

Title 16: History, Humanities and Arts

Part 5: Museum Division

Part 5 Chapter 1: Collections Policy of the Museum Division

(Approved by the Board of Trustees on July 22, 1994, and reviewed, revised and approved on April 22, 2005, January 16, 2009, July 22, 2011, and January 18, 2013)

Introduction.

A. Purpose of Collections Policy:

The purpose of the collections policy is to provide guidelines for the Museum Division's collections-related activities, insuring that these activities meet high professional standards. The collections policy is a public statement of the Museum Division's commitment to caring for and managing its collections properly.

B. Statement of Purpose/Mission of the Museum Division:

The Museum Division is a division of the Mississippi Department of Archives and History, a state agency which was established in 1902. The Mississippi Department of Archives and History is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six-year term, and may succeed themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six-year term and may succeed himself.

As of July 1, 2011, the Museum Division combined the collections of its individual sites to have one comprehensive collection that represents Mississippi history. The Museum Division sites covered under this collections policy are the Eudora Welty House, the Manship House Museum, the Mississippi Civil Rights Museum, the Museum of Mississippi History, and the Old Capitol Museum.

C. Types and Status of Collections:

The term *Collections* is used for all material holdings of the Museum Division.

Specific collection categories are defined as follows:

1. Permanent Collection:

The permanent collection consists of those significant objects which directly relate to the purpose of the Museum Division. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards. This collection is maintained by the director of collections.

2. Education Collection:

The education collection consists of those expendable objects which contribute to the educational programs of the Museum Division and which are available directly to the public for examination. Objects in the education collection are readily available or objects that duplicate those already in the permanent collection and are not accessioned into the permanent collection. These objects are inventoried in their own separate collection and maintained by each of the sites.

3. Prop Collection:

The prop collection consists of those expendable objects which do not relate directly to the purpose of the Museum Division but which contribute to and enhance the visual and educational impact of exhibits. Objects in the prop collection are not accessioned into the permanent collection. These objects are inventoried in their own separate collections and maintained by each of the sites.

D. Scope of Permanent Collection:

The scope of the collection of the Museum Division shall be artifacts of Mississippi history and culture from the earliest times to the present. Objects acquired by the Museum shall represent material culture in Mississippi. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of arts and crafts in Mississippi.

E. Delegation of Responsibility for Implementation of the Collections Policy:

The Museum Division director is responsible for supervising the proper implementation of the collections policy. The Museum Division director has delegated the day-to-day care and management of the collections to the director of collections. Comprehensive collections care and management procedures (accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) for each site are outlined in a single collections management manual maintained by the director of collections. Specific emergency collections care and management procedures are outlined in a disaster preparedness manual for each site maintained by the assistant director of collections.

F. Provision for Review and Revision of Collections Policy:

The collections policy will be reviewed by the Collections Committee (consisting of the Museum Division director, director of collections, assistant director of collections, and the collections managers) at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval.

The collections policy and any subsequent revisions will be reviewed by an attorney to ensure the policy is in compliance with federal, state, and local regulations.

A *Review of Policies Worksheet* will be completed at the time of each review and placed in the files of the director of collections.

G. Glossary:

1. Accessioning: The formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum has legal title.
2. Accession number: A two part number assigned to a donation during accessioning to identify and distinguish that donation from all other donations.
3. Acquisition: The formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.
4. Catalog number: A three part number assigned an individual object during accessioning to identify and distinguish that object from all other objects.
5. Cataloging: The formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.
6. Chenhall nomenclature system: A system of naming and classifying man-made objects into major categories and sub- categories according to their function. (Chenhall, Robert G., *Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects*, Nashville: American Association for State and Local History, 1978).
7. Deaccession: The formal process of removing an object or group of objects from accessioned status in the permanent collection.
8. Disposal or Disposition: The formal process of disposing of a deaccessioned object or group of objects.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 1.1. Acquisition.

A. Policy:

The Museum Division may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the director of collections, the assistant director of collections, Museum Division director, or the Department director upon approval of the Collections Committee (consisting of the Museum Division director, director of collections, assistant director of collections, and the collections managers at its monthly meeting. New collections staff members must wait six months before they are permitted to vote on acquisitions or other items brought before the Collections Committee.

B. Criteria for Acquisition:

The following criteria have been established for the acquisition of objects:

1. Objects must be relevant to, and consistent with, the Museum Division's purposes and activities:
 - a. chiefly research,
 - b. preservation,
 - c. exhibition, and/or
 - d. interpretation.
2. The Museum Division must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
3. It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum Division.
4. The Museum Division and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.
5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.
6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.
7. The Museum Division shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.
8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.
9. Funding for the purchase of an object will be at a fair market value affordable to the Museum Division and procedures for purchasing artifacts will be followed.

C. Procedures:

All offers of objects to the Museum Division whether by donation, by bequest, by purchase, or by transfer should be referred to the director of collections, the director of collections' designee,

the Museum Division director, or the Department director. The potential donation is then reviewed by the Collections Committee. If the object offered to the Museum requires temporary deposit in the Museum Division's custody before a decision regarding the acquisition of the object can be made, then a *Temporary Custody Receipt* should be signed by the object's owner and the Museum Division staff person receiving the object (the director of collections, the assistant director of collections, the Museum Division director, or the Department director). This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Collections Committee will determine whether or not to acquire the object.

If the decision is made not to acquire the object, then the director of collections or the assistant director of collections will be responsible for returning the object to the owner, according to the terms of agreement outlined in the *Temporary Custody Receipt*, and documenting the return. If the decision is made to acquire the object, then the director of collections, assistant director of collections, Museum Division director, or Department director will initiate and complete the acquisition of the object in the following manner:

1. If the object is to be donated, a *Deed of Gift* should be signed by the donor and the director of collections, the assistant director of collections, the Museum Division director, or the Department director. The *Deed of Gift* formally transfers the complete ownership and physical possession of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the *Deed of Gift* shall be provided to the donor, and shall be kept on file by the director of collections.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the director of collections.
3. If the object is to be purchased, the Museum Division Collections Committee will review all items available at the monthly committee meeting.
Criteria for determining purchases are as follows:
 - a. The artifact is one-of-a-kind and a comparable artifact is not available,
 - b. The artifact is relevant to Mississippi's history and will help interpret the exhibits of the Eudora Welty House, the Manship House Museum, the Mississippi Civil Rights Museum, the Museum of Mississippi History, or the Old Capitol Museum,
 - c. The price of the artifact is fair market value,
 - d. The artifact is in good condition and immediate conservation/stabilization is not necessary,
 - e. Funds are readily available.

All criteria must be met when determining purchases.

Purchases over \$100 must have the prior approval of the Board of Trustees. When an artifact is purchased, a copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Museum Division director of collections.

4. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by that division's director or their designee and shall be kept on file by the director of collections.
5. If the object is to be transferred from the education or prop collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the director of collections.
6. A duplicate copy of records documenting the Museum's legal ownership of objects shall be maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the collections manager.

D. Conditions

Conditions for the donation of a gift to the Museum Division are printed on the form as follows:

I (we), being the lawful owner(s) thereof, hereby give to the Museum Division absolute and unconditional ownership of the above-listed object(s), together with all copyright and associated rights which I (we) have, to be used in any manner that is deemed to be in the best interest of the Museum Division. I (we) waive all present and future rights in, to, or over said object(s), its (their) use or disposition.

NOTE: All acquisitions are accepted unconditionally with the exception of the items given by the Eudora Welty LLC. Donations by the Eudora Welty, LLC have deaccessioning and copyright conditions printed on the *Deed of Gift From Eudora Welty, LLC* form as follows:

I (we), being the lawful owner(s) thereof, hereby give to the Museum ownership of the above-listed object(s). The Eudora Welty, LLC maintains the copyright on all works created by Eudora Welty and Eudora Welty's persona. I (we) waive all present and future rights in, to, or over said object(s) and its (their) use while in the Museum's possession. I (we) require that any disposition of said object(s) donated by the Eudora Welty, LLC follow the disposal method of offering back to the Eudora Welty, LLC.

E. Recordkeeping:

1. Permanent Collection:

All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, photographed, and entered into the collections management software according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the collections office by the director of collections and assistant director of collections.

Duplicate accession and catalog records are maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the collections manager.

2. Education Collection:

Objects acquired for the education collection (expendable objects which contribute to the educational programs of the Museum Division and are available directly to the public) are inventoried, but not accessioned into the permanent collection. Objects in the education collection may be upgraded to permanent collection status at the discretion of the Collections Committee. Each site maintains a list of objects in its education collection.

3. Prop Collection:

Objects acquired for the prop collection (expendable objects not directly related to the Museum Division's purpose, but which contribute to and enhance the visual and educational impact of exhibits) are inventoried, but not accessioned into the permanent collection. Objects in the prop collection may be upgraded to permanent collection status at the discretion of the Collections Committee. Each site maintains a list of objects in its prop collection.

F. Exclusions:

The Museum Division abstains from purchasing and accepting donations of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention. The Museum Division also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act and the *Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era* set forth by the American Association of Museums. The Museum Division will abide by all local, state, federal, and international laws.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 1.2. Deaccession.

A. Policy:

The Museum Division has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collection, and in light of such evaluation, to reformulate and restate in writing its overall collections policy utilizing professionally accepted standards. Deaccessioning is the formal process used to legally and permanently remove an object from collections. When

undertaking the deaccession and disposition of items, the museum proceeds with the knowledge that it holds its collections as a public trust.

The Museum Division has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards.

A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the director of collections, the Museum Division director, and the Department director before submission to the Board of Trustees.

Only if the deaccession request is approved by the Board of Trustees and the *Deaccession Request* form is signed by all parties, is the Museum Division authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession:

An object recommended for deaccession must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Museum Division's purposes and activities.
2. The object has deteriorated beyond usefulness.
3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum Division's staff and/or visitors.
4. The Museum Division is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Museum Division's purposes and activities.
6. The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholars or public education.
7. The object has been lost or stolen and remains so for ten years or more.
8. The object may be replaced with a similar object of greater significance, quality, and better condition.
9. The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act.
10. The object is subject to the American Association of Museums' Unlawful Appropriation of Objects during the Nazi Era guidelines or the terms of the UNESCO Draft Convention.

C. Procedures:

The director of collections or assistant director of collections may recommend the deaccession of an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A *Deaccession Request Form* identifying the object, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the director of collections and submitted to the Collections Committee for approval. If approval is received, additional approval is needed from the Department director before being submitted to the Board of Trustees for their review and approval. No object is to be deaccessioned unless the Museum Division has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Museum Division's legal counsel will be consulted.

As a courtesy, the director of collections or the Museum Division director may attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession.

If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Department of Archives and History employees, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

D. Methods of Disposal:

A deaccessioned object may be disposed of in one of the following methods:

1. Transfer to another more appropriate division of the Department of Archives and History.
2. Placement in the Education Collection or the Prop Collection, if appropriate.
3. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.
4. Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.
5. Restitution of works unlawfully appropriated during the Nazi era in accordance with the American Association of Museum's guidelines concerning the unlawful appropriation of objects during the Nazi era and of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention.

6. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum Division.
7. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).
8. Return to the donor if
 - a. it was stipulated by the donor on the Department of Archives and History *Contract of Gift Form* previously used by the State Historical Museum [now the Museum of Mississippi History]
 - b. the item was donated by Eudora Welty, LLC, based on the conditions that are printed on the *Deed of Gift From the Eudora Welty, LLC* form.

E. Use of Proceeds Derived from Deaccession/Disposal:

Any funds derived from the sale of deaccessioned objects will be used solely for collections acquisitions or conservation.

F. Recordkeeping:

All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.3. Incoming Loans.

A. Policy:

Authority for incoming loans is shared by the Museum Division director, the director of collections, and the assistant director of collections. The Museum Division may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. The Museum Division acknowledges and supports the American Association of Museums Guidelines on Exhibiting Borrowed Objects. Loans of objects from individuals are preferably limited to a time period of two years or less with an option for renewal if agreeable to both parties, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Board of Trustees. Loans of objects from institutions are usually limited to a time period of five years or less, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Board of Trustees. To receive such approval, the Museum Division director will provide the Board with written justification for the loan request that considers the following criteria:

1. The object is of unique quality and relevant to a specific exhibition purpose of the Museum Division.
2. Care and custody of the object will not exceed the Museum Division's resources.
3. The extended loan of the object may lead to donation of the object to the Museum Division.

A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.

According to prior policy and in accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), the Museum Division will not under any circumstances accept so-called "indefinite" or "permanent" loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum Division. The Museum Division will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Museum Division and/or exhibition. Lenders to the Museum Division shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

B. Conditions.

Conditions governing the loan of objects to the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all lenders of said act.

1. Care and Preservation:

- a. The Museum Division will give borrowed objects the same care and protection as it does to comparable objects in its own collection. It is understood by the Lender and the Museum Division that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
- b. Evidence of damage at the time of receipt or while in the Museum Division's custody will be promptly reported to the Lender.
- c. Unless there is a written agreement between the Museum Division and the lender to the contrary, the Museum Division may apply conservation measures to property on loan to the Museum Division without the lender's or claimant's permission if immediate action is required to protect the property on loan or if the loaned property is a hazard to the health and safety of the public or Museum staff.

2. Packing and Transportation:

- a. The Lender certifies that the object(s) lent are in such condition as to withstand ordinary strains of packing and transportation.

- b. Costs of packing and transportation will be borne by the Museum Division. The method of shipment must be agreed upon by both parties.
- c. The Lender will assure that said object(s) is (are) adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the Lender.

3. Insurance:

- a. Insurance coverage shall be mutually agreed upon in writing in advance of this loan. Unless otherwise noted, the Museum Division will insure borrowed object(s) for the amount specified by the Lender herein which must reflect fair market value. If the Lender fails to indicate an amount, the Museum Division, with the implied concurrence of the Lender, will set a value for purposes of insurance for the period of the loan and said value is not to be considered an appraisal.
- b. If the Lender chooses to maintain his/her own insurance, prior to shipping the Museum Division must be supplied with a *Certificate of Insurance* naming the Museum Division as an additional insured or waiving rights of subrogation. If the Lender fails to supply such a certificate, this loan agreement shall constitute a complete release of the Museum Division from any liability for damages to, or loss of, the borrowed object(s). The Museum Division shall not be responsible for any error or deficiency in information furnished by the Lender to the insurer or for any lapses in such coverage.
- c. If insurance is waived by the Lender, this waiver shall constitute a complete release of the Museum Division from any liability for damages to, or loss of, the borrowed object(s).
- d. In the case of long-term loans, it is the responsibility of the Lender to notify the Museum Division of current insurance valuations.
- e. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Museum Division in the event of loss or damage.

4. Photography and Credit:

- a. Unless otherwise notified in writing by the Lender, the Museum Division may photograph or copy borrowed object(s) for record, educational, publication, and/or publicity purposes.
- b. It is understood that objects on exhibit may be photographed by the general public.
- c. Unless otherwise instructed in writing, the Museum Division will give credit to the Lender as specified on the face of this agreement in any publications.

5. Ownership and/or Address Change:

To help prevent unclaimed loans, the "Lender's Custodian" contact information must be completed for all loans from individuals.

- a. It is the responsibility of the Lender or his/her agent to notify the Museum Division promptly in writing if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Lender.
- b. The Museum Division assumes no responsibility to search for a Lender (or owner) who cannot be reached at the address of record.

6. Return of Loans:

- a. Unless otherwise agreed in writing, with thirty days advanced notice, the loan terminates on the date specified on the face of this agreement.
- b. When the loaned object(s) is (are) returned, the Museum Division will send the Lender a receipt form. If this form is not signed and returned within thirty days after mailing, the Museum Division will not be responsible for any damages or loss.
- c. If the Museum Division, after making all reasonable efforts and through no fault of its own, is unable to return the object(s) within sixty days of the termination of the loan, then the Museum Division shall have the absolute right to place the object(s) in storage or to return them at the owner's risk and expense. If after five years such property shall not have been reclaimed, then, the Museum Division may seek title to the unclaimed property through Mississippi's Museum Unclaimed Property Act.

Complete records on all incoming loans are maintained in the collections office by the collections manager.

B. Procedures:

For objects on loan from individuals for a period of two years or less or five years or less for institutions, an *Incoming Loan Agreement* must be signed by the lender and an authorized Museum Division staff person (the Museum Division director, the director of collections, the assistant director of collections, or their designee. To help prevent unclaimed loans, the "Lender's Custodian" contact information must be completed for all loans from individuals. This information gives MDAH a second contact if the Lender cannot be found. For objects on loan from institutions for a period of over five years, an *Incoming Loan Agreement* must be signed by the lender and the Museum Division director with prior approval from the Board of Trustees.

The *Incoming Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. Conditions for Incoming Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, ownership and/or address change, and the return of loans are listed on the reverse side of the *Incoming Loan Agreement*. Copies of the *Incoming Loan Agreement* and Mississippi's Museum Unclaimed Property Act will be provided to the lender; *Incoming Loan Agreements* will be kept on file by the collections manager. A condition report on the borrowed object(s) will be prepared by the assistant director of collections; a copy of the condition report will be provided to the lender if requested. The

Museum Division will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so.

The collections manager will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The collections manager will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.

The Museum Division will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the *Incoming Loan Agreement* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the lender must notify the Museum Division of any change with the object's ownership or in the lender's address while the object(s) is (are) in the custody of the Museum Division. If the object(s) is (are) to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Museum Division's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum Division certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of artifact shipment for the lender's signature. Failure to sign and return said receipt shall release the Museum Division from any further liability for the object(s).

If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the lender at its address of record an official "notice to remove." The Museum Division assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the Museum Division is unable to return the object(s) within sixty days of the termination of the loan, then the Museum Division will have the right to place the object(s) in storage.

If after five years such property has not been reclaimed nor has the Museum Division received written communication from the lender, lender's successor, or persons authorized to represent the lender, the Museum Division shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum Division and the object(s) shall become property of the Museum Division.

C. Transfer of Loaned Artifact Ownership

If during the course of a loan, artifact ownership is transferred to a second lender, a *Notification of Transfer of Ownership* form is to be completed by the original owner, new owner, and the Museum Division. The completed forms with all three signatures are then dispersed to each lender and the collections manager. If the artifact will remain on loan, a new *Incoming Loan Agreement* will be completed, ending the previous loan agreement.

If the artifact is removed from the Museum Division, procedures for returning the loan will follow the guidelines set forth in section **Rule 1.3, B** of this document.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.4. Objects in Temporary Custody.

A. Policy:

The Museum Division distinguishes between objects loaned to the Museum Division for exhibition and/or research and objects deposited in the temporary custody of the Museum Division for purposes such as identification, examination (including copying and/or photography), or proposed acquisition.

Conditions governing objects in temporary custody of the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all lenders of said act.

1. Care and Preservation:

- a. The depositor hereby releases the Museum Division from all liability regarding any loss or damage to the object(s) covered by this receipt while in the Museum Division's possession or in transit and agrees that the Museum Division shall not cover such object(s) with insurance for the ninety (90) day period the object is in the Museum's possession.
- b. The Museum Division shall exercise the same care of the object(s) covered by this receipt as it does in safekeeping of comparable Museum Division objects.

2. Endorsement:

Attributions, dates, and other information shown on the face of this receipt are not to be considered appraisals or official opinions by the Museum Division. The fact that an object(s) has (have) been in the Museum Division's custody shall not be misused to indicate Museum Division endorsement.

3. Photography:

Object(s) may be examined, photographed, and/or copied by the Museum Division for its own purposes, but will not be restored, treated, or otherwise altered without written permission of the depositor.

4. Ownership and/or Address Change:

- a. In forwarding imported object(s) for deposit, the depositor is required to comply with all government regulations. If the depositor has knowledge of

specific conditions governing the object(s), such as copyrights, liens, etc., he/she should inform the Museum Division thereof.

- b. If there is a change in the identity and/or address of the depositor or the owner, the Museum Division must be notified promptly in writing.
- c. Object(s) must be claimed on or before the return date noted on the face of the receipt by the depositor. If one other than the original depositor claims object(s), the Museum Division reserves the right to request proof of legal authority to receive the material before object(s) will be released.

5. Return of Objects:

- a. If the object(s) is (are) to be returned to the depositor by mail or other carrier, the depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt within thirty days of shipment of said object(s) shall release the Museum Division from any further liability for the deposited property.
- b. If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the depositor at its address of record an official notice to remove. The Museum Division assumes no responsibility to search for a depositor (or listed owner) not located at the address of record. If after five years from the removal date noted on the face of the receipt, such property shall not have been reclaimed, then, the Museum Division may seek title to the unclaimed property through Mississippi's Museum Unclaimed Property Act.

6. Donation of Objects:

In the event that the object(s) is (are) being offered for sale or donation to the Museum Division, the depositor, in the absence of written notice to the Museum Division to the contrary, warrants that he/she upon request is prepared to sign a *Deed of Gift* passing full and clear title to the object(s), including any copyright interests.

B. Procedures:

If such temporary custody of an object is needed, then a *Temporary Custody Receipt* for a maximum period of ninety days should be signed and dated by the object's owner and either the director of collections, the assistant director of collections, the collections manager, or the Museum Division director, the Department Director, or their designee. The *Temporary Custody Receipt* will list the purpose of the deposit, the specified time period of the deposit (not to exceed ninety days), the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.

The director of collections, the assistant director of collections, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The assistant director of collections will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was (were) a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.

The Museum Division will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the *Temporary Custody Receipt* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the depositor must notify the Museum Division of any change with the object's ownership or in the depositor's address while the object is in the custody of the Museum Division. If the object(s) is (are) to be returned by mail or other carrier, the object(s) will be shipped to the owner at the Museum Division's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum Division certifying that the package has been received. The depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum Division from any further liability.

If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the depositor at its address of record an official "notice to remove." The Museum Division assumes no responsibility to search for a Depositor, or listed owner, not located at the address of record. After making all reasonable efforts and through no fault of its own, if the Museum Division is unable to return the object(s) within sixty days of the termination of the temporary custody agreement, then the Museum Division will have the right to place the object(s) in storage.

If after five years from the removal date noted on the face of the receipt, such property has not been reclaimed nor has the Museum Division received written communication from the depositor, depositor's successor, or persons authorized to represent the depositor, the Museum Division shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum Division and the object(s) shall become the property of the Museum Division.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.5. Outgoing Loans.

A. Policy:

The Museum Division may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museums meet professional standards of collections care and management. The Museum Division will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of five years or less with an option for renewal if agreeable to both parties.

No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition.

The Museum Division will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Museum Division director, the director of collections, the assistant director of collections, and the collections manager subject to the approval of the Board of Trustees.

A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.

Conditions governing the loan of objects from the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all borrowers of said act.

1. Care and Preservation:

- a. Object(s) borrowed from the Museum Division shall be given special care at all times to guard against loss, damage, or deterioration. The Borrower agrees to meet any special requirements for installation and handling.
- b. Any loss of or damage to object(s) is to be reported to the Museum Division immediately, followed by a written report and photographs.
- c. No alteration, restoration, or repair shall be undertaken by the Borrower without the written authorization of the Museum Division.
- d. Object(s) must be maintained in a fireproof building under 24-hour security and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, or dirt. Object(s) will be handled only by experienced personnel.

2. Packing and Transportation:

- a. Packing and transportation arrangements must be approved in advance by the Museum Division.
- b. Unpacking and repacking must be performed by experienced personnel under competent supervision. Repacking must be completed in the same manner in which the item was received. Any additional instructions will be followed.
- c. Packing and transportation costs shall be borne by the Borrower.

3. Insurance:

- a. Object(s) shall be insured for the period of this loan for the amount stated in the agreement. Prior to shipment of the object(s), the Borrower shall supply the Museum Division with a *certificate of insurance* or a copy of the policy made out in favor of the Museum Division.
- b. Insurance values may be reviewed periodically, and the Museum Division reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.
- c. If insurance is waived, the Borrower agrees to indemnify the Museum Division for any and all loss or damage to the object(s) occurring during the course of the loan.

4. Photography and Credit:

- a. All objects, unless otherwise specified, shall be credited as from the collection of the Museum Division, Mississippi Department of Archives and History.
- b. Unless otherwise notified in writing, the Borrower has the right to photograph and reproduce photographs of borrowed object(s) only for record, publicity, and/or publication purposes directly related to the loan. Photography for commercial purposes is prohibited.
- c. All publication of photographs of borrowed object(s) must acknowledge that the object(s) is (are) property of the Museum Division, Mississippi Department of Archives and History.
- d. The Museum Division must receive a copy of any exhibition catalogue, brochure, or other publication associated with the loan.

5. Loan Costs:

- a. The Borrower will be responsible for all costs associated with loans from the Museum Division, including but not limited to:
 - i. packing,
 - ii. handling,
 - iii. shipping,
 - iv. insurance,

- v. photography,
 - vi. courier accompaniment, and
 - vii. any special crating or framing requirements.
- b. The Museum Division may require advance payment for costs associated with loans from the Museum Division.

6. Return of Loans:

- a. Object(s) must be returned to the Museum Division in satisfactory condition by the stated termination date. An extension of the loan period must be approved in writing by the Museum Division director and be covered by an extension of insurance coverage.
- b. The Museum Division reserves the right to recall object(s) from loan and will make every effort to give reasonable notice. Furthermore, the Museum Division reserves the right to cancel the loan immediately if the Borrower fails to abide by the conditions of the loan.

7. Borrower Responsibility and Loan Agreement Forms:

- a. If an exhibition is to travel to more than one venue, it is the responsibility of the organizing institution to see that the conditions set forth in this document are met at all other exhibiting institutions.
- b. In the case of any difference between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling.

Complete records on all outgoing loans are maintained in the collections office by the collections manager.

B. Procedures:

Museums seeking to borrow an object(s) must make a written request to the Museum Division director stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A General/Standard Facilities Report will be purchased from the American Association of Museums by the proposed borrower, completed and returned to the Museum Division director in a timely manner. The Collections Committee will review the written loan request and the completed General/Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the director or the director of collections will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum Division's own exhibition and/or research needs, the Museum Division director may make a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees, the Museum Division is authorized to proceed with the outgoing loan.

An *Outgoing Loan Agreement* must be signed by the authorized representative of the borrowing museum and either the Museum Division director, the director of collections, the assistant director of collections, or the collections manager. The *Outgoing Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Museum Division, and other terms agreed upon by both parties. Conditions for Outgoing Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, loan costs, return of loans, and borrower responsibility are listed on the reverse side of the *Outgoing Loan Agreement*. The borrowing institution's *Incoming Loan Agreement* may be used in lieu of the Outgoing Loan Agreement, if all requirements are met on the borrowing institutions form.

The *Outgoing Loan Agreement* (or its comparable) will be kept on file by the collections manager, and a copy of the *Outgoing Loan Agreement* will be provided to the borrowing museum. The borrowing museum will provide a certificate of insurance as evidence that the object(s) is adequately insured.

A condition report on the object(s) to be lent will be prepared by the collections manager. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The collections manager will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The collections manager will monitor all outgoing loans, document the safe return of loaned objects to the Museum Division, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.6. Documentation of Collections.

A. Policy:

1. The Museum Division will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. This responsibility is shared by the director of collections, the assistant director of collections, and the collections manager.

Such documentation will include, but not be limited to the following:

- a. accession files containing the *Deed of Gift* or other documentation of the Museum Division's legal title to the object and other information pertinent to the acquisition of the object,
 - b. *Temporary Custody Receipt* file,
 - c. *Incoming Loan Agreement* file,
 - d. *Outgoing Loan Agreement* file,
 - e. deaccession file,
 - f. accession register or list (tripartite decimal system used),
 - g. catalog cards (Chenhall nomenclature system used),
 - h. donor or source card file,
 - i. inventory file,
 - j. condition reports,
 - k. conservation treatment records,
 - l. black and white photographs (with fully indexed negatives),
 - m. color slides, or
 - n. digital images.
2. All information generated on the computer or within the collections management software is backed up daily on the state server by the MDAH Information Systems staff.
 3. All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archivally safe materials in the collections office.
 4. On an annual basis, duplicate copies of the following records are maintained in the William F. Winter Archives and History Building for security:
 - a. Records documenting the Museum's legal ownership of objects (e.g., copies of *Deed of Gift* or other documents)
 - b. Accession list (computer back-up)
 - c. Catalog record (computer back-up) which provides an up-to-date location record

- d. Loan records for active incoming and outgoing loans

B. Procedures:

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collections management manual maintained by the director of collections.

C. Objects Found in Collections:

1. Objects designated as “Found in Collections” (that is objects which lack significant documentation as to how they are in the custody of the museum) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collection will receive a tripartite number with the second part being “00” (e.g. 2008.00.1) to document the artifact until further research is conducted on the object. If accessioned, the artifact will follow the guidelines set forth in “Acquisition” section of this document. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that Objects Found in Collections will not be sold or destroyed.

2. If the Museum Division is contacted by a person claiming to own an Object Found in Collections, the Museum Division shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

- a. presents to the Museum Division a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
- b. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.

The Museum Division shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum Division shall exercise its right to review the documents carefully to see if the Museum Division has evidence that may counter the claimant's demand.

3. The Museum Division shall defend its custody of the object(s) claimed if any of the following apply:

- a. Evidence that the claimant knew, or should have known, that the Museum Division thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Museum Division.

- b. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.
- c. Evidence that the Museum Division has publicly displayed the object as its own or otherwise publicized it as such.

In cases where the Museum Division cannot defend its custody of the Object(s) Found in Collections, the Museum Division shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum Division.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.7. Access to and Use of Collections and Collections Records.

A. Policy:

The Museum Division will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum Division will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Museum Division reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records
2. Undue interference with the administrative, professional, and technical operations of the Museum Division
3. Undue impact on the furnishing of services to other Museum Division users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the director of collections, the assistant director of collections, and the collections managers. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the department's legal counsel will be consulted.

B. Procedures:

A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the director of collections or the assistant director of collections.

If the request meets with the established access policy of the Museum Division, the director of collections, the assistant director of collections, or a collections manager will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Museum Division copies of any photographs, papers or publications which result from his/her study of the Museum Division's collections.

Normally, examination of collections and collections records by a researcher will take place in the collections office under the supervision of the director of collections or the assistant director of collections. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, then the director of collections, the assistant director of collections, or the Museum Division director may allow the researcher strictly supervised access to the storage room to examine the specific object, fully documenting such access on the collections storage room access log. If more than two people want to research an item at the same time, a *Collections Tour Request* form must be completed.

The conditions of this form are as follows:

1. All requests must be approved by the Museum Division Collections Committee.
2. No more than 15 visitors will be allowed in the collections storage area at any one time.
3. No more than 10 items will be shown.
4. The tour should last no longer than 1 hour.
5. All members of the group will be required to sign in and out upon entering and leaving the collections storage area.
6. No bags, purses, or oversized jackets may be brought into the collections storage area.

Note: Since the majority of the Museum Division collection is currently not on public exhibit, tours of storage are more frequent.

Unsupervised access to collections storage rooms by persons other than director of collections, assistant director of collections, or a collections manager is not permitted.

C. Access to Obtain Copies of Collection Related Material:

The Museum Division occasionally retains permission to use images of text, paintings, drawings, and other photographs from hundreds of different sources for use in exhibits. The Museum Division may provide source information to researchers for purposes of requesting permissions to use images. It is the responsibility of the researcher to obtain written permission from the

original owner of the image. In rare instances, the Museum Division may provide a copy of the requested image to the researcher after permission has been given and if the original owner is unable to provide the copy. Otherwise, the Museum Division requires that images be sought from the original owners.

D. Reproduction of Artifacts from Collection:

1. Policy:

The Museum Division reserves all rights for the reproduction of objects in the Museum Division collections. If permission to reproduce an artifact is granted, that permission is for a one-time reproduction with the reproduction to be used only for educational purposes. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Museum Division director, Department director, and the Board of Trustees. The Museum Division reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

2. Procedure:

All requests to reproduce an artifact must be made in writing to the Museum Division director or the director of collections. A *Permission to Reproduce* form must be completed agreeing to the guidelines for reproducing artifacts stipulated by the Museum Division and printed on back of the form. The Collections Committee will review the request and decide if the request will be granted.

No information about the artifact with the exception of photographs may be released until the request to reproduce has been approved. The requestor is responsible for any costs associated with photographing the artifact and the use fee.

A record of reproduced artifacts (including photograph of reproduction—which should be altered from original artifact, photograph of credit line that is attached to the artifact, maker information, owner information, and reproduction materials) will be maintained by the director of collections.

E. Photography of Collections:

1. Limitations on Public Photography of Collections:

- a. No publication or commercial use of photographs taken in the Museum Division's exhibition areas is permitted without the written approval of the Museum Division director.
- b. Photography in the Museum Division's exhibition areas for personal use is permitted during regular hours of public visitation unless otherwise posted.

- c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum Division's exhibition areas will normally not be permitted.
 - d. In the interest of public safety, the Museum Division may limit or prevent the use of tripods in exhibition areas.
2. Request for Photographs of Collections:
- a. Requests for obtaining photographs of objects in the Museum Division's collections will be submitted in writing to the director of collections or the assistant director of collections. If a photograph is requested a *Permission to Photograph* form must be completed agreeing to the guidelines stipulated by the Museum Division and printed on the form.
 - b. The Museum Division will establish and adjust as necessary a fee schedule for all photographic and other copy work. Due to limited staff resources and time, the Museum Division may be unable to fulfill a specific photographic request if there is not already an existing negative, transparency, or digital image.
 - c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so without paying the photography fee.
 - d. Researchers wishing to hire an outside vendor to photograph objects in the collection may do so only with prior Museum Division approval. The Museum Division reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.
 - e. If the request is to publish a photograph of an object, then a *Permission to Publish* form stipulating that the photograph will be appropriately credited and that the Museum Division will be provided with a complimentary copy of the publication or other example of the published image must be completed and submitted for approval by the director of collections or the Museum Division director.
 - f. Purchase of copyrighted photographic prints or transparencies of Museum Division objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Museum Division. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.
 - g. The Museum Division reserves the right to levy fees for the use of its copyright materials, photographs, and reproductions.

- h. The Museum Division reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:
 - i. endanger the physical security of the collections
 - ii. undermine the intellectual integrity of the collections
 - iii. pose an excessive administrative burden
 - iv. violate the terms of a loan
 - v. infringe on copyrighted material
 - vi. involve a use for illegal or unethical purposes
 - vii. violate privacy, publicity, or other personal rights of any party
 - viii. libel, slander, or cause undue ridicule or embarrassment to any person or organization
 - ix. imply an institutional endorsement of any product, company, or enterprise.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended)

Rule 1.8. Care of Collections.

A. Inventory:

The assistant director of collections and the collections manager are responsible for maintaining an up-to-date location record for all objects owned and accessioned into the permanent collection by the Museum Division as well as those objects borrowed by the Museum Division.

The assistant director of collections and the collections manager will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to specific procedures outlined in the inventory files maintained by the assistant director of collections and the collections manager.

B. Handling Collections:

The Museum Division's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained Museum Division staff members or, on occasion, by trained Museum Division volunteers. The director of collections and the collections manager are responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the director of collections.

C. Conservation:

The Museum Division holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and Heritage Preservation. The Museum Division recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Museum Division will contract with professional conservators on a regular basis for professional conservation treatment of objects in the permanent collection.

All conservation treatments will be properly executed and documented. The authority for conservation treatment of objects is shared by the director of collections and the Museum Division director.

The director of collections is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The director of collections will update the strategic plan on an annual basis and submit the plan to the Museum Division director for approval and incorporation into the Museum Division's comprehensive strategic plan. Written guidelines for Museum Division staff conservation procedures to be followed in case of emergency are located in the disaster preparedness manual maintained by the assistant director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.9. Risk Management.

A. Policy:

The Museum Division will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Museum Division director in conjunction with the Office of Capitol Police is responsible for the overall physical safety and security of the collections and the building, staff, and visitors.

B. Procedures:

Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the director of collections.

Procedures to be followed for the protection of the collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the assistant director of collections. The Museum Division will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by Museum Division staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products used by the custodial staff, and for any fumigants used by the pest control company.

C. Insurance:

The Museum Division's collections and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage to insure the permanent collection (a minimum coverage of \$5M per occurrence). Artifacts in transit or on loan to the Museum Division are also covered by this policy.

The Museum Division will routinely provide insurance coverage as appropriate for objects borrowed by the Museum Division for exhibition or research (incoming loans). The Museum Division will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Museum Division for potential acquisition, identification, photography and/or copying (temporary custody).

The Museum Division will require insurance coverage for any object(s) it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum.

The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The director of collections will be responsible for working directly with the Department of Finance and Administration on insurance needs. Procedures for obtaining insurance coverage are included in the collections management manual maintained by the director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.10. Ethics.

A. Museum Division Code of Ethics:

The Board of Trustees of the Mississippi Department of Archives and History approved a Code of Ethics on January 28, 2005. All Museum Division staff members will adhere to this Code of Ethics. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum Division.

B. Personal Collecting:

1. Staff shall not use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Museum Division.
2. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain an interest in a dealership.
3. Staff shall not compete with the Museum Division in any personal collecting activity. If

items purchased by a staff member fall within the collecting areas of the museum, they must be offered to the museum within sixty (60) days at the actual cost of the artifact.

4. Staff shall notify the Museum Division director in writing of all personal collecting and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum Division at a fair market price.
5. Staff involved in accepting artifacts and/or the daily activities of the collections office (department director, Museum Division director, director of collections, assistant director of collections, and collections managers shall not acquire personal collections of the same nature as the Museum Division's collection. This policy excludes readily available books and materials relating to Mississippi history.
6. Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the Museum Division, shall be exempt from this policy.

C. Appraisals:

1. Due to a possible conflict of interest with the Internal Revenue Service, staff members shall not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Museum Division may provide names of appraisers, but shall not provide an endorsement. The Museum Division may provide identification and authentication assistance for professional and/or educational purposes only.
2. Appraisals of objects owned by the Museum Division can be made for internal use such as insurance coverage. The Museum Division shall contract with objective and qualified appraisers as needed.

Source: *Miss. Code* § 25-59-1 (1972, as amended)

Part 5 Chapter 2: Old Capitol Museum Facility Use Policies

(Adopted by the Board of Trustees on June 20, 2006; Amended July 25, 2008, October 16, 2009, January 18, 2013)

Rule 2.1 Facility Rental.

The House of Representatives, Senate Chamber, Chancery Court (receptions only), and, William Nichols (meeting) Room in the Old Capitol Museum are available for rental by organizations. The Old Capitol Museum will not be available to private individuals acting on their own. Since the Chancery Court is a public area, receptions that occur there during regular operating hours must be open to the general public.

A. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space in the Old Capitol Museum. The Facility Use Committee (the museum director, facility use coordinator, and director's designee) must approve all requests.

B. Contract / Reservations:

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

C. Use Fees:

A security deposit is due upon approval of application. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees and security deposit are due four weeks prior to the event. A purchase order is an acceptable form of payment. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date. The use fee schedule is approved by the Board of Trustees of the Mississippi Department of Archives and History.

D. Cancellation:

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all fees paid.** If written notification is received by the museum at least ten working days prior to the scheduled event, the renter will receive a refund of 75% of the total amount paid. Authorized officials of the museum reserve the right to cancel an event if the facilities are rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

E. Hours of Operations / Public Access:

1. The Old Capitol Museum is open to the public free of charge.
2. Hours of operation are 9:00 a.m. - 5:00 p.m. Tuesday – Saturday and 1:00 – 5:00 p.m. on Sunday.
3. The Old Capitol Museum is CLOSED on Mondays.
4. Evening events may be held on Thursdays and Fridays only, 5:30 – 8:30 p.m.
5. The Old Capitol Museum is closed on most state holidays.
6. The Old Capitol Museum is handicapped accessible.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Rule 2.2 Event Arrangements.

A. Catering:

Food and beverages are allowed for receptions in the Chancery Court. Only on special occasions are food and beverages allowed elsewhere on the first floor of the museum. No food and beverages are allowed in any of the exhibit areas. Menus must be submitted and approved at least ten working days prior to event.

Caterer or renter must supply all necessary, utensils, dinnerware, table decorations, service equipment, food and beverages. Black tablecloths are available for rent. After the event, the designated area must be returned to its original condition.

B. Decorations:

No changes, such as the movement of exhibits, the opening of blinds and curtains, etc., may be made to the Old Capitol Museum without approval. If approved, changes will be handled by Old Capitol Museum staff. Setup and decoration plans must be submitted and approved at least ten working days prior to event.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the facility use coordinator prior to the event.

Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed.

Free-standing signs may be placed in the museum with prior approval of content and location; no signs are permitted on the exterior.

C. Equipment:

The Old Capitol Museum charges a rental fee for tables, chairs, and a public address system in the House Chamber. Electronic equipment is not available. Trash receptacles are available on request for use inside the museum only. Last minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

Renter may bring in other equipment with approval ten working days prior to event by Museum.

D. Music / Other Entertainment:

Music or other entertainment must be approved by the Old Capitol Museum at least ten working days prior to event.

E. Parking:

Free parking for visitors is located behind the Old Capitol Museum. Handicapped parking is available on the upper level. Any special parking requests, including reserved parking, must be submitted at least ten working days before the event.

F. Security:

A State Capitol police officer will be on duty during regular business hour events. The Old Capitol Museum cannot guarantee that a State Capitol police officer will be on-site during evening events; however, Capitol Police patrol the grounds after hours. Additional security is the responsibility of the user.

G. Setup & Removal:

Facility renters may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Events starting prior to 9:00 a.m. must be set up the day before, between 3:30 p.m. and 5:00 p.m. Any use of the building, prior to the designated meeting time must be approved.

H. Videotaping/ Filming/ Photography:

Videotaping, filming, and/or photography without lights or flash are allowed for visitors to the Old Capitol Museum for the visitor's private use ONLY.

Any commercial or professional videotaping, requires prior approval, the execution of the department's Commercial Filming Agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Old Capitol Museum.

I. Restrictions:

No use of the building may be made by political candidates or political parties in support of a candidate or slate of candidates except presidential and vice-presidential nominees of nationally recognized parties eligible for federal funding.

The Old Capitol Museum is a smoke-free facility (Mississippi Code 1972 *Annotated* section 29-5-161). No smoking is permitted.

No weapons are allowed in the building.

No animals are allowed in the museum at any time, except those trained to aid the blind or handicapped.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 29-5-161 (1972, as amended).

Part 1 Chapter 3: Mississippi Hall of Fame Portrait Guidelines

(Adopted by the Board of Trustees on October 6, 1958, Amended December 10, 1976, July 18, 1986, and October 16, 2009)

Rule 3.1 Hall of Fame Portrait Guidelines.

- A. The Board of Trustees of the Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Mississippi Hall of Fame.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the Old Capitol to view the portraits that presently hang in the Hall of Fame. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.
- C. The artist who is selected to paint the Hall of Fame portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.
- D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the Hall of Fame.
- E. The dimensions of the portrait and frame should not exceed 35" x 40". Although the portraits currently hanging in the Hall of Fame vary in size from approximately 27" x 31" to approximately 40" x 60", it has become necessary to restrict the size of future additions to the Hall of Fame due to limited wall space available for hanging.
- F. Additional specifications address the following:
 1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
 2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
 3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
 4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.

5. Varnishing—After an appropriate drying period, the painting should be varnished.
- G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other portraits in the Hall of Fame. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections. Brass plates identifying the subject are not permitted.
 - H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a Deed of Gift form to transfer the portrait to the collection of the Museum of Mississippi History.
 - I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the House of Representatives, Old Capitol. In planning the ceremony, the Department will confer with the family of the individual whose portrait is being presented and/or the sponsors of the portrait.

The Department of Archives and History is responsible for the production and costs for printed program, invitations, and mailings.

- J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event. The host must comply with the Old Capitol Museum's facility use policies.
- K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the Old Capitol and reserves the right to change the location of portraits in the future if space and exhibit needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 4: Hall of Governors Portrait Guidelines
(Adopted by the Board of Trustees on October 16, 2009)

Rule 4.1 Hall of Governors Portrait Guidelines.

- A. Since these portraits are accessioned into the collections of the Museum of Mississippi History, the Board of Trustees of the Mississippi Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Hall of Governors.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the State Capitol to view the portraits that presently hang there. The artist may be requested to present examples of portraits

that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.

- C. The artist who is selected to paint a Hall of Governors portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.
- D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the Hall of Governors.
- E. The dimensions of the portrait and frame should not exceed 45" x 34". The size specifications are directly related to the wall space available.
- F. Additional specifications address the following:
 - 1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
 - 2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
 - 3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
 - 4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
 - 5. Varnishing—After an appropriate drying period, the painting should be varnished.
- G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other portraits in the Hall of Governors. The artist will be responsible for affixing to the frame a brass plate with concave corners secured with two brass screws (one at each end of the plate). The brass plate should be no larger than 5" x 1" and no smaller than 3" x 5/8". The plate shall contain two lines, the name of the governor (in black capitol lettering) and the dates the governor served in office. The plate is to be affixed at the bottom center of the frame. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections.

- H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.
- I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the State Capitol. In planning the ceremony, the Department will confer with the governor whose portrait is being presented and/or the sponsors of the portrait.
- J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event.
- K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the State Capitol and reserves the right to change the location of portraits in the future if space needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 5: First Ladies Portrait Policy

(Approved by the Board of Trustees on April 16, 2010)

Rule 5.1.

- A. The Board of Trustees of the Department of Archives and History reserves the right to approve the quality of artwork of the First Ladies portraits.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the Old Capitol to view the portraits that presently hang in the First Ladies Gallery. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.
- C. The artist who is selected to paint the portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.
- D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the First Ladies Gallery.
- E. The dimensions of the portrait and frame should not exceed 30" x 35". Although the First Ladies portraits currently vary in size, it has become necessary to restrict the size of

future additions to the First Ladies Gallery due to limited wall space available for hanging.

F. Additional specifications address the following:

1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
5. Varnishing—After an appropriate drying period, the painting should be varnished.

G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other First Ladies portraits. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections. Brass plates identifying the subject are not permitted.

H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.

I. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the First Ladies Gallery and reserves the right to change the location of portraits in the future if space and exhibit needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 6: Policy on Lying-in-State at the Old Capitol

(Approved by the Board of Trustees on October 16, 2009 Amended on January 21, 2011)

Rule 6.1.

- A. The new thematic emphasis of the Old Capitol Museum (as of 2009) is the history of government in the building.
- B. The facility use policy of the Old Capitol Museum states that the premises are not available to private individuals for personal use.
- C. Exceptions may be made to allow the bodies of statewide elected officials to lie in state in the Rotunda.
- D. Requests to lie in state may be made only by the family of the deceased elected official.
- E. Permission may be granted only by unanimous vote of the Board of Trustees of the Department.
- F. The vote may be taken during a board meeting or by conference call or email.
- G. The Board of Trustees has approved and granted permission to allow former governors to lie in state in the Rotunda upon family request.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 7: Manship House Museum Facility Use Policies

(Approved by the Board of Trustees on July 9, 1982; Amended October 19, 1990 and October 16, 2009)

Introduction.

A. Primary Use:

The Manship House Museum is a historic structure operated as a historic house museum. Its resources are used for educational purposes to interpret family life in Jackson in the late nineteenth century.

B. Hours of Operations/Public Access:

1. The Manship House Museum is open to the public free of charge.
2. Hours of visitation are 9:00 a.m. until 4:00 p.m., Tuesday through Friday; 10:00 a.m. to 4:00 p.m. Saturday.

3. Office hours at the Visitors Center are 8:00 a.m. until 5:00 p.m., Monday through Friday.
4. The Museum is closed on most state holidays.
5. The Manship House Museum and Visitors Center are handicapped accessible with some limitations.
6. No animals are allowed in the Museum or the Visitors Center at any time, except those trained to aid the blind or handicapped.

Rule 7.1 Facility Rental.

- A.** The grounds of the Manship House Museum and a small meeting room in the Visitors Center have been designated as areas for public events and for limited use by an organization. These areas are available for an established use fee to such organizations **only during official visitation hours.**

The following uses will **not** be permitted:

1. private individuals acting on their own
2. political candidates, political parties, or political events intended to promote the election of specific candidates
3. weddings, wedding receptions, debutante balls, and similar events other than those benefiting Museum

B. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space at the Manship House Museum. The Facility Use Review Committee (composed of the Branch Director, the Education Coordinator, and the Collections Manager) must approve all requests.

C. Contract/Reservations:

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

D. Use Fees:

A security deposit will be required. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees and security deposit are due four weeks prior to the event. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date.

E. Cancellation:

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all use fees paid.** If written notification is received by the Museum at least ten working days prior to the scheduled event, the User will receive a refund of 75% of the total amount paid. If the event is canceled, written notification must be received by the Manship House **at least 10 working days** prior to the scheduled date in order for the User to receive a refund of 75% of the total payment. If the event is canceled **less than 10 working days** prior to the scheduled date, the User forfeits all payment. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Rule 7.2 Event Arrangements.

A. Events Where Food or Drink is Served:

The Visitors Center discourages the serving of food and/or drink due to the absence of adequate equipment and space. Only at events sponsored by the Museum are refreshments permitted in the Visitors Center. Food and drink are limited to the grounds; under no circumstances are food and drink permitted in the Manship House Museum.

The caterer, or the User, must supply all necessary tablecloths, utensils, dinnerware, glassware, table decorations, service equipment, food and beverages. After the event, the designated area must be returned to its original condition.

B. Decorations:

Set up and decoration plans must be submitted in writing and approved at least ten working days prior to the event. Floral arrangements brought into the Visitors Center must come from a professional florist or nursery and must be approved by the Museum prior to the event. Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed. Free-standing signs may be placed in the Visitors Center or on the grounds with prior approval of content and location. No materials of any kind may be attached to the interior or exterior walls of the Manship House Museum.

C. Equipment:

The Museum charges a rental fee for tables and chairs. Electronic equipment is not available. Trash receptacles are available on request for use inside the Visitors Center only. There will be no equipment available for use on the grounds.

The User may bring in other equipment with approval ten working days prior to the event by Museum.

D. Music/Other Entertainment:

Music or other entertainment must be approved by the Museum at least ten working days prior to the event.

E. Setup and Removal:

Facility Users may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Any use of the Visitors Center or grounds prior to the designated meeting time must be approved, and could incur additional charges.

F. Parking:

Limited, free parking for visitors is available in the parking area adjacent to the Visitors Center. Any special parking requests must be submitted at least ten working days before the event.

G. Security:

State Capitol Police provides security during regular hours of operation. The Manship House Museum cannot guarantee that a State Capitol Police officer will be on-site during events on Museum grounds; and therefore, security is the responsibility of the User. A security plan must be submitted and approved at least ten working days prior to the event.

H. Restroom Facilities:

Restrooms are located in the Visitors Center. Restroom facilities are not adequate for large groups. Portable toilet rental is required for groups of 50 or more requesting grounds use. Arrangements and all costs for rental of portable toilets must be made by the User.

I. Fire/Safety Regulations:

Smoking is prohibited in all areas of the Manship House Museum, the Visitors Center, and the Manship House grounds. No weapons are allowed in the buildings or on the grounds.

J. Videotaping/Filming/Photography:

Videotaping, filming, and/or photography are not allowed inside the Manship House Museum. Videotaping, filming, photography in the Visitors Center exhibition areas, without lights or flash, and Manship House Museum grounds for private use only are permitted during regular hours of public visitation unless otherwise posted. Any commercial or professional videotaping requires prior approval, the execution of the

department's commercial filming agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Museum.

K. Credit Line:

All approved televising, videotaping, photography, publicity, or printed material must include the following credit line: "(name of group) gratefully acknowledges the use of the Manship House Museum, administered by the Mississippi Department of Archives and History." In the case of sponsorship of an event, the Manship House Museum, administered by the Mississippi Department of Archives and History, shall be named as sponsor.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Part 5 Chapter 8: Collections Policy of the Mississippi Governor's Mansion.

(Approved by the Board of Trustees April 23, 1981; Amended July 12, 1983, May 4, 2001 and January 18, 2013)

Introduction.

A. Purpose of the Collections Policy:

The purpose of the collections policy is to provide guidelines for the Mansion's collections-related activities, insuring that these activities meet professional standards. The Mansion's collections policy is a public statement of the Mansion's commitment to care for and manage its collections properly.

B. Statement of Purpose/Mission of the Mansion:

The Mississippi Governor's Mansion is an historic structure, the official residence of the Governor, whose living quarters adjoin the historic section. The Governor's Mansion is a National Historic Landmark as designated by the United States Department of Interior. Under the provisions of Mississippi Code 1972, Section 39-5-6, the Board of Trustees of the Mississippi Department of Archives and History has statutory authority for the Mansion's historic section and is responsible for both its preservation and interpretation. The Mississippi Governor's Mansion serves as both the official residence of the Governor and as an historic house museum.

To implement its statutory responsibilities, the Board of Trustees of the Mississippi Department of Archives and History established the Governor's Mansion Committee. The Governor's Mansion Committee is comprised of the First Lady or the Governor's designee, two members of the Board of Trustees, the director of the Department of Archives and History, the director of the Museum Division of the Department of Archives and History, and one at-large member appointed by the president of the Board of Trustees of the Department of Archives and History. The chairman of the Governor's Mansion Committee is appointed by the president of the Board of Trustees of the

Department of Archives and History. The secretary of the Committee is the director of the Department of Archives and History or the director's designee.

The Department of Archives and History employs a full-time Mansion curator who is responsible for the management of the Mansion's historic collection and the administration of the volunteer docent program for public tours of the historic section.

The interpretation of the historic section of the Governor's Mansion, essentially a historic house museum, is on several different levels: the Mansion's Greek Revival style of architecture and its architect, William Nichols; the 1839-1842 construction and early history; the 1908-1909 renovation; the 1972-1975 restoration/renovation; the style and function of the Mansion's collection of nineteenth-century objects and furnishings; the historical significance of those specific objects associated with former governors; the historical significance of important events that occurred in the Mansion and famous persons who have visited. Dissemination of this information is primarily through guided tours of the historic section.

Rule 8.1. Definitions.

A. Historic Section:

The historic section of the Governor's Mansion consists of the first and second floors of the original front block of the Governor's Mansion completed in 1842. It does not include the 1975 town house addition nor the raised basement, which runs underneath both the historic front block and the 1975 addition.

The Governor's Mansion Committee and the Board of Trustees, Mississippi Department of Archives and History, have adopted guidelines for the public's use of the Mansion's historic section and grounds (*The Mississippi Governor's Mansion Historic Section and Grounds, Guidelines for Public Use*) and guidelines for the Governor and First Family's use of the Mansion's historic section and grounds (*The Mississippi Governor's Mansion Historic Section and Grounds, Guidelines for Use by the Governor and First Family*).

B. Historic Collection:

The historic collection of the Governor's Mansion consists of those objects which have direct significance to the historic section of the Governor's Mansion. The majority of these objects are on exhibit in the Mansion's historic section. All objects in the historic collection are property of the Mississippi Department of Archives and History. Objects in the historic collection are accessioned (assigned an accession number), cataloged, documented, preserved, and managed according to prescribed procedures based on current professional museum standards. Objects in the historic collection are also assigned an inventory number and are listed on the Governor's Mansion inventory with their current location. The Mansion curator serves as the state property officer for the historic section of the Governor's Mansion and is required to maintain a comprehensive record of the location of all state property on the It is unlawful to remove any state property under the custody of the curator from the Mansion without authorization of the curator as stipulated by the Mississippi Code 1972, Section 39-5-21. Also, no property on

the MDAH inventory should be relocated within the Mansion without the approval of the Mansion curator.

C. Scope of Historic Collection:

Designated a National Historic Landmark in 1975, the Mississippi Governor's Mansion is the second oldest continuously occupied gubernatorial residence in the nation. During the 1972-1975 restoration of the historic section, the decision was made to purchase Empire style furniture and furnishings particularly for the first floor as complementary to the Greek Revival architecture of the structure and in recognition of the intended dual purpose of the Mansion as the home of the incumbent governor and as an historic house museum. In addition to Empire style pieces, Rococo Revival style, Gothic Revival style, and Renaissance Revival style pieces were acquired particularly for the second floor, notably those pieces documented as used by governors and their families in the Mansion prior to 1868.

D. Delegation of Responsibility for Implementation of Collections Policy:

The Museum Division director is responsible for supervising the proper implementation of the collections policy. The Division director has delegated the day-to-day care and management of the collections to the Mansion curator. Specific collections care and management procedures (for accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) are outlined in a collections management manual developed and maintained by the Mansion curator.

E. Provision for Review and Revision of Collections Policy by Staff and Board:

The collections policy will be reviewed by the Museum Division director and Mansion curator at least every five years and, when necessary, appropriate revisions will be presented to the Governor's Mansion Committee for review and approval before being presented to the Board of Trustees for the Board's review and approval.

F. Provision for Review of Collections Policy by an Attorney:

The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.2. Acquisition.

A. Policy for Acquisition:

The Governor's Mansion Committee may acquire objects for the historic collection by donation, bequest, transfer, or purchase. Authority to acquire such objects is vested in the

Mansion Committee, acting on the recommendation of the Mansion curator and the Museum Division director.

B. Criteria for Acquisition:

The following criteria have been established for the acquisition of objects for the historic collection:

1. Only those objects that are relevant to and consistent with the purposes and activities of the Mansion's historic section will be accepted. Examples are important and well-documented objects used by Mississippi governors and their families in the Mansion prior to 1868 or appropriate household furnishings and decorative arts objects in the Empire, Rococo Revival, Gothic Revival, or Renaissance Revival styles. If placement cannot be found for these objects in the Mansion's historic section, the Museum Division director may recommend the objects for possible acquisition by other sites administered by the Mississippi Department of Archives and History.

Objects acquired for placement in the Mansion's historic section must be well-documented nineteenth-century objects used in domestic settings that fall into one of the following categories.

- a. Empire style (circa 1810-1849) household furnishings and decorative arts primarily for placement on the first floor, the second floor stair hall, second floor sitting hall, and the gold bedroom.
 - b. Victorian style (i.e. Rococo Revival, Gothic Revival, or Renaissance Revival style, circa 1845-1870) household furnishings and decorative arts primarily for placement in the green, cream, and pumpkin bedrooms.
 - c. Appropriate period reproductions of household furnishings in the Empire, Rococo Revival, Gothic Revival, or Renaissance Revival styles.
2. The Mansion must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
 3. It is intended that objects in the historic collection shall remain in the collection as long as they retain physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Mansion.
 4. The Mansion and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.

5. Title to all objects acquired for the historic collection shall be obtained free and clear without restrictions to use or future disposition.
6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.
7. The Mansion shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.
8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.
9. Funding for the purchase of an object will be at a fair market value affordable to the Friends of the Mansion fund.

C. Procedures for Acquisition:

All offers of objects to the Mansion whether by donation, bequest, transfer, or purchase should be referred to the Mansion curator or the Museum Division director. If the object meets the criteria for acquisition, the Mansion curator and the Museum Division director may present a recommendation to acquire the object for approval by the Mansion Committee. If the object offered to the Mansion requires temporary deposit in the Mansion's custody before a decision regarding the acquisition of that object can be made, then a Temporary Custody Receipt should be signed by the object's owner and either the Mansion curator or the Museum Division director. This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Mansion curator and the Museum Division director will determine whether or not to acquire the object. If the decision is made not to acquire the object, then the Mansion curator will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt, and documenting the return. If the decision is made to acquire the object and the subsequent approval of the Mansion Committee is obtained, the Mansion curator will initiate and complete the acquisition of the object in the following manner:

1. If the object is to be donated, an Unconditional Gift Agreement should be signed by the donor and either the Mansion curator, the Museum Division director, or the Department director. The Unconditional Gift Agreement formally transfers the ownership of the object to the Governor's Mansion and shall be legally binding when signed and dated by both parties. A copy of the Unconditional Gift Agreement shall be provided to the donor, and Unconditional Gift Agreements shall be kept on file by the Mansion curator.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the Mansion curator.

3. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by the appropriate Division director or the director's designee and shall be kept on file by the Mansion curator.
4. If the object is to be purchased, the Mansion curator and the Museum Division director will present a written recommendation for such purchase to the Mansion Committee. If the proposed purchase is approved by the Mansion Committee, the Friends of the Mansion fund may be used to purchase the object. A copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Mansion curator.
5. A duplicate copy of records documenting the Mansion's legal ownership of objects shall be maintained in the Archives and History Building for security.

D. Recordkeeping for Acquisition:

All objects acquired for the historic collection are accessioned, cataloged, numbered, and photographed according to professionally accepted standards. Accession and catalog records on the historic collection are maintained by the Mansion curator. Duplicate accession and catalog records are maintained in the Archives and History building for security.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.3. Deaccession.

A. Policy for Deaccession:

The Mansion Committee has the right, carefully and judiciously, to deaccession and dispose of objects from its collections in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession, and the recommended means of disposal must be signed by the Mansion curator, the Museum Division director, and the Department director before submission to the Mansion Committee and subsequently to the Board of Trustees. Only if the deaccession request is approved by the Mansion Committee and the Board of Trustees is the Mansion authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession:

An object recommended for deaccession must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Mansion's purposes and activities.
2. The object has deteriorated beyond usefulness.

3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Mansion staff and/or visitors.
4. The Mansion is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Mansion's purpose and activities.
6. The object has failed to retain its identity or authenticity.
7. The object has been lost or stolen and remains so for ten years or more.
8. The object may be replaced with a similar object of greater significance, quality, and better condition.
9. The object is subject to legal and ethical standards such as the Native American Grave Protection and Repatriation Act.

C. Procedures for Deaccession:

The Mansion curator may recommend to deaccession an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A Deaccession Request Form identifying the object, its condition, the reason(s) for deaccessioning, the recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Mansion curator and approved by the Museum Division director and the Department director. The Deaccession Request Form must then be submitted to the Mansion Committee and subsequently to the Board of Trustees for review and approval. No object is to be deaccessioned unless the Mansion has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Mansion's legal counsel will be consulted. As a courtesy, the Mansion curator or the Museum Division director shall attempt to notify the donor if the object was accessioned within the last ten years. The procedure should not be misconstrued as a request for permission to deaccession. If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given publicly or privately, to any Mansion employees, employees of the Department of Archives and History, members of the Mansion Committee, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

D. Methods of Disposal:

A deaccessioned object may be disposed of in one of the following methods:

1. Transfer to another more appropriate repository administered by the Department of Archives and History.
2. Donation to an appropriate non-profit museum or a scholarly/cultural institution or organization, preferably within the state of Mississippi, especially if the object is from the state.
3. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Governor's Mansion and the Mississippi Department of Archives and History.
4. Return to the donor (only if this was stipulated by the donor on the Department of Archives and History Contract of Gift Form used by the Mansion prior to the adoption of the Unconditional Gift Agreement, the form in use since August 1998).
5. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).

E. Use of Proceeds Derived from Deaccession/Disposal:

Any funds derived from the sale of deaccessioned objects will be placed in the Friends of the Mansion fund for the sole use of acquisition for or conservation of object(s) in the Governor's Mansion historic collection.

F. Recordkeeping for Deaccession:

All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the Mansion curator. Duplicate deaccession records are maintained in the Archives and History building for security.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.4. Incoming Loans.

A. Policy for Incoming Loans:

The Mansion may borrow objects from institutions and individuals for specific purposes such as temporary exhibition and/or research with the approval of the Mansion curator and Museum Division director. This is not a usual occurrence at the Governor's Mansion.

Loans of objects from individuals are limited to a time period of five years or less. Loans of objects from institutions are usually limited to a time period of five years or less but may, under special circumstances, be arranged for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Mansion Committee and the Board of Trustees. If the Mansion wishes to borrow an object(s) from an institution for a specified time period of over five years, then the Museum Division director will provide the Mansion Committee and the Board with written justification for the loan request that considers the following criteria:

1. The object is of unique quality and relevant to a specific purpose of the Mansion. The relevancy will be determined on a discretionary basis by the Museum division director and the Mansion curator.
2. Care and custody of the object will not exceed the Mansion's resources.
3. The extended loan of the object may lead to donation of the object to the Mansion.

In accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972, Section 39-19-1), the Mansion will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Mansion. The Mansion will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Mansion. Lenders to the Mansion shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object. Complete records on all incoming loans are maintained by the Mansion curator.

B. Procedures for Incoming Loans:

For objects on loan from individuals or institutions for a period of five years or less, an Incoming Loan Agreement must be signed by the lender and either the Mansion curator or the Museum Division director. The lender must also be notified regarding Mississippi's Museum Unclaimed Property Act. For objects on loan from institutions for a period of over five years, an Incoming Loan Agreement must be signed by the lender and the Museum Division director with the prior approval from the Mansion Committee and the Board of Trustees. The Incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. A copy of the Incoming Loan Agreement and a copy of Mississippi's Museum Unclaimed Property Act will be provided to the lender. Incoming Loan Agreements will be kept on file by the Mansion curator. A condition report on the borrowed object(s) will be prepared by the Mansion curator; a copy of the condition report will be provided to the lender, if requested. The Mansion will normally photograph borrowed objects for recordkeeping and security purposes unless instructed

by the lender not to do so. The Mansion curator will be responsible for overseeing the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Mansion curator will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans.

The Mansion will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement and in accordance with Mississippi's Museum Unclaimed Property Act. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner by restricted certified mail or other means that requires a receipt to be returned to the museum certifying that the package has been received. However, after making all reasonable efforts and through no fault of its own, if the Mansion is unable to return the object(s) within sixty days of the termination of the loan, then the Mansion will have the right to place the object(s) in storage. If after five years such property has not been reclaimed nor has the Mansion received written communication from the lender, the lender's successor, or persons authorized to represent the lender, the Mansion shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Mansion and the object(s) shall become the property of the Mansion.

C. Objects in Temporary Custody as Distinguished from Loans:

The Mansion distinguishes between objects loaned to the Mansion for exhibition and/or research and objects deposited in the temporary custody of the Mansion for purposes such as identification, examination (including copying and/or photography), or proposed acquisition. If such temporary custody of an object is needed, then a Temporary Custody Receipt for a maximum period of ninety days should be signed and dated by the object's owner and either the Mansion curator or the Museum Division director. The Temporary Custody Receipt will list the purpose of the deposit, the specified time of the deposit, the method of return, and the terms of the custody including the provision that insurance of the object is the responsibility of the depositor unless otherwise specified.

The Mansion curator will be responsible for returning the object to the owner according to the terms of the agreement of the custody and for documenting the return. The Mansion curator will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects. If the depositor fails to collect the object or if delivery cannot be effected after the removal date, the Mansion will mail the depositor at the depositor's address of record a notice to remove. The Mansion assumes no responsibility to search for a depositor or listed owner not located at the address of record. If the object(s) is to be returned by mail or other carrier, the depositor will be sent an outgoing receipt by restricted certified mail which must be returned to the Mansion before the object(s) is shipped. If the depositor fails to sign and return said receipt within thirty days of the date the receipt was sent, the Mansion will not ship the object(s) to the

depositor but has the right to place the object(s) in storage. If after five years from the removal date the depositor, depositor's successor, or person(s) authorized to represent the depositor have not contacted the Mansion in writing, the Mansion may begin to claim title to the object(s) under the provisions of Mississippi's Museum Unclaimed Property Act. Once the Mansion has fulfilled the provisions of Mississippi's Museum Unclaimed Property Act, the title to the object(s) passes to the Mansion.

Source: *Miss. Code* §§ 39-5-6, 39-5-21, 39-19-1 (1972, as amended).

Rule 8.5. Outgoing Loans.

A. Policy for Outgoing Loans:

The Mansion may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museum meets professional standards of collections care and management. An outgoing loan would be an unusual, if not rare, occurrence at the Governor's Mansion.

The Mansion will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of one year or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Mansion will not lend objects which are needed for use or exhibition at the Mansion. Authority for outgoing loans is shared by the Museum Division director and the Mansion curator, subject to the approval of the Mansion Committee and the Board of Trustees. Complete records on all outgoing loans are maintained by the Mansion curator.

B. Procedures for Outgoing Loans:

Museums seeking to borrow an object must make a written request to the Mansion curator stating the specific object, purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report will be supplied to the proposed borrower, and it must be completed and returned to the Mansion curator in a timely manner. The Museum Division director and Mansion curator will jointly review the written loan request and the completed Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the Museum Division director or the Mansion curator will notify the proposed borrower. If professional standards are met by the proposed borrower and if the loan of the objects will not endanger its physical condition or interfere with the Mansion's own exhibition and/or research needs, the Museum Division director or the Mansion curator may make a written recommendation to the Mansion Committee and the Board of Trustees to approve the loan. Upon approval by the Mansion Committee and Board of Trustees, the Mansion is authorized to proceed with the outgoing loan. An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing museum and either the Mansion curator or the Museum Division director. The

Outgoing Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Mansion, and other terms agreed upon by both parties. The Outgoing Loan Agreement will be kept on file by the Mansion curator and a copy of the Outgoing Loan Agreement will be provided to the borrowing museum. The borrowing museum must provide a certificate of insurance as evidence that the object is adequately insured. A condition report on the object to be lent will be prepared by the Mansion curator, and a copy of the condition report will be provided to the borrower. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The Mansion curator will be responsible for overseeing the packing, shipping, and/or transportation and insurance coverage for loaned objects. The curator will monitor all outgoing loans, document the safe return of loaned objects to the Mansion, and maintain complete, up-to-date records on outgoing loans.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.6. Documentation of Collections.

A. Policy for Documentation:

The Mansion will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. The Mansion curator is responsible for maintaining adequate documentation on the historic collection. Such documentation will include but not be limited to: accession record book, documentation files (which are filed numerically by accession number and contain the Unconditional Gift Agreement Form or other documentation of the Mansion's legal title to the object, any correspondence and research related to the object, the object's catalog record sheet, condition report, and any conservation treatment record), photographs, and loan records.

All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archivally safe materials in the Mansion curator's office. Duplicate copies of the following records are maintained in the Archives and History Building for security:

1. Accession record book
2. Records documenting the Mansion's legal ownership of objects (e.g., copies of Unconditional Gift Agreements or other documents such as invoices)
3. Catalog record sheets
4. Loan records for active incoming and outgoing loans, if applicable

B. Procedures for Documentation:

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and in the collections management manual maintained by the Mansion curator.

C. Objects in Temporary Custody as Distinguished from Loans:

Objects designated as Found in Collections (that is objects which lack significant documentation as to how they were added to the collections) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession procedures listed in the collections policy except that Objects Found in Collections will not be sold. Objects Found in Collections may be destroyed if deemed hazardous.

The Mansion shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

1. presents to the Mansion a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and presents supporting proof.

The Mansion shall not immediately relinquish custody of the object to the claimant who appears to have the right to make the demand. The Mansion shall exercise its right to review the documents carefully to see if the Mansion has evidence that may counter the claimant's demand.

The Mansion shall defend its custody of the object claimed if any of the following apply:

1. Evidence that the claimant knew, or should have known, that the Mansion thought it owned the object and that the claimant delayed in bringing his/her action to the detriment of the Mansion.
2. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.
3. Evidence that the Mansion has publicly displayed the object as its own or otherwise publicized it as such. In cases where the Mansion cannot defend its custody of the Object Found in Collections, the Mansion shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object to the Mansion.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.7. Access to and Use of Collections and Collections Records.

A. Policy:

The Mansion will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Mansion will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Mansion reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
2. Undue interference with the administrative, professional, and technical operations of the Mansion.
3. Undue impact on the furnishing of services to the First family or other Mansion users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Mansion curator and the Museum Division director. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, legal counsel will be consulted.

B. Procedures:

A written request should be submitted to the Mansion curator specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address and daytime phone number.

If the request meets with the established access policy of the Mansion, the Mansion curator will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Mansion copies of any papers or publications which result from his/her study of the Mansion's collections. Normally, examination of collections and collections records by a researcher will take place in the curator's office under the supervision of the Mansion curator. If the size and/or fragility of the object to be examined does not permit the object to be easily and

safely removed from the Mansion's historic section, then the curator may allow the researcher supervised access to the historic section to examine the specific object.

C. Reproduction of Objects in Collections:

The Mansion reserves all rights for the reproduction of objects in the Mansion collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Mansion curator, Museum Division director, Mansion Committee, and the Board of Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Mansion reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

D. Photography of Collections:

1. Limitations on Public Photography:

Photography in the Mansion's historic section is not permitted during regular hours of public visitation.

2. Request for Photographs of Collections:

Requests for obtaining photographs of objects in the Mansion's collection will be submitted in writing to the Mansion curator. Due to limited staff resources and time, the Mansion may be unable to fulfill a specific photographic request if there is not already an existing negative or transparency. The Mansion reserves the right to levy fees for the use of its copyrighted materials, photographs, and reproductions. The Mansion will establish and adjust as necessary a fee schedule for all photographic and other copy work.

- a. If the request is to publish a photograph of an object, then a Permission to Publish form stipulating that the photograph will be appropriately credited and that the Mansion will be provided with a complimentary copy of the publication must be completed and submitted for approval by the Mansion curator or the Museum Division director.
- b. Purchase of copyrighted photographic prints or transparencies of Mansion objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Mansion. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.
- c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior approval of the Mansion curator or Museum Division director.

- d. Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior approval of the Mansion curator or Museum Division director. The Mansion reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.
- e. The Mansion reserves the right to deny a request for photographs of the Mansion's collections if fulfilling the request would lead to one or more of the following conditions:
 - i. endanger the physical security of the collections
 - ii. undermine the intellectual integrity of the collections
 - iii. pose an excessive administrative burden
 - iv. violate the terms of a loan
 - v. infringe on copyrighted material
 - vi. involve a use for illegal or unethical purposes
 - vii. violate privacy, publicity, or other personal rights of any party
 - viii. libel, slander, or cause undue ridicule or embarrassment to any person or organization
 - ix. imply an institutional endorsement of any product, company, or enterprise

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.8. Care of the Collections.

A. Inventory:

The Mansion curator is responsible for maintaining an up-to-date location record for all objects owned by the Mansion as well as those objects borrowed by the Mansion. The Mansion curator will complete an annual comprehensive inventory of the collections in conjunction with the State Auditor's office.

B. Handling Collections:

The Mansion's historic collection is to be handled only in a manner that enhances its preservation. Objects in the historic collection are to be handled only by the Mansion

curator or trained Mansion, contractual, or other staff under supervision of the curator. The Mansion curator is responsible for training and supervising any such staff.

C. Conservation:

The Mansion holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation. The Mansion recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Mansion will contract with professional conservators as needed for professional conservation treatment of objects in the historic collection. All conservation treatments will be properly executed. The authority for conservation treatment of objects is shared by the Mansion curator and the Museum Division Director. The Mansion curator is responsible for preparing a strategic conservation plan detailing conservation priorities for the historic section and the historic collection.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.9. Risk Management.

A. Policy:

The Mansion will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Mansion curator, the Museum Division director, the Mansion administrator, the Mississippi Highway Patrol (assigned Mansion security), the Department of Finance and Administration Law Enforcement Office, and the DFA Capitol Facilities Office share the responsibility for the overall physical safety and security of the collections, the building, the staff, and the visitors.

B. Procedures:

Procedures for managing and caring for the collections in a proper manner which enhances preservation and security are included in the collections management manual maintained by the Mansion curator. Procedures to be followed for the protection of collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the Mansion curator.

C. Insurance:

The Mansion's collections and its building are owned by the state of Mississippi and by state law are self-insured as state property. The Mansion will routinely provide insurance coverage as appropriate for objects borrowed by the Mansion for exhibition or research (incoming loans). The Mansion will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Mansion for potential acquisition, identification, photography and/or copying (temporary deposits). The Mansion will require insurance coverage for any objects it places on loan to another museum, with the

cost of such insurance coverage to be borne by the borrowing museum. Authority for purchasing and for arranging insurance coverage is shared by the Mansion curator and the Museum Division director.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.10. Ethics.

A. Code of Ethics:

The Board of Trustees, the Mansion Committee, the Museum Division staff, and the Mansion staff will adhere to the current Code of Ethics for Museums adopted by the American Association of Museums. (See copy of AAM Code of Ethics for Museums adopted by the Board of Trustees of the Mississippi Department of Archives and History on October 15, 1993.) Board members, Mansion Committee members, and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Mansion. No individual may use his or her position for personal gain or to benefit another at the expense of the Mansion, its mission, its reputation, and the public it serves.

B. Personal Collecting:

No individual will use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Department of Archives and History. No individual will be involved in dealing (buying and selling historical articles for profit) as dealer or on behalf of a dealer, nor should he/she retain an interest in a dealership. Staff members who actively collect historical articles which are also collected by the Department of Archives and History will notify the Department director in writing of their activities and will supply an inventory of items in their collection. In no instance shall a staff member become involved as a dealer of items collected by the Department. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Department at a fair market price.

Staff members who are involved in collections acquisition for the Mansion (that is the Mansion curator and the Museum Division director) are not allowed to acquire personal collections of the same nature as the Mansion's collections. This policy excludes readily available books and materials relating to Mississippi history.

C. Appraisals:

Staff members will not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, for potential donors, for Mansion Committee or Board of Trustees members, for staff, or for the general public. The Mansion may provide names of appraisers but shall not provide an endorsement. The Mansion may provide assistance for identification and authentication for professional and/or educational purposes only. Appraisals of objects owned by the Mansion may be made for internal use such as

insurance coverage. The Mansion will contract with objective, qualified appraisers as needed.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Glossary.

- A. Accession:** The formal process of accepting and recording an object or group of objects for the historic collection acquired from the same source at the same time for which the Governor's Mansion has legal title.
- B. Accession number:** A three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.
- C. Acquisition:** The formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.
- D. Cataloging:** The formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.
- E. Chenhall nomenclature system:** A system of naming and classifying man-made objects into major categories and sub-categories according to their function (Chenhall, Robert G., *Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects*, Nashville: American Association for State and Local History, 1978).
- F. Deaccession:** The formal process of removing an object or group of objects from accessioned status in the historic collection.
- G. Disposal or Disposition:** The formal process of disposing of a deaccessioned object or group of objects.

Forms.

- A. Unconditional Gift Agreement
- B. Temporary Custody Receipt
- C. Incoming Loan Agreement
- D. Outgoing Loan Agreement
- E. Deaccession Request Form
- F. Permission to Publish Form

Part 5 Chapter 9: The Mississippi Governor's Mansion Historic Section and Ground Guidelines for Use by the Governor and First Family

(Approved by the Board of Trustees January 21, 2000; Amended January 18, 2013)

Introduction. The Mississippi Governor's Mansion is an historic structure, the official residence of the Governor, whose private living quarters adjoin the historic section. The Governor's Mansion is a National Historic Landmark as designated by the United States Department of the Interior. Under the provisions of the Mississippi Code 1972, 39-5-6, the Board of Trustees of the Mississippi Department of Archives and History has statutory authority and responsibility to establish guidelines for appropriate use of the historic section and grounds of the Mansion by the

Governor and First Family in order to protect and preserve the historic structure, historic furnishings, and grounds.

In implementing its statutory responsibilities, the Board of Trustees of the Department of Archives and History has established the Governor's Mansion Committee. The Governor's Mansion Committee is comprised of the First Lady or the Governor's designee, two members of the Board of Trustees, the director of the Department of Archives and History, the director of the Museum Division of the Department of Archives and History, and one at-large member appointed by the president of the Board of Trustees of the Department of Archives and History. The chairman of the Governor's Mansion Committee is appointed by the president of the Board of Trustees of the Department of Archives and History.

Rule 9.1 Policy for Reviewing and Permitting Changes to the Governor's Mansion. Section 39-5-6(e), *MCA 1972*, establishes as a duty for the Board of Trustees "to review and approve any major changes in the architecture, furniture, furnishings, decoration or landscaping of the grounds of the Governor's Mansion." The intent of this section is to empower the Board to maintain and preserve the historical integrity of the restored mansion and grounds. It is the policy of the Board of Trustees to review and permit any changes to the interior of the historic portion of the Governor's Mansion, the exterior of all structures on the grounds of the Governor's Mansion, and the historic garden, and any changes to the family quarters of the Governor's Mansion that might affect the structural integrity of the historic portion.

Source: *Miss. Code* § 39-5-6 (1972, as amended).

Rule 9.2 Historic Section Guidelines. The maximum legal capacity for the Mansion's historic section is 225 persons as authorized by the Jackson Building Permit Office and the Jackson Fire Marshall. Specifically, the maximum numbers are 123 persons for the first floor of the historic section and 102 persons for the second floor of the historic section.

The Department of Archives and History employs a full-time Mansion curator who is responsible for the management of the Mansion's historic collection and the administration of the docent program for public tours of the historic section. The Mansion curator also serves as the state property officer for the Mansion and is required to maintain a descriptive and be responsible for the care and custody of all furniture and furnishings in the Governor's Mansion that have been catalogued by the Department of Archives and History. However, the Department of Finance and Administration shall maintain a descriptive inventory of and be responsible for the care and custody of all publicly owned furniture and furnishings in the Governor's Mansion that have not been catalogued by the Department of Archives and History, including flat silver and silver hollowware. It is unlawful to remove any state property under the custody of the curator from the Mansion without authorization of the curator as stipulated by the Mississippi Code 1972, 39-5-21. Also, no state property on the MDAH inventory should be relocated within the Mansion without the approval of the Mansion curator.

No press conferences should be held in the Mansion's historic section other than those of national significance. Professional/commercial filming at the Mansion is subject to the terms of the commercial filming agreement approved by the Board of Trustees of the Department of Archives and History, October 1997.

The entire Mansion is a smoke-free building (both the historic and non-historic sections).

No animals are permitted in the historic section of the Mansion except for those animals trained to assist the physically handicapped.

Source: *Miss. Code* §§ 39-5-6, 39-5-21, 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 9.3 Grounds Guidelines. The Mansion grounds and gardens, designed by William Garbo in 1971, reflect a style appropriate for the Greek Revival architecture of the historic Mansion. Design changes to the grounds or gardens may not be considered or made without the approval of the Department of Archives and History.

The grounds are maintained by the Office of Capitol Facilities, Mississippi Department of Finance and Administration, and it is this Office that should be contacted for day-to-day requests and needs. Although the design of the grounds may not be altered, there are specified areas within the grounds which may be planted according to the personal desires of the Governor's family. These areas will be indicated to the First Family when the grounds are toured with the representative(s) of Capitol Facilities. The horticultural feasibility of special planting requests will be determined by Capitol Facilities, but every effort will be made to meet them.

The cut flower garden, the rose garden, and the herb garden were created for use by the First Family and are maintained by volunteers with some supervision by Capitol Facilities. The volunteers may be contacted through Capitol Facilities.

Commemorative markers on the grounds are generally discouraged and require approval by the Board of Trustees of the Mississippi Department of Archives and History.

Pets and their cleanup are the responsibility of the owners or of their designated walkers. It is strongly recommended that dogs be confined to the dog run and leash-walked when on the grounds to prevent damage to the gardens. In particular, with deference to the number of visitors and pedestrians who pass by the lawns on a daily basis, cleanup should be immediate.

Source: *Miss. Code* §§ 25-59-1, 39-5-3 (1972, as amended).

Part 5 Chapter 10: The Mississippi Governor's Mansion Historic Section and Grounds Guidelines for Public Use

(Approved by the Board of Trustees May 8, 1998)

Introduction.

A. Primary Use:

The Mississippi Governor's Mansion is a historic structure and the official residence of the governor, whose private living quarters adjoin the historic section. The Board of Trustees of the Mississippi Department of Archives and History has statutory authority

and responsibility to establish guidelines for public access and organizational use of the historic section of the Governor's Mansion in order to protect and preserve its structural and architectural integrity.

B. Public Access:

1. The Governor's Mansion is normally open to the public free of charge for guided tours from 9:30 a.m. to 11:00 a.m., Tuesday through Friday.
2. The tour schedule may vary during the holidays.
3. Tours for groups of ten or more should be booked with the Mansion curator at 300 E. Capitol Street, Jackson, MS 39201, or at (601) 359-6421.
4. The Mansion and grounds will be closed on Monday and weekends.
5. The Mansion may be closed at other times to accommodate functions of state and other events hosted by the governor.
6. Visitors should enter the Mansion grounds from the west gate on N. West Street, where the Capitol Police Officer will request identification.
7. The Governor's Mansion is handicapped-accessible with some limitations.
8. No animals are allowed in the Governor's Mansion at any time, except those trained to aid the blind or handicapped.
9. The Governor's Mansion is a smoke-free facility.

Rule 10.1 Organizational Use. The historic section of the Governor's Mansion has been designated as an area for limited public use by educational, historical, and other non-profit organizations. The Mansion and grounds will not be available to private individuals acting on their own.

The Mansion and grounds may be scheduled for no more than one tea or reception per week, Tuesday through Friday, dependent on availability. No organization will be allowed to use the Governor's Mansion for entertaining more than once a year.

On occasion, it will be necessary to rearrange scheduling due to emergency use of the Mansion by the governor for official state functions or other important uses. The understanding and flexibility of the affected organization is requested in those infrequent instances of cancellation or postponement of a scheduled function.

Requests for use of the Mansion should be made in writing to the Mansion administrator, 300 E. Capitol Street, Jackson, MS 39201, at least six weeks prior to the scheduled date of a function. The request should provide as much information as possible on proposed plans and arrangements

for an event, including the general purpose of the event and the anticipated number of guests. All arrangements must be approved in advance by the Mansion administrator.

If the requested use is approved, the authorized representative of the organization will be expected to sign a Facility Use Contract and to pay a Mansion Use Fee based on the number of persons expected to attend the event (0 to 25 persons - \$100.00; 26 to 99 persons - \$200.00; 100 to 200 persons - \$400.00).

The Use Fee is deposited in the Friends of the Mansion account and benefits the Governor's Mansion by providing funding for the conservation, preservation, and repair of furnishings in the historic section of the Mansion.

- A. The number of guests may not exceed two hundred (200) persons.
- B. The Mansion is not appropriate for auditorium-type events.
- C. The Mansion cannot accommodate commercial filming or television equipment.
- D. Functions are to begin and conclude at the scheduled time.
- E. Caterers should not arrive earlier than one hour prior to the designated event.
- F. Food, flowers, and beverages are the responsibility of the host organization. Caterers, florists, and other vendors must be selected from an approved list.
- G. Whenever food is served, plates furnished by the Governor's Mansion are to be used. In order to avoid potential damage to floor coverings, dips, chips, and nuts may not be served.
- H. Food is allowed only in the State Dining Room and the adjacent Parlor.
- I. No linens will be furnished by the Mansion.
- J. Service will be provided by the Mansion domestic staff, for which gratuities are customary.
- K. The organization may not collect dues nor charge fees at events held at the Mansion.
- L. Smoking is not permitted.
- M. Guests are requested to refrain from sitting on, leaning on, or placing objects on the historic furnishings.
- N. The host group is responsible for any breakage or damage to the Mansion, its furniture, furnishings, or grounds.

- O. The host organization should confer with the Mansion administrator twenty-four hours prior to the function to ensure that all of the above guidelines have been met.

Source: *Miss. Code* § 29-59-1 (1972, as amended).

Title 16: History, Humanities and Arts

Part 5: Museum Division

Part 5 Chapter 1: Collections Policy of the Museum Division

(Approved by the Board of Trustees on July 22, 1994, and reviewed, revised and approved on April 22, 2005, January 16, 2009, July 22, 2011, and January 18, 2013)

Introduction.

A. Purpose of Collections Policy:

The purpose of the collections policy is to provide guidelines for the Museum Division's collections-related activities, insuring that these activities meet high professional standards. The collections policy is a public statement of the Museum Division's commitment to caring for and managing its collections properly.

B. Statement of Purpose/Mission of the Museum Division:

The Museum Division is a division of the Mississippi Department of Archives and History, a state agency which was established in 1902. The Mississippi Department of Archives and History is governed by a nine member Board of Trustees. Members of the Board of Trustees are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six-year term, and may succeed themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six-year term and may succeed himself.

As of July 1, 2011, the Museum Division combined the collections of its individual sites to have one comprehensive collection that represents Mississippi history. The Museum Division sites covered under this collections policy are the Eudora Welty House, the Manship House Museum, the Mississippi Civil Rights Museum, the Museum of Mississippi History, and the Old Capitol Museum.

C. Types and Status of Collections:

The term *Collections* is used for all material holdings of the Museum Division.

Specific collection categories are defined as follows:

1. Permanent Collection:

The permanent collection consists of those significant objects which directly relate to the purpose of the Museum Division. Objects accessioned into the permanent collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum standards. This collection is maintained by the director of collections.

2. Education Collection:

The education collection consists of those expendable objects which contribute to the educational programs of the Museum Division and which are available directly to the public for examination. Objects in the education collection are readily available or objects that duplicate those already in the permanent collection and are not accessioned into the permanent collection. These objects are inventoried in their own separate collection and maintained by each of the sites.

3. Prop Collection:

The prop collection consists of those expendable objects which do not relate directly to the purpose of the Museum Division but which contribute to and enhance the visual and educational impact of exhibits. Objects in the prop collection are not accessioned into the permanent collection. These objects are inventoried in their own separate collections and maintained by each of the sites.

D. Scope of Permanent Collection:

The scope of the collection of the Museum Division shall be artifacts of Mississippi history and culture from the earliest times to the present. Objects acquired by the Museum shall represent material culture in Mississippi. The collection shall include documentation of individuals and cultural groups as well as objects which illustrate events and the history of arts and crafts in Mississippi.

E. Delegation of Responsibility for Implementation of the Collections Policy:

The Museum Division director is responsible for supervising the proper implementation of the collections policy. The Museum Division director has delegated the day-to-day care and management of the collections to the director of collections. Comprehensive collections care and management procedures (accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) for each site are outlined in a single collections management manual maintained by the director of collections. Specific emergency collections care and management procedures are outlined in a disaster preparedness manual for each site maintained by the assistant director of collections.

F. Provision for Review and Revision of Collections Policy:

The collections policy will be reviewed by the Collections Committee (consisting of the Museum Division director, director of collections, assistant director of collections, and the collections managers) at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval.

The collections policy and any subsequent revisions will be reviewed by an attorney to ensure the policy is in compliance with federal, state, and local regulations.

A *Review of Policies Worksheet* will be completed at the time of each review and placed in the files of the director of collections.

G. Glossary:

1. Accessioning: The formal process of accepting and recording an object or group of objects for the permanent collection acquired from the same source at the same time for which the Museum has legal title.
2. Accession number: A two part number assigned to a donation during accessioning to identify and distinguish that donation from all other donations.
3. Acquisition: The formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.
4. Catalog number: A three part number assigned an individual object during accessioning to identify and distinguish that object from all other objects.
5. Cataloging: The formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.
5. Chenhall nomenclature system: A system of naming and classifying man-made objects into major categories and sub- categories according to their function. (Chenhall, Robert G., *Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects*, Nashville: American Association for State and Local History, 1978).
6. Deaccession: The formal process of removing an object or group of objects from accessioned status in the permanent collection.
7. Disposal or Disposition: The formal process of disposing of a deaccessioned object or group of objects.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 1.1. Acquisition.

A. Policy:

The Museum Division may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the permanent collection is held by the director of collections, the assistant director of collections, Museum Division director, or the Department director upon approval of the Collections Committee (consisting of the Museum Division director, director of collections, assistant director of collections, ~~curator of collections~~, and the collections managers) at its monthly meeting. New collections staff members must wait six months before they are permitted to vote on acquisitions or other items brought before the Collections Committee.

B. Criteria for Acquisition:

The following criteria have been established for the acquisition of objects:

1. Objects must be relevant to, and consistent with, the Museum Division's purposes and activities:
 - a. chiefly research,
 - b. preservation,
 - c. exhibition, and/or
 - d. interpretation.
2. The Museum Division must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
3. It is intended that objects in the permanent collection shall remain in the collection as long as they retain their physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Museum Division.
4. The Museum Division and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.
5. Title to all objects acquired for the permanent collection shall be obtained free and clear without restrictions to use or future disposition.
6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.

7. The Museum Division shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.

8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.

9. Funding for the purchase of an object will be at a fair market value affordable to the Museum Division and procedures for purchasing artifacts will be followed.

C. Procedures:

All offers of objects to the Museum Division whether by donation, by bequest, by purchase, or by transfer should be referred to the director of collections, the director of collections' designee, the Museum Division director, or the Department director. The potential donation is then reviewed by the Collections Committee. ~~The Collections Committee consists of the Museum Division director, director of collections, assistant director of collections, curator of collections, and the collections manager.~~ If the object offered to the Museum requires temporary deposit in the Museum Division's custody before a decision regarding the acquisition of the object can be made, then a *Temporary Custody Receipt* should be signed by the object's owner and the Museum Division staff person receiving the object (the director of collections, the assistant director of collections, the Museum Division director, or the Department director). This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Collections Committee will determine whether or not to acquire the object.

If the decision is made not to acquire the object, then the director of collections or the assistant director of collections will be responsible for returning the object to the owner, according to the terms of agreement outlined in the *Temporary Custody Receipt*, and documenting the return. If the decision is made to acquire the object, then the director of collections, assistant director of collections, Museum Division director, or Department director will initiate and complete the acquisition of the object in the following manner:

1. If the object is to be donated, a *Deed of Gift* should be signed by the donor and the director of collections, the assistant director of collections, the Museum Division director, or the Department director. The *Deed of Gift* formally transfers the complete ownership and physical possession of the object to the Museum and shall be legally binding when signed and dated by both parties. A copy of the *Deed of Gift* shall be provided to the donor, and shall be kept on file by the director of collections.

2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the director of collections.

3. If the object is to be purchased, the Museum Division Collections Committee will review all items available at the monthly committee meeting. Criteria for determining purchases are as follows:

- a. The artifact is one-of-a-kind and a comparable artifact is not available,
- b. The artifact is relevant to Mississippi's history and will help interpret the exhibits of the Eudora Welty House, the Manship House Museum, the Mississippi Civil Rights Museum, the Museum of Mississippi History, or the Old Capitol Museum,
- c. The price of the artifact is fair market value,
- d. The artifact is in good condition and immediate conservation/stabilization is not necessary,
- e. Funds are readily available.

All criteria must be met when determining purchases.

Purchases over \$100 must have the prior approval of the Board of Trustees. When an artifact is purchased, a copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Museum Division director of collections.

4. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by that division's director or their designee and shall be kept on file by the director of collections.

5. If the object is to be transferred from the education or prop collection to the permanent collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the director of collections.

6. A duplicate copy of records documenting the Museum's legal ownership of objects shall be maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the collections manager.

D. Conditions

Conditions for the donation of a gift to the Museum Division are printed on the form as follows:

I (we), being the lawful owner(s) thereof, hereby give to the Museum Division absolute and unconditional ownership of the above-listed object(s), together with all copyright and associated rights which I (we) have, to be used in any manner that is deemed to be in the best interest of the Museum Division. I (we) waive all present and future rights in, to, or over said object(s), its (their) use or disposition.

NOTE: All acquisitions are accepted unconditionally with the exception of the items given by the Eudora Welty LLC. Donations by the Eudora Welty, LLC have deaccessioning and copyright conditions printed on the *Deed of Gift From Eudora Welty, LLC* form as follows:

I (we), being the lawful owner(s) thereof, hereby give to the Museum ownership of the above-listed object(s). The Eudora Welty, LLC maintains the copyright on all works created by Eudora Welty and Eudora Welty's persona. I (we) waive all present and future rights in, to, or over said object(s) and its (their) use while in the Museum's possession. I (we) require that any disposition of said object(s) donated by the Eudora Welty, LLC follow the disposal method of offering back to the Eudora Welty, LLC.

E. Recordkeeping:

1. Permanent Collection:

All objects acquired for the permanent collection are accessioned, cataloged according to the Chenhall nomenclature system, numbered, photographed, and entered into the collections management software according to professionally accepted standards. Accession and catalog records on the permanent collection are maintained in the collections office by the director of collections and assistant director of collections.

Duplicate accession and catalog records are maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the collections manager.

2. Education Collection:

Objects acquired for the education collection (expendable objects which contribute to the educational programs of the Museum Division and are available directly to the public) are inventoried, but not accessioned into the permanent collection. Objects in the education collection may be upgraded to permanent collection status at the discretion of the Collections Committee. Each site maintains a list of objects in its education collection.

3. Prop Collection:

Objects acquired for the prop collection (expendable objects not directly related to the Museum Division's purpose, but which contribute to and enhance the visual and educational impact of exhibits) are inventoried, but not accessioned into the permanent collection. Objects in the prop collection may be upgraded to permanent collection status at the discretion of the Collections Committee. Each site maintains a list of objects in its prop collection.

F. Exclusions:

The Museum Division abstains from purchasing and accepting donations of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention. The Museum Division also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act and the *Guidelines Concerning the Unlawful*

Appropriation of Objects During the Nazi Era set forth by the American Association of Museums. The Museum Division will abide by all local, state, federal, and international laws.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 1.2. Deaccession.

A. Policy:

The Museum Division has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collection, and in light of such evaluation, to reformulate and restate in writing its overall collections policy utilizing professionally accepted standards. Deaccessioning is the formal process used to legally and permanently remove an object from collections. When undertaking the deaccession and disposition of items, the museum proceeds with the knowledge that it holds its collections as a public trust.

The Museum Division has the right, carefully and judiciously, to deaccession and dispose of objects from its collection in a manner consistent with professionally accepted standards.

A written deaccession request listing the reason(s) for deaccession and recommended means of disposal must be signed by the director of collections, the Museum Division director, and the Department director before submission to the Board of Trustees.

Only if the deaccession request is approved by the Board of Trustees and the *Deaccession Request* form is signed by all parties, is the Museum Division authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession:

An object recommended for deaccession must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Museum Division's purposes and activities.
2. The object has deteriorated beyond usefulness.
3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum Division's staff and/or visitors.
4. The Museum Division is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Museum Division's purposes and activities.

6. The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholars or public education.
7. The object has been lost or stolen and remains so for ten years or more.
8. The object may be replaced with a similar object of greater significance, quality, and better condition.
9. The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act.
10. The object is subject to the American Association of Museums' Unlawful Appropriation of Objects during the Nazi Era guidelines or the terms of the UNESCO Draft Convention.

C. Procedures:

The director of collections or assistant director of collections may recommend the deaccession of an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A *Deaccession Request Form* identifying the object, its condition, the reason(s) for deaccessioning, recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the director of collections and submitted to the Collections Committee for approval. If approval is received, additional approval is needed from the Department director before being submitted to the Board of Trustees for their review and approval. No object is to be deaccessioned unless the Museum Division has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Museum Division's legal counsel will be consulted.

As a courtesy, the director of collections or the Museum Division director may attempt to notify the donor if the object was accessioned within the last ten years. This procedure should not be misconstrued as a request for permission to deaccession.

If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given, publicly or privately, to any Department of Archives and History employees, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

D. Methods of Disposal:

A deaccessioned object may be disposed of in one of the following methods:

1. Transfer to another more appropriate division of the Department of Archives and History.
2. Placement in the Education Collection or the Prop Collection, if appropriate.

3. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.
4. Repatriation to the federally recognized tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.
5. Restitution of works unlawfully appropriated during the Nazi era in accordance with the American Association of Museum's guidelines concerning the unlawful appropriation of objects during the Nazi era and of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention.
6. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum Division.
7. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).
8. Return to the donor if
 - a. it was stipulated by the donor on the Department of Archives and History *Contract of Gift Form* previously used by the State Historical Museum [now the Museum of Mississippi History]
 - b. the item was donated by Eudora Welty, LLC, based on the conditions that are printed on the *Deed of Gift From the Eudora Welty, LLC* form.

E. Use of Proceeds Derived from Deaccession/Disposal:

Any funds derived from the sale of deaccessioned objects will be used solely for collections acquisitions or conservation.

F. Recordkeeping:

All records of deaccessioned objects will be clearly marked "Deaccessioned" and a "Deaccessioned Objects" file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.3. Incoming Loans.

A. Policy:

Authority for incoming loans is shared by the Museum Division director, the director of collections, and the ~~collections manager~~ assistant director of collections. The Museum Division may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. The Museum Division acknowledges and supports the American Association of Museums Guidelines on Exhibiting Borrowed Objects. Loans of objects from individuals are preferably limited to a time period of two years or less with an option for renewal if agreeable to both parties, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Board of Trustees. Loans of objects from institutions are usually limited to a time period of five years or less, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Board of Trustees. To receive such approval, the Museum Division director will provide the Board with written justification for the loan request that considers the following criteria:

1. The object is of unique quality and relevant to a specific exhibition purpose of the Museum Division.
2. Care and custody of the object will not exceed the Museum Division's resources.
3. The extended loan of the object may lead to donation of the object to the Museum Division.

A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.

According to prior policy and in accordance with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 Annotated, Section 39-19), the Museum Division will not under any circumstances accept so-called "indefinite" or "permanent" loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Museum Division. The Museum Division will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Museum Division and/or exhibition. Lenders to the Museum Division shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object.

B. Conditions.

Conditions governing the loan of objects to the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all lenders of said act.

1. Care and Preservation:

- a. The Museum Division will give borrowed objects the same care and protection as it does to comparable objects in its own collection. It is understood by the Lender and the Museum Division that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
- b. Evidence of damage at the time of receipt or while in the Museum Division's custody will be promptly reported to the Lender.
- c. Unless there is a written agreement between the Museum Division and the lender to the contrary, the Museum Division may apply conservation measures to property on loan to the Museum Division without the lender's or claimant's permission if immediate action is required to protect the property on loan or if the loaned property is a hazard to the health and safety of the public or Museum staff.

2. Packing and Transportation:

- a. The Lender certifies that the object(s) lent are in such condition as to withstand ordinary strains of packing and transportation.
- b. Costs of packing and transportation will be borne by the Museum Division. The method of shipment must be agreed upon by both parties.
- c. The Lender will assure that said object(s) is (are) adequately and securely packed for the type of shipment agreed upon, including any special instructions for unpacking and repacking. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the Lender.

3. Insurance:

- a. Insurance coverage shall be mutually agreed upon in writing in advance of this loan. Unless otherwise noted, the Museum Division will insure borrowed object(s) for the amount specified by the Lender herein which must reflect fair market value. If the Lender fails to indicate an amount, the Museum Division, with the implied concurrence of the Lender, will set a value for purposes of insurance for the period of the loan and said value is not to be considered an appraisal.
- b. If the Lender chooses to maintain his/her own insurance, prior to shipping the Museum Division must be supplied with a *Certificate of Insurance* naming the Museum Division as an additional insured or waiving rights of subrogation. If the Lender fails to supply such a certificate, this loan agreement shall constitute a complete release of the Museum Division from any liability for damages to, or loss of, the borrowed object(s). The Museum Division shall not be responsible for any error or deficiency in information furnished by the Lender to the insurer or for any lapses in such coverage.
- c. If insurance is waived by the Lender, this waiver shall constitute a complete release of the Museum Division from any liability for damages

to, or loss of, the borrowed object(s).

d. In the case of long-term loans, it is the responsibility of the Lender to notify the Museum Division of current insurance valuations.

e. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Museum Division in the event of loss or damage.

4. Photography and Credit:

a. Unless otherwise notified in writing by the Lender, the Museum Division may photograph or copy borrowed object(s) for record, educational, publication, and/or publicity purposes.

b. It is understood that objects on exhibit may be photographed by the general public.

c. Unless otherwise instructed in writing, the Museum Division will give credit to the Lender as specified on the face of this agreement in any publications.

5. Ownership and/or Address Change:

To help prevent unclaimed loans, the “Lender’s Custodian” contact information must be completed for all loans from individuals.

a. It is the responsibility of the Lender or his/her agent to notify the Museum Division promptly in writing if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Lender.

b. The Museum Division assumes no responsibility to search for a Lender (or owner) who cannot be reached at the address of record.

6. Return of Loans:

a. Unless otherwise agreed in writing, with thirty days advanced notice, the loan terminates on the date specified on the face of this agreement.

b. When the loaned object(s) is (are) returned, the Museum Division will send the Lender a receipt form. If this form is not signed and returned within thirty days after mailing, the Museum Division will not be responsible for any damages or loss.

c. If the Museum Division, after making all reasonable efforts and through no fault of its own, is unable to return the object(s) within sixty days of the termination of the loan, then the Museum Division shall have the absolute right to place the object(s) in storage or to return them at the owner's risk and expense. If after five years such property shall not have been reclaimed, then, the Museum Division may seek title to the unclaimed property through Mississippi’s Museum Unclaimed Property Act.

Complete records on all incoming loans are maintained in the collections office by the collections manager.

C. Procedures:

For objects on loan from individuals for a period of two years or less or five years or less for institutions, an *Incoming Loan Agreement* must be signed by the lender and an authorized Museum Division staff person (the Museum Division director, the director of collections, the assistant director of collections, ~~the collections manager~~, or their designee. To help prevent unclaimed loans, the “Lender’s Custodian” contact information must be completed for all loans from individuals. This information gives MDAH a second contact if the Lender cannot be found. For objects on loan from institutions for a period of over five years, an *Incoming Loan Agreement* must be signed by the lender and the Museum Division director with prior approval from the Board of Trustees.

The *Incoming Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. Conditions for Incoming Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, ownership and/or address change, and the return of loans are listed on the reverse side of the *Incoming Loan Agreement*. Copies of the *Incoming Loan Agreement* and Mississippi’s Museum Unclaimed Property Act will be provided to the lender; *Incoming Loan Agreements* will be kept on file by the collections manager. A condition report on the borrowed object(s) will be prepared by the assistant director of collections; a copy of the condition report will be provided to the lender if requested. The Museum Division will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so.

The collections manager will be responsible for the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. The collections manager will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.

The Museum Division will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the *Incoming Loan Agreement* and in accordance with Mississippi’s Museum Unclaimed Property Act. According to this law, the lender must notify the Museum Division of any change with the object’s ownership or in the lender’s address while the object(s) is (are) in the custody of the Museum Division. If the object(s) is (are) to be returned by mail or other carrier, the object(s) will be shipped to the owner to the address on record at the Museum Division’s expense by restricted certified mail or other means that requires a receipt to be returned to the Museum Division certifying that the package has been received. In addition, an outgoing receipt will be sent at the time of artifact shipment for the lender’s signature. Failure to sign and return said receipt shall release the Museum Division from any further liability for the object(s).

If the lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the lender at its address of record an official “notice to remove.” The Museum Division assumes no responsibility to search for a depositor, or listed owner, not located at that address. After making all reasonable efforts and through no fault of its own, if the

Museum Division is unable to return the object(s) within sixty days of the termination of the loan, then the Museum Division will have the right to place the object(s) in storage.

If after five years such property has not been reclaimed nor has the Museum Division received written communication from the lender, lender's successor, or persons authorized to represent the lender, the Museum Division shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum Division and the object(s) shall become property of the Museum Division.

D. Transfer of Loaned Artifact Ownership

If during the course of a loan, artifact ownership is transferred to a second lender, a *Notification of Transfer of Ownership* form is to be completed by the original owner, new owner, and the Museum Division. The completed forms with all three signatures are then dispersed to each lender and the collections manager. If the artifact will remain on loan, a new *Incoming Loan Agreement* will be completed, ending the previous loan agreement.

If the artifact is removed from the Museum Division, procedures for returning the loan will follow the guidelines set forth in section **Rule 1.3, B** of this document.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.4. Objects in Temporary Custody.

A. Policy:

The Museum Division distinguishes between objects loaned to the Museum Division for exhibition and/or research and objects deposited in the temporary custody of the Museum Division for purposes such as identification, examination (including copying and/or photography), or proposed acquisition.

Conditions governing objects in temporary custody of the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all lenders of said act.

1. Care and Preservation:

- a. The depositor hereby releases the Museum Division from all liability regarding any loss or damage to the object(s) covered by this receipt while in the Museum Division's possession or in transit and agrees that the Museum Division shall not cover such object(s) with insurance for the ninety (90) day period the object is in the Museum's possession.

b. The Museum Division shall exercise the same care of the object(s) covered by this receipt as it does in safekeeping of comparable Museum Division objects.

2. Endorsement:

Attributions, dates, and other information shown on the face of this receipt are not to be considered appraisals or official opinions by the Museum Division. The fact that an object(s) has (have) been in the Museum Division's custody shall not be misused to indicate Museum Division endorsement.

3. Photography:

Object(s) may be examined, photographed, and/or copied by the Museum Division for its own purposes, but will not be restored, treated, or otherwise altered without written permission of the depositor.

4. Ownership and/or Address Change:

a. In forwarding imported object(s) for deposit, the depositor is required to comply with all government regulations. If the depositor has knowledge of specific conditions governing the object(s), such as copyrights, liens, etc., he/she should inform the Museum Division thereof.

b. If there is a change in the identity and/or address of the depositor or the owner, the Museum Division must be notified promptly in writing.

c. Object(s) must be claimed on or before the return date noted on the face of the receipt by the depositor. If one other than the original depositor claims object(s), the Museum Division reserves the right to request proof of legal authority to receive the material before object(s) will be released.

5. Return of Objects:

a. If the object(s) is (are) to be returned to the depositor by mail or other carrier, the depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt within thirty days of shipment of said object(s) shall release the Museum Division from any further liability for the deposited property.

b. If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the depositor at its address of record an official notice to remove. The Museum Division assumes no responsibility to search for a depositor (or listed owner) not located at the address of record. If after five years from the removal date noted on the face of the receipt, such property shall not have been reclaimed, then, the Museum

Division may seek title to the unclaimed property through Mississippi's Museum Unclaimed Property Act.

6. Donation of Objects:

In the event that the object(s) is (are) being offered for sale or donation to the Museum Division, the depositor, in the absence of written notice to the Museum Division to the contrary, warrants that he/she upon request is prepared to sign a *Deed of Gift* passing full and clear title to the object(s), including any copyright interests.

B. Procedures:

If such temporary custody of an object is needed, then a *Temporary Custody Receipt* for a maximum period of ninety days should be signed and dated by the object's owner and either the director of collections, the assistant director of collections, ~~the curator of collections~~, the collections managers, or the Museum Division director, the Department Director, or their designee. The *Temporary Custody Receipt* will list the purpose of the deposit, the specified time period of the deposit (not to exceed ninety days), the method of return, and the terms of the custody including the provision that insurance of the object(s) is the responsibility of the depositor unless otherwise specified.

The director of collections, the assistant director of collections, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for documenting the return. The assistant director of collections will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was (were) a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.

The Museum Division will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the *Temporary Custody Receipt* and in accordance with Mississippi's Museum Unclaimed Property Act. According to this law, the depositor must notify the Museum Division of any change with the object's ownership or in the depositor's address while the object is in the custody of the Museum Division. If the object(s) is (are) to be returned by mail or other carrier, the object(s) will be shipped to the owner at the Museum Division's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum Division certifying that the package has been received. The depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum Division from any further liability.

If the depositor fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail the depositor at its address of record an official "notice to remove." The Museum Division assumes no responsibility to search for a Depositor, or listed owner, not located at the address of record. After making all reasonable efforts and through no fault of its own, if the Museum Division is unable to return the object(s) within sixty days of the

termination of the temporary custody agreement, then the Museum Division will have the right to place the object(s) in storage.

If after five years from the removal date noted on the face of the receipt, such property has not been reclaimed nor has the Museum Division received written communication from the depositor, depositor's successor, or persons authorized to represent the depositor, the Museum Division shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Museum Division and the object(s) shall become the property of the Museum Division.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.5. Outgoing Loans.

A. Policy:

The Museum Division may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museums meet professional standards of collections care and management. The Museum Division will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of five years or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition.

The Museum Division will not lend objects which are needed for exhibition and/or research purposes. Authority for outgoing loans is shared by the Museum Division director, the director of collections, the assistant director of collections, and the collections manager subject to the approval of the Board of Trustees.

A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date.

Conditions governing the loan of objects from the Museum Division are printed on the form as follows:

The Museum Division fully complies with Mississippi's Museum Unclaimed Property Act (Mississippi Code 1972 *Annotated*, Section 39-19-1) and hereby notifies all borrowers of said act.

1. Care and Preservation:

- a. Object(s) borrowed from the Museum Division shall be given special care at all times to guard against loss, damage, or deterioration. The Borrower agrees to meet any special requirements for installation and handling.

- b. Any loss of or damage to object(s) is to be reported to the Museum Division immediately, followed by a written report and photographs.
- c. No alteration, restoration, or repair shall be undertaken by the Borrower without the written authorization of the Museum Division.
- d. Object(s) must be maintained in a fireproof building under 24-hour security and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, or dirt. Object(s) will be handled only by experienced personnel.

2. Packing and Transportation:

- a. Packing and transportation arrangements must be approved in advance by the Museum Division.
- b. Unpacking and repacking must be performed by experienced personnel under competent supervision. Repacking must be completed in the same manner in which the item was received. Any additional instructions will be followed.
- c. Packing and transportation costs shall be borne by the Borrower.

3. Insurance:

- a. Object(s) shall be insured for the period of this loan for the amount stated in the agreement. Prior to shipment of the object(s), the Borrower shall supply the Museum Division with a *certificate of insurance* or a copy of the policy made out in favor of the Museum Division.
- b. Insurance values may be reviewed periodically, and the Museum Division reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.
- c. If insurance is waived, the Borrower agrees to indemnify the Museum Division for any and all loss or damage to the object(s) occurring during the course of the loan.

4. Photography and Credit:

- a. All objects, unless otherwise specified, shall be credited as from the collection of the Museum Division, Mississippi Department of Archives and History.

b. Unless otherwise notified in writing, the Borrower has the right to photograph and reproduce photographs of borrowed object(s) only for record, publicity, and/or publication purposes directly related to the loan. Photography for commercial purposes is prohibited.

c. All publication of photographs of borrowed object(s) must acknowledge that the object(s) is (are) property of the Museum Division, Mississippi Department of Archives and History.

d. The Museum Division must receive a copy of any exhibition catalogue, brochure, or other publication associated with the loan.

5. Loan Costs:

a. The Borrower will be responsible for all costs associated with loans from the Museum Division, including but not limited to:

- i. packing,
- ii. handling,
- iii. shipping,
- iv. insurance,
- v. photography,
- vi. courier accompaniment, and
- vii. any special crating or framing requirements.

b. The Museum Division may require advance payment for costs associated with loans from the Museum Division.

6. Return of Loans:

a. Object(s) must be returned to the Museum Division in satisfactory condition by the stated termination date. An extension of the loan period must be approved in writing by the Museum Division director and be covered by an extension of insurance coverage.

b. The Museum Division reserves the right to recall object(s) from loan and will make every effort to give reasonable notice. Furthermore, the Museum Division reserves the right to cancel the loan immediately if the Borrower fails to abide by the conditions of the loan.

7. Borrower Responsibility and Loan Agreement Forms:

- a. If an exhibition is to travel to more than one venue, it is the responsibility of the organizing institution to see that the conditions set forth in this document are met at all other exhibiting institutions.
- b. In the case of any difference between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling.

Complete records on all outgoing loans are maintained in the collections office by the collections manager.

B. Procedures:

Museums seeking to borrow an object(s) must make a written request to the Museum Division director stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A General/Standard Facilities Report will be purchased from the American Association of Museums by the proposed borrower, completed and returned to the Museum Division director in a timely manner. The Collections Committee will review the written loan request and the completed General/Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the director or the director of collections will notify the proposed borrower.

If professional standards are met by the proposed borrower and if the loan of the object(s) will not endanger its physical condition or interfere with the Museum Division's own exhibition and/or research needs, the Museum Division director may make a written recommendation to the Board of Trustees to approve the loan. Upon approval by the Board of Trustees, the Museum Division is authorized to proceed with the outgoing loan.

An *Outgoing Loan Agreement* must be signed by the authorized representative of the borrowing museum and either the Museum Division director, the director of collections, the assistant director of collections, or the collections manager. The *Outgoing Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Museum Division, and other terms agreed upon by both parties. Conditions for Outgoing Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, loan costs, return of loans, and borrower responsibility are listed on the reverse side of the *Outgoing Loan Agreement*. The borrowing institution's *Incoming Loan Agreement* may be used in lieu of the Outgoing Loan Agreement, if all requirements are met on the borrowing institutions form.

The *Outgoing Loan Agreement* (or its comparable) will be kept on file by the collections manager, and a copy of the *Outgoing Loan Agreement* will be provided to the borrowing museum. The borrowing museum will provide a certificate of insurance as evidence that the object(s) is adequately insured.

A condition report on the object(s) to be lent will be prepared by the collections manager. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The collections manager will be responsible for the packing, shipping, and/or transportation and insurance coverage for loaned objects. The collections manager will monitor all outgoing loans, document the safe return of loaned objects to the Museum Division, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.

Source: *Miss. Code* §§ 39-19-1, 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.6. Documentation of Collections.

A. Policy:

1. The Museum Division will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. This responsibility is shared by the director of collections, ~~the curator of collections,~~ the assistant director of collections, and the collections managers.

Such documentation will include, but not be limited to the following:

- a. accession files containing the *Deed of Gift* or other documentation of the Museum Division's legal title to the object and other information pertinent to the acquisition of the object,
- b. *Temporary Custody Receipt* file,
- c. *Incoming Loan Agreement* file,
- d. *Outgoing Loan Agreement* file,
- e. deaccession file,
- f. accession register or list (tripartite decimal system used),
- g. catalog cards (Chenhall nomenclature system used),
- h. donor or source card file,
- i. inventory file,
- j. condition reports,
- k. conservation treatment records,

- l. black and white photographs (with fully indexed negatives),
 - m. color slides, or
 - n. digital images.
2. All information generated on the computer or within the collections management software is backed up daily on the state server by the MDAH Information Systems staff.
 3. All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archivally safe materials in the collections office.
 4. On an annual basis, duplicate copies of the following records are maintained in the William F. Winter Archives and History Building for security:
 - a. Records documenting the Museum's legal ownership of objects (e.g., copies of *Deed of Gift* or other documents)
 - b. Accession list (computer back-up)
 - c. Catalog record (computer back-up) which provides an up-to-date location record
 - d. Loan records for active incoming and outgoing loans

B. Procedures:

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and further described in the comprehensive collections management manual maintained by the director of collections.

C. Objects Found in Collections:

1. Objects designated as “Found in Collections” (that is objects which lack significant documentation as to how they are in the custody of the museum) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collection will receive a tripartite number with the second part being “00” (e.g. 2008.00.1) to document the artifact until further research is conducted on the object. If accessioned, the artifact will follow the guidelines set forth in “Acquisition” section of this document. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession and disposal procedures listed in the collections policy except that Objects Found in Collections will not be sold or destroyed.

2. If the Museum Division is contacted by a person claiming to own an Object Found in Collections, the Museum Division shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

- a. presents to the Museum Division a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
- b. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and present supporting proof.

The Museum Division shall not immediately relinquish custody of the object(s) to the claimant who appears to have the right to make the demand. The Museum Division shall exercise its right to review the documents carefully to see if the Museum Division has evidence that may counter the claimant's demand.

3. The Museum Division shall defend its custody of the object(s) claimed if any of the following apply:

- a. Evidence that the claimant knew, or should have known, that the Museum Division thought it owned the object(s) and that the claimant delayed in bringing his/her action to the detriment of the Museum Division.
- b. Evidence that the claimant "slept on his rights," that is he/she failed to use due diligence in seeking out his/her property.
- c. Evidence that the Museum Division has publicly displayed the object as its own or otherwise publicized it as such.

In cases where the Museum Division cannot defend its custody of the Object(s) Found in Collections, the Museum Division shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum Division.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.7. Access to and Use of Collections and Collections Records.

A. Policy:

The Museum Division will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes.

The Museum Division will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and

collections records, the Museum Division reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records
2. Undue interference with the administrative, professional, and technical operations of the Museum Division
3. Undue impact on the furnishing of services to other Museum Division users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the director of collections, the assistant director of collections, ~~the curator of collections,~~ and the collections managers. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the department's legal counsel will be consulted.

B. Procedures:

A written request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address, email address, and daytime phone number, should be submitted to the director of collections or the assistant director of collections.

If the request meets with the established access policy of the Museum Division, the director of collections, the assistant director of collections, ~~curator of collections,~~ or ~~the a~~ a collections manager will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Museum Division copies of any photographs, papers or publications which result from his/her study of the Museum Division's collections.

Normally, examination of collections and collections records by a researcher will take place in the collections office under the supervision of the director of collections or the assistant director of collections. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, then the director of collections, the assistant director of collections, or the Museum Division director may allow the researcher strictly supervised access to the storage room to examine the specific object, fully documenting such access on the collections storage room access log. If more than two people want to research an item at the same time, a *Collections Tour Request* form must be completed.

The conditions of this form are as follows:

1. All requests must be approved by the Museum Division Collections Committee.

2. No more than 15 visitors will be allowed in the collections storage area at any one time.
3. No more than 10 items will be shown.
4. The tour should last no longer than 1 hour.
5. All members of the group will be required to sign in and out upon entering and leaving the collections storage area.
6. No bags, purses, or oversized jackets may be brought into the collections storage area.

Note: Since the majority of the Museum Division collection is currently not on public exhibit, tours of storage are more frequent.

Unsupervised access to collections storage rooms by persons other than director of collections, assistant director of collections, ~~curator of collections~~, or ~~the~~ a collections manager is not permitted.

C. Access to Obtain Copies of Collection Related Material:

The Museum Division occasionally retains permission to use images of text, paintings, drawings, and other photographs from hundreds of different sources for use in exhibits. The Museum Division may provide source information to researchers for purposes of requesting permissions to use images. It is the responsibility of the researcher to obtain written permission from the original owner of the image. In rare instances, the Museum Division may provide a copy of the requested image to the researcher after permission has been given and if the original owner is unable to provide the copy. Otherwise, the Museum Division requires that images be sought from the original owners.

D. Reproduction of Artifacts from Collection:

1. Policy:

The Museum Division reserves all rights for the reproduction of objects in the Museum Division collections. If permission to reproduce an artifact is granted, that permission is for a one-time reproduction with the reproduction to be used only for educational purposes. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Museum Division director, Department director, and the Board of Trustees. The Museum Division reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

2. Procedure:

All requests to reproduce an artifact must be made in writing to the Museum Division director or the director of collections. A *Permission to Reproduce* form must be

completed agreeing to the guidelines for reproducing artifacts stipulated by the Museum Division and printed on back of the form. The Collections Committee will review the request and decide if the request will be granted.

No information about the artifact with the exception of photographs may be released until the request to reproduce has been approved. The requestor is responsible for any costs associated with photographing the artifact and the use fee.

A record of reproduced artifacts (including photograph of reproduction—which should be altered from original artifact, photograph of credit line that is attached to the artifact, maker information, owner information, and reproduction materials) will be maintained by the director of collections.

E. Photography of Collections:

1. Limitations on Public Photography of Collections:

a. No publication or commercial use of photographs taken in the Museum Division's exhibition areas is permitted without the written approval of the Museum Division director.

b. Photography in the Museum Division's exhibition areas for personal use is permitted during regular hours of public visitation unless otherwise posted.

c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum Division's exhibition areas will normally not be permitted.

d. In the interest of public safety, the Museum Division may limit or prevent the use of tripods in exhibition areas.

2. Request for Photographs of Collections:

a. Requests for obtaining photographs of objects in the Museum Division's collections will be submitted in writing to the director of collections or the assistant director of collections. If a photograph is requested a *Permission to Photograph* form must be completed agreeing to the guidelines stipulated by the Museum Division and printed on the form.

b. The Museum Division will establish and adjust as necessary a fee schedule for all photographic and other copy work. Due to limited staff resources and time, the Museum Division may be unable to fulfill a specific photographic request if there is not already an existing negative, transparency, or digital image.

c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so without paying the photography fee.

d. Researchers wishing to hire an outside vendor to photograph objects in the collection may do so only with prior Museum Division approval. The Museum Division reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.

e. If the request is to publish a photograph of an object, then a *Permission to Publish* form stipulating that the photograph will be appropriately credited and that the Museum Division will be provided with a complimentary copy of the publication or other example of the published image must be completed and submitted for approval by the director of collections or the Museum Division director.

f. Purchase of copyrighted photographic prints or transparencies of Museum Division objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Museum Division. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.

g. The Museum Division reserves the right to levy fees for the use of its copyright materials, photographs, and reproductions.

h. The Museum Division reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:

- i. endanger the physical security of the collections
- ii. undermine the intellectual integrity of the collections
- iii. pose an excessive administrative burden
- iv. violate the terms of a loan
- v. infringe on copyrighted material
- vi. involve a use for illegal or unethical purposes
- vii. violate privacy, publicity, or other personal rights of any party
- viii. libel, slander, or cause undue ridicule or embarrassment to any person or organization
- ix. imply an institutional endorsement of any product, company, or enterprise.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended)

Rule 1.8. Care of Collections.

A. Inventory:

The assistant director of collections and the ~~curator of collections~~ manager are responsible for maintaining an up-to-date location record for all objects owned and accessioned into the permanent collection by the Museum Division as well as those objects borrowed by the Museum Division.

The assistant director of collections and the ~~curator of collections~~ manager will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to specific procedures outlined in the inventory files maintained by the assistant director of collections and the ~~curator of collections~~ manager.

B. Handling Collections:

The Museum Division's permanent collection is to be handled only in a manner that enhances its preservation. Objects in the permanent collection are to be handled only by trained Museum Division staff members or, on occasion, by trained Museum Division volunteers. The director of collections and the ~~curator of collections~~ manager are responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the collections management manual maintained by the director of collections.

C. Conservation:

The Museum Division holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation and Heritage Preservation. The Museum Division recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Museum Division will contract with professional conservators on a regular basis for professional conservation treatment of objects in the permanent collection.

All conservation treatments will be properly executed and documented. The authority for conservation treatment of objects is shared by the director of collections and the Museum Division director.

The director of collections is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The director of collections will update the strategic plan on an annual basis and submit the plan to the Museum Division director for approval and incorporation into the Museum Division's comprehensive strategic plan. Written guidelines for Museum Division staff conservation procedures to be followed in case of emergency are located in the disaster preparedness manual maintained by the assistant director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.9. Risk Management.

A. Policy:

The Museum Division will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Museum Division director in conjunction with the Office of Capitol Police is responsible for the overall physical safety and security of the collections and the building, staff, and visitors.

B. Procedures:

Procedures for managing and caring for the collections in a proper manner which enhances their preservation and security are included in the collections management manual maintained by the director of collections.

Procedures to be followed for the protection of the collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the assistant director of collections. The Museum Division will maintain material safety data sheets (with guidelines for the safe use and disposal of chemicals) for products used by Museum Division staff in performing such duties as conservation and exhibit fabrication, as well as for cleaning products used by the custodial staff, and for any fumigants used by the pest control company.

C. Insurance:

The Museum Division's collections and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts), and has additional fine arts coverage to insure the permanent collection (a minimum coverage of \$5M per occurrence). Artifacts in transit or on loan to the Museum Division are also covered by this policy.

The Museum Division will routinely provide insurance coverage as appropriate for objects borrowed by the Museum Division for exhibition or research (incoming loans). The Museum Division will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Museum Division for potential acquisition, identification, photography and/or copying (temporary custody).

The Museum Division will require insurance coverage for any object(s) it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum.

The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The director of collections will be responsible for working directly with the Department of Finance and Administration on insurance needs. Procedures for obtaining

insurance coverage are included in the collections management manual maintained by the director of collections.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 39-7-1 (1972, as amended)

Rule 1.10. Ethics.

A. Museum Division Code of Ethics:

The Board of Trustees of the Mississippi Department of Archives and History approved a Code of Ethics on January 28, 2005. All Museum Division staff members will adhere to this Code of Ethics. Board members and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Museum Division.

B. Personal Collecting:

1. Staff shall not use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Museum Division.
2. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain an interest in a dealership.
3. Staff shall not compete with the Museum Division in any personal collecting activity. If items purchased by a staff member fall within the collecting areas of the museum, they must be offered to the museum within sixty (60) days at the actual cost of the artifact.
4. Staff shall notify the Museum Division director in writing of all personal collecting and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum Division at a fair market price.
5. Staff involved in accepting artifacts and/or the daily activities of the collections office (department director, Museum Division director, director of collections, assistant director of collections, ~~curator of collections~~ and collections managers) shall not acquire personal collections of the same nature as the Museum Division's collection. This policy excludes readily available books and materials relating to Mississippi history.
6. Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the Museum Division, shall be exempt from this policy.

C. Appraisals:

1. Due to a possible conflict of interest with the Internal Revenue Service, staff members

shall not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Museum Division may provide names of appraisers, but shall not provide an endorsement. The Museum Division may provide identification and authentication assistance for professional and/or educational purposes only.

2. Appraisals of objects owned by the Museum Division can be made for internal use such as insurance coverage. The Museum Division shall contract with objective and qualified appraisers as needed.

Source: *Miss. Code* § 25-59-1 (1972, as amended)

Part 5 Chapter 2: Old Capitol Museum Facility Use Policies

(Adopted by the Board of Trustees on June 20, 2006; Amended July 25, 2008, October 16, 2009, January 18, 2013)

Rule 2.1 Facility Rental.

The House of Representatives, Senate Chamber, Chancery Court (receptions only), and, William Nichols (meeting) Room in the Old Capitol Museum are available for rental by organizations. The Old Capitol Museum will not be available to ~~private~~ individuals acting on their own. Since the Chancery Court is a public area, receptions that occur there during regular operating hours must be open to the general public.

A. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space in the Old Capitol Museum. The Facility Use Committee (the museum director, facility use coordinator, and director's designee) must approve all requests.

B. Contract / Reservations:

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

C. Use Fees:

A security deposit is due upon approval of application. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees and security deposit are due four weeks prior to the event. A purchase order is an acceptable form of payment. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date. The use fee schedule is approved by the Board of Trustees of the Mississippi Department of Archives and History.

D. Cancellation:

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all fees paid.** If written notification is received by the museum at least ten working days prior to the scheduled event, the renter will receive a refund of 75% of the total amount paid. Authorized officials of the museum reserve the right to cancel an event if the facilities are rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

E. Hours of Operations / Public Access:

1. The Old Capitol Museum is open to the public free of charge.
2. Hours of operation are 9:00 a.m. - 5:00 p.m. Tuesday – Saturday and 1:00 – 5:00 p.m. on Sunday.
3. The Old Capitol Museum is CLOSED on Mondays.
4. Evening events may be held on Thursdays and Fridays only, 5:30 – 8:30 p.m.
5. The Old Capitol Museum is closed on most state holidays.
6. The Old Capitol Museum is handicapped accessible.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Rule 2.2 Event Arrangements.

A. Catering:

Food and beverages are allowed for receptions in the Chancery Court. Only on special occasions are food and beverages allowed elsewhere on the first floor of the museum. No food and beverages are allowed in any of the exhibit areas. Menus must be submitted and approved at least ten working days prior to event.

Caterer or renter must supply all necessary ~~tablecloths~~, utensils, dinnerware, table decorations, service equipment, food and beverages. Black tablecloths are available for rent. After the event, the designated area must be returned to its original condition.

B. Decorations:

No changes, such as the movement of exhibits, the opening of blinds and curtains, etc., may be made to the Old Capitol Museum without approval. If approved, changes will be handled by Old Capitol Museum staff. Setup and decoration plans must be submitted and approved at least ten working days prior to event.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the facility use coordinator prior to the event.

Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed.

Free-standing signs may be placed in the museum with prior approval of content and location; no signs are permitted on the exterior.

C. Equipment:

The Old Capitol Museum charges a rental fee for tables, chairs, and a public address system in the House Chamber. Electronic equipment is not available. Trash receptacles are available on request for use inside the museum only. Last minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

Renter may bring in other equipment with approval ten working days prior to event by Museum.

D. Music / Other Entertainment:

Music or other entertainment must be approved by the Old Capitol Museum at least ten working days prior to event.

E. Parking:

Free parking for visitors is located behind the Old Capitol Museum. Handicapped parking is available on the upper level. Any special parking requests, including reserved parking, must be submitted at least ten working days before the event.

F. Security:

A State Capitol police officer will be on duty during regular business hour events. The Old Capitol Museum cannot guarantee that a State Capitol police officer will be on-site during evening events; ~~and therefore~~ however, Capitol Police patrol the grounds after hours. Additional security is the responsibility of the user. A security plan must be submitted and approved at least ten working days prior to event.

G. Setup & Removal:

Facility renters may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Events starting prior to 9:00 a.m. must be set up the day before, between 3:30 p.m. and 5:00 p.m. Any use of the building prior to the designated meeting time must be approved.

H. Videotaping/ Filming/ Photography:

Videotaping, filming, and/or photography without lights or flash are allowed for visitors to the Old Capitol Museum for the visitor's private use ONLY.

Any commercial or professional videotaping, requires prior approval, the execution of the department's Commercial Filming Agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Old Capitol Museum.

I. Restrictions:

No use of the building may be made by political candidates or political parties in support of a candidate or slate of candidates except presidential and vice-presidential nominees of nationally recognized parties eligible for federal funding.

The Old Capitol Museum is a smoke-free facility (Mississippi Code 1972 *Annotated* section 29-5-161). No smoking is permitted.

No weapons are allowed in the building.

No animals are allowed in the museum at any time, except those trained to aid the blind or handicapped.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 29-5-161 (1972, as amended).

Part 1 Chapter 3: Mississippi Hall of Fame Portrait Guidelines

(Adopted by the Board of Trustees on October 6, 1958, Amended December 10, 1976, July 18, 1986, and October 16, 2009)

Rule 3.1 Hall of Fame Portrait Guidelines.

- A. The Board of Trustees of the Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Mississippi Hall of Fame.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the Old Capitol to view the portraits that presently hang in the Hall of Fame. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.
- C. The artist who is selected to paint the Hall of Fame portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.

- D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the Hall of Fame.
- E. The dimensions of the portrait and frame should not exceed 35" x 40". Although the portraits currently hanging in the Hall of Fame vary in size from approximately 27" x 31" to approximately 40" x 60", it has become necessary to restrict the size of future additions to the Hall of Fame due to limited wall space available for hanging.
- F. Additional specifications address the following:
1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
 2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
 3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
 4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
 5. Varnishing—After an appropriate drying period, the painting should be varnished.
- G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other portraits in the Hall of Fame. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections. Brass plates identifying the subject are not permitted.
- H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a Deed of Gift form to transfer the portrait to the collection of the Museum of Mississippi History.
- I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the House of Representatives, Old Capitol. In planning the ceremony, the Department will confer with the family of the individual whose portrait is being presented and/or the sponsors of the portrait.

The Department of Archives and History is responsible for the production and costs for printed program, invitations, and mailings.

- J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event. The host must comply with the Old Capitol Museum's facility use policies.
- K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the Old Capitol and reserves the right to change the location of portraits in the future if space and exhibit needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 4: Hall of Governors Portrait Guidelines

(Adopted by the Board of Trustees on October 16, 2009)

Rule 4.1 Hall of Governors Portrait Guidelines.

- A. Since these portraits are accessioned into the collections of the Museum of Mississippi History, the Board of Trustees of the Mississippi Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Hall of Governors.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the State Capitol to view the portraits that presently hang there. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.
- C. The artist who is selected to paint a Hall of Governors portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.
- D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the Hall of Governors.
- E. The dimensions of the portrait and frame should not exceed 45" x 34". The size specifications are directly related to the wall space available.
- F. Additional specifications address the following:
 - 1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.

2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
5. Varnishing—After an appropriate drying period, the painting should be varnished.

G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other portraits in the Hall of Governors. The artist will be responsible for affixing to the frame a brass plate with concave corners secured with two brass screws (one at each end of the plate). The brass plate should be no larger than 5" x 1" and no smaller than 3" x 5/8". The plate shall contain two lines, the name of the governor (in black capitol lettering) and the dates the governor served in office. The plate is to be affixed at the bottom center of the frame. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections.

H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.

I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the State Capitol. In planning the ceremony, the Department will confer with the governor whose portrait is being presented and/or the sponsors of the portrait.

J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event.

K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the State Capitol and reserves the right to change the location of portraits in the future if space needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 5: First Ladies Portrait Policy

(Approved by the Board of Trustees on April 16, 2010)

Rule 5.1.

A. The Board of Trustees of the Department of Archives and History reserves the right to approve the quality of artwork of the First Ladies portraits.

B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the Old Capitol to view the portraits that presently hang in the First Ladies Gallery. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.

C. The artist who is selected to paint the portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.

D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the First Ladies Gallery.

E. The dimensions of the portrait and frame should not exceed 30" x 35". Although the First Ladies portraits currently vary in size, it has become necessary to restrict the size of future additions to the First Ladies Gallery due to limited wall space available for hanging.

F. Additional specifications address the following:

1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
5. Varnishing—After an appropriate drying period, the painting should be varnished.

G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other First Ladies portraits. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections. Brass plates identifying the subject are not permitted.

H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.

I. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the First Ladies Gallery and reserves the right to change the location of portraits in the future if space and exhibit needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 6: Policy on Lying-in-State at the Old Capitol

(Approved by the Board of Trustees on October 16, 2009 Amended on January 21, 2011)

Rule 6.1.

A. The new thematic emphasis of the Old Capitol Museum (as of 2009) is the history of government in the building.

B. The facility use policy of the Old Capitol Museum states that the premises are not available to private individuals for personal use.

C. Exceptions may be made to allow the bodies of statewide elected officials to lie in state in the Rotunda.

D. Requests to lie in state may be made only by the family of the deceased elected official.

E. Permission may be granted only by unanimous vote of the Board of Trustees of the Department.

F. The vote may be taken during a board meeting or by conference call or email.

G. The Board of Trustees has approved and granted permission to allow former governors to lie in state in the Rotunda upon family request.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 7: Manship House Museum Facility Use Policies

(Approved by the Board of Trustees on July 9, 1982; Amended October 19, 1990 and October 16, 2009)

Introduction.

A. Primary Use:

The Manship House Museum is a historic structure operated as a historic house museum. Its resources are used for educational purposes to interpret family life in Jackson in the late nineteenth century.

B. Hours of Operations/Public Access:

1. The Manship House Museum is open to the public free of charge.
2. Hours of visitation are 9:00 a.m. until 4:00 p.m., Tuesday through Friday; 10:00 a.m. to 4:00 p.m. Saturday.
3. Office hours at the Visitors Center are 8:00 a.m. until 5:00 p.m., Monday through Friday.
4. The Museum is closed on most state holidays.
5. The Manship House Museum and Visitors Center are handicapped accessible with some limitations.
6. No animals are allowed in the Museum or the Visitors Center at any time, except those trained to aid the blind or handicapped.

Rule 7.1 Facility Rental.

A. The grounds of the Manship House Museum and a small meeting room in the Visitors Center have been designated as areas for public events and for limited use by an organization. These areas are available for an established use fee to such organizations **only during official visitation hours.**

The following uses will **not** be permitted:

1. private individuals acting on their own
2. political candidates, political parties, or political events intended to promote the election of specific candidates
3. weddings, wedding receptions, debutante balls, and similar events other than those benefiting Museum

B. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space at the Manship House Museum. The Facility Use Review Committee (composed of the Branch Director, the Education Coordinator, and the Collections Manager) must approve all requests.

C. Contract/Reservations:

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

D. Use Fees:

A security deposit will be required. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees and security deposit are due four weeks prior to the event. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date.

E. Cancellation:

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all use fees paid**. If written notification is received by the Museum at least ten working days prior to the scheduled event, the User will receive a refund of 75% of the total amount paid. If the event is canceled, written notification must be received by the Manship House **at least 10 working days** prior to the scheduled date in order for the User to receive a refund of 75% of the total payment. If the event is canceled **less than 10 working days** prior to the scheduled date, the User forfeits all payment. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Rule 7.2 Event Arrangements.

A. Events Where Food or Drink is Served:

The Visitors Center discourages the serving of food and/or drink due to the absence of adequate equipment and space. Only at events sponsored by the Museum are refreshments permitted in the Visitors Center. Food and drink are limited to the grounds; under no circumstances are food and drink permitted in the Manship House Museum.

The caterer, or the User, must supply all necessary tablecloths, utensils, dinnerware, glassware, table decorations, service equipment, food and beverages. After the event, the designated area must be returned to its original condition.

B. Decorations:

Set up and decoration plans must be submitted in writing and approved at least ten working days prior to the event. Floral arrangements brought into the Visitors Center must come from a professional florist or nursery and must be approved by the Museum prior to the event. Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed. Free-standing signs may be placed in the Visitors Center or on the grounds with prior approval of content and location. No materials of any kind may be attached to the interior or exterior walls of the Manship House Museum.

C. Equipment:

The Museum charges a rental fee for tables and chairs. Electronic equipment is not available. Trash receptacles are available on request for use inside the Visitors Center only. There will be no equipment available for use on the grounds.

The User may bring in other equipment with approval ten working days prior to the event by Museum.

D. Music/Other Entertainment:

Music or other entertainment must be approved by the Museum at least ten working days prior to the event.

E. Setup and Removal:

Facility Users may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Any use of the Visitors Center or grounds prior to the designated meeting time must be approved, and could incur additional charges.

F. Parking:

Limited, free parking for visitors is available in the parking area adjacent to the Visitors Center. Any special parking requests must be submitted at least ten working days before the event.

G. Security:

State Capitol Police provides security during regular hours of operation. The Manship House Museum cannot guarantee that a State Capitol Police officer will be on-site during events on Museum grounds; and therefore, security is the responsibility of the User. A security plan must be submitted and approved at least ten working days prior to the event.

H. Restroom Facilities:

Restrooms are located in the Visitors Center. Restroom facilities are not adequate for large groups. Portable toilet rental is required for groups of 50 or more requesting grounds use. Arrangements and all costs for rental of portable toilets must be made by the User.

I. Fire/Safety Regulations:

Smoking is prohibited in all areas of the Manship House Museum, the Visitors Center, and the Manship House grounds. No weapons are allowed in the buildings or on the grounds.

J. Videotaping/Filming/Photography:

Videotaping, filming, and/or photography are not allowed inside the Manship House Museum. Videotaping, filming, photography in the Visitors Center exhibition areas, without lights or flash, and Manship House Museum grounds for private use only are permitted during regular hours of public visitation unless otherwise posted. Any commercial or professional videotaping requires prior approval, the execution of the department's commercial filming agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Museum.

K. Credit Line:

All approved televising, videotaping, photography, publicity, or printed material must include the following credit line: "(name of group) gratefully acknowledges the use of the Manship House Museum, administered by the Mississippi Department of Archives and History." In the case of sponsorship of an event, the Manship House Museum, administered by the Mississippi Department of Archives and History, shall be named as sponsor.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Part 5 Chapter 8: Collections Policy of the Mississippi Governor's Mansion.

(Approved by the Board of Trustees April 23, 1981; Amended July 12, 1983, May 4, 2001 and January 18, 2013)

Introduction.

A. Purpose of the Collections Policy:

The purpose of the collections policy is to provide guidelines for the Mansion's collections-related activities, insuring that these activities meet professional standards. The Mansion's collections policy is a public statement of the Mansion's commitment to care for and manage its collections properly.

B. Statement of Purpose/Mission of the Mansion:

The Mississippi Governor's Mansion is an historic structure, the official residence of the Governor, whose living quarters adjoin the historic section. The Governor's Mansion is a National Historic Landmark as designated by the United States Department of Interior. Under the provisions of Mississippi Code 1972, Section 39-5-6, the Board of Trustees of the Mississippi Department of Archives and History has statutory authority for the Mansion's historic section and is responsible for both its preservation and interpretation. The Mississippi Governor's Mansion serves as both the official residence of the Governor and as an historic house museum.

To implement its statutory responsibilities, the Board of Trustees of the Mississippi Department of Archives and History established the Governor's Mansion Committee. The Governor's Mansion Committee is comprised of the First Lady or the Governor's designee, two members of the Board of Trustees, the director of the Department of Archives and History, the director of the Museum Division of the Department of Archives and History, and one at-large member appointed by the president of the Board of Trustees of the Department of Archives and History. The chairman of the Governor's Mansion Committee is appointed by the president of the Board of Trustees of the Department of Archives and History. The secretary of the Committee is the director of the Department of Archives and History or the director's designee.

The Department of Archives and History employs a full-time Mansion curator who is responsible for the management of the Mansion's historic collection and the administration of the volunteer docent program for public tours of the historic section. The interpretation of the historic section of the Governor's Mansion, essentially a historic house museum, is on several different levels: the Mansion's Greek Revival style of architecture and its architect, William Nichols; the 1839-1842 construction and early history; the 1908-1909 renovation; the 1972-1975 restoration/renovation; the style and function of the Mansion's collection of nineteenth-century objects and furnishings; the historical significance of those specific objects associated with former governors; the historical significance of important events that occurred in the Mansion and famous persons who have visited. Dissemination of this information is primarily through guided tours of the historic section.

Rule 8.1. Definitions.

A. Historic Section:

The historic section of the Governor's Mansion consists of the first and second floors of the original front block of the Governor's Mansion completed in 1842. It does not include the 1975 town house addition nor the raised basement, which runs underneath both the historic front block and the 1975 addition.

The Governor's Mansion Committee and the Board of Trustees, Mississippi Department of Archives and History, have adopted guidelines for the public's use of the Mansion's historic section and grounds (*The Mississippi Governor's Mansion Historic Section and Grounds, Guidelines for Public Use*) and guidelines for the Governor and First Family's

use of the Mansion's historic section and grounds (*The Mississippi Governor's Mansion Historic Section and Grounds, Guidelines for Use by the Governor and First Family*).

B. Historic Collection:

The historic collection of the Governor's Mansion consists of those objects which have direct significance to the historic section of the Governor's Mansion. The majority of these objects are on exhibit in the Mansion's historic section. All objects in the historic collection are property of the Mississippi Department of Archives and History. Objects in the historic collection are accessioned (assigned an accession number), cataloged, documented, preserved, and managed according to prescribed procedures based on current professional museum standards. Objects in the historic collection are also assigned an inventory number and are listed on the Governor's Mansion inventory with their current location. The Mansion curator serves as the state property officer for the historic section of the Governor's Mansion and is required to maintain a comprehensive record of the location of all state property on the ~~Governor's Mansion~~ MDAH inventory. ~~The Governor's Mansion inventory includes the historic collection as well as other selected state-owned furniture, furnishings, and equipment used in the non-historic section of the Mansion.~~ It is unlawful to remove any state property under the custody of the curator from the Mansion without authorization of the curator as stipulated by the Mississippi Code 1972, Section 39-5-21. Also, no property on the ~~Mansion~~ MDAH inventory should be relocated within the Mansion without the approval of the Mansion curator.

C. Scope of Historic Collection:

Designated a National Historic Landmark in 1975, the Mississippi Governor's Mansion is the second oldest continuously occupied gubernatorial residence in the nation. During the 1972-1975 restoration of the historic section, the decision was made to purchase Empire style furniture and furnishings particularly for the first floor as complementary to the Greek Revival architecture of the structure and in recognition of the intended dual purpose of the Mansion as the home of the incumbent governor and as an historic house museum. In addition to Empire style pieces, Rococo Revival style, Gothic Revival style, and Renaissance Revival style pieces were acquired particularly for the second floor, notably those pieces documented as used by governors and their families in the Mansion prior to 1868.

D. Delegation of Responsibility for Implementation of Collections Policy:

The Museum Division director is responsible for supervising the proper implementation of the collections policy. The Division director has delegated the day-to-day care and management of the collections to the Mansion curator. Specific collections care and management procedures (for accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) are outlined in a collections management manual developed and maintained by the Mansion curator.

E. Provision for Review and Revision of Collections Policy by Staff and Board:

The collections policy will be reviewed by the Museum Division director and Mansion curator at least every five years and, when necessary, appropriate revisions will be presented to the Governor's Mansion Committee for review and approval before being presented to the Board of Trustees for the Board's review and approval.

F. Provision for Review of Collections Policy by an Attorney:

The collections policy and any subsequent revisions will be reviewed by an attorney to insure that the policy is in compliance with federal, state, and local regulations.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.2. Acquisition.

A. Policy for Acquisition:

The Governor's Mansion Committee may acquire objects for the historic collection by donation, bequest, transfer, or purchase. Authority to acquire such objects is vested in the Mansion Committee, acting on the recommendation of the Mansion curator and the Museum Division director.

B. Criteria for Acquisition:

The following criteria have been established for the acquisition of objects for the historic collection:

1. Only those objects that are relevant to and consistent with the purposes and activities of the Mansion's historic section will be accepted. Examples are important and well-documented objects used by Mississippi governors and their families in the Mansion prior to 1868 or appropriate household furnishings and decorative arts objects in the Empire, Rococo Revival, Gothic Revival, or Renaissance Revival styles. If placement cannot be found for these objects in the Mansion's historic section, the Museum Division director may recommend the objects for possible acquisition by other sites administered by the Mississippi Department of Archives and History.

Objects acquired for placement in the Mansion's historic section must be well-documented nineteenth-century objects used in domestic settings that fall into one of the following categories.

- a. Empire style (circa 1810-1849) household furnishings and decorative arts primarily for placement on the first floor, the second floor stair hall, second floor sitting hall, and the gold bedroom.

- b. Victorian style (i.e. Rococo Revival, Gothic Revival, or Renaissance Revival style, circa 1845-1870) household furnishings and decorative arts primarily for placement in the green, cream, and pumpkin bedrooms.
 - c. Appropriate period reproductions of household furnishings in the Empire, Rococo Revival, Gothic Revival, or Renaissance Revival styles.
- 2. The Mansion must be able to provide proper care and storage for objects in keeping with professionally accepted standards.
- 3. It is intended that objects in the historic collection shall remain in the collection as long as they retain physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Mansion.
- 4. The Mansion and its staff shall be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.
- 5. Title to all objects acquired for the historic collection shall be obtained free and clear without restrictions to use or future disposition.
- 6. The present owner shall have a clear and verifiable title of ownership to the object and shall have obtained the object legally and ethically.
- 7. The Mansion shall be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance and provenance of the object.
- 8. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.
- 9. Funding for the purchase of an object will be at a fair market value affordable to the Friends of the Mansion fund.

C. Procedures for Acquisition:

All offers of objects to the Mansion whether by donation, bequest, transfer, or purchase should be referred to the Mansion curator or the Museum Division director. If the object meets the criteria for acquisition, the Mansion curator and the Museum Division director may present a recommendation to acquire the object for approval by the Mansion Committee. If the object offered to the Mansion requires temporary deposit in the Mansion's custody before a decision regarding the acquisition of that object can be made, then a Temporary Custody Receipt should be signed by the object's owner and either the Mansion curator or the Museum Division director. This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Mansion curator and the Museum Division director will determine whether or not to acquire the object. If the decision is made not to acquire the

object, then the Mansion curator will be responsible for returning the object to the owner, according to the terms of agreement outlined in the Temporary Custody Receipt, and documenting the return. If the decision is made to acquire the object and the subsequent approval of the Mansion Committee is obtained, the Mansion curator will initiate and complete the acquisition of the object in the following manner:

1. If the object is to be donated, an Unconditional Gift Agreement should be signed by the donor and either the Mansion curator, the Museum Division director, or the Department director. The Unconditional Gift Agreement formally transfers the ownership of the object to the Governor's Mansion and shall be legally binding when signed and dated by both parties. A copy of the Unconditional Gift Agreement shall be provided to the donor, and Unconditional Gift Agreements shall be kept on file by the Mansion curator.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the Mansion curator.
3. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by the appropriate Division director or the director's designee and shall be kept on file by the Mansion curator.
4. If the object is to be purchased, the Mansion curator and the Museum Division director will present a written recommendation for such purchase to the Mansion Committee. If the proposed purchase is approved by the Mansion Committee, the Friends of the Mansion fund may be used to purchase the object. A copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Mansion curator.
5. A duplicate copy of records documenting the Mansion's legal ownership of objects shall be maintained in the Archives and History Building for security.

D. Recordkeeping for Acquisition:

All objects acquired for the historic collection are accessioned, cataloged, numbered, and photographed according to professionally accepted standards. Accession and catalog records on the historic collection are maintained by the Mansion curator. Duplicate accession and catalog records are maintained in the Archives and History building for security.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.3. Deaccession.

A. Policy for Deaccession:

The Mansion Committee has the right, carefully and judiciously, to deaccession and dispose of objects from its collections in a manner consistent with professionally accepted standards. A written deaccession request listing the reason(s) for deaccession, and the recommended means of disposal must be signed by the Mansion curator, the Museum Division director, and the Department director before submission to the Mansion Committee and subsequently to the Board of Trustees. Only if the deaccession request is approved by the Mansion Committee and the Board of Trustees is the Mansion authorized to proceed with the deaccession and disposal.

B. Criteria for Deaccession:

An object recommended for deaccession must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Mansion's purposes and activities.
2. The object has deteriorated beyond usefulness.
3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Mansion staff and/or visitors.
4. The Mansion is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Mansion's purpose and activities.
6. The object has failed to retain its identity or authenticity.
7. The object has been lost or stolen and remains so for ten years or more.
8. The object may be replaced with a similar object of greater significance, quality, and better condition.
9. The object is subject to legal and ethical standards such as the Native American Grave Protection and Repatriation Act.

C. Procedures for Deaccession:

The Mansion curator may recommend to deaccession an object if, in his/her opinion, and based upon the criteria set forth in the deaccession policy, the deaccessioning of the object is beneficial to proper collections management. A Deaccession Request Form identifying the object, its condition, the reason(s) for deaccessioning, the recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Mansion curator and approved by the Museum Division director and the Department director. The Deaccession Request Form must then be

submitted to the Mansion Committee and subsequently to the Board of Trustees for review and approval. No object is to be deaccessioned unless the Mansion has clear and unrestricted legal title to the object, and if there are any questions regarding the title, the Mansion's legal counsel will be consulted. As a courtesy, the Mansion curator or the Museum Division director shall attempt to notify the donor if the object was accessioned within the last ten years. The procedure should not be misconstrued as a request for permission to deaccession. If a deaccessioned object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Deaccessioned objects will not be sold or given publicly or privately, to any Mansion employees, employees of the Department of Archives and History, members of the Mansion Committee, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

D. Methods of Disposal:

A deaccessioned object may be disposed of in one of the following methods:

1. Transfer to another more appropriate repository administered by the Department of Archives and History.
2. Donation to an appropriate non-profit museum or a scholarly/cultural institution or organization, preferably within the state of Mississippi, especially if the object is from the state.
3. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Governor's Mansion and the Mississippi Department of Archives and History.
4. Return to the donor (only if this was stipulated by the donor on the Department of Archives and History Contract of Gift Form used by the Mansion prior to the adoption of the Unconditional Gift Agreement, the form in use since August 1998).
5. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).

E. Use of Proceeds Derived from Deaccession/Disposal:

Any funds derived from the sale of deaccessioned objects will be placed in the Friends of the Mansion fund for the sole use of acquisition for or conservation of object(s) in the Governor's Mansion historic collection.

F. Recordkeeping for Deaccession:

All records of deaccessioned objects will be clearly marked “Deaccessioned” and a “Deaccessioned Objects” file containing a complete record of deaccessioned objects and their subsequent disposition will be maintained by the Mansion curator. Duplicate deaccession records are maintained in the Archives and History building for security.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.4. Incoming Loans.

A. Policy for Incoming Loans:

The Mansion may borrow objects from institutions and individuals for specific purposes such as temporary exhibition and/or research with the approval of the Mansion curator and Museum Division director. This is not a usual occurrence at the Governor’s Mansion.

Loans of objects from individuals are limited to a time period of five years or less. Loans of objects from institutions are usually limited to a time period of five years or less but may, under special circumstances, be arranged for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Mansion Committee and the Board of Trustees. If the Mansion wishes to borrow an object(s) from an institution for a specified time period of over five years, then the Museum Division director will provide the Mansion Committee and the Board with written justification for the loan request that considers the following criteria:

1. The object is of unique quality and relevant to a specific purpose of the Mansion. The relevancy will be determined on a discretionary basis by the Museum division director and the Mansion curator.
2. Care and custody of the object will not exceed the Mansion’s resources.
3. The extended loan of the object may lead to donation of the object to the Mansion.

In accordance with Mississippi’s Museum Unclaimed Property Act (Mississippi Code 1972, Section 39-19-1), the Mansion will not under any circumstances accept so-called indefinite or permanent loans.

Objects on loan are to be provided with the same professional level of care afforded objects owned by the Mansion. The Mansion will not knowingly accept an object on loan if the physical condition is such that the object will not be able to withstand travel to and from the Mansion. Lenders to the Mansion shall have obtained the object legally and ethically and have a clear and verifiable title of ownership to the object. Complete records on all incoming loans are maintained by the Mansion curator.

B. Procedures for Incoming Loans:

For objects on loan from individuals or institutions for a period of five years or less, an Incoming Loan Agreement must be signed by the lender and either the Mansion curator or the Museum Division director. The lender must also be notified regarding Mississippi's Museum Unclaimed Property Act. For objects on loan from institutions for a period of over five years, an Incoming Loan Agreement must be signed by the lender and the Museum Division director with the prior approval from the Mansion Committee and the Board of Trustees. The Incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the lender. A copy of the Incoming Loan Agreement and a copy of Mississippi's Museum Unclaimed Property Act will be provided to the lender. Incoming Loan Agreements will be kept on file by the Mansion curator. A condition report on the borrowed object(s) will be prepared by the Mansion curator; a copy of the condition report will be provided to the lender, if requested. The Mansion will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the lender not to do so. The Mansion curator will be responsible for overseeing the packing, shipping, and/or transportation, and insurance coverage for borrowed objects. The Mansion curator will monitor all incoming loans, document the safe return of borrowed objects to lenders, and maintain complete, up-to-date records on incoming loans.

The Mansion will make all reasonable efforts to return borrowed objects to the lender in accordance with the terms outlined in the Incoming Loan Agreement and in accordance with Mississippi's Museum Unclaimed Property Act. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner by restricted certified mail or other means that requires a receipt to be returned to the museum certifying that the package has been received. However, after making all reasonable efforts and through no fault of its own, if the Mansion is unable to return the object(s) within sixty days of the termination of the loan, then the Mansion will have the right to place the object(s) in storage. If after five years such property has not been reclaimed nor has the Mansion received written communication from the lender, the lender's successor, or persons authorized to represent the lender, the Mansion shall terminate the loan following the provisions of Mississippi's Museum Unclaimed Property Act. Once the provisions of Mississippi's Museum Unclaimed Property Act have been fulfilled, title to the unclaimed loan passes to the Mansion and the object(s) shall become the property of the Mansion.

C. Objects in Temporary Custody as Distinguished from Loans:

The Mansion distinguishes between objects loaned to the Mansion for exhibition and/or research and objects deposited in the temporary custody of the Mansion for purposes such as identification, examination (including copying and/or photography), or proposed acquisition. If such temporary custody of an object is needed, then a Temporary Custody Receipt for a maximum period of ninety days should be signed and dated by the object's owner and either the Mansion curator or the Museum Division director. The Temporary Custody Receipt will list the purpose of the deposit, the specified time of the deposit, the

method of return, and the terms of the custody including the provision that insurance of the object is the responsibility of the depositor unless otherwise specified.

The Mansion curator will be responsible for returning the object to the owner according to the terms of the agreement of the custody and for documenting the return. The Mansion curator will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects. If the depositor fails to collect the object or if delivery cannot be effected after the removal date, the Mansion will mail the depositor at the depositor's address of record a notice to remove. The Mansion assumes no responsibility to search for a depositor or listed owner not located at the address of record. If the object(s) is to be returned by mail or other carrier, the depositor will be sent an outgoing receipt by restricted certified mail which must be returned to the Mansion before the object(s) is shipped. If the depositor fails to sign and return said receipt within thirty days of the date the receipt was sent, the Mansion will not ship the object(s) to the depositor but has the right to place the object(s) in storage. If after five years from the removal date the depositor, depositor's successor, or person(s) authorized to represent the depositor have not contacted the Mansion in writing, the Mansion may begin to claim title to the object(s) under the provisions of Mississippi's Museum Unclaimed Property Act. Once the Mansion has fulfilled the provisions of Mississippi's Museum Unclaimed Property Act, the title to the object(s) passes to the Mansion.

Source: *Miss. Code* §§ 39-5-6, 39-5-21, 39-19-1 (1972, as amended).

Rule 8.5. Outgoing Loans.

A. Policy for Outgoing Loans:

The Mansion may lend objects to qualified museums for specific purposes such as exhibition and/or research for a specified time period if such museum meets professional standards of collections care and management. An outgoing loan would be an unusual, if not rare, occurrence at the Governor's Mansion.

The Mansion will not under any circumstances lend objects to individuals. Outgoing loans to qualified museums will be permitted for a period of one year or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel and/or exhibition. The Mansion will not lend objects which are needed for use or exhibition at the Mansion. Authority for outgoing loans is shared by the Museum Division director and the Mansion curator, subject to the approval of the Mansion Committee and the Board of Trustees. Complete records on all outgoing loans are maintained by the Mansion curator.

B. Procedures for Outgoing Loans:

Museums seeking to borrow an object must make a written request to the Mansion curator stating the specific object, purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation, and insurance. A Standard Facilities Report will be supplied to the proposed borrower, and it must be completed and returned to the Mansion curator in a timely manner. The Museum Division director and Mansion curator will jointly review the written loan request and the completed Standard Facilities Report to determine if the proposed borrower meets professional standards. If professional standards are not met by the proposed borrower, the Museum Division director or the Mansion curator will notify the proposed borrower. If professional standards are met by the proposed borrower and if the loan of the objects will not endanger its physical condition or interfere with the Mansion's own exhibition and/or research needs, the Museum Division director or the Mansion curator may make a written recommendation to the Mansion Committee and the Board of Trustees to approve the loan. Upon approval by the Mansion Committee and Board of Trustees, the Mansion is authorized to proceed with the outgoing loan. An Outgoing Loan Agreement must be signed by the authorized representative of the borrowing museum and either the Mansion curator or the Museum Division director. The Outgoing Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Mansion, and other terms agreed upon by both parties. The Outgoing Loan Agreement will be kept on file by the Mansion curator and a copy of the Outgoing Loan Agreement will be provided to the borrowing museum. The borrowing museum must provide a certificate of insurance as evidence that the object is adequately insured. A condition report on the object to be lent will be prepared by the Mansion curator, and a copy of the condition report will be provided to the borrower. The object will be photographed prior to its loan if suitable photographs documenting its condition do not already exist. The Mansion curator will be responsible for overseeing the packing, shipping, and/or transportation and insurance coverage for loaned objects. The curator will monitor all outgoing loans, document the safe return of loaned objects to the Mansion, and maintain complete, up-to-date records on outgoing loans.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.6. Documentation of Collections.

A. Policy for Documentation:

The Mansion will maintain adequate documentation both on the objects it owns and the objects that are placed in its custody. The Mansion curator is responsible for maintaining adequate documentation on the historic collection. Such documentation will include but not be limited to: accession record book, documentation files (which are filed numerically by accession number and contain the Unconditional Gift Agreement Form or other documentation of the Mansion's legal title to the object, any correspondence and

research related to the object, the object's catalog record sheet, condition report, and any conservation treatment record), photographs, and loan records.

All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archivally safe materials in the Mansion curator's office. Duplicate copies of the following records are maintained in the Archives and History Building for security:

1. Accession record book
2. Records documenting the Mansion's legal ownership of objects (e.g., copies of Unconditional Gift Agreements or other documents such as invoices)
3. Catalog record sheets
4. Loan records for active incoming and outgoing loans, if applicable

B. Procedures for Documentation:

Specific procedures to be followed for the documentation of collections are outlined in the various sections of this collections policy and in the collections management manual maintained by the Mansion curator.

C. Objects in Temporary Custody as Distinguished from Loans:

Objects designated as Found in Collections (that is objects which lack significant documentation as to how they were added to the collections) are subject to the same treatment and care as documented objects in the collections. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections shall follow the deaccession procedures listed in the collections policy except that Objects Found in Collections will not be sold. Objects Found in Collections may be destroyed if deemed hazardous.

The Mansion shall maintain custody of Objects Found in Collections until a claimant fulfills all of the following:

1. presents to the Mansion a clear explanation why the claimant believes he/she holds title, with supporting evidence, and
2. presents a notarized statement from the claimant that he/she is either the sole party at interest or he/she is authorized to represent all parties at interest and presents supporting proof.

The Mansion shall not immediately relinquish custody of the object to the claimant who appears to have the right to make the demand. The Mansion shall exercise its right to review the documents carefully to see if the Mansion has evidence that may counter the claimant's demand.

The Mansion shall defend its custody of the object claimed if any of the following apply:

1. Evidence that the claimant knew, or should have known, that the Mansion thought it owned the object and that the claimant delayed in bringing his/her action to the detriment of the Mansion.
2. Evidence that the claimant “slept on his rights,” that is he/she failed to use due diligence in seeking out his/her property.
3. Evidence that the Mansion has publicly displayed the object as its own or otherwise publicized it as such. In cases where the Mansion cannot defend its custody of the Object Found in Collections, the Mansion shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object to the Mansion.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.7. Access to and Use of Collections and Collections Records.

A. Policy:

The Mansion will strive to make its collections and collections records available for study and examination by individuals for scholarly research and other legitimate purposes. The Mansion will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records. Access to the collections and collections records will not be unreasonably denied. However, acknowledging its responsibility to safeguard the collections and collections records, the Mansion reserves the right to control access to prevent the following:

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records.
2. Undue interference with the administrative, professional, and technical operations of the Mansion.
3. Undue impact on the furnishing of services to the First family or other Mansion users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Mansion curator and the Museum Division director. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, legal counsel will be consulted.

B. Procedures:

A written request should be submitted to the Mansion curator specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's current address and daytime phone number.

If the request meets with the established access policy of the Mansion, the Mansion curator will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination. Any copying and photography costs shall be the responsibility of the researcher. The researcher shall give the Mansion copies of any papers or publications which result from his/her study of the Mansion's collections. Normally, examination of collections and collections records by a researcher will take place in the curator's office under the supervision of the Mansion curator. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the Mansion's historic section, then the curator may allow the researcher supervised access to the historic section to examine the specific object.

C. Reproduction of Objects in Collections:

The Mansion reserves all rights for the reproduction of objects in the Mansion collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Mansion curator, Museum Division director, Mansion Committee, and the Board of Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Mansion reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

D. Photography of Collections:

1. Limitations on Public Photography:

Photography in the Mansion's historic section is not permitted during regular hours of public visitation.

2. Request for Photographs of Collections:

Requests for obtaining photographs of objects in the Mansion's collection will be submitted in writing to the Mansion curator. Due to limited staff resources and time, the Mansion may be unable to fulfill a specific photographic request if there is not already an existing negative or transparency. The Mansion reserves the right to levy fees for the use of its copyrighted materials, photographs, and reproductions. The Mansion will establish and adjust as necessary a fee schedule for all photographic and other copy work.

a. If the request is to publish a photograph of an object, then a Permission to Publish form stipulating that the photograph will be appropriately credited and that the Mansion will be provided with a complimentary copy of the publication must be completed and submitted for approval by the Mansion curator or the Museum Division director.

b. Purchase of copyrighted photographic prints or transparencies of Mansion objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Mansion. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.

c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so only with prior approval of the Mansion curator or Museum Division director.

d. Researchers wishing to hire an outside vendor to photograph objects in the collections may do so only with prior approval of the Mansion curator or Museum Division director. The Mansion reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.

e. The Mansion reserves the right to deny a request for photographs of the Mansion's collections if fulfilling the request would lead to one or more of the following conditions:

- i. endanger the physical security of the collections
- ii. undermine the intellectual integrity of the collections
- iii. pose an excessive administrative burden
- iv. violate the terms of a loan
- v. infringe on copyrighted material
- vi. involve a use for illegal or unethical purposes
- vii. violate privacy, publicity, or other personal rights of any party
- viii. libel, slander, or cause undue ridicule or embarrassment to any person or organization
- ix. imply an institutional endorsement of any product, company, or enterprise

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.8. Care of the Collections.

A. Inventory:

The Mansion curator is responsible for maintaining an up-to-date location record for all objects owned by the Mansion as well as those objects borrowed by the Mansion. The Mansion curator will complete an annual comprehensive inventory of the collections in conjunction with the State Auditor's office.

B. Handling Collections:

The Mansion's historic collection is to be handled only in a manner that enhances its preservation. Objects in the historic collection are to be handled only by the Mansion curator or trained Mansion, contractual, ~~trustees~~ or other staff under supervision of the curator. The Mansion curator is responsible for training and supervising any such trustees and staff.

C. Conservation:

The Mansion holds and cares for its collections as a public trust and is committed to the standards of collections care and conservation established by the American Institute for Conservation. The Mansion recognizes the importance of preventive maintenance and environmental monitoring and control in enhancing the preservation of collections. The Mansion will contract with professional conservators as needed for professional conservation treatment of objects in the historic collection. All conservation treatments will be properly executed. The authority for conservation treatment of objects is shared by the Mansion curator and the Museum Division Director. The Mansion curator is responsible for preparing a strategic conservation plan detailing conservation priorities for the historic section and the historic collection.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.9. Risk Management.

A. Policy:

The Mansion will make every attempt to minimize risks to the collections, the building, the staff, and the visitors. The Mansion curator, the Museum Division director, the Mansion administrator, the Mississippi Highway Patrol (assigned Mansion security), the Department of Finance and Administration Law Enforcement Office, and the DFA Capitol Facilities Office share the responsibility for the overall physical safety and security of the collections, the building, the staff, and the visitors.

B. Procedures:

Procedures for managing and caring for the collections in a proper manner which enhances preservation and security are included in the collections management manual maintained by the Mansion curator. Procedures to be followed for the protection of collections, the building, the staff, and the visitors in case of emergency are included in the disaster preparedness manual maintained by the Mansion curator.

C. Insurance:

The Mansion's collections and its building are owned by the state of Mississippi and by state law are self-insured as state property. The Mansion will routinely provide insurance coverage as appropriate for objects borrowed by the Mansion for exhibition or research (incoming loans). The Mansion will not routinely provide insurance coverage for objects or materials temporarily left in the custody of the Mansion for potential acquisition, identification, photography and/or copying (temporary deposits). The Mansion will require insurance coverage for any objects it places on loan to another museum, with the cost of such insurance coverage to be borne by the borrowing museum. Authority for purchasing and for arranging insurance coverage is shared by the Mansion curator and the Museum Division director.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Rule 8.10. Ethics.

A. Code of Ethics:

The Board of Trustees, the Mansion Committee, the Museum Division staff, and the Mansion staff will adhere to the current Code of Ethics for Museums adopted by the American Association of Museums. (See copy of AAM Code of Ethics for Museums adopted by the Board of Trustees of the Mississippi Department of Archives and History on October 15, 1993.) Board members, Mansion Committee members, and staff members must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Mansion. No individual may use his or her position for personal gain or to benefit another at the expense of the Mansion, its mission, its reputation, and the public it serves.

B. Personal Collecting:

No individual will use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Department of Archives and History. No individual will be involved in dealing (buying and selling historical articles for profit) as dealer or on behalf of a dealer, nor should he/she retain an interest in a dealership. Staff members who actively collect historical articles which are also collected by the Department of Archives and History will notify the Department director in writing of their activities and will supply an inventory of items in their collection. In no instance shall a staff member become involved as a dealer of items collected by the Department. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Department at a fair market price.

Staff members who are involved in collections acquisition for the Mansion (that is the Mansion curator and the Museum Division director) are not allowed to acquire personal collections of the same nature as the Mansion's collections. This policy excludes readily available books and materials relating to Mississippi history.

C. Appraisals:

Staff members will not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, for potential donors, for Mansion Committee or Board of Trustees members, for staff, or for the general public. The Mansion may provide names of appraisers but shall not provide an endorsement. The Mansion may provide assistance for identification and authentication for professional and/or educational purposes only. Appraisals of objects owned by the Mansion may be made for internal use such as insurance coverage. The Mansion will contract with objective, qualified appraisers as needed.

Source: *Miss. Code* §§ 39-5-6, 39-5-21 (1972, as amended).

Glossary.

- A. Accession:** The formal process of accepting and recording an object or group of objects for the historic collection acquired from the same source at the same time for which the Governor's Mansion has legal title.
- B. Accession number:** A three part number assigned to an individual object during accessioning to identify and distinguish that object from all other objects.
- C. Acquisition:** The formal process of discovering, evaluating, negotiating for, taking custody of, and documenting title to an object or group of objects.
- D. Cataloging:** The formal process of classifying objects according to the Chenhall nomenclature system and fully documenting objects with complete descriptive detail.
- E. Chenhall nomenclature system:** A system of naming and classifying man-made objects into major categories and sub-categories according to their function (Chenhall, Robert G., *Nomenclature for Museum Cataloging: A System for Classifying Man-Made Objects*, Nashville: American Association for State and Local History, 1978).
- H. Deaccession:** The formal process of removing an object or group of objects from accessioned status in the historic collection.
- I. Disposal or Disposition:** The formal process of disposing of a deaccessioned object or group of objects.

Forms.

- A. Unconditional Gift Agreement
- B. Temporary Custody Receipt
- C. Incoming Loan Agreement
- D. Outgoing Loan Agreement
- E. Deaccession Request Form

F. Permission to Publish Form

Part 5 Chapter 9: The Mississippi Governor's Mansion Historic Section and Ground Guidelines for Use by the Governor and First Family

(Approved by the Board of Trustees January 21, 2000; Amended January 18, 2013)

Introduction. The Mississippi Governor's Mansion is an historic structure, the official residence of the Governor, whose private living quarters adjoin the historic section. The Governor's Mansion is a National Historic Landmark as designated by the United States Department of the Interior. Under the provisions of the Mississippi Code 1972, 39-5-6, the Board of Trustees of the Mississippi Department of Archives and History has statutory authority and responsibility to establish guidelines for appropriate use of the historic section and grounds of the Mansion by the Governor and First Family in order to protect and preserve the historic structure, historic furnishings, and grounds.

In implementing its statutory responsibilities, the Board of Trustees of the Department of Archives and History has established the Governor's Mansion Committee. The Governor's Mansion Committee is comprised of the First Lady or the Governor's designee, two members of the Board of Trustees, the director of the Department of Archives and History, the director of the Museum Division of the Department of Archives and History, and one at-large member appointed by the president of the Board of Trustees of the Department of Archives and History. The chairman of the Governor's Mansion Committee is appointed by the president of the Board of Trustees of the Department of Archives and History.

Rule 9.1 Policy for Reviewing and Permitting Changes to the Governor's Mansion. Section 39-5-6(e), *MCA 1972*, establishes as a duty for the Board of Trustees "to review and approve any major changes in the architecture, furniture, furnishings, decoration or landscaping of the grounds of the Governor's Mansion." The intent of this section is to empower the Board to maintain and preserve the historical integrity of the restored mansion and grounds. It is the policy of the Board of Trustees to review and permit any changes to the interior of the historic portion of the Governor's Mansion, the exterior of all structures on the grounds of the Governor's Mansion, and the historic garden, and any changes to the family quarters of the Governor's Mansion that might affect the structural integrity of the historic portion.

Source: *Miss. Code* § 39-5-6 (1972, as amended).

Rule 9.2 Historic Section Guidelines. The maximum legal capacity for the Mansion's historic section is 225 persons as authorized by the Jackson Building Permit Office and the Jackson Fire Marshall. Specifically, the maximum numbers are 123 persons for the first floor of the historic section and 102 persons for the second floor of the historic section.

The Department of Archives and History employs a full-time Mansion curator who is responsible for the management of the Mansion's historic collection and the administration of the docent program for public tours of the historic section. The Mansion curator also serves as the state property officer for the Mansion and is required to maintain a comprehensive record descriptive inventory and be responsible for the care and custody of all furniture and furnishings in the Governor's Mansion that have been catalogued by the Department of Archives and

History. However, the Department of Finance and Administration shall maintain a descriptive inventory of and be responsible for the care and custody of all publicly owned furniture and furnishings in the Governor's Mansion that have not been catalogued by the Department of Archives and History, including flat silver and silver hollowware of all state property on the Mansion inventory. The Mansion inventory includes all of the antique furniture and furnishings in the historic portion. It is unlawful to remove any state property under the custody of the curator from the Mansion without authorization of the curator as stipulated by the Mississippi Code 1972, 39-5-21. Also, no state property on the Mansion MDAH inventory should be relocated within the Mansion without the approval of the Mansion curator.

No press conferences should be held in the Mansion's historic section other than those of national significance. Professional/commercial filming at the Mansion is subject to the terms of the commercial filming agreement approved by the Board of Trustees of the Department of Archives and History, October 1997.

The entire Mansion is a smoke-free building (both the historic and non-historic sections).

No animals are permitted in the historic section of the Mansion except for those animals trained to assist the physically handicapped.

Source: *Miss. Code* §§ 39-5-6, 39-5-21, 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 9.3 Grounds Guidelines. The Mansion grounds and gardens, designed by William Garbo in 1971, reflect a style appropriate for the Greek Revival architecture of the historic Mansion. Design changes to the grounds or gardens may not be considered or made without the approval of the Department of Archives and History.

The grounds are maintained by the Office of Capitol Facilities, Mississippi Department of Finance and Administration, and it is this Office that should be contacted for day-to-day requests and needs. Although the design of the grounds may not be altered, there are specified areas within the grounds which may be planted according to the personal desires of the Governor's family. These areas will be indicated to the First Family when the grounds are toured with the representative(s) of Capitol Facilities. The horticultural feasibility of special planting requests will be determined by Capitol Facilities, but every effort will be made to meet them.

The cut flower garden, the rose garden, and the herb garden were created for use by the First Family and are maintained by volunteers with some supervision by Capitol Facilities. The volunteers may be contacted through Capitol Facilities.

Commemorative markers on the grounds are generally discouraged and require approval by the Board of Trustees of the Mississippi Department of Archives and History.

Pets and their cleanup are the responsibility of the owners or of their designated walkers. It is strongly recommended that dogs be confined to the dog run and leash-walked when on the grounds to prevent damage to the gardens. In particular, with deference to the number of visitors and pedestrians who pass by the lawns on a daily basis, cleanup should be immediate.

Source: *Miss. Code* §§ 25-59-1, 39-5-3 (1972, as amended).

**Part 5 Chapter 10: The Mississippi Governor's Mansion Historic Section and Grounds
Guidelines for Public Use**

(Approved by the Board of Trustees May 8, 1998)

Introduction.

A. Primary Use:

The Mississippi Governor's Mansion is a historic structure and the official residence of the governor, whose private living quarters adjoin the historic section. The Board of Trustees of the Mississippi Department of Archives and History has statutory authority and responsibility to establish guidelines for public access and organizational use of the historic section of the Governor's Mansion in order to protect and preserve its structural and architectural integrity.

B. Public Access:

1. The Governor's Mansion is normally open to the public free of charge for guided tours from 9:30 a.m. to 11:00 a.m., Tuesday through Friday.
2. The tour schedule may vary during the holidays.
3. Tours for groups of ten or more should be booked with the Mansion curator at 300 E. Capitol Street, Jackson, MS 39201, or at (601) 359-6421.
4. The Mansion and grounds will be closed on Monday and weekends.
5. The Mansion may be closed at other times to accommodate functions of state and other events hosted by the governor.
6. Visitors should enter the Mansion grounds from the west gate on N. West Street, where the Capitol Police Officer will request identification.
7. The Governor's Mansion is handicapped-accessible with some limitations.
8. No animals are allowed in the Governor's Mansion at any time, except those trained to aid the blind or handicapped.
9. The Governor's Mansion is a smoke-free facility.

Rule 10.1 Organizational Use. The historic section of the Governor's Mansion has been designated as an area for limited public use by educational, historical, and other non-profit

organizations. The Mansion and grounds will not be available to private individuals acting on their own.

The Mansion and grounds may be scheduled for no more than one tea or reception per week, Tuesday through Friday, dependent on availability. No organization will be allowed to use the Governor's Mansion for entertaining more than once a year.

On occasion, it will be necessary to rearrange scheduling due to emergency use of the Mansion by the governor for official state functions or other important uses. The understanding and flexibility of the affected organization is requested in those infrequent instances of cancellation or postponement of a scheduled function.

Requests for use of the Mansion should be made in writing to the Mansion administrator, 300 E. Capitol Street, Jackson, MS 39201, at least six weeks prior to the scheduled date of a function. The request should provide as much information as possible on proposed plans and arrangements for an event, including the general purpose of the event and the anticipated number of guests. All arrangements must be approved in advance by the Mansion administrator.

If the requested use is approved, the authorized representative of the organization will be expected to sign a Facility Use Contract and to pay a Mansion Use Fee based on the number of persons expected to attend the event (0 to 25 persons - \$100.00; 26 to 99 persons - \$200.00; 100 to 200 persons - \$400.00).

The Use Fee is deposited in the Friends of the Mansion account and benefits the Governor's Mansion by providing funding for the conservation, preservation, and repair of furnishings in the historic section of the Mansion.

- A. The number of guests may not exceed two hundred (200) persons.
- B. The Mansion is not appropriate for auditorium-type events.
- C. The Mansion cannot accommodate commercial filming or television equipment.
- D. Functions are to begin and conclude at the scheduled time.
- E. Caterers should not arrive earlier than one hour prior to the designated event.
- F. Food, flowers, and beverages are the responsibility of the host organization. Caterers, florists, and other vendors must be selected from an approved list.
- G. Whenever food is served, plates furnished by the Governor's Mansion are to be used. In order to avoid potential damage to floor coverings, dips, chips, and nuts may not be served.
- H. Food is allowed only in the State Dining Room and the adjacent Parlor.
- I. No linens will be furnished by the Mansion.

- J. Service will be provided by the Mansion domestic staff, for which gratuities are customary.
- K. The organization may not collect dues nor charge fees at events held at the Mansion.
- L. Smoking is not permitted.
- M. Guests are requested to refrain from sitting on, leaning on, or placing objects on the historic furnishings.
- N. The host group is responsible for any breakage or damage to the Mansion, its furniture, furnishings, or grounds.
- O. The host organization should confer with the Mansion administrator twenty-four hours prior to the function to ensure that all of the above guidelines have been met.

Source: *Miss. Code* § 29-59-1 (1972, as amended).