Culture & Heritage Commission
Board of Commissioners Meeting
November 28th, 2017
6:00 PM
Museum of York County
Approved: December 19th, 2017

Person Presiding: Dale Dove
Members Present: Nancy Craig, Craig Lentz, Jeff Lyon, Penny Sheppard
Members Absent: James Duncan
Ex Officio Members Present: None
Ex Officio Members Absent: Rick Chacon, Carolyn Mendenhall
Staff Present: Carey Tilley, Sarah Lewis, Jillian Matthews
Others: Michael Kendree, Pat Veasey

Call to Order
in the absence of the Chair, the meeting was called to order at 6:00 PM by Vice-Chair Dale Dove.

Dale Dove called for a motion to approve the draft minutes of the October 24th, 2017 meeting as presented; Craig Lentz so moved; Jeff Lyon seconded; no discussion followed; a vote was taken and the minutes were approved unanimously.

Calendar Review
- Dove made note of the upcoming items on the calendar and asked if there was anything else that needed to be added to the Annual Calendar. Tilley notified the Commission that the audit was complete and that the exit interview would take place the following day. The 990 would be put together based on the audit. Discussion followed regarding adding the 990 and audit presentation to the calendar, the timeline for when the audit is typically finished and when the 990 is available for review, and what could be done to make sure the 990 is reviewed and approved by the February 15th deadline.

Dale Dove called for a motion to add to the Annual Calendar that the 990 be presented to the Finance Committee at least a week prior to the regularly scheduled January CHC meeting and that at the January CHC meeting the audit and 990 be presented to the Commission; Penny Sheppard so moved; Jeff Lyon seconded; no discussion followed; a vote was taken and the motion passed unanimously.

- Director Carey Tilley shared that the Master Plan is not ready to present tonight. The latest draft was received just before Thanksgiving and when the internal team reviewed it, it was decided that some things needed to be cleared up, in particular clarifying some of the cost estimates and how they created them. Tilley emphasized that the biggest priority is taking care of the historic structures and time is needed to work with the Master Planners to work out the phasing of the projects since some of the cost estimates are coming in higher than expected. Tilley suggested holding a special meeting in December for the Master Plan presentation.

- Discussion followed regarding dates for a possible December meeting. It was decided that the Commission would meet at MYCO on Tuesday, December 19th.

- Tilley also suggested that the Institutional Plan review be moved to January or February. Since the January meeting will already be full with the Audit and 990 presentations, it was suggested...
that February might be better, there was no objection to reviewing the Institutional Plan in February.

Reports and Presentations
- Director’s Report
  - Tilley reported numbers through the end of October. Overall attendance is up and membership continues to hover around record highs. We are seeing some growth in corporate and higher level membership. There have been commitments of $5,000 and $10,500 for the Southern Sound Series and two new planetarium shows, respectively. Tilley updated the Commission on the capital projects at the Museum of York County and Historic Brattonsville. Tilley also updated the Commission on a hole in the barn at Hightower Hall. Joe is working on getting cost estimates and Tilley would like to use the non-recurring building projects fund that was set up earlier in the year to fix the roof. Discussion followed regarding the roof repairs. It was decided that the roof repairs would be covered at the special meeting on the 19th of December. Tilley also shared that Winthrop archaeology students have discovered evidence of what looks to be at least two structures that could possibly be earlier slave quarters at Historic Brattonsville.

[Note: See full copy of Director’s report attached to these minutes as Addendum “A”.]

Committee Reports
- Collections Committee
  - Committee Chair Craig Lentz presented the following items for Accession:
    - TC 140 – 7 reels of microfilm containing York County records
    - TC 148 – 4 ledgers containing minutes of the Beersheba Cemetery Association dating 1944-1960s, loose papers pertaining to the Beersheba Cemetery Association
    - TC 149 – 5 newspapers (Yorkville Enquirer and Rock Hill Herald), 1 program for Band Revue II ’88, and 1 news clipping dated 1992 related to McCelvey
    - TC 134 – Small white tablecloth with hand embroidered “HLW” and “1884” in red thread.
    - TC 151 – 84” long pike with iron blade, brass socket and long wooden handle.
    - TC 153 – Cast Iron heating stove from the Catawba Township Railroad Station and Cast iron field scale with gold painted markings.

Craig Lentz moved to accept the recommendations for accession as presented; Jeff Lyon seconded; discussion followed; a vote was taken and the motion passed unanimously.

[Note: See copies of the above Recommendations for Accession attached to these minutes as Addendum “B”.]

  - Committee Chair, Craig Lentz, and Director of Collections, Jillian Matthews, presented the proposed changes to the Collections policy.

Craig Lentz moved to accept the changes to the Collections Policy as presented; Penny Sheppard seconded; discussion followed; a vote was taken and the motion passed unanimously.
[Note: See copy of Collections Policy with proposed revisions attached to these minutes as Addendum “C”.

- **Finance Committee**
  - Committee chair, Penny Sheppard, shared that the audit exit interview would be taking place the following day. Sheppard also noted that the balance sheets and financial statements were included in the packets. Tilley shared that $381,000 had been received from the Foundation for the Carolinas for the Pleistocene Hall project and that it would show as an encumbrance next month, but the revenue side of the budget would not reflect this until the money is spent. Tilley explained that this is done as a way of keeping any unspent money from this designated fund from rolling into the general fund balance at the end of the year.

- **Governance Committee**
  - Dale Dove briefly went over the Code of Ethics pledge. He asked the Commissioners to take a few minutes to read through the document and sign. He then collected the signed pledges, to be filed, and asked that the document be emailed to absent Commissioners so that they can review and sign it.

**Old Business**

- **Catharine Ladd Book (Potential Budget Amendment)**
  - Pat Veasey shared a brief history of Catharine Ladd with the Commission. Veasey also shared information regarding the book that she has written about Catharine Ladd and how this book would relate to the HB mission and help share the unique history of HB.
  - Tilley shared information on printing costs with the Commission and expressed his support of the book. Tilley noted that since Pat is on the FFTC CHC Capital Funds Advisory Board, there may be the appearance of a conflict with Pat receiving any royalties for the book. It was decided that the FFTC should be contacted to see if there would indeed be a conflict prior to voting on funding the book. An update on any possible conflict will be given at the December 19th meeting.
  - Dove requested a report in December about progress on the committee that will be rethinking the Civil War event to focus more on the HB mission and the whole Brattonsville community.

- **Capital Projects Update**
  - Tilley noted that he had covered the Capital Projects update during his report.

**New Business**

- **Collections Policy Revisions**
  - Covered under Collections Committee Report.

- **Establish Special HB Farm Fund**
  - Tilley shared the desire to set up a special fund regarding any revenue brought in when animals are sold. Tilley would like to see this type of revenue being put back in to purchasing or caring for animals at Brattonsville. This would follow the same model as collections-based revenue. Nancy Craig suggested discussing this with the York County Finance department to see how such a fund would work and set up the fund at the December 19th meeting.
• Potential Special Meeting in December
  o Covered under Calendar Review

Dale Dove called for a motion to enter executive session for discussion of a legal matter related to the CHC/CHF Settlement Agreement; Craig Lentz so moved; Penny Sheppard seconded; no discussion followed; a vote was taken, the motion passed unanimously and the meeting entered executive session.

Executive Session
  • Discussion of a legal matter related to the CHC/CHF Settlement Agreement.

Dale Dove announced that the meeting was back in open session and that there was no action required as a result of executive session.

Craig Lentz moved to adjourn; Penny Sheppard seconded; no discussion followed; a vote was taken, the motion passed unanimously and the meeting was adjourned.

Prepared by: Sarah Lewis
Submitted by: Penny Sheppard, Secretary/Treasurer
Addendum A

Culture and Heritage Museums
Director's Report
November 28, 2017

Mission: to communicate and preserve the natural and cultural histories of the Carolina Piedmont, inspiring a lifetime of learning.

CHC Commissioners,
I would like to thank you once again for your support and service to the museums. This fall has been especially busy with school field trips as well as capital planning. Christmas Candlelight which is always one of our biggest events of the year is coming up at Historic Brattonsville over the next two weekends.

Visitation Totals
Overall visitation to our four sites remains up very slightly through October over last year primarily on the strength of attendance at the Museum of York County (MYCO). Each of the other sites has currently fallen behind last year’s pace. Historic Brattonville’s drop is related to the cancellation of the Civil War event scheduled for the end of the month, otherwise the total there would be up. It appears that some of our Main Street Children’s Museum patrons may be attending MYCO with the popularity of the “Home Sweet Home” exhibit with the younger audience. McCelvey trails because of the difference in the number of concerts to date. Overall visitation is continuing to trend upward compared to FYE 2012 as well as the average of the previous three years.

<table>
<thead>
<tr>
<th></th>
<th>Overall</th>
<th>MYCO</th>
<th>HB</th>
<th>MSCM</th>
<th>McCelvey</th>
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<tbody>
<tr>
<td>YTD 2017-2018</td>
<td>33,202</td>
<td>14,718</td>
<td>8,467</td>
<td>9,453</td>
<td>564</td>
</tr>
<tr>
<td>YTD 2016-2017</td>
<td>33,194</td>
<td>13,224</td>
<td>8,794</td>
<td>10,307</td>
<td>869</td>
</tr>
<tr>
<td>Change from Previous Year</td>
<td>+8</td>
<td>+1,494</td>
<td>-327</td>
<td>-854</td>
<td>-305</td>
</tr>
<tr>
<td>% Change from Prev. Year</td>
<td>+0.02%</td>
<td>+11.30%</td>
<td>-3.72%</td>
<td>-8.29%</td>
<td>-35.10%</td>
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<td>Avg. of last 3 yrs.</td>
<td>30,975</td>
<td>11,443</td>
<td>9,238</td>
<td>9,348</td>
<td>946</td>
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<td>Change from Avg.</td>
<td>+2,227</td>
<td>+3,275</td>
<td>-771</td>
<td>+105</td>
<td>-382</td>
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<td>% Change from Avg.</td>
<td>+7.19%</td>
<td>+28.62%</td>
<td>-8.34%</td>
<td>+1.12%</td>
<td>-40.38%</td>
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<td>% Change since 2012</td>
<td>+32.71%</td>
<td>+75.53%</td>
<td>-12.76%</td>
<td>+49.81%</td>
<td>-8.74%</td>
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Membership
The total number of memberships held at the Culture and Heritage Museums, although down slightly from last year, continues to hover near record levels over 1,500. Income from membership actually exceeds last year and is on pace to set another income record for its category.
YTD Membership Totals through October 31st

<table>
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<tr>
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<th>Total Memberships at the end of Month</th>
<th>Total Membership Income</th>
<th>General Membership Income</th>
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<tr>
<td>2017-2018</td>
<td>1,511</td>
<td>$34,605.00</td>
<td>$31,335.00</td>
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<tr>
<td>2016-2017</td>
<td>1,519</td>
<td>$32,588.50</td>
<td>$30,388.50</td>
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<tr>
<td>Change From Prev. Year</td>
<td>-8</td>
<td>+$2,016.50</td>
<td>+$946.50</td>
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<tr>
<td>% Change from Prev. Year</td>
<td>-0.53%</td>
<td>+6.19%</td>
<td>+3.11%</td>
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<td>Avg. of Prev. 3 yrs.</td>
<td>1,336</td>
<td>$28,541.90</td>
<td>$24,358.56</td>
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<td>Change from Avg.</td>
<td>+175</td>
<td>+$6,063.10</td>
<td>+$6,976.44</td>
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<tr>
<td>% Change from Avg.</td>
<td>+13.10%</td>
<td>+21.24%</td>
<td>+28.64%</td>
</tr>
<tr>
<td>% Change from 2012</td>
<td>+20.02%</td>
<td>+55.26%</td>
<td>+133.65%</td>
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Development News
The Development team continues to work on plans for the spring fundraiser which will be our first large fundraising event in several years. In addition, we have recently received verbal commitments for sponsorship of the Southern Sound Series as well as two new planetarium shows. Combined these contributions will total $15,000. We hope to be passing along more details in the very near future.

Capital Projects – Museum of York County
Work has begun with JMD Architects and Taylor Studios on the design of our new Pleistocene Exhibition. At this stage, everything is on schedule for the early 2020 opening and our internal team is very pleased with the cooperation and early results. The full funding of $381,000 for the design phase has been received from the Foundation for the Carolinas and is currently in the designated deferred revenue account. It will be moved into the FYE 2018 revenue statements after expenses are paid.

Capital Projects – Historic Brattonsville
Master Plan: We received a draft of the Historic Brattonsville Master Plan narrative from Stantec Consultants on November 17th. It is currently in the review and revision stage as we work to get a better understanding of the methodology for cost estimates and how best to phase the projects in order to ensure prioritization of the preservation needs of the original structures.

Brick House Furnishings Plan: Chuck LeCount has completed the furnishings plan for the Brick House store. We now have a detailed account of what the store looked like as well as how it would have been stocked. As restoration work on the building is completed we can use this information to create an accurate depiction of the commercial center of the Brattonsville community.

Brick House A/E: Liollio Architects, Inc. is nearing completion of the first phase of their comprehensive study of the Brick House. The report is expected within the next two weeks. This first phase includes condition assessment, schematic design, and cost estimates. When completed we should have a better understanding of specific items that will need to be addressed and hard third-party cost estimates of what it will take to address them. This information will guide us in moving to the next steps in the restoration of the building.
Finishes Analysis: Keystone Consultants, Inc. continues to conduct the paint, mortar, and plaster analysis of the various original structures at Brattonsville according to schedule. Some of their information has verified things we already suspected. They have also made new discoveries that have added significantly to our understanding of the buildings. When completed this spring, we will have much greater necessary documentation to return the finishes back to the appearances of each house in its identified period of significance.

Archaeological Evaluation: To date four field areas outside of the projected expanded National Register District have been evaluated for presence of potential archaeological sites or features. The work was conducted respectively by South Carolina Institute of Archaeology and Anthropology and New South Associates. Nothing of significance, or to suggest potential eligibility for National Register inclusion was found in any of the areas. Testing of one or two smaller additional areas identified for potential construction in the master plan will need to be evaluated before any potentially destructive activity takes place. Funding already awarded through the Foundation for the Carolinas should be sufficient to cover the remaining work.

Col. Bratton House Exterior: A contractor has been chosen to prep and paint the exterior of the Colonel Bratton House; however, they are not available until after Christmas. Cost of the project will come from the Capital Projects Account. The new shutters have been completed and made operable by our staff.

Outbuilding Rooves: In addition, we are in the process of getting estimates for replacing the rooves on six of the outbuildings surrounding the Homestead (including the Original Slave cabin and the Dairy). The expense for the new rooves will come from the Capital Projects budget and, if necessary, the Slave Cabin and Dairy portion of the costs will be covered from the Foundation for the Carolinas funds already awarded for those specific structures.

Hightower Hall Barn: A section of the roof of the barn behind Hightower Hall has undergone significant deterioration and will require repair in the very near future to prevent further and more extensive damage. Although built in the mid-Twentieth Century, this structure adds to the agricultural landscape and is anticipated to play an expanded role as a support facility for the Operations team. We are in the process of getting revised cost estimates for the needed repairs. With the Commission’s permission, we would like to use a portion of the “Non-recurring Building Projects Fund” (5000-25352-000) to cover this cost.

Conclusion
A list of recent and upcoming events follows this report. Please do not hesitate to contact me if you have any questions, comments, or concerns.

Sincerely,

(submitted electronically)

Carey L. Tilley
Executive Director
Culture and Heritage Museums
Recent and Upcoming Events

Recent Programs and Events (October 1st through November 28th)

- October 4th @ MSCM  Wee Wednesdays (Weekly through May)
- Oct. 7th & 21st @ MYCO  Wild Wonder Saturday: Autumn Observations
- October 10th @ MYCO  Carolina Skygazers Astronomy Club (Monthly on 2nd Tuesday)
- October 14th @ MYCO  Wild Wonder Saturday: Bill Stokes
- Oct. 17th – 18th @ MYCO  Homeschool Days – Environmental Scientist
- October 19th @ MYCO  Teen Science Café
- October 21st @ HB  Spirits & Stories
- October 21st @ HB  Walt Schrader Trails open for Horseback Riding (Monthly on 3rd Sat.)
- October 22nd @ MSCM  Boo-seum
- October 27th @ HB  Civil War Education Day
- October 28th @ MYCO  Spooky Science: Mystery of the Senses
- Nov. 4th & 11th @ MYCO  Wild Wonder Saturdays: Tales & Tails
- November 7th @ McCelv  Southern Sound Series Select-your-Seat Party!
- November 11th @ McCelv  Veteran’s Day Event
- November 11th @ McCelv  Historical Center Open (Monthly on 2nd Saturday)
- Nov. 14th & 15th @ MYCO  Homeschool Days: Environmental Scientists
- November 16th @ MYCO  Vernon Grant Ornament and Card Debut and Store Open House
- November 16th @ MYCO  Cookies with Santa
- November 17th @ MSCM  Parent’s Night Out
- November 23rd @ All Sites  Thanksgiving: All CHM Sites Closed

Upcoming Programs and Events (November 29th through December 31st)

- November 29th @ MSCM  Wee Wednesdays (Weekly through May)
- Nov 30 – Dec 3 @ MSCM  ChristmasVille
- November 30th @ MYCO  Teen Science Café
- Dec. 2nd & 9th @ HB  Christmas Candlelight Tours
- December 9th @ McCelv  Historical Center Open (Monthly on 2nd Saturday)
- Dec. 9th & 10th @ McCelv  Historical Center on Tour of Homes
- December 12th @ MYCO  Carolina Skygazers Astronomy Club (Monthly on 2nd Tuesday)
- December 16th @ HB  Walt Schrader Trails open for Horseback Riding (Monthly on 3rd Sat.)
- Dec. 24th & 25th @ All Sites  Christmas Eve & Christmas: All CHM Sites Closed
- Dec. 26th – 30th @ MSCM  Winter Wonderland
RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC140  
Collection Type: Archives  
Method of Acquisition: Transfer

Name of Donor: Marsha Dell, York County Records Management

Description of Accession:
7 reels of microfilm containing York County records:
- Index to Mortgages: Direct Index Books A, BI-BN, BA-BH – Roll 550
- Mortgage Book 587 (2 copies)
- Mortgage Book 566 (2 copies)
- Minute Book 155, Roll No. 236 (2 copies)

Overall Condition: X Excellent  □ Good  □ Fair  □ Poor

General/Comparable Size of Collection
Reels will fit into existing drawer/box storage with like materials – no additional space requirements

Significance/Ownership History  Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)
These reels have been selected to fill gaps in our existing collection.

Our existing collection of physical Minute Books ranges from books 1 to 125, and our microfilm copies of the Minute Books range from books 126 to 158, with 155 missing. The addition of Minute Book 155 would provide a continuous run of the York County Minute Books until book 158.

Our existing collection of Mortgage Books on microfilm ranges from books 129 to 586, but is not entirely continuous. The addition of book 566 would fill a gap, and book 587 would extend our existing collection further. The addition of roll 550, a Direct Index to Mortgages, would increase the accessibility and usefulness of our microfilm collection.

Potential Uses: X Research  □ Exhibition  □ Loan
York County records on microfilm are frequently used by both researchers and staff. These resources are used for genealogical and property research.

Restrictions:
None

Unusual Costs:
None
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<td>Nancy Dambro, Archivist</td>
<td>10-31-17</td>
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<tr>
<td>Larry L. Collins</td>
<td>11-01-17</td>
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Approved by Culture & Heritage Commission on:

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**RECOMMENDATION FOR ACCESSION**

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<th>Temporary Custody ID:</th>
<th>Collection Type:</th>
<th>Method of Acquisition:</th>
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<tbody>
<tr>
<td>TC-148</td>
<td>Archives</td>
<td>Gift</td>
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**Name of Donor:**  
Beersheba Cemetery Association – President James F. Dickson

**Description of Accession:**  
4 ledgers containing minutes of the Beersheba Cemetery Association dating 1944-1960's, loose papers pertaining to the Beersheba Cemetery Association.

**Overall Condition:**  
☐ Excellent  ☒ Good  ☐ Fair  ☐ Poor

**General/Comparable Size of Collection:**  
4 medium sized ledgers

**Significance/Ownership History**  
Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)  
The Beersheba Cemetery Association was organized in 1944, and is run by a 9-person Board of Directors. This organization is separate from Beersheba Presbyterian Church, and consists mainly of relatives of those buried in the cemetery. The organization has no office to house these records, and no longer uses paper for record-keeping (opting for electronic records).

Beersheba Presbyterian Church was organized in 1769. It is among the oldest churches in York county – known as the “4 B’s” Bethel, Bethesda, Bullock’s Creek, and Beersheba. The current church building was dedicated in 1920 and the cemetery predates it with the earliest grave markers dating to the 18th century. Soldiers from nearly every war fought by the United States are buried there, and individuals of all denominations can purchase plots in the cemetery. Many local families have ancestors buried at Beersheba, and the minute books for the Beersheba Cemetery Association provide insight to the decision-making that impacted the development and practices of the group during a time of growth in the region.

**Potential Uses:**  
☒ Research  ☒ Exhibition  ☐ Loan

Minutes could be used for research, and the ledgers might be useful for exhibition purposes.

**Restrictions:**  
None

**Unusual Costs:**  
None
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<td>Nancy Daniels, Archivist</td>
<td>10-31-17</td>
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RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC-149
Collection Type: Archives
Method of Acquisition: Gift

Name of Donor:
Lynn Wallace

Description of Accession:
-5 newspapers:
-1 program for Band Revue II '88 – York Comprehensive High School band concert
-1 news clipping (dated 1992, newspaper unknown) – “Kids art on display at McCelvey”

Overall Condition: □ Excellent  X Good  □ Fair  □ Poor

General/Comparable Size of Collection
Materials can be distributed among existing boxes and will require no additional storage space. Comparable size of collection is one small newspaper box.

Significance/Ownership History  Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)
The subjects reported upon in these newspapers pertain to events related to the McCelvey Center as well as events happening among York School District 1 schools. These materials would be useful for research pertaining to the use of the McCelvey Center as well as the history of YSD1.

The Yorkville Enquirer ceased publication in 2015 so adding past issues to the archives is important.

Potential Uses: X Research  X Exhibition  □ Loan
Newspapers are considered a primary source and these issues contain historical information that will be useful for patrons and staff researching York County’s past.

Restrictions:
None

Unusual Costs:
None
Staff Recommendation (Signature & Title): Nancy Daniels, Archivist  Date: 10-31-17

Director Recommends (Signature):  Date: 11-01-17

Approved by Culture & Heritage Commission on:
Signature, Title:  Date:
RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC134
Collection Type: History
Method of Acquisition: Gift

Name of Donor:
Dorothy M. Elmore

Description of Accession:
Small white tablecloth with hand embroidered “HLW” and “1884” in red thread.

Overall Condition: □ Excellent  X Good  □ Fair  □ Poor

General/Comparable Size of Collection
30” x 23”

Significance/Ownership History  Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)
The small tablecloth was made by Harriet Lee Whitesides (1864-1947) in 1884. The Whitesides family was from Smyrna, York County, SC. Harriet married James Calvin McGill (1858-1929) of York County, SC in 1885. James was the grandson of Captain William McGill, the original owner of the McGill buildings currently out at Historic Brattonsville.

The donor, Dorothy M. Elmore, inherited the tablecloth and is Harriet and James’ granddaughter. She is one of the 17 McGill descendants that donated the McGill buildings to Historic Brattonsville in 1988.

Potential Uses: X Research  X Exhibition  □ Loan
The hand embroidered tablecloth would be great addition of personal items that belonged to the McGill family. It also lends itself for exhibition and research related to textiles and embroidery.

The McGill family also tends to hold family reunions at Brattonsville and it could be exhibited during those reunions to show that we are preserving their family’s history.

Restrictions:
None

Unusual Costs:
None

Staff Recommendation (Signature & Title):  Date:  

[Signature and Title]  11/8/2017
RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC151  Collection Type: History  Method of Acquisition: Donation

Name of Donor: George Meyer III

Description of Accession:
84" long pike (or spear) with iron blade, brass socket, and long wooden handle. Blade and socket were found by George Meyer, Jr. (donor's father) in the Wilmore neighborhood in Charlotte, NC, c. 1930. According to the donor, the pike was identified by a collector in the 1950s as a Confederate pike. Donor created and installed the long wooden shaft in the 1960s. Although identified by the donor as Confederate, the form of such weapons changed very little over the centuries, and this particular implement could have been used at any time during the colonial period, Revolutionary War, antebellum period, or Confederate period. Similar pikes or spears were carried by state troops in Gen. Thomas Sumter's South Carolina Brigade during the Revolutionary War (1781-1782), and their usage by Sumter's state troops is documented in primary sources. One of these regiments was commanded by Col. William Hill from York County, and the accompanying illustration from the "Military Uniforms in America" plate series shows that the appearance of these Rev War pikes was very similar to this item. Similarly, pikes were manufactured in the Confederate States during the American Civil War and issued to militia and home guard troops in the Carolinas and Georgia in the absence of first-class military weapons like swords and muskets. The design was very functional and changed little over a period of 200 years in North America and Europe.

Overall Condition: □ Excellent  * Good  □ Fair  □ Poor

General/Comparable Size of Collection
Overall length of pike including blade and shaft is 84 inches (7 feet). The blade itself is 12 inches long.

Significance/Ownership History  Mission Rating: 5  (Scale of 1 – 5; 5 matches mission 100%)
This pike is typical of weapons that were carried by militia and state troops during the 18th and 19th centuries. Such weapons were generally secondary weapons and were not generally used as primary weapons in combat. They were issued when edged weapons like swords and firearms (flintlocks and percussion weapons) were not available or were in short supply. They were issued to militia and state troops during the colonial and Revolutionary War periods and also during the American Civil War. This item, found near Charlotte, NC, could have been issued to local militia or home guard troops during any of these conflicts, but without spectrographic analysis of the iron there is no way to precisely date the item.

Potential Uses:  * Research  * Exhibition  * Loan
Item can be used in researching military weapons used in the Carolina backcountry during the 18th and 19th centuries. It can also be used in upcoming exhibits (now in the planning stages) focusing on the military history and heritage of York County and the Carolina Piedmont.

Restrictions:
None

Unusual Costs:
None

Staff Recommendation (Signature & Title):
Michael Hagge, Historian

Date: 11/9/17

Director Recommends (Signature):

Date: 11/9/17

Approved by Culture & Heritage Commission on:
Signature, Title: 

Date: 

Figure 1: TC151, Iron point for pike or spear
Figure 2: Pike with shaft
Figure 3: Sumter’s State Dragoons, 1781-1782, showing trooper with spear
# RECOMMENDATION FOR ACCESSION

<table>
<thead>
<tr>
<th>Temporary Custody ID:</th>
<th>Collection Type:</th>
<th>Method of Acquisition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC153</td>
<td>History</td>
<td>Donation</td>
</tr>
</tbody>
</table>

**Name of Donor:**  
Ned Albright

**Description of Accession:**

**TC151.001:** Cast iron heating stove from the Catawba Township Railroad Station (or possibly Catawba Junction Post Office). The cast iron stove is in 6 separate pieces that can be reassembled. It is in fair condition with signs of heavy use, rust, and cracking. The raised stand that the stove sits on is missing one leg or foot, although a replacement could be fabricated for exhibit purpose. Embossed on the stand is “ROSS MEEHAN FOUNDRY CO.” Ross Meehan Foundries were located in Chattanooga, TN, and manufactured a large variety of cast iron items including stoves and bells. The company was still in business as late as 1974 but apparently closed sometime during the 1980s.

**TC151.002:** Cast iron field scale with gold painted markings. Field scale was originally owned by Gene Newton of Rock Hill (4/13/1924- c. 2012), father of Ned Albright’s wife, Beth Newton Albright.

**Overall Condition:**  
- □ Excellent  
- * Good  
- * Fair  
- □ Poor

**General/Comparable Size of Collection**

**IRON STOVE**

A = Top half of stove, 16.5” x 12.25” x 13.75”  
B = Bottom half of stove, 9.25” x D: 13”  
C = Stove base, 6” x 12.75” x 12.5”  
D = Stand, 5.75” x 21.5” x 21.5”  
E, F = Long bolts for securing stove to ground, 28.25” x 1.5” each

**FIELD SCALE**

A = scale beam, 10.5” x 2.25” x 39.75”  
B = weight hangar or support, 8” x D: 4.25”  
C = weight, 4.25” x D: 3.75”

**Significance/Ownership History**  
Mission Rating: 5  
(Scale of 1 – 5; 5 matches mission 100%)

Both items have strong York County provenance: the stove comes from the Catawba Township in southeastern York County, and the scale comes from the Rock Hill area. The stove was originally located either in the Catawba Junction Railroad Station or the Catawba Junction Post Office; owner cannot now recall exactly which building housed the stove. The Catawba Railroad Junction dates to the late 19th century and was formed when the Charleston, Cincinnati & Chicago (“3 C’s”) Railroad
crossed under the earlier Georgia, Carolina & Northern (GC&N) Railroad in 1888, creating one of three such overpass/junctions in York County (the other two were in York and Rock Hill). The 3 C’s was later purchased by Southern Railroad (now Norfolk-Southern Railway) and the GC&N was later purchased by the Seaboard Air Line Railroad (now CSX). Both railways are still in operation, and the Catawba Junction is still an important intersection for rail traffic in York County. The nearby Catawba Post Office opened in January 1889. The Catawba Junction railroad station and post office were both documented and photographed by the York County Historical Sites Survey in 1992, and are featured in Chapter XIII of Historic York County by CHM Historian Michael Scoggins. The stove is typical of small iron stoves that were used for heating in country stores, shops, outbuildings and other such utilitarian structures during the 19th and 20th centuries. Similar stoves might have been seen in any of York County’s rural railroad stations, post offices, and in country stores such as the Napoleon Bratton Store at Brattonsville, during the late 19th and early 20th centuries.

The field scale is typical of the type of instruments that were used primarily to weigh cotton sacks or cotton bales in the field, at broker establishments, or warehouses during the 19th and 20th centuries. The scale would originally have been supported by a wooden or iron stand so that it could hang free, as shown in the attached photos, but in most cases the stands have long since disappeared and only the iron scale and weights have survived. These were widely used throughout the Southern United States during the 19th and 20th centuries, as evidenced by the large number of such items seen in area museums and for sale on the internet. They reflect the very important agricultural heritage of York County and the Carolina Piedmont during the years when “cotton was king.”

**Potential Uses:**  
* Research  
* Exhibition  
* Loan

Items could be used in future exhibitions highlighting York County history and/or the agricultural and transportation heritage of the Carolina Piedmont. They can also be used to inform interpretive programs at Historic Brattonsville, and could be used by persons researching the technology used in this area during the heyday of cotton farming, railroads, and rural post offices.

**Restrictions:**

None

**Unusual Costs:**

None

**Staff Recommendation (Signature & Title):**

Michael Scoggins  Historian  
11/4/17

**Director Recommends (Signature):**

Larry S. Taylor  
11/09/17

Approved by Culture & Heritage Commission on:

Signature, Title:

Date:
Figure 1: Ned Albright Iron Stove from Catawba Junction

Figure 2: Ross Meehan Foundry Co. Stove (for comparison with above)
Figure 3: Ned Albright Field Scale or Cotton Scale with weights
Figure 4: Example of a cotton scale suspended from a wooden stand, used to weigh cotton bales.
Collections Management Policy

Adopted by the Culture & Heritage Commission

June 23, 2014

Last Updated: 9 November 2017
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Cultural & Heritage Museums Collections Management Policy

I. Introduction

The Culture & Heritage Museums is a family of museums in York County, SC, which includes Historic Brattonsville, the McCelvey Center, the Museum of York County and the Main Street Children’s Museum. The Culture & Heritage Museums (referred to as CHM throughout this document) work together to create a comprehensive system of linked cultural, historical and natural heritage attractions to serve the citizens of the county and the general public. ¹

This Collections Management Policy establishes the professional and ethical practices that guide the acquisition, preservation, use, disposition and over-all management of the Museums’ collections. Responsibility for the implementation of this policy lies with the Executive Director, Curator(s), Historian, Director of Archives, and the Collections Manager.

Future revisions to this policy are the responsibility of the Collections Manager with proposed changes to the policy requiring review by the Collections Committee and submission by the Executive Director to the Culture & Heritage Commission for final approval. This document will be formally reviewed at least once every five years to ensure that it remains consistent with the goals of the Commission and its Museums.

Documented agreements not in conformity with this policy that were made before the institution of this policy are binding and will be honored.

II. Mission

The mission of the York County Culture and Heritage Museums is to communicate and preserve the natural and cultural histories of the Carolina Piedmont, inspiring a lifetime of learning.

III. Governance

A. Culture & Heritage Commission

The York County Culture and Heritage Commission (referred to as the Commission throughout this document), formed by county Ordinance 6797 in 1997 and restructured in Ordinance 611 in 2011, governs the Museums. The Culture and Heritage Commission comprises seven Commissioners who are appointed by the

¹York County Ordinance 611. Code 32.40, Section I.
York County Council and who volunteer their time, expertise and energy to guide this organization. The Commission carries out its governance responsibilities through an Executive Director, hired to manage the operations of CHM and its professional staff. The Commission holds legal and fiduciary responsibility for the protection and enrichment of CHM’s collections and related documentation and is the authority to approve acquisitions and deaccessions for CHM.

B. Collections Committee

As stated in the Collections Committee Charter passed in April 30, 2012 by the Commission, the Museum Collections Committee is an advisory committee, appointed to assist the Museums in decision making regarding acquisition, access, conservation, deaccession and preservation. The Committee is intended to bring broader input and oversight to the process of building and maintaining the Culture & Heritage Museums’ unique collections. The Committee is also encouraged to explore ways the collections can further CHM’s commitment to research, public outreach and education in York County’s diverse and vibrant communities.

C. Collections Task Force

The Collections Task Force is the internal museum team charged with recommending policies and developing procedures for managing and preserving CHM’s varied collections and ensuring their implementations at all CHM sites. Members of the Collections Task Force are involved with collections research, curatorial duties, preservation, and over-all management of CHM’s collections. The Task Force members include the Executive Director, Curator(s), Historian, Collections Manager, and Director of Archives/Archivist, and other staff as designated by the Executive Director.

IV. Scope of Collection

The Culture & Heritage Museums collects and preserves objects and archival materials that are pertinent for communicating the natural and cultural histories of York County and Carolina Piedmont. Materials from outside this regional area may be collected if useful in interpreting broader ideas relevant to the organization’s mission and if they show a relationship to the natural and cultural development of the region.

A. Natural History

The natural history collection at CHM represents the areas of geology, paleontology, botany, and vertebrate and invertebrate zoology. It comprises voucher images and nonliving natural history specimens occurring in York County, the Carolina Piedmont and the southeastern United States. The collection also includes select specimens
from the continent of Africa whose ancient relatives once inhabited southeastern North America.

B. Cultural History

The cultural history collection consists of non-archival materials, both archaeological and non-archaeological, altered and/or used by people living in the Carolina Piedmont during prehistoric and historic periods of occupation. The collection is broad and consists of, but not limited to, textiles, pottery, glassware, portraiture, transportation, lithics, and metals. Particular emphasis is placed on collecting items associated with York County and the surrounding area.

C. Art

The collection includes visual arts in all media, with particular emphasis on York County and the Carolina Piedmont; and works useful in interpreting or establishing a context for such material. The predominant artwork in this collection is by Vernon Grant, an illustrator and civic leader who lived in York County.

D. Archives

The materials in this collection include maps, books, ledgers, manuscripts, newspapers, other paper-based media; ephemera; photographs and related materials; audio/video, microfilm, digital, and other media for recording information. Materials collected originate in or pertain to the history, culture, and heritage of the region and people of the Carolina Piedmont, with particular emphasis on York County and the surrounding area.

E. Structures and Sites

This collection comprises buildings and other properties significant to the history of the region. Decisions regarding the management and care of these properties will be guided by the standards established by the Secretary of Interior and will be established in a separate policy from the CHM Collections Management Policy.

F. Non-mission related items

Prior to the formation of the York County Culture and Heritage Commission, the Museum of York County began as the Children’s Nature Museum. The Nature Museum was established with a wide collection of African natural history and ethnographic materials and grew to include a number of objects from other areas of the world. With the merger and the change in mission, many objects within these collections no longer fit the focus of the institution. As these items are a part of the permanent collection CHM continues to follow professional standards in the care of
these objects. However, CHM also recognizes its responsibility to the community at large to ensure these items are utilized in such a way to further our knowledge of world cultures and will work towards finding a more relevant home at other non-profit institutions that will ensure the long-term preservation of these items.

V. Accession

A. Acquisition Policy

When acquiring new items for the permanent, library or education and living history collections, CHM will adhere to professional and legal guidelines regarding the protection of natural and cultural properties as recommended by AAM and the Society for the Preservation of Natural History Collections, and will abide by the regulations set forth in applicable laws. *(See Appendix III for applicable laws)*

Members of the CHM Collections Task Force may submit recommendations for the accessioning of objects into the permanent collection to the Commission for consideration. Recommendations should also be sent to the Collections Committee for review, when feasible, so that they may advise the staff or Commission on any possible concerns. The Executive Director or Collections Committee Chairperson will recommend potential acquisitions to the Commission for final approval.

Once an object is accessioned into the permanent collection, it becomes the exclusive property of CHM and may be exhibited, loaned, retained, or disposed of in the best interest of the organization and the public it serves. All CHM sites are subject to the same policies and procedures for acquiring objects into the collection.

The following criteria are paramount in the decision making process when considering an object for the permanent collection as they necessitate ongoing expenses to ensure their long-term preservation.

Acquisitions being considered for the permanent collections should:

1. Be relevant to the Museums’ mission and scope of collecting with significant historic, scientific, or artistic merit.
2. Ideally be of the highest physical quality
3. Must not pose a hazard to the staff, the public or the rest of the collection.
4. The Museums must be capable of caring for the objects according to AAM standards.
5. Be able to ensure legal transfer of title of all acquisitions to CHM and avoid acquiring objects that may have an unethical history of ownership. *CHM will determine the provenance for potential acquisitions by requesting information from donors or vendors concerning the item(s) history of ownership.*
6. Be able to acquire full copyright for appropriate items.
B. Methods of Acquisition

Objects may be acquired for the permanent or library collections through several means.

i. Donation and Bequest

CHM will not accept donated or bequeathed materials with restrictions that would prevent effective research, normal exhibition use, loan, or disposal in accordance with this document. Nor will potential acquisitions that require items be on permanent or long term exhibition be accepted. Objects will not be accepted for exclusive use at any CHM site. Offered gifts will be declined from artists, dealers, or related parties to the gift if it is deemed the intention of the donation is to foster an individual’s career or increase the value of similar works.

Bequests to CHM may be accepted in whole or in part. Donors considering the bequest of objects to CHM should discuss the intended gift in advance with the appropriate staff member. If accepted, items bequeathed to the organization may become a part of the organization’s permanent collection or may be considered for use in its education and living history collection. The use of the bequest will be determined by an appropriate staff member.

Any exception to this policy requires review of the terms by the Collections Committee and submission by the Executive Director for final approval by the Commission. Any accepted restrictions must be clearly specified and documented on the Gift Agreement and signed by the appropriate representatives of CHM and the donor.

*Gifts to CHM are tax deductible in accordance with state and federal tax laws.*

ii. Purchases

When possible, CHM will allocate funds in its operating budget for acquiring new acquisitions. Purchases must be preapproved by the Executive Director and once acquired items will be submitted by the Executive Director to the Commission for final approval. Purchases not approved for accessioning will become a part of the education collection.

iii. Field Collecting

Field collections include activities by the curator of natural history and any persons working with the curator for the express purpose of collecting specimens from a specific area within a specific period to add to the CHM’s
natural history collection. Field collections also include the opportunistic acquisition of specimens found dead, including, but not limited to, mammals killed by motor vehicles, birds that fly into windows or other structures, small animals killed by pets, or other salvaged specimens. In all cases, the CHM will maintain up-to-date permits from local, state, and federal authorities as required by law to conduct all field collecting and salvage activities in a legal and ethical manner.

iv. Archaeological Excavation

Excavations taking place on CHM property will be directed by a registered professional archaeologist and will be conducted in accordance with applicable laws and guidelines for protecting material culture. Objects unearthed on CHM property remain the property of CHM and become a part of its permanent collection. Strict records on the provenance and excavation findings will be maintained as part of the collections records.

v. Transfers and Exchanges

CHM may obtain objects through transfer or exchange with another institution. An exchange takes place when two organizations agree to trade materials of equal value. Exchanges are recorded with appropriate documentation recording the transaction and transfer of legal title.

When an exchange takes place, the object(s) being considered for exchange from the CHM collection must follow the deaccession process. All incoming exchanges should follow the same procedures for accession as donations and bequests and must be submitted by the Executive Director to the Commission for final approval. All transferred items to CHM should be without restriction and the copyright transferred when applicable.

vi. Abandoned Property

Abandoned property, as defined by the South Carolina Abandoned Cultural property Law, is “property deposited with a nonprofit organization” which “the original lender or his heirs or assigns have not contacted the nonprofit organization for at least ten years after the date of acquisition, if the loan was for an indefinite or indeterminate period, and for at least ten years after the date upon which a loan for a definite duration expired.”

Objects meeting this definition are considered abandoned property and in order for CHM to gain legal title to this property they must follow the procedures set for in the South Carolina Abandoned Cultural Property Law. (See Appendix III)
C. Documentation

Responsible management of the CHM collections requires the timely creation and maintenance of detailed documentation related to all collections objects. This includes but is not limited to current inventories, records related to the acquisition and accession of objects, provenance information, and deaccessions.

Upon the acceptance or denial of a new acquisition into the CHM collections, the donor will be contacted by letter to inform them of the Commission’s decision. Letters of acceptance will clearly indicate which part of CHM’s collection the donation will be designated to (permanent, education, or library) and will include a donor acknowledgement form and questionnaire.

A signed gift agreement must be completed to conclude the legal transfer of title for a donation to CHM. The agreement should clearly state which collection the donation will be designated to and include the signature of the donor or donor’s representative. The completed agreement requires two distinct signatures by authorized CHM staff to finalize the title transfer. Once approved and all signatures have been added to the gift agreement, a copy will then be sent to the donor for their records.

Items purchased for the collection must include an invoice or bill of sale marked as “PAID” to serve as transfer of ownership for purchased items.

All accessioned objects will be assigned a distinctive accession number to include the year of accession and a number designating the acquisition’s order of acceptance, be identified, catalogued and preserved according to AAM standards. All correspondence, documentation of title transfer, research reports, donor or vendor information, a signed Recommendation for Accession form showing approval by the CHC, and other documents relating to an acquisition will be filed as part of the collection’s records. Collections records shall be filed in a secure location and will be maintained by the appropriate Collections staff members.

The collections management database system, which contains donor information, photographic records and other pertinent information for cataloging objects in the permanent collection, will be maintained along with the paper records. The database is backed up daily and stored off-site.
D. Undocumented Objects and FIC²

Objects discovered in the collection without clear identification to document where the item came from may occasionally be discovered, these items are called **undocumented objects**. When such items are discovered, collections staff will make every effort to reconcile undocumented objects with the appropriate paperwork linking them to the permanent collection or objects on loan with CHM. If such objects cannot be reconciled, they will be documented as **found-in collection (FIC)**.

Undocumented and found-in-collection objects are considered the property of CHM. Upon discovery, undocumented objects will be tracked and documented, and may be used in the same manner as objects in the permanent collection. If documentation is discovered for the undocumented object, it will revert to its original accession number or, if determined to be a loan or temporary custody item returned to the original owner.

If no documentation is found, the FIC may be accessioned into the permanent collection in accordance with CHM accession policy and procedures, and must remain in CHM’s possession for a minimum of two years before it may be considered for deaccessioning. Accessioned FIC objects will be given accession numbers that include the year of accession followed by a 500 number to distinguish the object’s status from other acquisitions (i.e. 2013.501).

An FIC that is not accessioned into the permanent collection must also be retained for two years before it may be disposed of by following the deaccession policy, set forth in this document. Proof that an object has been in CHM’s possession for a minimum of two years may be established through an object’s recorded presence in inventories or other dated documentation that clearly identifies the object in question.

If, at any time, the original documentation for an accessioned FIC is found, the object will revert to its original accession number and the FIC number will be retired and noted in the accession file.

Should a claim be made on an undocumented object or FIC object, either accessioned into the collection or disposed of, the Commission will decide if the claim should be accepted or if the claim should be fought upon recommendation of the professional staff and review by the committee. Legal advice should be sought where appropriate.

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E. Appraisals

Representatives of CHM and the Commission will not appraise or estimate the value of objects for donors, institutions or members of the public. Upon request CHM will provide the names of at least three appraisal services but does not endorse the service providers. Furthermore, CHM staff and the Commission will not provide public statements about the monetary value of any object in the permanent collection.

It is the responsibility of the donor to acquire an appraisal of offered gifts for tax deduction purposes. Donors are encouraged to acquire an appraisal of gifts prior to donation. However, donated objects will be made available for examination by the donor’s appraiser through an arranged appointment when necessary. Copies of completed appraisals should be given to CHM for its records.

Members of the Collections Task Force may assign estimated values for objects in the collection for internal purposes, loan agreements, or insurance coverage. In-house valuations by staff must be disclosed as such and should not be considered an appraisal of the item.

VI. Deaccession

It is the intent of CHM that objects in the permanent collections be retained as long as they are known to be authentic, relevant to the mission and programs of CHM, and are not broken, damaged, or deteriorated beyond repair; and as long as they can be properly and safely stored, preserved, and used.

However, change in the CHM mission and the organization’s collecting needs may require that inappropriate items be removed in order to improve the quality of care and quality of the objects that support the mission. Recommendations for deaccession should be made only after deliberate and scrupulous examination of the object’s condition, history, and application to the mission.

The Recommendation for Deaccession form will be completed for all permanent collections objects slated for deaccession and must include the means of disposition. The form must be filled out by a member of the Collections Task Force and it should be supported by the Executive Director when submitted for consideration. Proposed deaccessions will be presented to the Collections Committee for their input on possible public reaction and Committee support. Final approval for all deaccessions is made by the Commission upon support and submission by the Executive Director, with the recommendation of CHM Collections staff and the advisement of the Collections Committee during a public meeting. The approval or support of the Collections Committee while desirable is not required to present potential items for deaccession to the Commission for consideration.
Exceptions may be made to this policy in emergency situations in which the safety of the collections, staff or public is at risk. In such cases, the appropriate staff member is expected to act quickly to eliminate the risk, and submit a deaccessioning request and report documenting the need for such action to be submitted by the Executive Director to the Commission at its next meeting.

A. Criteria for Deaccession

Before an object can be considered for deaccessioning, it must first have been in the collection for a minimum of two years, have not been exhibit for at least two years, and fit into one or more of the following categories:

1. Objects do not meet the mission of the organization.
2. Objects are improperly accessioned or acquired, such as an item acquired for other purposes and mistakenly accessioned.
3. Items represent an unnecessary duplicate of another item in the collection.
4. Objects have deteriorated to the point that they are useless for exhibit or study and are not cost-effective to restore.
5. Objects are impossible to safely store or exhibit.
6. Forgeries, fakes, and objects acquired on the basis of false information.
7. Replaceable objects are needed for destructive analysis, where such analysis is deemed of greater public benefit than preservation of the objects.
8. Objects pose a hazard to other objects or to human health.

B. Means of Disposition

1. Education or Living History Collections - Objects that meet the criteria for deaccession may be deaccessioned for in-house use in demonstrations, research, or display. Items utilized in these circumstances will be subject to physical deterioration or destruction over time.
2. Transfer or Exchange - Deaccessioned objects may be transferred or exchanged with other institutions or agencies with a legal change of ownership. Exchanges must support CHM’s mission and collecting goals.
3. Repatriation – In accordance with NAGPRA, objects of religious or cultural sensitivity will be repatriated to the appropriate indigenous population. See Appendix III Applicable Legal Regulations
4. Public Auction - All options for transfer, exchange, or internal use will be exhausted before deaccessions may be disposed of via means of public auction. Deaccessioned objects may not be sold in CHM stores or privately. There may be no direct link between a sale and subsequent purchase; collection objects may not be deaccessioned solely for purchasing other objects.
5. Physical Destruction- Objects in irreparable condition, deemed a physical threat to the collection, or the staff will be destroyed in an appropriate manner.

If there are restrictions on the disposal of an item, CHM will make a good faith effort to comply with the restriction. In cases where restrictions are beyond the scope of CHM compliance, the donor or the donor’s heirs should be contacted in order to attempt to modify the restriction. If neither the donor nor heirs can be located or identified, CHM should seek legal advisement on how best to proceed.

York County council members, commissioners and staff of CHM, museum volunteers, their immediate families, and any other individuals in a position to influence decisions within the organization are restricted from acquiring any deaccessioned object through trade, transfer or sale.

C. Documentation

All acts of deaccessioning will be recorded in the minutes of the Commission’s meetings and kept on file with the permanent collection records. Written records documenting all steps in the deaccession process must be kept by the appropriate Collections staff member and should include a signed Recommendation for Deaccession form showing approval by the CHC. Written records, photographs, and Past Perfect database files on deaccessioned objects shall be retained and may be distributed in response to an appropriate inquiry.

D. Use of Proceeds

If deaccessioned objects are sold, the income will be placed in a special account to be used for the purchase of objects for the collections, or for the direct care of the collections.

VII. Education and Living History Collection

Objects that do not meet the collecting needs of CHM or not deemed appropriate for acquisition to the permanent collection may be accepted for use in the education and living history collection. Donors must be advised on the decision to include offered gifts into this collection and must complete a gift agreement to transfer legal title to CHM with the approval of the Executive Director. As education and living history items are not a part of the permanent collection, they do not require approval of the Commission. Upon transfer of title, objects in this collection will be assigned a unique numbering system, beginning with ED, for tracking under the supervision of the Collections Manager.
The Education and Living History Collection is utilized to support CHM programming and may be used both on-site and off-site, and handled by program staff or participants. Given the use of this collection, these objects, though maintained, will be subject to physical deterioration or destruction over time. Objects in this collection are not subject to the deaccession process and may be disposed of as deemed appropriate. Generally, items acquired for education or exhibition purposes will be housed away from the permanent collection.

VIII. Loans

Since the Commission cannot hope to acquire title to all the objects it needs to communicate and preserve the natural and cultural histories of the Carolina Piedmont, it will borrow necessary objects from other institutions and from private individuals. In addition, it will accept, for a limited time, custody of objects belonging to others for the purpose of exhibition, examination, authentication and research. The Commission also recognizes that it owns objects that can benefit the programs of other museums. It therefore will lend objects to other museums when the conditions set forth in this policy can be met. The appropriate collections staff member shall keep a complete record of all loan transactions.

A. Incoming

CHM will borrow objects only for specific purposes of exhibition, programming, or research. CHM accepts loans for up to one year, lending terms shall be listed on the loan agreement, with provisions for annual renewals for the length of the intended purpose of the loan. It will accept no "permanent" or "indefinite" loans as this obligates CHM to insure and preserve the objects for the owner, duties that do not correlate with the purpose or responsibilities of the organization.

CHM shall not accept on loan any object which it has reason to believe was obtained illegally or unethically by the lender. CHM also shall not accept loans with proposed restrictions that conflict with CHM policies, procedures, and organizational values. Lastly, objects on loan to CHM are given the same care and security as items in its permanent collection. In respect to this, CHM will not borrow objects for which it cannot maintain the same standards afforded to its own collection.

i. Documentation

CHM shall document all borrowed objects fully. This documentation shall include:

a. A written loan agreement with the lender establishing the conditions of the loan. Any special conditions, requests, or restrictions must be approved by CHM and the lender in advance and documented on the loan agreement.
b. A thorough description of the object, including the identifying number of its institution and the CHM assigned loan number and a photograph if possible.
c. A condition report made when the object is accepted and another when it is returned.
d. Complete contact information for the lender and for any other individuals authorized to reclaim objects.
e. An insurance value as provided for in the conditions of the loan.

At the termination of a loan, all objects listed on the loan agreement will be returned to the lender unless prior written authorization is received approving delivery to another party. It is the responsibility of the lender to inform CHM of any changes to their address or ownership changes during the period of the loan.

CHM will utilize the South Carolina Abandoned Property Law, as needed, to address abandoned or unclaimed loans. (See Appendix III)

B. Outgoing

The Commission will lend objects from its permanent collections for exhibit, educational, conservation, or research purposes to accredited institutions or other education-based institutions to further its mission to preserve and communicate the natural and cultural histories of the Carolina Piedmont. At no time will any object or item that is part of the CHM collections, or under CHM’s guardianship, be loaned for personal or commercial purposes. Outgoing loans may not be lent by borrowers to another individual or institution. If the borrower wishes to transfer loaned materials, CHM must execute a new loan agreement with the third party.

Requests to borrow objects in the CHM collection should be made either to a member of the CHM collections staff or to the Executive Director. Prospective museum borrowers are required to provide an AAM Standard Facility Report to demonstrate their ability to meet CHM’s standards of display, security and environments. Non-museum educational or cultural organizations must certify to CHM that they are able to provide professional museum quality care and security for loaned objects before a loan will be approved. The Executive Director may deny a loan based on the best interest of CHM.

Outgoing loans require recommendations by the appropriate collections staff member and final approval of the Executive Director. Requests are evaluated on a case-by-case basis. If it is determined that an object is too rare, important, or too fragile to be exposed to risk, the loan will not be approved.

CHM lends objects for up to one year; lending terms shall be listed on the loan agreement. Loan extension requests must be received by CHM at least one month prior to the original termination date listed on the signed loan agreement.
agreement. Renewal will require the recommendation of the appropriate collections staff member and final approval of the Executive Director.

i. Documentation

CHM shall document all outgoing loans by:

a. Outgoing loans will be documented by a loan agreement, and are subject to the conditions stated on the reverse of the form. Any special conditions, requests, or restrictions must be approved by CHM and the borrower in advance and documented on the loan agreement.
b. A condition report will be made before the object is loaned and once it is returned.
c. Complete contact information for the borrower and for any other individuals authorized to reclaim objects must be provided.
d. A current certificate of insurance must be issued to CHM prior to shipment of the object(s).

IX. Temporary Custody

Objects may be accepted into temporary custody only by the Executive Director and approved staff for a period not to exceed six months, for the purpose of identification, research, or for consideration as an acquisition or loan. Objects placed into temporary custody do not represent a transfer of legal title to or formal loan with CHM.

The only situation that non-approved staff is allowed to accept a donation is if the object in question is a dead animal carcass, in good condition. If a donor brings in a dead animal carcass to donate and the Curator of Natural History is unavailable, the specimen should be accepted and immediately placed in one of the Natural History freezers until staff is able to review the specimen. It is important to note that if a specimen is brought in, it will be recorded as Field Collection due to the lack of ownership any person has over a wild animal. CHM maintains the proper permits in order to have possession of such animals.

The deposit will be recorded on a form in which the object is described and in which the contact information for the depositor appears and requires that an authorized CHM representative and the owner or owner’s representative sign the receipt in agreement to the terms of the temporary custody. CHM does not insure objects it holds in temporary custody and is not liable for loss or damage to objects while on deposit with the organization.

If at the end of the six months the object(s) has/have not been claimed, CHM will attempt to notify the owner. If after ninety days from the six month deadline the
object(s) has/have not been claimed, the CHM may dispose, transfer or keep the deposited materials, as it deems appropriate. York County council members, commissioners and staff of CHM, museum volunteers, their immediate families, and any other individuals in a position to influence decisions within the organization are restricted from acquiring any disposed of object.

X. Care

The Culture & Heritage Museums ensures the long-term preservation of its permanent collections by following, as consistently as possible, the best professional standards of care and treatment of objects regardless of individual significance. It is the responsibility of the Commission to ensure the guidelines in this section are carried out.

A. Environment

Environmental conditions play one of the biggest roles in extending the preservation rate of any object in the collection, be it during exhibition or in storage. Ideally, CHM would not expose, store or display objects to less than standard preservation conditions and will make every effort possible to preserve items appropriately. Collections staff, working with all of CHM staff, will monitor all areas that affect the environmental conditions in which objects are kept. This includes lighting levels, temperature and relative humidity, cleanliness, pests, and security.

As many of CHM’s buildings are older or historic structures, there are challenges in monitoring the varying environments within its facilities. CHM will work diligently to prevent any issues from arising and strive, to the best of its ability, to mitigate any potential issues should they arise. Collections staff will clean collections storage and exhibition locations on a scheduled rotation. In addition, these areas will be monitored to track the temperature and relative humidity levels as well as pest activities.

B. Handling

Collections should be handled as little as possible, using accepted museum procedures as established for each collection. The Collections Manager, Director of Archives, and curator(s) will ensure all other staff, interns and volunteers, and temporary personnel are trained in the proper techniques to handle an object. Only trained personnel will be allowed to handle objects in the permanent collection.

C. Inventory
Inventories allow staff to ensure accurate recordkeeping of storage locations, identify conservation and storage needs, note any lost or missing objects, and better document objects as needed. Any changes or inaccuracies discovered during inventory should be noted and stated in the records and further investigation of the issue should take place as needed.

Collections staff will conduct a full inventory of each permanent collection every 7-10 years. The inventory will include objects in storage, on display, and objects on loan. Spot-check inventories will be carried out on a monthly basis, rotating storage locations and collections areas throughout the CHM system. During a spot-check inventory a percentage of the collection in the rotation areas will be randomly selected for examination.

D. Exhibition

Exhibition spaces will be maintained to the best preservation standards possible for each facility. Exhibits and collections staff will regularly examine museum displays to ensure exhibits are clean, orderly, and properly lighted.

Objects considered for exhibition should be evaluated for any conservation issues, which combined with exposure to the agents of deterioration, may negatively affect their preservation rate. Once an object is removed from exhibition it should be given a minimum of three years of “rest” within secure and environmentally controlled collections storage.

Travelling exhibits are managed in accordance with contractual agreements and applicable loan policy. Exhibits staff will coordinate the shipping, packing, and installation of exhibits and will work with collections staff to ensure that the condition of objects in travelling exhibits are documented upon arrival to and before departure from CHM. Exhibits will be monitored and undergo maintenance and environmental monitoring as necessary. Security and educational monitors will be supplied when required.

E. Conservation

The Collections staff is responsible for monitoring the conservation needs of the collection. If conservation work is urgently needed, then CHM will arrange to have such work performed on a contractual basis. Minor conservation work may be done by collections staff, within the limits of their knowledge and training. All conservation work should be thoroughly documented on the appropriate forms and, whenever possible, before and after photographs should be taken. Treatments, where possible, should be reversible and distinguishable from the materials of the object. Conservators and designated contractors will never knowingly alter the integrity of the object.
F. Condition Reports

Condition reports will be completed at the time of an object’s accession into the collection and should include a detailed description of the object, measurements, condition and any recommendations for conservation. Condition reports will also be completed for objects slated for exhibition both before and after display as well as incoming and outgoing loans to monitor for any change in condition. Reports will be generated for an object at any point when a change in condition is noted such as during inventory or handling.

XI. Insurance

The Culture & Heritage Museums, through the York County Risk Management Department, maintains Inland Marine insurance coverage for its collections in case of possible damage or loss. Collections materials are insured while in storage, in transit, and on exhibition at any of the CHM sites or while on loan to other institutions. The insurance policy is reviewed annually by CHM and the Risk Management Department.

Objects on loan to CHM are covered under CHM’s insurance policy as per the terms of the incoming loan agreement. Object lenders may request a Certificate of Insurance from CHM. Objects deposited with CHM for temporary custody will not be insured.

XII. Collections Access and Security

A. Staff Access

The CHM strives to attain the recommended security measures for protecting collections as established by ASIS International and the American Alliance of Museums. ³ ⁴

Unrestricted access to the collections and collections records is limited to the Executive Director, Collections Manager, Director of Archives, and Curator(s). All persons listed above, regardless of position or title, must have appropriate training in accessing and proper handling of collections. Other staff members must receive permission from the appropriate collections staff member in order to gain access to the collections and may need to be escorted. Operations staff and contract personnel such as repair crews and pest control technicians must be escorted by

appropriate collections, archives, or curatorial staff in secured collections storage areas to ensure the safety and security of the items.

In cases of emergency or imminent danger to the collections, operations staff have the right to access secured collections storage to address the situation. Collections staff should be notified of the event and access immediately. Emergencies include, but are not limited to, smoke, fire, flood, theft, and man-made or natural disasters.

B. Public Access

The Culture & Heritage Museums’ primary outlet to provide public access to the collection is through its exhibits and education programs. The collection and corresponding records may also be made available to the public for study by legitimate researchers. CHM reserves the right to limit access to the records and collections to those performing scholarly, journalistic, or legal research; it is under no obligation to use staff time and working space to facilitate casual or random inquiries.

Requests for access to the collection or collection records should be made through the Natural History Curator, Director of Archives, or the Collections Manager. Approval of a request will be made on a case-by-case basis and will depend on staff schedules, and object and record restrictions. The Collections Manager or appropriate collections staff member will maintain records of access and requests for access to the collection.

Granted access will be subject to restrictions necessary to protect the collections; to the limitations of open hours, working space, and staff time; and to the needs of exhibition. Researchers will also be supervised and monitored at all times by collections staff. CHM also reserves the right to restrict the use of photography and other means of duplication of an object in the collection. All reproductions for publication are subject to the CHM Rights and Reproductions policy.
Appendix I  CHM Code of Ethics  (approved February 2015)

The Culture & Heritage Museums (CHM) is a family of museums in York County, SC, which includes Historic Brattonsville, the McCelvey Center, the Museum of York County and the Main Street Children's Museum. The Culture & Heritage Museums work together to create a comprehensive system of linked cultural, historical and natural heritage attractions to serve the citizens of the county and the general public.

Guiding Principles: CHM’s Code of Ethics is guided by its organizational mission, vision, and values. By implementing these principles, our primary goal is to instill and maintain public trust and to ensure that we serve their needs above our own.

Mission: To communicate and preserve the natural and cultural histories of the Carolina Piedmont, inspiring a lifetime of learning.

Vision: To create a community that greatly values natural, historic, and cultural resources.

Values:
1. Authenticity: We ensure that the knowledge that we share is accurate and supported through credible documentation or eyewitness accounts.
2. Professionalism: We adhere to best practices of the museum field in the care of resources under our stewardship.
3. Meaningful visitor experiences: We strive to create memorable experiences enabling those we serve to walk away from our museums not only with new information but with inspiration that they will carry with them throughout their lives.
4. Respect for those we represent: As a cultural museum we tell the story of people from various backgrounds and life experiences both past and present. We have an obligation to tell their stories in a fair and balanced manner that fosters greater understanding of their unique perspectives.
5. Respect for our natural world: As a natural history museum we have a responsibility to show respect for the natural world and to lead by example.
6. Transparency: We ensure our organizational meetings, documents, and records beyond those that pertain to our legal requirements or breach the trust of our donors are available to the public.
7. Stewardship: We recognize that all of our assets are held on behalf of the public good and that it is our responsibility to ensure that they are used wisely.
8. Donor Rights: We believe all donors should be valued and informed. Promises should be delivered and expectations of confidentiality should be met to the fullest extent of the law.

Ethical Duties: The following set of ethical guidelines is tailored to the museum field in general and to the CHM specifically. Please take the time to review this document. Upon completion of this process you will be asked to give your signature attesting to the fact that you have read,
understand, and subscribe to this ethics policy and will incorporate its principles into all aspects of your professional life with the CHM.

Governance: The Culture and Heritage Commission comprises seven Commissioners who are appointed by the York County Council and who volunteer their time, expertise and energy to guide this organization. The Commission carries out its governance responsibilities through an Executive Director, hired to manage the operations of CHM and its professional staff. The Commission holds legal and fiduciary responsibility for the protection and enrichment of CHM’s collections and related documentation and is the authority to approve acquisitions and deaccessions for CHM. As appointees of elected officials, the Commissioners are required to comply with all state laws applicable to appointed officials including filing an annual report with the State Ethics Commission.

Conflict of Interest: In accordance with County policy, employees are required by state law to remove themselves from possible conflict of interest actions or decisions (YC Policy p. 18). It is the policy of York County that outside employment may not conflict or adversely affect an employee’s work with the County. An employee currently engaged in or considering outside employment must report such activity or interest in writing to their department head and may not continue or begin such employment without the department head’s approval (YC Policy p. 18). In addition to their Annual Report to the State Ethics Commission, Commissioners are required to disclose any potential conflict of interest to the Commission as a whole. If the Commission determines a conflict exists, that commissioner may not participate in action or discussion of matters directly related to the conflict.

Gifts and Gratuities: The acceptance of money, gifts, favors or other items of value by an employee from any citizen, personnel or firm engaged either directly or indirectly in business with the county/museum is strictly forbidden (YC Policy p. 17).

Use of CHM/County Property: Staff members are prohibited from using any collections, resources, property, or materials of the CHM or York County for any use other than that of official business (YC Policy, Rules of Conduct, p. 12).

Collections: The Culture & Heritage Museums collects and preserves objects and archival materials that are pertinent for communicating the natural and cultural histories of York County and the Carolina Piedmont so that it may serve the citizens of the county and the public. The CHM Collections Management Policy establishes the professional and ethical practices that guide how the organization acquires, preserves, uses, deaccessions, and manages the Museums’ collections. When acquiring new items for the permanent, library or education and living history collections, CHM adheres to this policy and legal regulations regarding the protection of natural and cultural properties as recommended by AAM and the Society for the Preservation of Natural History Collections.

Acquisitions considered for the permanent collections must be relevant to the Museums’ mission, be of stable physical quality, be free of any unethical history of ownership, and must not pose a hazard to the staff, the public or the rest of the collection. Additionally, the Museums must be capable of professionally caring for the objects, be able to ensure legal transfer of title of all acquisitions to CHM, and where applicable be able to acquire full copyright for appropriate items.
It is the intent of the CHM that objects in the permanent collections be retained as long as they are known to be authentic, relevant to the mission and programs of CHM, and are not broken, damaged, or deteriorated beyond repair, and as long as they can be properly and safely stored, preserved, and used. However, should these circumstances change; an item may be recommended for deaccession after deliberate and scrupulous examination of the object’s condition, history, and application to the mission.

Commissioners and staff of the CHM, museum volunteers, and their immediate families are restricted from acquiring any deaccessioned object through trade, transfer or sale. If deaccessioned objects are sold, the income will be placed in a special account to be used for the purchase of objects for the collections, or for the direct care of the collections.

Representatives of CHM and the Commission will not appraise or estimate the value of objects for donors, institutions or members of the public. Furthermore, CHM staff and the Commission will not provide public statements about the monetary value of any object in the permanent collection. No CHM staff member, Commission member or volunteer may directly compete with the institution in any personal collecting activity. Additionally, none of the above mentioned individuals may use his/her museum affiliation to promote personal gain through the buying and selling of objects similar to or related to objects collected by CHM for profit.

Museum Management Practices: The Culture & Heritage Commission and Museums will follow professional standards, ethics, York County policies and procedures, and applicable laws in the management of CHM resources, which include but are not limited to fundraising, commercial enterprises, the creation of scholarly material, professional relationships and personnel practices. York County is an Equal Opportunity Employer; all employment policies and practices are carried out without regard to race, sex, religion, color, political affiliation, national origin, age or physical disability (YC Policy, p. 7). Each museum employee has been hired by the CHM due to his/her ability to carry out duties deemed necessary for the fulfillment of the organization’s mission. They are chosen over other candidates because they possess a set of professional as well as personal traits that set them apart.

CHM staff and Commissioners will perform their duties professionally with coworkers, management, volunteers, Commission members and visitors. In addition, while outside of the museum environment, all agents of CHM are held accountable for the ways they represent, whether officially or not, the organization and the County within the larger community.

Commissioners, staff and volunteers involved in the soliciting of funds, gifts-in-kind or other contributions on behalf of CHM must do so with honesty as to the need for such donations and in turn once received only use them for the donor’s intended purpose(s). Gifts should be solicited without the promise of opportunities or advantages not offered to all donors by previously defined guidelines. Commissioners, staff and volunteers should hold confidential and leave intact all lists, records, and documents compiled and/or acquired in connection with their fundraising efforts.

CHM gift shops, facility rentals, publishing and all other commercial ventures should be in keeping with the institution’s mission. They should be relevant to the collections and to the basic educational purposes of CHM while not compromising the quality of either. In arranging for the manufacture and sale of replicas, reproductions or other commercial products adapted from a collection piece, all aspects of the venture must be carried out in a manner that will not discredit
either the integrity of the organization or the intrinsic value of the original object. Great care must
be taken to permanently identify such items for what they are. Staff must ensure their accuracy and
high quality of manufacture and that they comply with all relevant legislation. Finally, these
products should represent a good value for the consumer’s money.

Staff is encouraged to write and publish both for the institution and on their own. Any and all
materials or items, developed, written, designed, drawn, painted, constructed or installed by staff
while carrying out their responsibilities as employees of CHM are considered to belong to the
institution with CHM retaining all legal rights. Furthermore, CHM is entitled to receive any and all
fees, royalties or honoraria earned in conjunction with any and all said property.

Employees may not duplicate materials developed at CHM by them or any other staff member,
volunteer, contractor, or consultant for the purpose of personal benefit through plagiarism or
resale. County policy prohibits the unauthorized or improper use or disclosure of county records (YC
Policy, p. 12).
Appendix II  Use and Quotation Policy (revised 8/2013)

Permissions to reproduce materials and distribute reproductions are limited to the uses specified in this Use Agreement and the conditions therein as follows:

1. Permission to reproduce is granted for one time, one publication, one edition and in one language. Authorization must be granted by the Culture and Heritage Museums to use or publish by any means any material to which the museum holds copyright or non-exclusive license. To obtain authorization, users will submit a completed Use Agreement to the Culture and Heritage Museums collections and archives. In order to re-use the same materials, users must re-submit a new Use Agreement. Fee for non-commercial use/personal research is $5.00 per image. Fee for commercial use/reproduced for public display is $25.00 per image. Fees subject to change. The Museum reserves the right to assess additional reproduction fees for oversized or large materials.

One-time use fee $_________ per image. Reproduction fee $_________. Total amount due $_________.

2. Users may not alter, distort, or change in any way the text or the image to be used, unless otherwise authorized by the Museum.

3. Researchers are responsible for obtaining permission to publish by any means material held at the Museum but to which the CHM does not hold copyright or non-exclusive license. The Museum is not responsible for any copyright infringement.

4. The user agrees not to further reproduce, sell, share, or give the specified reproduction to another person, company, or institution without written permission of the Culture and Heritage Museums. Where the request is for web use or other electronic distribution, the user agrees to a specific method of deterring third party misuse of the images.

5. Any unauthorized use by any person or entity, for any reason, will render the user responsible and liable to the Museum for appropriate compensation and other costs, regardless of whether the user has profiled or is responsible for such unauthorized use. The Museum may require user to surrender all material containing unauthorized reproductions and the user agrees to surrender such materials upon request.

6. Users will not quote or otherwise reproduce in part or in whole any material, without citing the “Culture & Heritage Museums, York County, SC” and without giving explicit written acknowledgement of the collection from which it was obtained, as designated by the Museum.

Credit as “Image courtesy of ____________ Collection. Culture & Heritage Museums, York County, SC”

7. Users will present to the Culture and Heritage Museums one (1) copy of any publication using materials held by the Museum at no charge or will provide any other proof of appropriate acknowledgement and citation as the museum will designate.

8. Only material that will not be physically damaged by the process of duplication will be copied. The Museum reserves the right to withhold permission for the reproduction of any material involving unusual difficulty or great risk to the original.
9. The Museum reserves the right to refuse reproduction if it feels fulfillment of that order would be in violation of copyright law or other law.

Appendix III Applicable Legal Regulations

- Bald and Golden Eagle Protection Act of 1940
  http://www.fws.gov/midwest/midwestbird/eaglepermits/bagepa.html

- Convention on International Trade in Endangered Species (CITES)
  http://www.cites.org/

- Endangered Species Act of 1973

- Migratory Bird Treaty Act of 1918

- Native American Graves Protection and Repatriation Act (NAGPRA),
  http://www.nps.gov/nagpra/MANDATES/INDEX.HTM

- North Carolina Wildlife Resources Commission
  http://www.ncwildlife.org/

- South Carolina Abandoned Cultural Property Law

- South Carolina Department of Natural Resources
  http://www.dnr.sc.gov/

- State Park Service of the South Carolina Department of Parks, Recreation & Tourism
  https://www.scprt.com/

- U.S. Copyright Law of title 17 of the United States Code
  http://www.copyright.gov/title17/

- York County Ordinance 611. Code 32.40, Section I
Appendix IV Glossary

Accession: The formal act of approving, recording and processing an item into the permanent collection. An item that is permanently accessioned is managed by professional procedures that restrict its use and handling in order to ensure its long-term preservation.

Agents of Deterioration: The primary causes that negatively affect the long-term preservation of an object. The agents include but are not limited to fire, loss, water, physical damage, chemical, biological, light, unsuitable relative humidity, and unsuitable temperature.

Deaccession: The permanent removal of an object from the museum collections. Once an object is accessioned into the museum collection, it can only be removed by following the deaccession process. For an object to be deaccessioned, it must have been formally accessioned into the permanent collection.

Found in Collection (FIC): Undocumented objects in which all attempts were made to reconcile the item with existing records for the permanent collection and loaned objects but for which no evidence was found. An undocumented object becomes a found in collection object once sufficient research has been carried out.

Incoming Loan: An object legally owned by another organization or individual borrowed for the purpose of exhibition, programming, or study. Borrowed items are afforded the same care and security as items in the museum’s permanent collection.

Outgoing Loan: An object owned by the museum loaned for exhibit, educational, conservation, or research purposes to another accredited institutions or other education-based institutions for a specified amount of time. Items are loaned to organizations that are able to meet the institution’s requirements for care and security.

Temporary Custody: Items deposited with the museum for the purpose of identification, research, or for consideration as an acquisition or loan for a short period. Depositing an item into the temporary custody of the museum does not equal a transfer of legal title a formal loan with the museum. Items accepted for temporary custody are not insured and the organization is not liable for loss or damage to objects while on deposit with the organization.

Undocumented Objects: Objects discovered in the museum that resemble those in the organization’s collection with no identification number or information that may link them to documentation explaining their origin.