

Title 16: History, Humanities and Arts

Part 4: Historic Properties Division

Part 4 Chapter 1: Collections Policy for the Grand Village of the Natchez Indians

(Adopted by the Board of Trustees on April 17, 2009)

Rule 1.1 Statements of Scope and Purpose. The scope of the Grand Village of the Natchez Indians will be the archaeology and history of the Natchez Indians and those groups with whom they were in contact.

The purpose of the Grand Village of the Natchez Indians will be education in the archaeology and history of the Natchez Indians and those groups with whom they were in contact.

A. Definitions:

1. Collections – the general term used for all material holdings of the Grand Village of the Natchez Indians. Specific categories are defined below.
2. Permanent Collection – those artifacts which directly relate to the purpose of the Grand Village of the Natchez Indians and which are accessioned and cataloged by prescribed procedure.
3. Interpretive Collection - those objects that contribute to the educational programs of the Grand Village of the Natchez Indians and are not accessioned into the permanent collection.
4. Collections Staff - the division director, site historian, and division secretary.

B. Scope of Collection:

The scope of the collection of the Grand Village of the Natchez Indians will be artifacts of the Natchez Indians, their predecessors, those groups with whom they were in contact, and modern Southeastern Indians.

C. Truth in Presentation:

The collections will be used to disseminate knowledge with honesty and objectivity. They will not be used to perpetuate myths or stereotypes.

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

Rule 1.2 Acquisition.

- A. The Grand Village of the Natchez Indians may acquire items by gift or purchase. Objects will not be accepted or otherwise acquired unless the following conditions are met.

1. The objects are relevant to and consistent with the purpose and activities of the Grand Village of the Natchez Indians.
 2. The Grand Village can provide for the storage, protection and preservation of the objects under professionally accepted standards.
 3. It is intended that the objects will remain in the collections as long as they retain their physical integrity, their authenticity, and their relevance for the purpose of the Grand Village.
- B. The Grand Village of the Natchez Indians will not knowingly and willfully accept or acquire any object that has been illegally obtained or illegally imported to the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of archaeological and historic sites, cultural monuments, or human burial places. The Grand Village may, however, accept objects that have been confiscated or offered to it by government authorities.
- C. Title to all objects acquired for the permanent collection will be obtained free and clear, without restrictions as to use or future disposition.
1. A Contract of Gift, including a description, will accompany all donations and shall be kept in the documentation file. This document will bear the signature of the donor and the signature of the director of the Division of Historic Properties.
 2. At the time of purchase, a copy of the invoice will be placed in the documentation file.

Source: *Miss. Code* §§ 25-59-1, 39-5-17 (1972, as amended).

Rule 1.3 Care of the Collection. Recording Procedures - Records will be maintained by the collection staff according to the following procedure:

A. Contract of Gift:

A “Contract of Gift” form will be completed for all donations to the collection. The form and letter acknowledging the donation should be sent to the donor for his/her signature. After signing, the donor may keep the pink copy of the form and return the white and yellow copies to the Grand Village. These copies and a copy of the letter will be in the documentation file (see below).

B. Accession Number:

An accession number will be assigned to each object in the permanent collection. This number will be referenced in all correspondence and promptly affixed permanently to the object. For most archaeological objects, the accession number is written on the object in permanent ink (black).

C. Collection Worksheet:

A worksheet will be completed on each accessioned object. The worksheet shall be placed in the documentation file (see below).

D. Documentation File:

A file on each accessioned object will be maintained and arranged by accession number. The file will include the Collection Worksheet, receipts, Contract of Gift, conservation reports and all other information relating to the object.

E. Donor/Source/Location Cards:

An alphabetized index identifying sources and locations of objects will be maintained by the collection staff.

F. Inventory:

A biennial inventory will be taken of objects in the permanent collection.

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

Rule 1.4 Loans.

A. Incoming Loans:

1. Long-term loans may, in rare instances, be accepted by the Grand Village and only after consideration of the following conditions:
 - a.the objects are of unique quality and relevant to the purpose of the Grand Village
 - b.the condition of the object is such that maintenance and storage will not exceed museum resources
 - c.loan of the object will in all probability lead to its donation to the Grand Village
2. Long-term loans will be accepted for a specific period of time, agreed to by the division director, and will be subject to an agreement signed by the lender and the division director and approved by the Board of Trustees of the Department of Archives and History.
3. Temporary loans may be accepted for specified purposes and for a specified period of time, and will be subject to the condition of an agreement signed by the lender and the division director.

4. It will be the responsibility of the collection staff to obtain and retain adequate records of the terms and conditions governing all loans.

B. Outgoing Loans:

In the normal management of collections, the division director may lend objects to other institutions when the interests of history and archaeology can best be served by such an action.

1. No objects belonging to the museum will be loaned to private individuals.
2. Objects will be loaned only to qualified public or non-profit institutions where they will be exhibited and handled under proper conditions of security and safety. Borrowing institutions will be required to sign an agreement detailing the conditions of the loan. Requests for objects from the collections will be considered individually, and loans will be made only upon the recommendation of the division director and approval by the Board of Trustees. Request for loans must be submitted to the division director in writing.

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

Rule 1.5 Deaccessioning and Disposition.

A. Deaccessioning:

An object may be deaccessioned from the collection if it falls within the following categories and if the deaccessioning is approved by the Board of Trustees:

1. Objects collected in years prior to the adoption of this policy statement and not related to the scope of the collection.
2. Objects within the scope of the collection which the collection staff determines to be superfluous, fraudulent, or duplicative.

B. Disposal:

If an object is deaccessioned, it may remain in the museum for use in the site's educational programs.

Disposal of deaccessioned objects can be by two methods:

1. Gift to an appropriate public or non-profit museum approved by the Board of Trustees.
2. Sold under the regulations for the disposal of state property.

Objects will not be given or sold privately to employees or to their representatives. Deaccessioned objects may not be acquired by employees under any circumstances. The records of the museum shall document the removal of objects from the collection and the condition of their disposal.

In accordance with the American Association of Museums Code of Ethic (adopted 2000), the use of any proceeds from the sale of deaccessioned shall be restricted to either acquisitions or direct care of the collection.

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

Rule 1.6 Repatriation of Native American Ceremonial Objects and Human Remains. Supervised access to the museum collections will be granted by the collections staff to the Native American community on an individual basis for inspection with prior written notice. Likewise, the resolution of requests for the repatriation of human remains and ceremonial materials will be accomplished on a case-by-case basis. All such requests shall be given serious consideration. Native Americans who request repatriation must demonstrate that there exist compelling religious or cultural values that transcend well established scientific interests on the part of the museum in order for repatriation to occur. All repatriations must be approved by the Board of Trustees of the Department of Archives and History.

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

Rule 1.7 Personal Collecting. The Department of Archives and History encourages its employees to pursue personal activities related to their job responsibilities. The Department reserves the right, however, to require that employees inform the division director of personal collections in the areas that the Grand Village collects. If an employee acquires an object through purchase which directly relates to the purposes of the Grand Village, the Grand Village must be given the opportunity to acquire the object within 60 days of the employee's notification, at the price paid by the employee.

Department employees may not use their professional positions to promote personal collecting activities. No employee may participate in dealing, i.e. buying and selling for profit, in objects similar to those collected by the Grand Village, or profit in any way by the acquisitions of any object by the Grand Village.

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

Rule 1.8 Appraisals. Grand Village employees will not, in their official capacities, give appraisals for the purpose of establishing tax-deductible value to gifts offered to the Grand Village. They shall not appraise, authenticate or identify objects under circumstances that could encourage or benefit illegal, unethical or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purpose only.

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

Rule 1.9 Availability of Collection. Existing photographic reproductions of collection objects will be made available to the general public upon request at a fee established by the division director. Requests for photographs of objects for which there is no existing reproduction will be handled on an individual basis.

Public access to non-exhibit areas for collection examination will not be permitted normally. Supervised access to the collection shall be granted on an individual basis by the collection staff for purposes of research with prior written notice.

Reproduction of museum objects by anyone other than the Mississippi Department of Archives and History will normally not be allowed. In special circumstances, a reproduction may be made for the use of another museum or a teaching institution provided the Mississippi Department of Archives and History retains the mold and the reproduction is labeled "Replica of the original in the Grand Village of the Natchez Indians collection, Mississippi Department of Archives and History."

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

Rule 1.10 Disaster File.

Copies of the collection work sheets are kept at Historic Jefferson in the director's office desk file in the museum.

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

Part 4 Chapter 2: Regulations for Winterville Mounds.

(Adopted by the Board of Trustees on October 10, 2003)

Rule 2.1.

- A. Site hours: The grounds are open from dawn to dusk; the museum is open on Monday-Saturday from 9am to 5pm and on Sunday from 1pm to 5pm.
- B. State law prohibits the collection or disturbance in any way of artifacts, plants and animals, rocks and minerals, and natural formations.
- C. Overnight camping is prohibited without prior written permission of the Director of the Division of Historic Properties.
- D. All vehicles, including bicycles, motorbikes, etc., should remain in the public parking area.
- E. Outdoor cooking or barbecuing is restricted to the immediate area of the picnic pavilion.
- F. The use of fireworks is prohibited on the grounds.
- G. Firearms are prohibited on the grounds.

- H. Alcoholic beverages and other controlled substances are prohibited on the grounds.
- I. Digging for artifacts or relics, the use of metal detectors or probes of any kind, and the removal of items or artifacts lying on the ground surface, is prohibited.
- J. Soliciting on the site is prohibited.
- K. Smoking is prohibited in all buildings.
- L. Dogs brought on to the grounds must be kept on a leash.

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

Part 4 Chapter 3: Collections Policy for Winterville Mounds

(Adopted by the Board of Trustees on January 17, 2003)

Introduction. The purpose of Winterville Mounds shall be public education in the archaeology of the Lower Mississippi River Valley. This goal shall include museum exhibits, educational programs, and public events that interpret the archaeology and history of Native Americans in the Lower Mississippi River Valley.

Rule 3.1 Collections.

- A. Collections - the general term used for all material holdings of Winterville Mounds. Specific categories are defined below.
- B. Permanent Collection - those artifacts which directly relate to the purpose of Winterville Mounds and which are accessioned and cataloged by prescribed procedure.
- C. Research/Interpretive Collection - those objects which contribute to the research activities and the educational programs of the site and are not accessioned into the permanent collection.
- D. Collections staff shall consist of the division director, branch director, site archaeologist, and site historian.

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

Rule 3.2 Scope of Collection. Scope of the collection of Winterville Mounds shall be artifacts and/or objects that relate to the prehistoric occupation of the site (c. A.D.900 – 1450).

- A. Artifacts or objects found at Winterville Mounds during archaeological site analysis and/or research.

- B. Artifacts or objects found throughout the Yazoo-Mississippi River flood plain, a.k.a. known as “the Mississippi Delta”
 - 1. Where the provenience is well documented to relate the item to the Winterville Mounds prehistoric occupation.
 - 2. Where addition to the collection will enhance the understanding of prehistoric Native American culture in the region generally and Winterville Mounds specifically.
- C. The collections will be used to disseminate knowledge with honesty and objectivity. They will not be used to perpetuate myths or stereotypes.

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

Rule 3.3 Acquisitions. The site may acquire items by gift or purchase. Items will not be accepted or otherwise acquired unless the following conditions are met:

- A. Items are relevant to and consistent with the purpose and activities of the site.
- B. The site can provide for the storage, protection, and preservation of the objects under professionally accepted standards.
- C. It is intended that the objects will remain in the collections as long as they retain their physical integrity, their authenticity, and their relevance for the purpose of the site.

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

Rule 3.4 Restrictions.

- A. The site will not knowingly and willfully accept or acquire any object that has been illegally obtained or illegally imported to the United States.
- B. The site will not knowingly and willfully accept or acquire any object collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of archaeological and historic sites, cultural monuments, or human burial places.
- C. The site may, however, accept objects that have been confiscated or offered to it by government authorities.
- D. Title to all objects acquired for the permanent collection will be obtained free and clear, without restrictions as to use or future disposition.

1. A Contract of Gift form, including a description, will accompany all donations and shall be kept in the documentation file. This document will bear the signature of the donor and the signature of the director of the Division of Historic Properties.
2. At the time of purchase, a copy of the invoice shall be filed in the documentation file.

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

Rule 3.5 Photographs.

- A. Photographs donated to the site shall be forwarded to the Archives and Library Division for permanent storage along with a signed Contract of Gift.
- B. A record of donated photographs shall be kept in the Donor File.
- C. Donated photographs may be scanned into a computer generated file for future use in educational, promotional materials, articles, and talks generated and used by Winterville Mounds staff as well as employees of the Department of Archives and History.

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

Part 4 Chapter 4: Historic Jefferson College Facilities and Grounds Group Use Policy.
(Adopted by the Board of Trustees on January 21, 2011)

Rule 4.1 Group Use Policy.

An organization or group must complete an application to use Historic Jefferson College's facilities and grounds (Hereafter referred to as the "HJC Site."). Applications should be received at least two (2) weeks in advance of the event. The Division or Branch Director must approve and sign the application before it will be scheduled on the calendar.

The coordinator for the organization or group must sign the application and provide contact information, acknowledging the receipt of, and agreeing that their group will abide by the HJC Site's Use Policy. The coordinator must provide a copy of the approved application to the staff member on duty on the day of the event, or during the set up on the prior day.

A. Use Fee:

There is a non-refundable use fee for the HJC site. This fee must be included with the application (as a check made out to "Historic Jefferson College"). However, if the facilities or grounds are rendered unsuitable due to unforeseen circumstances, the Division or Branch Director reserves the right to cancel an event, and the user will receive a full refund.

Groups who have scheduled an event prior to July 1, 2011 will not be charged a usage fee, but must abide by all other HJC Site Policies and Procedures.

B. Hours of Operation:

Historic Jefferson College's grounds are open from sunrise to sundown. The buildings are open from 9:00 a.m.-5:00 p.m. Monday-Saturday and 1:00-5:00 p.m. on Sundays. Unless advance arrangements are made, the buildings are closed and locked at 5:00 p.m. each day. For after-hours events, the gates to the grounds may be kept open.

The HJC Site is open to the public during regular operating hours. Groups using the grounds and facilities must ensure that access to all buildings and the grounds is available to the public. Although the grounds are open every day, the buildings may be closed on major state holidays.

C. Set up and Arrival:

Users may start setting up for their event the day before it is scheduled, between 9:00 a.m. and 5:00 p.m., and beginning at 8:00 a.m. on the day of the event.

Groups needing electricity will be able to plug into the receptacles on the power pole next to the West Wing, using heavy duty extension cords. Cords may be run into the West Wing to power fans, lamps, etc. Cords that are the property of HJC must be unplugged, coiled neatly and left under the stairs of the West Wing. Visitors are prohibited from entering into construction areas or above the 1st floor of the West Wing.

D. Food and Beverages:

Food and beverages are allowed for events, and may be brought into the West Wing. Alcohol is not permitted, except during special site-sponsored events, and only with the advance approval of the Division or Branch Director.

E. Cooking and Fires:

No smoking is allowed in, or within 50 feet of any building. Cooking/campfires are permitted only in the picnic area, in the stone fireplaces. Hotpots, hot plates, electric griddles, gas camp stoves or similar items are not allowed in the historic buildings. Smokers/cookers may be used only in the picnic area. Campers may use downed sticks as fuel, but no trees or branches are to be cut.

F. Clean up:

Trash cans are provided in the West Wing, with extra bags at the bottom. There are also trash cans located in the picnic area. **At the end of the event, all trash and garbage should be disposed of in the dumpster by the parking area, and the areas must be returned to their original conditions.**

G. Security:

There is a security guard on duty during the night, from 4:00 p.m.-8:00 a.m. However, HJC assumes no responsibility for items lost or stolen.

H. Signs/Banners:

Free-standing signs or banners announcing a group's activity are permitted, subject to approval by the Branch Director. Signs and banners may be placed in the vacant lot on Hwy. 61, but should not block the view of traffic for cars pulling out onto Hwy. 61 from Jefferson College Street.

I. Restrooms:

There is an outside-access bathroom attached to the Visitor's Center. There are also bathrooms available inside during regular operating hours. After hours, upon request, the security guard will allow people into Prospera Hall to use the restroom.

J. Large Group Restroom Facilities:

Groups with over 150 participants are required to rent a Port-a-john, which may be placed behind the West Wing on the west side of the road. The cost of the rental is \$150, subject to change. The units are dropped off on Friday, and picked up on Monday. Staff members of the HJC Site can provide the names of several vendors, but the group facilitator is responsible for making the reservation and arranging payment with the vendor.

K. Music:

Amplified music will be allowed only to the extent that it does not bother other visitors or residents in the area. The staff member on duty may request that the volume be turned down.

L. Parking:

Parking is allowed in the main parking area by circle drive. For events occurring in the West Wing, groups may use the "staff only" drive to load and unload their items, but their cars must then be moved to the main parking area by the circle drive or to the road and field behind the West Wing Kitchen. **Do not park cars in the grass in front of the buildings (exception for cars with valid handicapped license plate or placard)**. Buses must park in the area around the circle drive.

M. Political use restrictions:

No use of the buildings or grounds 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.

N. Weapons:

No firearms or weapons of any type, including BB guns and bow & arrows, are permitted on the grounds, with the exception of special site-sponsored living history events.

O. Camping:

Primitive camping by Scout groups is allowed within the circle drive and in the lot south of the Visitor's Center. With prior approval of the Division or Branch Director, camping may be allowed behind the West and East Wings. However, campfires may be built only on the west side of the road behind the buildings and the fire regulations listed above must be followed. Leave no trace--all remains are to be removed and the sod replaced.

During site-sponsored events, RV's are permitted to spend the night, but the owners must notify the staff, and park the RV in the main parking lot or on the road behind the West Wing. There are no hookups, and electricity is not provided.

In case of bad weather, campers may sleep in Prospere Hall, but must remove their gear by the start of the next business day, clean up any messes, and return all areas to their original condition.

P. Pets:

Dogs are permitted on the grounds, but must be on a leash at all times. Horses may be ridden on the grounds, but are not allowed on the nature trail.

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

Part 4 Chapter 5: Historic Jefferson College Wedding Policy.

(Adopted by the Board of Trustees on January 23, 2004)

Rule 5.1.

A. Venue:

Weddings are permitted on the grounds only and may not be held inside any of the site's buildings. There is no indoor alternate location. Weddings are permitted during daylight hours only. Public rest rooms are located in Prospere Hall.

B. Props and Decorations:

Tents, tables, and electronic or amplified sound are not permitted. The wedding party may bring up to 50 chairs on the day of the event.

Permission must be granted by the site director for the use of any decorations brought on to the grounds. Nails, staples, or tape are not allowed on any structure or tree.

All items must be removed promptly after the event has ended.

Historic Jefferson College is not responsible for the protection or storage of any items brought on to the premises.

The throwing of rice and confetti is not allowed. Wedding guests may throw birdseed or flower petals.

C. Food and Beverage:

Food consumption is permitted in designated picnic areas. There is no catering facility available.

Alcoholic beverages are not permitted.

D. Photography:

Photography is permitted on the grounds and photography sessions may be scheduled prior to the day of event.

E. Parking:

All vehicles must be parked in the designated parking area west of Prospere Hall. The site director may make exceptions in situations involving handicap access.

F. Public Access:

Historic Jefferson College is open to the public daily with the exception of certain holidays. The site will not be closed for weddings.

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

Part 4 Chapter 6: Historic Jefferson College Policy for Leasing the President's House.

Rule 6.1. In leasing the President's House at Historic Jefferson College for use as a residence, first priority of occupancy shall be given to the Director of the Division of Historic Properties. If the Division Director is not interested in occupying the President's House, the second priority of occupancy shall be given to the Historic Jefferson College Branch Director. The next priority of

occupancy shall go to a private individual with a demonstrated interest in historic preservation, pending a review by the Director of the Division of Historic Properties of the individual's references. The priority of occupancy shall only be followed upon the termination of the current occupant's lease.

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

Part 4 Chapter 7: Criteria for Property Acquisition for Unsolicited Donations.

(Adopted by the Board of Trustees on October 21, 2005)

Introduction. These criteria are intended to provide a formal process for addressing unsolicited property donations and shall not apply to properties targeted for acquisition by Department staff or to non-historic properties offered to the Department for income-producing purposes (e.g. timber land).

Rule 7.1.

- A. The property shall meet the criteria for Mississippi Landmark status (i.e. the same general criteria as for National Register eligibility) as determined through an evaluation by Department staff.
- B. The property is in danger of being destroyed or significantly disturbed in its present ownership situation and Department ownership can realistically alleviate this danger.
- C. Other viable means of preservation have been explored. (e.g. Mississippi Landmark designation, National Park Service acquisition, adaptive reuse by a private sector commercial business, ownership and maintenance by a competent preservation organization, acquisition by the Archaeological Conservancy)
- D. Sufficient acreage will be conveyed with the property to encompass and protect related archaeological areas, and allow for potential public interpretation/use. Consideration should be given to the property's potential for producing income (hunting leases, timber sales), which might be used to offset maintenance and interpretive costs for this property or for other historic properties.
- E. Legal access to the property from public roads will be provided at the time of acquisition.
- F. The warranty deed must be free of restrictive conditions or reverters; however, the deed may include a "first right of purchase/refusal" if the Department must dispose of the donated property.
- G. Funding sources are identified for
 - 1. any necessary renovation, stabilization, and site development;
 - 2. on-going maintenance and staffing requirements; and

3. public interpretation and use.

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

Grand Village of the Natchez Indians Powwow fee increases. REPEALED. Effective 10/16/2009

Winterville Mounds Museum Shop Policies and Management Procedures. REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians Emergency Evacuation Procedures and Disaster Plan and Long-Range Plan. REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians ground open to public daily from dawn until dusk. REPEALED. Effective 10/16/2009.

Collections Policies and Procedures Manual for Historic Jefferson College. REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians Collections Policy (included Sales Shop Policies and Management Procedures). REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians Public Use Regulations Amendments: hours of operation and allowance of pets on the grounds. REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians Public Use Regulations Amendments: hours of operation. REPEALED. Effective 10/16/2009.

Grand Village of the Natchez Indians Regulations Amendment to allow fires in grills provided on the grounds. REPEALED. Effective 10/16/2009.