



SUBJECT	Proposed Policy Amendment: Deaccessioning Policy (UP11)
SUBMITTED TO	Learning & Research Committee
MEETING DATE	March 17, 2026
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	Action requested – Recommendation to Board for Approval IT IS HEREBY RESOLVED that the Learning & Research Committee recommends that the Board of Governors approves the amended Deaccessioning Policy (UP11) in the form set out in Appendix 1 attached to the briefing, effective April 1, 2026.
LEAD EXECUTIVE	Hubert Lai, K.C., University Counsel
SUPPORTED BY	Dr. Gage Averill, Provost and Vice-President, Academic, (UBC Vancouver) (Responsible Executive) Dr. Marie Tarrant, Provost and Vice-President Academic <i>pro tem</i> , (UBC Okanagan) (Responsible Executive) Elizabeth Moxham, Legal Counsel (Policy Development Committee Chair) Andrea East, External Legal Counsel (Policy Development Committee Secretary)

PRIOR SUBMISSIONS

The subject matter of this submission has been considered previously by the Learning & Research Committee on [November 20, 2025](#) (OPEN SESSION).

The following Executive Summary assumes familiarity with the prior submission.

EXECUTIVE SUMMARY

The November 20, 2025 proposed amendments to the Deaccessioning Policy were posted on the OUC’s website and in UBC Today for the purpose of inviting community feedback between November 21, 2025 and January 9, 2026.

A table of all feedback received and the Policy Development Committee’s response is attached as **Supplemental Material 1**. Having considered all of the feedback, the Policy Development Committee recommends the following changes to the Deaccessioning Policy proposal:

1. for the University Library, narrowing the application of the Policy to those Objects that are within UBC Vancouver’s Rare Books and Special Collections and UBC Okanagan’s Special Collections and Archives;
2. adding language to address deaccessioning that involves insurance claims;
3. deleting language related to the University Archives, since that unit is covered by the Vancouver Archives Policy (GA5);
4. adding clarity regarding the scope of community consultation to be undertaken prior to deaccession;
5. adding language to provide clarity regarding treatment of cultural property; and
6. adding language to provide clarity around the deaccession and disposition of digital records.

The finalized Policy proposal is recommended by the Policy Development Committee, with the support of the Responsible Executives and the University Counsel, for the Board of Governors' approval.

As an update on related matters:


1. the Vancouver Archives Policy (GA5) is scheduled for review in 2026, and the Policy Development Committee struck for that policy will be encouraged to consider whether any of the policies and procedures in the Deaccessioning Policy are appropriate to apply to those archives; and
2. initial work in support of the development of a Rematriation and Repatriation Policy for UBC is underway.

APPENDICES

1. Proposed Amended Deaccessioning Policy

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Proposed Deaccessioning Policy (UP11) – Community Consultation Summary
2. Blackline showing amendments made by the Policy Development Committee since proposal last presented to the Learning & Research Committee
3. Deaccessioning Policy (UP11) Policy Development Committee

 The University of British Columbia Board of Governors	Policy No.: UP11
Long Title: Deaccession of Works of Art, Cultural Materials and/or Specimens of Certain Museums and Galleries	
Short Title: Deaccessioning Policy	

Background & Purposes

Galleries, libraries, archives and museums evolved as places to maintain collections over long periods of time and to engage in knowledge creation. These collections show the physical, historic, aesthetic and conceptual achievements of humankind, and document the natural world. Objects in gallery, library and museum collections are also part of the intellectual and cultural heritage of their originating communities. Generally, where the University has acquired, with proper evidence of provenance, an object included in a collection held within one of its galleries, libraries, museums or their associated archives, there is a presumption against permanently removing that object from the University's collections, which is referred to as deaccessioning. However, there are circumstances when deaccessioning may be appropriate.

Repatriation, rematriation, and return of Ancestors and Belongings of Indigenous Communities are an important part of the University's reconciliation objectives under its Indigenous Strategic Plan and in recognition of this importance, the University is developing a comprehensive policy addressing this topic separate from this policy regarding deaccession.

1. General

1.1 **Objects and GLAM Units.** This policy sets out the circumstances, conditions and protocol for deaccessioning and disposing of a work of art, cultural artifact, cultural material, book, archival record or specimen (each an "**Object**") in the following galleries, libraries, museums and their associated archives at the University:

1.1.1 Morris and Helen Belkin Art Gallery;

1.1.2 UBC Okanagan Art Gallery;

1.1.3 University Library, only for Objects within UBC Vancouver's Rare Books and Special Collections and UBC Okanagan's Special Collections and Archives;

1.1.4 Museum of Anthropology;

1.1.5 Beaty Biodiversity Museum; and

1.1.6 Pacific Museum of Earth;

(each a “GLAM Unit”).

2. Reasons for Deaccession

2.1 **Deaccession.** A GLAM Unit may request approval for deaccession of an Object from its collection for any one or more of the following reasons:

2.1.1 **Legal title.** The GLAM Unit learns that the University does not hold legal title to the Object, whether discovered through the GLAM Unit’s own review or research, or through notice from an owner or family member, including but not limited to where:

- (a) the Object has been acquired in violation of Canadian law or international treaties binding upon the Government of Canada;
- (b) provenance documentation shows that the University does not hold legal title to the Object;

2.1.2 **Collection Quality.** The GLAM Unit determines that the Object does not support the academic, research and display quality of the collection for one or more of the following reasons:

- (a) **Collecting focus.** The collecting focus of the collection has been refined or altered and the Object does not support the collection’s current or planned focus;
- (b) **Duplicative within existing collection.** The Object is duplicative in pedagogical or display value of one or more other Objects in that collection, such as multiple copies of a photograph or print, or multiple specimens that have the same chemical composition;
- (c) **Upgrade.** The Object will be deaccessioned in order to upgrade or diversify the representation of a category of Objects in a collection by deaccessioning an Object for the trade or purchase of another Object that serves a similar purpose in the collection, such as a different work of art from the same artist or a specimen with different features;
- (d) **Inferior.** The Object is of demonstrably inferior quality as compared to a similar Object in the collection, providing the academic integrity of the collection is not disrupted;
- (e) **Deteriorated, damaged or destroyed.** The Object is no longer useful for exhibition or study due to deterioration, damage, or destruction;
- (f) **Forgery.** The Object is determined to be a forgery, unless that forgery is useful for research, teaching or exhibition;
- (g) **Relevance.** The Object is no longer perceived as valuable or of historic, aesthetic, cultural or academic relevance to the collection;

2.1.3 **Collection Practicalities.** The GLAM Unit determines that there are practical challenges relating to storage, costs, and administration of the collection or Objects within the collection that make it advisable to deaccession an Object or group of Objects from the collection for any one or more of the following reasons:

- (a) **Storage.** Inability to store the Object, or other storage constraint considerations;
- (b) **Cost.** The cost of conservation of the Object outweighs, or is disproportionate to, the value of the Object to the collection;
- (c) **Health and Safety.** The Object is, or creates, a health hazard or safety hazard for staff or visitors;

2.1.4 **Terms.** Adhering to the terms of acquisition for that Object is impossible, impracticable, or detrimental to the University; or

2.1.5 **Best practices.** There are reasons for deaccessioning an Object that are consistent with best practices for deaccessioning published by the Canadian Museums Association or other relevant institutions that provide leadership in collections management for the type of collection managed by the applicable GLAM Unit.

2.2 **Gift Agreements.** Notwithstanding Section 2.1, deaccessioning will not occur where the Object was a gift or bequest and the deaccessioning would:

- 2.2.1 violate the terms of an agreement between the University and the donor; or
- 2.2.2 have adverse tax consequences for the donor or the University.

2.3 **Sampling.** Routine sampling of Objects for research or teaching is not deaccessioning under this Policy, unless such sampling renders the Object unsuitable for further use in display or research by the GLAM Unit.

3. Methods of Disposal

3.1 **Disposal.** A deaccessioned Object may be disposed of by any of the following methods:

- 3.1.1 **Return to legal owner.** In the case of deaccessioning pursuant to Section 2.1.1, returning the Object to its legal owner;
- 3.1.2 **Internal transfer.** Transferring the Object to another unit at the University;
- 3.1.3 **External transfer.** Transferring ownership of the Object to a public collection held by a charitable institution as a gift, trade or sale;
- 3.1.4 **Exchange.** Exchanging the Object for more appropriate examples in the same category;
- 3.1.5 **Fair Market Value Disposition to Donor.** Selling the Object, at fair market value, to the donor who originally donated the Object to the collection;

- 3.1.6 **Public sale.** Selling the Object at public auction or through another mechanism expressly approved by the Responsible Executive; or
- 3.1.7 **Destruction.** Destroying the Object.
- 3.1.8 **Insurance.** Where there is an insurance claim, transferring the Object as salvage to the insurer.
- 3.2 **Proceeds.** Proceeds from the sale of a deaccessioned Object, or insurance proceeds relating to an Object that cannot be repaired, can only be used for development and care of the collection(s) of the GLAM Unit that disposed of the Object, and will normally be used for acquiring Objects for the collection of the GLAM Unit. Such proceeds shall not be used for operational or administrative purposes. For clarity, nothing in this clause is intended to restrict the use of insurance proceeds payable to facilitate the repair of a damaged Object that will remain in the collection of the GLAM Unit.
- 3.3 **Conflict.** No staff member employed in connection with the GLAM Unit disposing of an Object or any person who is a Related Party as defined under the University's COI Policy (SC3) may receive, purchase or otherwise knowingly acquire a deaccessioned Object, unless that person donated that Object and that person acquires the Object for fair market value under Section 3.1.6.

4. Disposal of Objects other than by GLAM Units

- 4.1 **Other Disposal.** Nothing in this Policy limits the disposal of Objects by units of the University other than the GLAM Units. However, if a unit within the University is considering disposing of one or more Objects that is, or might be considered to be, of the kind and quality collected by one or more of the GLAM Units, that unit is encouraged to contact the applicable GLAM Unit(s) to query whether such Object(s) may be appropriate for inclusion into any of their collections in accordance with their respective acquisition policies. All units other than GLAM Units disposing of one or more Objects are encouraged to consider the methods of disposal listed in Section 3 as a guide for decision making regarding the disposal of Objects that are not subject to this Policy.



PROCEDURES ASSOCIATED WITH THE DEACCESSIONING POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Naming Policy.

1. Authorization for Deaccessioning

1.1 Deaccessioning of Objects may only be authorized as follows:

- 1.1.1 in the case of Objects in the Morris and Helen Belkin Art Gallery, the Director of the Belkin Art Gallery may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the University Art Committee;
- 1.1.2 in the case of Objects in the Okanagan Art Gallery, the Director of the Okanagan Art Gallery may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the Public Art Acquisitions Committee;
- 1.1.3 in the case of Objects in UBC Vancouver's Rare Books and Special Collections or UBC Okanagan's Special Collections and Archives at the Library, the University Librarian, or delegate, may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the University Librarian may seek advice from the applicable Senate Library Committee;
- 1.1.4 in the case of Objects in the Museum of Anthropology, the Director of the Museum of Anthropology, after ensuring that the proposed deaccessioning is in accordance with the Museum of Anthropology Professional Guidelines, may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the relevant internal committee of the Museum of Anthropology;
- 1.1.5 in the case of Objects in the Beaty Biodiversity Museum, the Director of the Beaty Biodiversity Museum may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the relevant internal committee of the Beaty Biodiversity Museum;

- 1.1.6 in the case of Objects in the Pacific Museum of Earth, Director of the Pacific Museum of Earth may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the relevant internal committee of the Pacific Museum of Earth.
- 1.2 Any recommendation that is sent to the Responsible Executive in favour of deaccessioning an Object must:
 - 1.2.1 describe the rationale for deaccessioning, including setting out the relevant section(s) of the Policy under which the deaccessioning is being recommended;
 - 1.2.2 indicate whether the recommendation could reasonably be considered to be sensitive or precedent setting;
 - 1.2.3 confirm that there has been careful consideration of the University's purpose and values,
 - 1.2.4 confirm that there has been careful consideration of the interests of relevant community members and describe the consultation process and feedback received, where relevant community members include:
 - (a) the scholarly community (especially the communities within the University that carry on research and education in areas which the Object to be deaccessioned is relevant); and
 - (b) the cultural community (including the needs of that community in the region(s) where the collection of the GLAM Unit is located);
 - (c) other people associated with the Object (such as living artists, living donors, and external funders supporting acquisition or conservation);
 - (d) other people associated with the GLAM Unit (such as visitors, students and researchers);
 - 1.2.5 if the Object was donated to the University, confirm that any terms associated with the gift have been addressed;
 - 1.2.6 if the Object is certified as Canadian cultural property by Canadian Cultural Property Export Review Board, the date of that certification and the date of expiry of the period for restrictions on disposition of that Object;
 - 1.2.7 indicate that all reasonable alternatives to deaccessioning have been carefully considered; and
 - 1.2.8 indicate whether there is, at the time of the request for deaccession approval, an intended method of disposition. (Information about the method of disposition is not required to make a recommendation for approval of a deaccession.)

2. Authorization of Method of Disposition

- 2.1 Following authorization for deaccessioning of an Object as set out in Section 1 of these Procedures, and subject to Section 3.1.6 of the Policy, the method for that disposition may be approved as follows:
 - 2.1.1 in the case of an Object deaccessioned from the collection of the Morris and Helen Belkin Art Gallery, the Director of the Belkin Art Gallery or delegate;
 - 2.1.2 in the case of an Object deaccessioned from the collection of UBCO Art Gallery, the Director of the UBCO Art Gallery or delegate;
 - 2.1.3 in the case of an Object deaccessioned from UBC Vancouver's Rare Books and Special Collections and UBC Okanagan's Special Collections and Archives, the University Librarian or delegate;
 - 2.1.4 in the case of an Object deaccessioned from the collection of the Museum of Anthropology, the Director of the Museum of Anthropology or delegate;
 - 2.1.5 in the case of an Object deaccessioned from the collection of the Beaty Biodiversity Museum, the Director of the Beaty Biodiversity Museum or delegate; and
 - 2.1.6 in the case of an Object deaccessioned from the collection of the Pacific Museum of Earth, the Director of the Pacific Museum of Earth or delegate.
- 2.2 Prior to approving a method of disposition, a decision-maker listed above may seek advice from the relevant committees listed in section 1.
- 2.3 Where the Object consists of digital records, the method of disposition should address multiple copies created for preservation, access, processing or backup purposes.

3. Documentation

- 3.1 Documentation of deaccessioned Objects will be kept current, standardized, and systematized. The process of deaccessioning and subsequent disposition shall be documented, and an electronic record retained. Personal and other confidential information will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. Without limiting the generality of the foregoing, the following documentation is encouraged to be retained, where available, regarding a deaccessioned Object:
 - 3.1.1 a copy of the deaccession recommendation report and associated approval;
 - 3.1.2 a copy of the records relating to the disposition;
 - 3.1.3 photographs;
 - 3.1.4 if there is known research or analysis that has been carried out in connection with that Object, information about that research or analysis or citations of where to locate a copy; and

3.1.5 information relating to provenance, the period the Object was maintained in the collection, and any other notable details about the Object.

4. Repatriation

4.1 The University is working to develop a policy and procedure regarding the Respectful Return of Ancestors and Belongings to Indigenous communities. Pending development of that policy, contact the Responsible Executive for information regarding its status.

5. Exclusion

5.1 This policy does not apply to the University's permanent records held as University Archives, which are addressed by the Vancouver Archives Policy (GA5).

DRAFT

Proposed Deaccessioning Policy (UP11) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Committee Response
1.	<p>Commenter is wondering if additional language should be considered as part of loss, damage or destruction to an object/collection.</p> <p>Legal Title: suggested addition of a new section 2.1.1 (c) the Object is transferred to an Insurer that is considered salvage in the event of damage or destruction</p> <p>Collection Quality suggested addition of a new section 2.1.2 (h) physical damage or destruction to an object that is not repairable</p> <p>Methods of Disposal 3.1 – transfer to an insurer as the object is considered salvage in the event of damage or destruction</p> <p>Authorization for deaccessioning – do we need to include a process here in the case of an insurance claim?</p>	<p>2.1.1(c);</p> <p>2.1.2(h);</p> <p>3.1</p> <p>Procedures: 1</p>	<p>Recommend against addition of this concept in this section, because this section deals with a flaw in title requiring a return of an object. Instead, we have added language that contemplates a transfer to insurer in Section 3.1.8</p> <p>Added to Section 2.1.2 (d) so that the one paragraph covers deterioration, damage and destruction.</p> <p>Added as a new section 3.1.8</p> <p>The committee concluded that the approval process in the procedures was suitable for cases where there is an insurance claim.</p> <p>Committee added clarifying language to Section 3.2 to confirm that the use of proceeds applies to both sale proceeds and insurance proceeds.</p>

Proposed Deaccessioning Policy (UP11) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Committee Response
2.	<p>Revisions do not offer sufficient opportunity for input from relevant stakeholders.</p> <p>For example, the Canadian Museums Association Deaccessioning Guidelines (https://museums.ca/site/deaccessioning_guidelines#consultative) recommend that “input from the following stakeholders should be sought in the process of reaching a final decision:” institutional staff, donors, external funders, and stakeholders. While some of these groups are represented in the policy, not all are, especially “stakeholders,” who include “visitors, researchers and in the case of contemporary art, living artists.” There is, in particular, no provision for the consultation of artists who[se] work is being considered for deaccessioning or for researchers or instructors to whose work the Objects may be important.</p> <p>One way of involving more stakeholders is by publicizing deaccession plans. For example, the College Art Association recommends that “[p]lanned deaccessions must be publicized in appropriate local and/or regional media outlets and announced to local and/or regional peer public trusts in order to give the latter an opportunity to acquire the work(s) in question so they may be retained in that locality or region” (CAA Guidelines Standards & Guidelines). Doing something similar internally or more broadly, especially with campus stakeholders, would help mitigate the risk of losing Objects of value to a particular audience.</p>		<p>Added more language to the section on consideration of the interests of communities in section 1.2 of the Procedures, which sets out the elements of the report to the Responsible Executive.</p> <p>We separated consideration of the interests of the university from the interests of others, and these concepts now appear in two separate paragraphs.</p> <p>We added language requiring the report to provide information about consultation process and feedback, but did not mandate a particular consultation process to allow flexibility for the context of different deaccession decisions.</p> <p>We replaced “public” general categories of other people with whom to consult to more closely align to the Canadian Museum Association language.</p>

Proposed Deaccessioning Policy (UP11) – Community Consultation Summary


No.	Comment	Applicable Section(s)	Committee Response
	<p>designated materials cannot be deaccessioned until 10 years after designation.</p> <p>Further, if this clause is retained, it is unclear how archival materials can be disposed of if the donor (or estate) cannot be located, nor does not want the materials returned</p>		
	<p>Suggestion: Clarification is needed regarding which components must be destroyed when archival materials are deaccessioned, including:</p> <ul style="list-style-type: none"> • Physical materials: original carriers, physical media, analog formats • Digital materials: preservation masters, access copies, born-digital files, and all backup versions stored on servers, storage systems, and access platforms <ul style="list-style-type: none"> - Metadata and documentation: <ul style="list-style-type: none"> - technical metadata - descriptive metadata - processing documentation <p>Unlike physical records, which are generally centralized in storage, digital records may exist across multiple locations (e.g., local servers, cloud environments, external storage), along with related descriptive information and multiple copies created for preservation, access, processing, or backup purposes. The Deaccession Policy should therefore include clear language specifying, at a high level, what must be destroyed, returned, or transferred in addition to the digital archival records themselves. This includes all preservation, access, working, and backup copies of digital archival materials, as well as system-generated reports or files created solely to support the processing of those materials.</p>	<p>3.1.8</p>	<p>Added a statement in Section 2.3 of the Procedures stating that for digital records, the method of disposition should include multiple copies that are created of that digital record.</p> <p>The committee did not want to include a reference to related descriptive information in the clause.</p>

Proposed Deaccessioning Policy (UP11) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Committee Response
4.	<p>Commentor is recommending clarification as to whether UP11 applies to archival records collected under GA5 (Vancouver Archives Policy).</p> <p>The current GA5 does not provide any mechanism for deaccession of the private papers it collects from non-institutional donors. If University Archives retains and continues to collect private papers, it will need to be covered by a deaccession policy somewhere.</p> <p>It would be helpful to clarify if the University Archives and Okanagan University Archives fall under UP11, as well as if there is to be a separate treatment of institutional records vs. private papers within these repositories.</p>	General	<p>Recommend that U11 not apply to GA5 at this time. GA5 is scheduled for review in 2026. GA5 relates to UBC’s institutional documents, and private papers of faculty and alumni. The archival records held under GA5 were not specifically considered by the UP11 Policy Development Committee. The Policy Development Committee for GA5 can review UP11 to consider whether some or all of the policies and procedures are appropriate for the records collected under GA5. If recommended by GA5 Policy Development Committee, the statement in UP11 procedures limiting UP11’s application to records collected under GA5 could be amended, without having to go through a policy review process, to narrow or remove the exclusion as may be recommended after the GA5 policy review.</p> <p>We added a statement in the procedures that provides that UP11 does not apply to archive records collected under GA5. In addition, we edited the description of the units within the Library to which the policy applies to refer to the specific names rather than categories of collections to minimize the impression that UP11 applies to the University Archives housed within the Library but operating under GA5.</p>

Proposed Deaccessioning Policy (UP11) – Community Consultation Summary

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5.	<p>Commentor is making various suggested edits for clarification</p> <p>Remove “GLAMs” definition in background</p> <p>Replace “focus over time” with “current or planned focus”</p> <p>Replace “identified impressions” with “multiple copies” and add “multiple” before specimens</p> <p>Replace “matters” with “challenges”</p> <p>Delete “considering deaccessioning”</p> <p>Add a right to the Responsible Executive to approve other mechanism for public sale</p> <p>Add reference to COI policy</p> <p>Add “could reasonably be considered to be” before precedent setting</p> <p>Clarification edits</p>	<p>Background</p> <p>2.1.2(a)</p> <p>2.1.2(b)</p> <p>2.1.3</p> <p>2.1.5</p> <p>3.1.6</p> <p>3.3</p> <p>1.2.2 Procedures</p> <p>Background, 1.1, 2.1.1, 2.1.2(b), 2.2, 3.2, 4.1</p> <p>Procedures: 1.1.3, 1.2.3, 2.1, 3.1</p>	<p>We reordered the appearance of “museums, galleries, libraries and archives” to “galleries, libraries, archives and museums, referred to collectively as “GLAMs”” to introduce the acronym that will be used in the defined term “GLAM Unit” in the policy. This also mirrors the order in which the units are mentioned in section 1.1 and the procedures.</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p>

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: UP11</p>
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~~Museums, galleries~~Galleries, libraries ~~and~~, archives and museums evolved as places to maintain collections over long periods of time and to engage in knowledge creation. These collections show the physical, historic, aesthetic and conceptual achievements of humankind, and document the natural world. Objects in ~~museum and~~ gallery, library and museum collections are also part of the intellectual and cultural heritage of their originating communities. Generally, where the University has acquired, with proper evidence of provenance, an object included in a collection held within one of its ~~museums,~~ galleries, libraries, museums or their associated archives (~~“GLAMs”~~), there is a presumption against permanently removing ~~an~~that object from the University’s collections, which is referred to as deaccessioning. However, there are circumstances when deaccessioning may be appropriate.

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1.1.2 UBC Okanagan Art Gallery;

1.1.3 University Library, only for Objects within ~~its rare books collections, special collections and archives~~UBC Vancouver’s Rare Books and Special Collections and UBC Okanagan’s Special Collections and Archives;

1.1.4 Museum of Anthropology;

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(~~“GLAMs Units”~~); each a “GLAM Unit”).

2. Reasons for Deaccession

2.1 **Deaccession.** A ~~GLAMs~~GLAM Unit may request approval for deaccession of an Object from its collection for any one or more of the following reasons:

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- (c) **Upgrade.** The Object will be deaccessioned in order to upgrade or diversify the representation of a category of Objects in a collection by deaccessioning an Object for the trade or purchase of another Object that serves a similar purpose in the collection, such as a different work of art from the same artist or a specimen with different features;
- (d) **Inferior.** The Object is of demonstrably inferior quality as compared to a similar Object in the collection, providing the academic integrity of the collection is not disrupted;
- (e) **Deteriorated, damaged or destroyed.** The Object ~~has deteriorated to the point that it cannot be used~~ is no longer useful for exhibition or study due to deterioration, damage, or destruction;

- (f) **Forgery.** The Object is determined to be a forgery, unless that forgery is useful for research, teaching or exhibition;
- (g) **Relevance.** The Object is no longer perceived as valuable or of historic, aesthetic, cultural or academic relevance to the collection;

2.1.3 **Collection Practicalities.** The ~~GLAMs~~GLAM Unit determines that there are practical ~~matters~~challenges relating to storage, costs, and administration of the collection or Objects within the collection that make it advisable to deaccession an Object or group of Objects from the collection for any one or more of the following reasons:

- (a) **Storage.** Inability to store the Object, or other storage constraint considerations;
- (b) **Cost.** The cost of conservation of the Object outweighs, or is disproportionate to, the value of the Object to the collection;
- (c) **Health and Safety.** The Object is, or creates, a health hazard or safety hazard for staff or visitors;

~~2.1.4 **Archive.** In the case of archival records, the records were donated by a donor and that donor has the ability to manage the records;~~

~~2.1.4~~ 2.1.5 **Terms.** Adhering to the terms of acquisition for that Object is impossible, impracticable, or detrimental to the University; or

2.1.5 ~~2.1.6~~ **Best practices.** There are reasons for deaccessioning an Object that are consistent with best practices for deaccessioning published by the Canadian Museums Association or other relevant ~~institution~~institutions that ~~provides~~provide leadership in collections management for the type of collection managed by the applicable ~~GLAMs~~GLAM Unit ~~considering deaccessioning.~~

2.2 **Gift Agreements.** Notwithstanding ~~Sections~~Section 2.1, deaccessioning will not occur where the Object was a gift or bequest and the ~~deaccession~~deaccessioning would:

- 2.2.1 violate the terms of an agreement between the University and the donor; or
- 2.2.2 have adverse tax consequences for the donor or the University.

2.3 **Sampling.** Routine sampling of Objects for research or teaching is not deaccessioning under this Policy, unless such sampling renders the Object unsuitable for further use in display or research by the ~~GLAMs~~GLAM Unit.

3. **Methods of Disposal**

3.1 **Disposal.** A deaccessioned Object may be disposed of by any of the following methods:

- 3.1.1 **Return to legal owner.** In the case of deaccessioning pursuant to Section 2.1.1, returning the Object to its legal owner;

- 3.1.2 **Internal transfer.** Transferring the Object to another unit at the University;
- 3.1.3 **External transfer.** Transferring ownership of the Object to a public collection held by a charitable institution as a gift, trade or sale;

3.1.4 **Exchange.** Exchanging the Object for more appropriate examples in the same category;

~~3.1.5 **Archival.** In the case of archival records, deaccessioned under Section 2.1.4:~~

~~(a) if no tax receipt was issued for the value of the donation, returning the records to the donor; or~~

~~(b) if a tax receipt was issued, a sale of the records to the donor for fair market value;~~

~~3.1.5~~ **3.1.6 Fair Market Value Disposition to Donor.** Selling the Object, at fair market value, to the donor who originally donated the Object to the collection;

~~3.1.6~~ **3.1.7 Public sale.** Selling the Object at public auction or through another mechanism expressly approved by the Responsible Executive; or

~~3.1.7~~ **3.1.8 Destruction.** Destroying the Object.

~~3.1.8~~ **Insurance.** Where there is an insurance claim, transferring the Object as salvage to the insurer.

3.2 **Proceeds**

Proceeds from the sale of a deaccessioned Object, or insurance proceeds relating to an Object that cannot be repaired, can only be used for development and care of the collection(s) of the ~~GLAMs~~GLAM Unit that disposed of the Object, and will normally be used for acquiring Objects, ~~and for the collection of the GLAM Unit. Such proceeds~~ shall not be used for operational or administrative purposes. For clarity, nothing in this clause is intended to restrict the use of insurance proceeds payable to facilitate the repair of a damaged Object that will remain in the collection of the GLAM Unit.

3.3 **Conflict.** No staff member employed in connection with the ~~GLAMs~~GLAM Unit disposing of an Object or ~~immediate family member of them~~any person who is a Related Party as defined under the University's COI Policy (SC3) may receive, purchase or otherwise knowingly acquire a deaccessioned Object, unless that ~~staff member or immediate family member~~person donated that Object and that person acquires the Object for fair market value under Section 3.1.6.

4. **Disposal of Objects other than by ~~GLAMs~~GLAM Units**

4.1 **Other Disposal.** Nothing in this Policy limits the disposal of Objects by units of the University other than the ~~GLAMs~~GLAM Units. However, if a unit within the University is considering disposing of one or more Objects that is, or might be considered to be, of the kind and quality collected by one or more of the ~~GLAMs~~GLAM Units, that unit is encouraged to contact the applicable ~~GLAMs~~GLAM Unit(s) to query whether such Object(s) may be appropriate for

inclusion into any of their collections in accordance with their respective acquisition policies. ~~A unit~~All units other than ~~a GLAMs Unit~~GLAM Units disposing of one or more Objects are encouraged to consider the methods of disposal listed in Section 3 as a guide for decision making regarding the disposal of Objects that are not subject to this Policy.

DRAFT



PROCEDURES ASSOCIATED WITH THE DEACCESSIONING POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Naming Policy.

1. Authorization for Deaccessioning

1.1 Deaccessioning of Objects may only be authorized as follows:

- 1.1.1 in the case of Objects in the Morris and Helen Belkin Art Gallery, the Director of the Belkin Art Gallery may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the University Art Committee;
- 1.1.2 in the case of Objects in the Okanagan Art Gallery, the Director of the Okanagan Art Gallery may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the Public Art Acquisitions Committee;
- 1.1.3 in the case of Objects in [UBC Vancouver's Rare Books and Special Collections](#) or [UBC Okanagan's Special Collections and Archives](#) at the ~~University Library's rare books, special collections and archives~~, the University Librarian, or delegate, may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the University Librarian may seek advice from the applicable Senate Library Committee;
- 1.1.4 in the case of Objects in the Museum of Anthropology, the Director of the Museum of Anthropology, after ensuring that the proposed deaccessioning is in accordance with the Museum of Anthropology Professional Guidelines, may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the relevant internal committee of the Museum of Anthropology;
- 1.1.5 in the case of Objects in the Beaty Biodiversity Museum, the Director of the Beaty Biodiversity Museum may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the

Responsible Executive, the Director may seek advice from the relevant internal committee of the Beaty Biodiversity Museum;

1.1.6 in the case of Objects in the Pacific Museum of Earth, Director of the Pacific Museum of Earth may recommend deaccessioning to the Responsible Executive, for approval by the Responsible Executive. Prior to making a recommendation to the Responsible Executive, the Director may seek advice from the relevant internal committee of the Pacific Museum of Earth.

1.2 Any recommendation that is sent to the Responsible Executive in favour of deaccessioning an Object must:

1.2.1 describe the rationale for deaccessioning, including setting out the relevant section(s) of the Policy under which the ~~deaccession~~ deaccessioning is being recommended;

1.2.2 indicate whether the recommendation ~~is~~ could reasonably be considered to be sensitive or precedent setting;

1.2.3 confirm that there has been careful consideration, ~~in view~~ of the University's purpose and values,

1.2.4 confirm that there has been careful consideration of the interests of ~~following groups~~ relevant community members and describe the consultation process and feedback received, where relevant community members include:

~~(a) — the public;~~

(a) ~~(b)~~ the scholarly community (especially the communities within the University that carry on research and education in areas which the Object to be deaccessioned is relevant); and

(b) ~~(c)~~ the cultural community (including the needs of that community in the region(s) where the collection of the ~~GLAMs~~ GLAM Unit is located);

(c) other people associated with the Object (such as living artists, living donors, and external funders supporting acquisition or conservation);

(d) other people associated with the GLAM Unit (such as visitors, students and researchers);

1.2.5 ~~1.2.4~~ if the Object was donated to the University, confirm that any terms associated with the gift have been addressed;

1.2.6 if the Object is certified as Canadian cultural property by Canadian Cultural Property Export Review Board, the date of that certification and the date of expiry of the period for restrictions on disposition of that Object;

1.2.7 ~~1.2.5~~ indicate that all reasonable alternatives to deaccessioning have been carefully considered; and

~~1.2.8~~ ~~1.2.6~~ indicate whether there is, at the time of the request for deaccession approval, an intended method of disposition. (Information about the method of disposition is not required to make a recommendation for approval of a deaccession.)

2. Authorization of Method of Disposition

2.1 Following authorization for ~~deaccession~~deaccessioning of an Object as set out in Section 1 of these Procedures, and subject to Section 3.1.6 of the Policy, the method for that disposition may be approved as follows:

2.1.1 in the case of an Object deaccessioned from the collection of the Morris and Helen Belkin Art Gallery, the Director of the Belkin Art Gallery or delegate;

2.1.2 in the case of an Object deaccessioned from the collection of ~~the Library~~UBCO Art Gallery, the Director of the UBCO Art Gallery or delegate;

2.1.3 in the case of an Object deaccessioned from UBC Vancouver's Rare Books and Special Collections and UBC Okanagan's Special Collections and Archives, the University Librarian or delegate;

2.1.4 ~~2.1.3~~ in the case of an Object deaccessioned from the collection of the Museum of Anthropology, the Director of the Museum of Anthropology or delegate;

2.1.5 ~~2.1.4~~ in the case of an Object deaccessioned from the collection of the Beaty Biodiversity Museum, the Director of the Beaty Biodiversity Museum or delegate; and

2.1.6 ~~2.1.5~~ in the case of an Object deaccessioned from the collection of the Pacific Museum of Earth, the Director of the Pacific Museum of Earth or delegate.

2.2 Prior to approving a method of disposition, a decision-maker listed above may seek advice from the relevant committees listed in section 1.

2.3 Where the Object consists of digital records, the method of disposition should address multiple copies created for preservation, access, processing or backup purposes.

3. Documentation

3.1 Documentation of deaccessioned Objects will be kept current, standardized, and systematized. The process of ~~deaccession~~deaccessioning and subsequent disposition shall be documented, and an electronic record retained. Personal and other confidential information will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. Without limiting the generality of the foregoing, the following documentation is encouraged to be retained, where available, regarding a deaccessioned Object:

3.1.1 a copy of the deaccession recommendation report and associated approval;

3.1.2 a copy of the records relating to the disposition;

3.1.3 photographs;

3.1.4 if there is known research or analysis that has been carried out in connection with that Object, information about that research or analysis or citations of where to locate a copy; and

3.1.5 information relating to provenance, the period the Object was maintained in the collection, and any other notable details about the Object.

4. Repatriation

4.1 The University is working to develop a policy and procedure regarding the Respectful Return of Ancestors and Belongings to Indigenous communities. Pending development of that policy, contact the Responsible Executive ~~[insert]~~ for information regarding its status.

4.2

5. Exclusion

[5.1 This policy does not apply to the University's permanent records held as University Archives, which are addressed by the Vancouver Archives Policy \(GA5\).](#)

**Deaccessioning Policy (UP11)
Policy Development Committee**

List of Members:

1. Elizabeth Moxham, *Legal Counsel* (Chair)
2. Andrea East, *External Legal Counsel* (Secretary)
3. Taran Gill, *Senate Member, Representative of the Students of the Faculty of Applied Science* (joined January 2026)
4. Kirsten Hodge, *Director, Pacific Museum of Earth*
5. Robert Janke, *Deputy University Librarian, UBC Okanagan*
6. Julie Mitchell, *Director, Irving K. Barber Learning Centre & Associate & University Librarian, Teaching, Learning & Engagement*
7. Janine Root, *Director of Development, Faculty of Arts*
8. Susan Rowley, *Director, Museum of Anthropology*
9. Christopher Stinson, *Lead Curatorial Assistant of Mammals, Reptiles, and Amphibians and Cross Collections*
10. Teresa Sudeyko, *Registrar, Morris and Helen Belkin Art Gallery*
11. Tania Willard, *Associate Professor, Faculty of Creative and Critical Studies, Director, UBC Okanagan Gallery, Director, Indigenous Art Intensive*

Former Member:

Brenna Bhandar, *Senate Member, Professor, Peter A. Allard School of Law* — replaced by Taran Gill (stepped down January 2026)