS

INTERNATIONAL TENNIS HALL OF FAME INCORPORATED d/b/a
International Tennis Hall of Fame & Museum (ITHF&M)
194 Bellevue Avenue
Newport, RI 02840

DEACCESSION FORM

ITHF&M ID Number *: _____ * (such as accession #, catalogue #, inventory #, acquisition #)

Object Name: _____

Description: _____

Name of Donor: _____ Date Acquired or Accessioned: _____

Please answer the following questions:

1. Can the Museum document legal ownership of the object? Yes ___ No ___
How has this been determined? _____

Has the object been in the permanent collections for at least two (2) years? Yes ___ No ___

2. What is the source of the object? Gift ___ Purchase ___ Found in Collection ___

3. If the object was a gift, please answer the following:

a. Is the donor still alive? Yes ___ No ___

b. Is the donor likely to make a further gift or bequest to the Museum? Yes ___ No ___

c. Has the Museum notified the donor of the proposed deaccession? Yes ___ No ___

d. Do the terms of the gift require that the donor be notified? Yes ___ No ___

e. If so, has the donor or heirs objected to sale or disposal? N/A Yes ___ No ___

4. Value of object? _____ Date of valuation? _____

What is the current market value*? _____ * Attach relevant back-up information

How was this valuation determined? Appraisal ___ Auction Catalogue ___ Price Guide ___

a. Name of Appraiser: _____

b. Name/date of Auction Catalogue: _____

c. Name/date of Price Guide: _____

5. When was the object last exhibited? _____

6. Describe the condition of the object: _____

7. Does the object have future value to the Museum:
- a. As a loan? Yes No
- b. As part of an educational or research collection? Yes No
8. Does the object form part of a large category of similar objects at the Museum? Yes No
- How well is this type of object represented in the collections? _____
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9. Specific reason for deaccessioning object? (*must meet more than one of the following criteria*)
- a. The object no longer retains its physical integrity, its identity or authenticity _____
- b. Object lacks demonstrable relevance to the Museum's collection areas (does not fit mission) _____
- c. Object is of inferior quality (not of museum quality) _____
- d. Object has deteriorated or been damaged beyond usefulness or repair _____
- e. Object has little potential for study and/or exhibition and/or programs _____
- f. The Museum is unable to care properly for object _____
- g. Object is a duplicate of another work in the collection and has no value as part of a series _____
- h. Object was allegedly obtained in violation of state or federal laws _____
- i. The object is a fake _____
- j. The object is made of hazardous materials or is decomposing (due to inherent vices or environmental reasons (mold, insect infestation, etc.)) in a manner that directly affects the condition of other objects or the health and safety of Museum staff _____
- k. Other (*please describe*): _____
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10. Might another museum or public educational institution consider the object for: (*If "yes" please attach relevant information if available*)
- a. Exchange? Yes No
- b. Purchase? Yes No
- c. Gift? Yes No

11. What is the recommended method of disposal?
- a. Transfer to the ITHF Education Collection _____ *Date Transferred:* _____
- b. Transfer to another museum or public educational institution _____ *Name of Recipient:* _____
Date of Transfer: _____
- c. Sold at public auction or reputable dealer _____ *Name of Auction/Dealer:* _____
(with all monies realized to be deposited in the CAF) *Date Sold:* _____
- d. Witnessed destruction _____ *Date Destroyed:* _____
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Signatures (*required before deaccession can take place*):

 Nicole F. Markham, Curator of Collections Date

 Douglas Stark, Museum Director Date

 Katherine Burton Jones, Chair, Museum Committee Date