

Title 16: History, Humanities, and Arts

Part 5: Museum Division

Chapter 1: Collections Management Policy

(Approved by the Board of Trustees on July 22, 1994, and reviewed, revised, and approved on April 22, 2005, January 16, 2009, July 22, 2011, January 18, 2013, April 16, 2021, and April 19, 2024.)

Introduction.

A. Purpose of Collections Management Policy:

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

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

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

As of July 1, 2011, the Museum Division combined the collections of its individual sites to have one comprehensive collection that represents Mississippi history. The Museum Division sites covered under this collections policy are the Eudora Welty House & Garden, Historic Jefferson College, the Manship House Museum, the Mississippi Civil Rights Museum, the Museum of Mississippi History, and the Old Capitol Museum. Any non-archaeological, post-contact ethnological historical items from, or related to, Grand Village of the Natchez Indians and Winterville Mounds are also included in this policy. All excavated collections are maintained by the guidelines set forth in the Archaeology Collection collections policy.

C. Types and Status of Collections:

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

Specific collection categories are defined as follows:

1. Historic Objects Collection:

The historic objects collection consists of those significant objects which directly relate to the purpose of the Museum Division. Objects accessioned into the historic objects collection are cataloged, documented, preserved, and managed

according to prescribed procedures meeting current professional museum standards. This collection is maintained by the director of collections.

2. Prop Collection:

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

D. Scope of Historic Objects Collection:

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

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

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

F. Provision for Review and Revision of Collections Policy:

The collections management policy will be reviewed by the Collections Committee (consisting of the Museum Division director or their designee, director of curatorial services, director of collections, and other staff as appointed) at least every three years and, when necessary, appropriate revisions will be presented to the Board of Trustees for the Board's review and approval. The policy will be filed with the Secretary of State's office.

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

Rule 1.1. Acquisition.

A. Policy:

The Museum Division may acquire objects by donation, by bequest, by purchase, or by transfer. Authority for the acquisition of objects for the historic objects collection is held by the director of collections, director of curatorial services, Museum Division director, or the Department director upon approval of the Collections Committee (consisting of the Museum Division director or their designee, director of curatorial

services, director of collections, and other collections staff as appointed to the committee by the Museum Division director) at its monthly meeting.

New collections staff members appointed to the collections committee must serve six months before they are permitted to vote on acquisitions or other items brought before the Collections Committee.

B. Criteria for Acquisition:

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

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

C. Procedures:

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

review of the object, the Collections Committee will determine whether or not to acquire the object.

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

1. If the object is to be donated, a *Deed of Gift* should be signed by the donor and the director of collections, the director of curatorial services, the Museum Division director, or the Department director. The *Deed of Gift* formally transfers the complete ownership and physical possession of the object to MDAH and shall be legally binding when signed and dated by both parties. A copy of the *Deed of Gift* shall be provided to the donor, and shall be kept on file by the director of collections.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and shall be kept on file by the director of collections.
3. If the object is to be purchased, the Museum Division Collections Committee will review all items available at the monthly committee meeting.

Criteria for determining purchases are as follows:

- a. The artifact is one-of-a-kind, and a comparable artifact is not available,
- b. The artifact is relevant to Mississippi's history and will help interpret the exhibits at MDAH sites,
- c. The price of the artifact is fair market value,
- d. The artifact is in good condition, and immediate conservation/stabilization is not necessary,
- e. Funds are readily available.

All criteria must be met when determining purchases.

Purchases of artifacts must be approved by the Museum Division director. Purchases over \$2000 will receive approval of the Board of Trustees after the purchase. When an artifact is purchased, a copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Museum Division director of collections. Artifacts for the collection may sometimes be purchased by the Foundation for Mississippi History which is the nonprofit, fundraising entity for MDAH. In such cases, Board of Trustees approval is not required. A copy of the invoice shall be kept on file by the Museum Division director of collections.

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

5. If the object is to be transferred from the prop collection to the historic objects collection, appropriate written documentation regarding the object should be provided and shall be kept on file by the director of collections.
6. A duplicate copy of records documenting the Museum Division's legal ownership of objects shall be maintained in the William F. Winter Archives and History Building for security. Records are updated annually by the collections staff.

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

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

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

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

D. Recordkeeping:

1. Historic Objects Collection:

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

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

2. Prop Collection:

Objects acquired for the prop collection (expendable objects not directly related to the Museum Division's purpose, but which contribute to and enhance the visual and

educational impact of exhibits or programs) are inventoried, but not accessioned into the historic objects collection.

Objects in the prop collection may be upgraded to historic objects collection status at the discretion of the Collections Committee. The exhibits staff maintains the prop collection.

E. Exclusions:

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

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

Rule 1.2. Deaccession.

A. Policy:

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

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

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

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

B. Criteria for Deaccession:

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

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

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

C. Procedures:

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

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

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

D. Methods of Disposal:

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

1. Transfer to another more appropriate division of the MDAH.
2. Placement in the prop collection, if appropriate.
3. Donation to an appropriate non-profit museum or scholarly or cultural institution or organization preferably within the state of Mississippi, especially if the object is from the state.
4. Repatriation to the federally recognized Tribe that has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.
5. Restitution of works unlawfully appropriated during the Nazi era in accordance with the American Association of Museums' guidelines concerning the unlawful appropriation of objects during the Nazi era and of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention.
6. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Museum Division.
7. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).
8. Return to the donor if
 - a. It was stipulated by the donor on the MDAH *Contract of Gift Form* previously used by the State Historical Museum [now the Museum of Mississippi History]
 - b. The item was donated by Eudora Welty, LLC, based on the conditions that are printed on the *Deed of Gift from the Eudora Welty, LLC* form.
9. Return to legal owner only if object was donated under false pretenses and claimant
 - a. Presents the Museum Division a clear explanation why the claimant believes they hold title, with supporting evidence
 - b. Presents a notarized statement that they are either the sole party at interest or they are authorized to represent all parties at interest and present supporting proof.

E. Use of Proceeds Derived from Deaccession/Disposal:

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

F. Recordkeeping:

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

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

Rule 1.3. Incoming Loans.

A. Policy:

Authority for incoming loans is shared by the Museum Division director, the director of curatorial services, and the director of collections. The Museum Division may borrow objects from institutions and individuals for specific purposes such as exhibition and/or research. The Museum Division acknowledges and supports the American Association of Museums Guidelines on Exhibiting Borrowed Objects.

Loans of objects from individuals are preferably limited to a time period of two years or less with an option for renewal if agreeable to both parties, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division. Loans of objects from institutions are usually limited to a time period of five years or less, but may, under special circumstances, be loaned for a specified time period of over five years at the recommendation of the Museum Division director and with the approval of the Board of Trustees. To receive such approval, the Museum Division director will provide the Board with written justification for the loan request that considers the following criteria:

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

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

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

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

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

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

1. Care and Preservation:

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

2. Packing and Transportation:

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

3. Insurance:

- a. Unless otherwise noted, the Museum Division will insure borrowed object(s) for the amount specified by the Lender herein which must reflect fair market value. If the Lender fails to indicate an amount, the loaned item is still insured.
- b. In the case of long-term loans, it is the responsibility of the Lender to notify the Museum Division of current insurance valuations.
- c. The amount payable by insurance secured in accordance with this loan agreement is the sole recovery available to the Lender from the Museum Division in the event of loss or damage.

4. Photography and Credit:

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

5. Ownership and/or Address Change:

- a. To help prevent unclaimed loans, the “Lender’s Custodian” contact information must be completed for all loans from individuals. It is the responsibility of the Lender or their agent to notify the Museum Division promptly in writing if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Lender.
- b. The Museum Division assumes no responsibility to search for a Lender (or owner) who cannot be reached at the address of record.

6. Return of Loans:

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

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

B. Procedures:

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

The *Incoming Loan Agreement* outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the Lender. Conditions for Incoming Loan requirements including care and preservation, packing and transportation, insurance, photography and credit, ownership and/or address change, and the return of loans are listed on the reverse side of the *Incoming Loan*

Agreement. Copies of the *Incoming Loan Agreement* and Mississippi's Museum Unclaimed Property Act will be provided to the Lender; *Incoming Loan Agreements* will be kept on file. A condition report on the borrowed object(s) will be prepared by the collections staff; a copy of the condition report will be provided to the Lender if requested. The Museum Division will normally photograph borrowed objects for recordkeeping and security purposes unless instructed by the Lender not to do so.

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

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

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

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

C. Transfer of Loaned Artifact Ownership

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

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

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

Rule 1.4. Objects in Temporary Custody.

A. Policy:

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

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

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

1. Care and Preservation:

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

2. Endorsement:

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

3. Photography:

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

4. Ownership and/or Address Change:

- a. In forwarding imported object(s) for deposit, the Depositor is required to comply with all government regulations. If the Depositor has knowledge of specific conditions governing the object(s), such as copyrights, liens, etc., they should inform the Museum Division thereof.
- b. If there is a change in the identity and/or address of the Depositor or the owner, the Museum Division must be notified promptly in writing.
- c. Object(s) must be claimed on or before the return date noted on the face of the receipt by the Depositor. If one other than the original Depositor claims object(s), the Museum Division reserves the right to request proof of legal authority to receive the material before object(s) will be released.

5. Return of Objects:

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

6. Donation of Objects:

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

B. Procedures:

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

The director of collections, or their designee will be responsible for returning the object(s) to the owner according to the terms of agreement of the custody and for

documenting the return. The collections staff will monitor all temporary custody objects, document the safe return of such objects to owners (unless the object(s) was (were) a proposed acquisition subsequently accepted and accessioned into the collection), and maintain complete, up-to-date records on temporary custody objects filed by the calendar year in which the temporary custody was made.

The Museum Division will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the *Temporary Custody Receipt* and in accordance with Mississippi's Museum Unclaimed Property Act.

According to this law, the Depositor must notify the Museum Division of any change with the object's ownership or in the Depositor's address while the object is in the custody of the Museum Division. If the object(s) is (are) to be returned by mail or other carrier, the object(s) will be shipped to the owner at the Museum Division's expense by restricted certified mail or other means that requires a receipt to be returned to the Museum Division certifying that the package has been received. The Depositor will be sent an outgoing receipt at the time of shipment. Failure to sign and return said receipt shall release the Museum Division from any further liability.

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

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

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

Rule 1.5. Outgoing Loans.

A. Policy:

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

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

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

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

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

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

1. Care and Preservation:

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

2. Packing and Transportation:

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

3. Insurance:

- a. Object(s) shall be insured for the period of this loan for the amount stated in the agreement. Prior to shipment of the object(s), the Borrower shall supply the Museum Division with a *Certificate of*

Insurance or a copy of the policy made out in favor of the Museum Division. If the borrower does not have insurance, the artifact is covered by the MDAH Fine Arts Insurance policy while on loan.

- b. Insurance values may be reviewed periodically, and the Museum Division reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.

4. Photography and Credit:

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

5. Loan Costs:

- a. The Borrower will be responsible for all costs associated with loans from the Museum Division, including but not limited to:
 - i. Packing,
 - ii. Handling,
 - iii. Shipping,
 - iv. Insurance,
 - v. Photography,
 - vi. Courier accompaniment, and
 - vii. Any special crating or framing requirements.
- b. The Museum Division may require advance payment for costs associated with loans from the Museum Division.

6. Return of Loans:

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

7. Borrower Responsibility and Loan Agreement Forms:

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

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

B. Procedures:

Museums seeking to borrow an object(s) must make a request to the director of collections stating the specific object(s), purpose, and time period of the proposed loan, and guaranteeing payment of all costs associated with the loan including packing, shipping, and/or transportation. A General/Standard Facilities Report will be purchased from the American Alliance of Museums by the proposed Borrower, completed, and returned to the director of collections in a timely manner.

The Collections Committee will review the loan request and the completed General/Standard Facilities Report to determine if the proposed Borrower meets professional standards. If professional standards are not met by the proposed Borrower, the director of collections will notify the proposed borrower.

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

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

The *Outgoing Loan Agreement* (or its comparable) will be kept on file by the collections staff, and a copy of the *Outgoing Loan Agreement* will be provided to the borrowing museum.

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

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

Rule 1.6. Documentation of Collections.

A. Policy:

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

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

1. Accession files containing the *Deed of Gift* or other documentation of the Museum Division's legal title to the object and other information pertinent to the acquisition of the object,
2. Re:Discovery Proficio collections management database,
3. *Temporary Custody Receipt* file,
4. *Incoming Loan Agreement* file,
5. *Outgoing Loan Agreement* file,
6. Deaccession file,
7. Accession register or list (tripartite decimal system used)

All information generated on the computer or within the collections management software is backed up daily on the state server by the MDAH Information Systems staff.

All records pertaining to the collections will be properly maintained and securely housed using acid-free folders and other archival materials in the collections office.

On an annual basis, duplicate copies of the following records are maintained in the William F. Winter Archives and History Building for security:

1. Records documenting the Museum's legal ownership of objects (e.g., copies of *Deed of Gift* or other documents)
2. Loan records for active incoming and outgoing loans

B. Procedures:

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

C. Objects Found in Collections:

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

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

1. Presents to the Museum Division a clear explanation why the claimant believes they hold title, with supporting evidence, and
2. Presents a notarized statement from the claimant that they are either the sole party at interest or they are authorized to represent all parties at interest and present supporting proof.

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

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

1. Evidence that the claimant knew, or should have known, that the Museum Division thought it owned the object(s), and that the claimant delayed in bringing their action to the detriment of the Museum Division.
2. Evidence that the claimant "slept on his rights," that is they failed to use due diligence in seeking out their property.
3. Evidence that the Museum Division has publicly displayed the object as its own or otherwise publicized it as such.

In cases where the Museum Division cannot defend its custody of the Object(s)

Found in Collections, the Museum Division shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object(s) to the Museum Division.

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

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

A. Policy:

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

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

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

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

B. Procedures:

A request specifying the objects and records to be examined (and if the researcher wishes to photograph the objects and in what format), the purpose and proposed date of the examination, and the researcher's contact information should be submitted to the director of collections.

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

Normally, examination of collections and collections records by a researcher will take place in the collections office under the supervision of the director of collections or their designee. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the collections storage room, then the director of collections may allow the researcher strictly supervised access to the storage room to examine the specific object.

If more than 5 people are in a group to examine an object in storage, the following conditions must be met:

1. All requests must be approved by the director of curatorial services, or the director of collections.
2. Ideally, no more than 10 visitors will be allowed in collections. If more than 10 visitors are present, 2 or more collections staff members should be present.
3. No more than 10 items will be shown.
4. The tour should last no longer than 1 hour.
5. No bags, purses, or oversized jackets may be brought into the collections storage area.

Unsupervised access to collections storage rooms by persons other than collections staff is not permitted.

C. Access to Obtain Copies of Collection Related Material:

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

D. Reproduction of Artifacts from Collection:

1. Policy:

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

2. Procedure:

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

completed agreeing to the guidelines for reproducing artifacts stipulated by the Museum Division and printed on back of the form.

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

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

E. Photography of Collections:

1. Limitations on Public Photography of Collections:
 - a. No publication or commercial use of photographs taken in the Museum Division's exhibition areas is permitted without the written approval of the Museum Division director.
 - b. Photography in the Museum Division's exhibition areas for personal use is permitted during regular hours of public visitation unless otherwise posted.
 - c. The use of flash units, strobe lights, or other potentially damaging artificial light sources by visitors to photograph the Museum Division's exhibition areas will normally not be permitted.
 - d. In the interest of public safety, the Museum Division may limit or prevent the use of tripods in exhibition areas.
2. Request for Photographs of Collections:
 - a. Requests for obtaining photographs of objects in the Museum Division's collections will be submitted to the collections staff.
 - b. Due to limited staff resources and time, the Museum Division may be unable to immediately fulfill a specific photographic request if there is not already an existing digital image.
 - c. Researchers wishing to photograph objects in the collections with their own photographic equipment may do so.
 - d. Researchers wishing to hire an outside vendor to photograph objects in the collection may do so only with prior Museum Division approval. The Museum Division reserves the right to select the vendor to provide such special photographic services. The researcher must make direct arrangements with the vendor for payment of vendor services.
 - e. If the request is to publish a photograph of an object, then a *Permission to Publish* form stipulating that the photograph will be appropriately credited and that the Museum Division will be provided with a complimentary copy of the publication or other example of the published image must be completed and submitted for approval by the director of collections or the Museum Division director.

- f. Purchase of copyrighted photographic prints or transparencies of Museum Division objects does not convey to the purchaser any rights of copyright. Certain works of art as well as photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Museum Division. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the purchaser.
- g. The Museum Division reserves the right to levy fees for the use of its copyright materials, photographs, and reproductions.
- h. The Museum Division reserves the right to deny a request for photographs of the Museum's collections if fulfilling the request would lead to one or more of the following conditions:
- i. Endanger the physical security of the collections
 - ii. Undermine the intellectual integrity of the collections
 - iii. Pose an excessive administrative burden
 - iv. Violate the terms of a loan
 - v. Infringe on copyrighted material
 - vi. Involve a use for illegal or unethical purposes
 - vii. Violate privacy, publicity, or other personal rights of any party
 - viii. Libel, slander, or cause undue ridicule or embarrassment to any person or organization
 - ix. Imply an institutional endorsement of any product, company, or enterprise.

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

Rule 1.8. Care of Collections.

A. Inventory:

The director of collections with assistance from the collections staff is responsible for maintaining an up-to-date location record for all objects owned and accessioned into the historic objects collection by the Museum Division as well as those objects borrowed by the Museum Division.

The collections staff will complete a comprehensive inventory of the collections every ten years and will complete a spot check inventory on an annual basis.

Inventories will be conducted according to specific procedures outlined in the inventory files.

B. Handling Collections:

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

handling objects are included in the collections management manual maintained by the director of collections.

C. Conservation:

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

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

The director of conservation is responsible for preparing a strategic conservation plan detailing conservation priorities based on the recommendations of surveys of the collection and the building conducted by conservation professionals. The director of conservation will update the strategic plan on an annual basis and submit the plan to the Museum Division director for approval by July 1 and incorporation into the Museum Division's comprehensive strategic plan. Written guidelines for Museum Division staff conservation procedures to be followed in case of emergency are located in the disaster preparedness manual maintained by the director of conservation.

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

Rule 1.9. Risk Management.

A. Policy:

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

B. Procedures:

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

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

C. Insurance:

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

The Museum Division will routinely provide insurance coverage as appropriate for objects borrowed by the Museum Division for exhibition or research (incoming loans).

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

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

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

Rule 1.10. Ethics.

A. Museum Division Code of Ethics:

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

B. Personal Collecting:

1. Staff shall not use their positions to obtain for personal use and benefit items falling within the collecting realm of the Museum Division.
2. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain an interest in a dealership.
3. Staff shall not compete with the Museum Division in any personal collecting activity. If items purchased by a staff member fall within the collecting areas of the museum, they must be offered to the museum within sixty (60) days at the actual cost of the artifact.

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

C. Appraisals:

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

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

Part 5 Chapter 2: Old Capitol Museum Event Rental Policy

(Adopted by the Board of Trustees on June 20, 2006; Amended July 25, 2008, October 16, 2009, January 18, 2013, July 15, 2016, July 20, 2018, January 22, 2021)

Rule 2.1 Event Rental.

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

A. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to rent space in the Old Capitol Museum. The Event Rental Committee—consisting of the museum director, Museum Division events manager, and MDAH sites administrator—must review and approve all requests. Applications should be submitted electronically using the web form on the MDAH website a minimum of sixty (60) calendar days prior to the event. Requests for a shorter timeframe may be denied.

B. Contract /Security Deposit:

Event reservations are confirmed once the signed contract and the security deposit have been received by the Museum Division events manager. The security deposit will be refunded after the event and the rented area is returned to its original state. Contracts are valid for fifteen (15) days after issue date.

C. Rental Fees:

The fee schedule listed on the application has been approved by the MDAH Board of Trustees. Sales tax does apply to all fees. If an organization is exempt from paying sales tax, a copy of the Letter Ruling from the Mississippi Department of Revenue must be submitted with payment (*Miss. Code* §§ 27-65-111). Other state agencies or organizations that are prohibited by state law from paying fees to MDAH are limited to using the facility only during regular weekday operating hours.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. A purchase order is acceptable. **The event reservation will be cancelled if payment is not received by the due date. The User will be notified of the cancellation and the security deposit will not be refunded.**

If the security deposit is paid by credit card, the same card must be used for the rental fee. If the security deposit is paid by check, a credit card may be used for the rental fee. A purchase order is an acceptable form of payment.

D. Cancellation:

If the User sends written notice of cancellation and it is received by the Old Capitol Museum more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. **Cancellations fewer than 30 working days prior to the event will result in the forfeit of all fees paid.**

The Old Capitol Museum reserves the right to cancel an event if the facility is rendered unsuitable due to unforeseen circumstances, and the User will receive a full refund.

E. Public Access:

- a. The Old Capitol Museum is open to the public free of charge.
- b. Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday through Friday.
- c. The Old Capitol Museum is CLOSED on Mondays.
- d. After hour events may be held Tuesday – Friday, 5 – 9 p.m. and on Saturday 9 a.m. – 9 p.m.
- e. The Old Capitol Museum is closed on most state holidays.
- f. The Old Capitol Museum is handicapped accessible. Source: *Miss. Code* §§ 25-659-1, 39-5-1 (1972, as amended).

Rule 2.2 Event Arrangements.

A. Room Selection:

The User may indicate room preference in the application. The room selection will be stated on the contract. Once the contract is signed and returned, the room selection cannot be changed. User shall not exceed maximum occupancy per fire code. Refer to application for maximum

occupancy per area. The Old Capitol Museum reserves the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and contracted services must be approved by the Old Capitol Museum Event Rental Committee. The User must supply a copy of the vendor's articles of incorporation and business permit to the Museum Division events manager prior to the event.

C. Catering:

Food and beverages are allowed for receptions in the Chancery Court and must be prepared by a professional caterer or restaurant. Only with the approval of the Event Rental Committee are food and beverages allowed elsewhere on the first floor of the museum. No food and beverages are allowed in any of the exhibit areas.

Menus must be submitted to the Museum Division events manager and approved at least ten (10) working days prior to event. User must supply any/all necessary utensils, dinnerware, table decorations, service equipment, food, and beverages. The Caterer or User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue's Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining alcohol permit and a copy to the Museum Division events manager prior to the event. Beer and low-alcohol content wines require one type of permit while wines and liquors require a separate permit. Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code §§ 63-3-15, 67-3-25*)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by the Event Rental Committee before an event rental contract will be issued to the User.

The Event Rental Committee or a designee must be present during the event set up.

No changes—such as the movement of exhibits, the opening of blinds and curtains, etc. — may be made to the Old Capitol Museum without approval. If approved, the Event Rental Committee will make the requested adjustment.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the Event Rental Committee ten (10) days prior to the event. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, sparklers, etc.) are not permitted. Battery operated candles are allowed. Glitter is prohibited in any form. Confetti, rose petals, and dry rice are

prohibited. Bubbles, dry ice, and smoke machines may be used outdoors only.

Free-standing signs may be placed in the museum with prior approval of content and location. No decorations or signs may be adhered to walls, doors, exhibits, windows, or any part of the building. Any power cords must be thoroughly taped down with “gaffer” tape provided by the Museum Division events manager.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left behind shall be disposed of at the discretion of the Event Rental Committee.

F. Equipment:

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

Outside rental equipment is permitted. An outside rental fee may be applied. User may bring in other equipment with approval ten working days prior to event by Museum. The Old Capitol Museum is not responsible for any damages to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from the Old Capitol Museum.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the Old Capitol Museum Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing.

H. Parking:

Free parking is located behind the Old Capitol Museum. Handicapped parking is available on the upper level. Any special parking requests, including reserved parking, must be submitted to the Museum Division events manager at least ten (10) working days before the event.

I. Security

After hours events must have security. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Old Capitol Museum. For any events, held before or after hours, it is the responsibility of the User to pay for security.

When an Old Capitol Museum contract for an after hours event is issued, Capitol Police will be copied on the contract. Capitol Police are responsible for invoicing the User and payment will be made directly to the Office of the Capitol Police. **MDAH is prohibited by law to transfer funds to Capitol Police.**

J. Setup & Removal

Users may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event unless other arrangements have been made in advance and approved by the Old Capitol Event Rental Committee. Events starting prior to 9:00 a.m. must be set up the day before, between 4 and 5 p.m. Any use of the building prior to the designated meeting time must be approved. The User and vendors should use the rear

North entrance, unless permission is given to use the front entrance.

K. Damage/Liability Coverage:

The User is responsible for any breakage or damage and associated repair costs to the Old Capitol Museum, its furnishings, or grounds. Old Capitol Museum staff will obtain estimates and supervise all repairs.

Since the Old Capitol Museum is administered by the Mississippi Department of Archives and History, a state agency, the User has liability coverage pursuant to *Miss. Code* §§ 11-46- 1 et seq.

L. Videotaping/ Filming/ Photography:

Videotaping, filming, and/or photography may be made for personal use only.

Any commercial or professional videotaping, filming, and/or photography requires approval by the Museum Division director or the MDAH director. If approved, a Commercial Filming/Photography Contract will be issued to the User and applicable fees will be charged. A complimentary copy of the media or print must be provided to the Old Capitol Museum. Any type of commercial recording of the Old Capitol Museum exhibits, artifacts, and collections is strictly prohibited without a signed Commercial Filming/Photography Contract.

M. Restrictions:

- a. The Old Capitol Museum is a smoke-free facility (*Miss. Code* §§ 29-5-161 (1972, as amended)). No smoking is permitted.
- b. No weapons are allowed in the building.
- c. Only service animals are allowed in the building.
- d. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. The Old Capitol Museum reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by the User or the User's guests as determined by the Old Capitol Museum staff.
- e. In order to prevent the appearance of the Old Capitol Museum endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising starting, "The Old Capitol Museum does not sponsor or endorse this event."
- f. As a state agency (established by *Miss. Code Ann.* § 37-33-153) MDAH is not allowed by law to charge for services (per *Miss. Code Ann.* § 27-104-203) to other state agencies during regular operating hours (per Old Capitol Event Rental Policy 2.1.E). A state agency may hold an event at the museum one (1) time per quarter with a total of four (4) events per agency per year. State agencies using the facility free of charge are limited to one (1) of the following spaces: the classroom or House Chamber. Rooms must stay in original setup.

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

Part 5 Chapter 3: Mississippi Hall of Fame Portrait Guidelines

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

Rule 3.1 Hall of Fame Portrait Guidelines.

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

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

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

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

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

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

Rule 4.1 Hall of Governors Portrait Guidelines.

- A. Since these portraits are accessioned into the collections of the Museum of Mississippi History, the Board of Trustees of the Mississippi Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Hall of Governors.
- B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the State Capitol to view the portraits that presently hang there. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.

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

- I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the State Capitol. In planning the ceremony, the Department will confer with the governor whose portrait is being presented and/or the sponsors of the portrait.
- J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event.
- K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the State Capitol and reserves the right to change the location of portraits in the future if space needs warrant such changes.

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

Part 5 Chapter 5: First Ladies Portrait Policy
(Approved by the Board of Trustees on April 16, 2010)

Rule 5.1.

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

1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
 2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
 3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
 4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
 5. Varnishing—After an appropriate drying period, the painting should be varnished.
- G.** The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other First Ladies portraits. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections. Brass plates identifying the subject are not permitted.
- H.** Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.
- I.** The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the First Ladies Gallery and reserves the right to change the location of portraits in the future if space and exhibit needs warrant such changes.

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

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

(Approved by the Board of Trustees on October 16, 2009 Amended on January 21, 2011; Amended July 31, 2015)

Rule 6.1.

The facility use policy of the Old Capitol Museum states that the premises are not available to private individuals for personal use. Exceptions may be made to allow for bodies to lie in state in the Rotunda only when the written request is made by the governor, lieutenant governor, or House Speaker. Permission may be granted by the president or vice president of the Board of Trustees.

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

Part 5 Chapter 7: Manship House Museum Facility Use Policies

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

Introduction.

A. Primary Use:

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

B. Hours of Operations/Public Access:

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

Rule 7.1 Facility Rental.

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

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

1. Private individuals acting on their own
2. Political candidates, political parties, or political events intended to promote the election of specific candidates

3. Weddings, wedding receptions, debutante balls, and similar events other than those benefiting Museum

B. Application:

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

C. Contract/Reservations:

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

D. Use Fees:

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

E. Cancellation:

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

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

Rule 7.2 Event Arrangements.

A. Events Where Food or Drink is Served:

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

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

B. Decorations:

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

C. Equipment:

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

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

D. Music/Other Entertainment:

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

E. Setup and Removal:

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

F. Parking:

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

G. Security:

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

H. Restroom Facilities:

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

I. Fire/Safety Regulations:

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

J. Videotaping/Filming/Photography:

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

K. Credit Line:

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

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

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

(Approved by the Board of Trustees April 23, 1981; Amended July 12, 1983, May 4, 2001, January 18, 2013, April 17, 2015, and April 16, 2021)

Introduction.

A. Purpose of Collections Policy:

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

B. Statement of Purpose/Mission of the Mansion:

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

Governor's Mansion serves as both the official residence of the Governor and as an historic house museum.

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

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

Rule 8.1. Definitions.

A. Historic Section:

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

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

B. Historic Collection:

The historic collection of the Governor's Mansion consists of those objects which have direct significance to the historic section of the Governor's Mansion. The majority of these objects are on exhibit in the Mansion's historic section. All objects in the historic section are property of the Mississippi Department of Archives and History, with the exception of a twentieth-century Steinway baby grand piano and a tea set belonging to the Department of Finance and Administration. Objects in the historic collection are cataloged, documented, preserved, and managed according to prescribed procedures based on current professional museum standards with the understanding that items are subjected to use and cannot be preserved in the same manner as holdings in Museum Division's Historic Objects collection. It is unlawful to remove any state property under the custody of the curator from the Mansion without authorization of the curator as stipulated by the Mississippi Code 1972, Section 39-5-21. Also, no property on MDAH inventory should be relocated within the Mansion without the approval of the Mansion curator.

C. Scope of Historic Collection:

The scope of the collection of the Mississippi Governor's Mansion shall include furnishings and decorative arts items appropriate for display in the historic section of the Governor's Mansion, typically items dating from the nineteenth and early twentieth century. The collection may also include high quality reproductions, when appropriate.

D. Delegation of Responsibility for Implementation of Collections Policy:

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

E. Provision for Review and Revision of Collections Policy:

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

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

Rule 8.2. Acquisition.

A. Policy for Acquisition:

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

B. Criteria for Acquisition:

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

1. Only those objects that are relevant to and consistent with the purposes and activities of the Mansion's historic section will be accepted. Examples are important and well-documented objects used by Mississippi governors and their families in the Mansion prior to 1909 or appropriate household furnishings and decorative arts objects in the Empire, Rococo Revival, Gothic Revival, or Renaissance Revival styles. If placement cannot be found for these objects in the Mansion's historic section, the Museum Division director may recommend the objects for possible accession in the Museum Division Historic Objects Collection. Objects acquired for placement in the Mansion's historic section must be well-documented nineteenth century objects used in domestic or appropriate reproductions.
2. The Mansion must be able to provide proper care and storage for objects comparable to items already in the historic collection.
3. It is intended that objects in the historic collection shall remain in the collection as long as they retain physical integrity, their authenticity, and their relevance and usefulness for the purposes and activities of the Mansion.

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

C. Procedures for Acquisition:

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

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

3. If the object is to be transferred from another division of the Department of Archives and History, appropriate written documentation regarding the object should be provided by the appropriate Division director or the director's designee and shall be kept on file by the Mansion curator.
4. If the object is to be purchased, the Friends of the Mansion fund may be used to purchase the object. A copy of the invoice as approved and authorized by the Museum Division director should be provided and shall be kept on file by the Mansion curator. All purchases over \$2,000 must receive Board of Trustees approval.
5. A duplicate copy of records documenting the Mansion's legal ownership of objects shall be maintained in the Two Mississippi Museums for security.

D. Recordkeeping for Acquisition:

All objects acquired for the historic collection are cataloged, numbered, and photographed according to professionally accepted standards. Catalog records on the historic collection are maintained by the Mansion curator. Duplicate acquisition and catalog records are maintained in the Two Mississippi Museums for security.

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

Rule 8.3. Removal from Historic Collection.

A. Policy for Removal from Historic Collection:

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

Once the removal request is approved by the Board of Trustees, items on state fixed assets inventory must be removed from inventory according to procedures established by the State Property Office.

B. Criteria for Removal from Historic Collection:

An object recommended for removal from the historic collection must meet at least one of the following criteria:

1. The object has ceased to have relevance and consistency with the Mansion's purposes and activities.
2. The object has deteriorated beyond usefulness.
3. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Mansion staff and/or visitors.

4. The Mansion is unable to continue to provide proper care and storage for the object.
5. The object's care and storage are far more expensive than the value of the object as it relates to the Mansion's purpose and activities.
6. The object has failed to retain its identity or authenticity.
7. The object has been lost or stolen and remains so for ten years or more.
8. The object has been or may be replaced with a similar object of greater significance, quality, and better condition.
9. The object was donated under false pretenses.
10. The object is subject to legal and ethical standards such as the Native American Grave Protection and Repatriation Act.

C. Procedures for Removal from the Historic Collection:

The Mansion curator may recommend to remove an object from the historic collection if, in his/her opinion, and based upon the criteria set forth in the removal policy, the removal of the object is beneficial to proper collections management. A Request to Remove an Object from the Historic Section Form identifying the object, its condition, the reason(s) for removal, the recommended means of disposal, and any other pertinent information necessary for evaluation of the object must be completed by the Mansion curator and approved by the Museum Division director and the Department director. The Request to Remove an Object from the Historic Section Form must then be submitted to the Board of Trustees for review and approval. No object is to be removed from the historic collection unless the Mansion has clear and unrestricted legal title to the object. If there are any questions regarding the title, the Mansion's legal counsel will be consulted. If an object is to be sold, an appraisal of the object's fair market value will be completed by a qualified, objective appraiser. Objects removed from the historic collection will not be sold or given publicly or privately, to any Mansion employees, employees of the Department of Archives and History, members of the Friends of the Mansion board, members of the Board of Trustees, their families, or their representatives. Complete records will be maintained on all objects removed from the historic collection and their subsequent disposition.

D. Methods of Disposal:

An object removed from the historic collection may be disposed of in one of the following methods:

1. Transfer to another more appropriate repository administered by the Department of Archives and History.
2. Transfer ownership to the Department of Finance and Administration and retain at the Governor's Mansion for use during official state functions and facility use events.
3. Donation to an appropriate non-profit museum or a scholarly/cultural institution or

organization, preferably within the state of Mississippi, especially if the object is from the state.

4. Sale at an advertised public auction or in the public marketplace in a manner that complies with state law and that will best protect the interests, objectives, and legal status of the Governor's Mansion and the Mississippi Department of Archives and History.

5. Return to the donor (only if this was stipulated by the donor on the Department of Archives and History Contract of Gift Form used by the Mansion prior to the adoption of the Unconditional Gift Agreement, the form in use since August 1998).

6. Destruction of the object (only if the object has deteriorated beyond usefulness and no other method of disposal is appropriate).

E. Use of Proceeds Derived from Removal from the Historic Collection/Disposal:

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

F. Recordkeeping for Removal from the Historic Collection:

All records of objects removed from the historic collection will be clearly marked as removed and an "Objects Removed from the Historic Collection" file containing a complete record of objects removed from the historic collection and their subsequent disposition will be maintained by the Mansion curator. Duplicate records are maintained in the Two Mississippi Museums for security.

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

Rule 8.4. Incoming Loans.

A. Policy for Incoming Loans:

The Mansion does not accept incoming loans from institutions or individuals due to the extensive facility use that occurs in the historic section. The Mansion may borrow objects from other divisions of the Mississippi Department of Archives and History for temporary exhibit and/or research.

These objects are to be provided with the same professional level of care afforded objects owned by the Mansion. Complete records on all incoming loans are maintained by the Mansion curator.

B. Objects in Temporary Custody as Distinguished from Loans:

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

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

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

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

Rule 8.5. Outgoing Loans.

A. Policy for Outgoing Loans:

The Mansion does not lend objects that are part of the historic collection to institutions or individuals.

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

Rule 8.6. Documentation of Collections.

A. Policy for Documentation:

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

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

1. Accession record book

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

B. Procedures for Documentation:

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

C. Objects Found in Collection:

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

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

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

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

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

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

Found in Collections, the Mansion shall make an effort to obtain ownership by suggesting to the claimant the possibility of formally donating the object to the Mansion.

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

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

A. Policy:

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

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

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

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

B. Procedures:

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

If the request meets with the established access policy of the Mansion, the Mansion curator will schedule an appointment with the researcher and will provide supervised access to the specified objects and records. Access to the collections and the collections records may be limited both by the availability of staff time to provide adequate supervision and by the potential damage to particularly fragile objects from movement and handling during examination.

C. Reproduction of Objects in Collections:

The Mansion reserves all rights for the reproduction of objects in the Mansion collections. No commercial reproduction (replica manufacture of any sort) is permitted without a written agreement approved by the Mansion curator, Museum Division director, and the Board of

Trustees. In general, non-educational or commercial reproductions of objects will not be approved. The Mansion reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

D. Photography of Collections:

1. Limitations on Public Photography:

Limitations on public photography in the historic section are determined by the First Family and Mansion security staff.

2. Request for Photographs of Collections:

Requests for obtaining photographs of objects in the Mansion's collection will be submitted in writing to the Mansion curator. Due to limited staff resources and time, the Mansion may be unable to fulfill a specific photographic request if there is not already an existing image.

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

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

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

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

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

- i. endanger the physical security of the collections,
- ii. undermine the intellectual integrity of the collections,
- iii. pose an excessive administrative burden violate the terms of a loan,
- iv. infringe on copyrighted material,
- v. involve a use for illegal or unethical purposes,

- vi. violate privacy, publicity, or other personal rights of any party,
- vii. libel, slander, or cause undue ridicule or embarrassment to any person or organization
- viii. imply an institutional endorsement of any product, company, or enterprise

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

Rule 8.8. Care of the Collections.

A. Inventory:

The Mansion curator is responsible for maintaining an up-to-date location record for all objects owned by the Mansion as well as those objects borrowed by the Mansion. The Mansion curator will be prepared to complete a comprehensive inventory of the collections at the request of the State Auditor's office.

B. Handling Collections:

The Mansion's historic collection is to be handled only in a manner that enhances its preservation. Excluding the use of furnishings during special events, objects in the historic collection are to be handled only by the Mansion curator or trained Mansion, contractual, or other staff under supervision of the curator. The Mansion curator is responsible for training and supervising any such staff.

C. Conservation:

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

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

Rule 8.9. Risk Management.

A. Policy:

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

B. Procedures:

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

C. Insurance:

The Governor's Mansion historic collection and its building are insured by the State of Mississippi through the Department of Finance and Administration. The state's insurance policy covers the building and its contents (not including artifacts) and has additional fine arts coverage to insure the historic collection (a minimum coverage of \$5M per occurrence).

The Governor's Mansion will not routinely provide insurance coverage for objects or materials left in the custody of the Governor's Mansion for potential acquisition, identification, photography, and/or copying (temporary custody). The Department of Finance and Administration has authority for purchasing and arranging insurance coverage. The curator will be responsible for working directly with the Museum Division director of collections on insurance needs.

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

*Rule 8.10. Ethics.***A. Code of Ethics:**

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

B. Personal Collecting:

1. Staff shall not use his/her position to obtain for personal use and benefit items falling within the collecting realm of the Museum Division.
2. No individual shall be involved in buying and selling historical articles for profit as a dealer, or on behalf of a dealer, or retain an interest in a dealership.
3. Staff shall not compete with the Museum Division in any personal collecting activity. If items purchased by a staff member fall within the collecting areas of the museum, they must be offered to the museum within sixty (6) days at the actual cost of the artifact.
4. Staff shall notify the Museum Division director in writing of all personal collecting and if asked, shall supply an inventory of items in their collection. If a staff member elects to sell an item from his/her personal collection, he/she will be expected first to offer the item to the Museum Division at a fair market price.
5. Staff involved in accepting artifacts and/or the daily activities of the Governor's Mansion (department director, Museum Division director, director of curatorial services, and the Mansion curator shall not acquire personal collections of the same

nature as the Governor's Mansion collection. This policy excludes readily available books and materials relating to Mississippi history.

Collections acquired by staff through gifts, through inheritance, or prior to employment, as well as those not within the mission of the Museum Division, shall be exempt from this policy.

C. Appraisals:

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

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

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

(Approved by the Board of Trustees January 21, 2000; Amended January 18, 2013, April 17, 2015, and June 19, 2020)

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

Rule 9.1 Policy for Reviewing and Permitting Changes to the Governor's Mansion.

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

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

Rule 9.2 Historic Section Guidelines.

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

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

Professional/commercial filming at the Mansion is subject to the terms of the commercial filming agreement approved by the Board of Trustees of the Department of Archives and History.

The entire Mansion is a smoke-free building (both the historic and non-historic sections). Only trained service animals are permitted in the historic section of the Mansion.
Source: *Miss. Code* §§ 39-5-6, 39-5-21, 25-59-1, 39-5-1, 39-7-1 (1972, as amended).

Rule 9.3 Grounds Guidelines.

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

The grounds are maintained by the Office of Capitol Facilities, Mississippi Department of Finance and Administration, and it is this Office that should be contacted for day-to-day requests and needs. Although the design of the grounds may not be altered, there are specified areas within the grounds which may be planted according to the personal desires of the Governor's family. These areas will be indicated to the First Family when the grounds are

toured with the representative(s) of Capitol Facilities. The horticultural feasibility of special planting requests will be determined by Capitol Facilities, but every effort will be made to meet them.

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

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

Pets and their cleanup are the responsibility of the owners or of their designated walkers.

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

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

(Approved by the Board of Trustees May 8, 1998, Amended Jan. 17, 2014, June 19, 2020, and Nov. 14, 2023)

Introduction.

A. Primary Use:

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

The Foundation for Mississippi History (FMH) is a not-for-profit corporation duly existing under the laws of the state of Mississippi, exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended (the “Code”) as an organization described in Section 501(c)(3) of the Code. The FMH’s purpose is to support the mission and goals of the Mississippi Department of Archives and History, an agency of the state of Mississippi, that administers the historic section of the Mississippi Governor’s Mansion.

B. Public Access

1. The Governor’s Mansion is open to the public free of charge for guided tours at the discretion of the First Family.

2. Tours must be scheduled with the Mansion curator at 300 E. Capitol Street, Jackson, MS 39201, or at (601) 359-6421.
3. The Mansion may be closed at times to accommodate functions of state and other events hosted by the governor.
4. Visitors should enter the Mansion grounds from the west gate on N. West Street, where the Capitol Police Officer will request identification.
5. The Governor's Mansion is handicapped-accessible with some limitations.
6. No animals are allowed in the Governor's Mansion at any time, except service animals.
7. The Governor's Mansion is a smoke-free facility.

Rule 10.1 Organizational Use.

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

On occasion, it will be necessary to rearrange scheduling due to emergency use of the Mansion by the governor for official state functions or other important uses. The understanding and flexibility of the affected organization is requested in those infrequent instances of cancellation or postponement of a scheduled function. Requests for use of the Mansion should be made in writing to the Mansion administrator, 300 E. Capitol Street, Jackson, MS 39201, at least six weeks prior to the scheduled date of a function. The request should provide as much information as possible on proposed plans and arrangements for an event, including the general purpose of the event and the anticipated number of guests. All arrangements must be approved in advance by the Mansion administrator.

If the requested use is approved, the authorized representative of the organization will be expected to sign a Facility Use Contract and to pay a Mansion Use Fee based on the number of persons expected to attend the event.

The Governor's Mansion has the ability to illuminate the front and sides of the building with ground-mounted lamps which can be programmed to "uplight" in various colors. Requests to uplight the Mansion should be made to the Mansion Administrator, 300 East Capitol Street, Jackson, MS 39201. The request should provide as much information as possible regarding your cause, purpose for the lighting, color choice, and any other additional information deemed necessary. If the lighting request is approved, the authorized representative from the organization will be expected to sign the facility use contract based on the number of days to light the Mansion.

The Use Fee is deposited in the Foundation for Mississippi History account and designated for the Governor's Mansion to provide funding for the conservation, preservation, and repair of furnishings in the historic section of the Mansion.

- C.** The number of guests may not exceed two hundred (200) persons.
- D.** The Mansion is not appropriate for auditorium-type events.
- E.** The Mansion cannot accommodate commercial filming or television equipment.
- F.** Functions are to begin and conclude at the scheduled time.
- G.** For security reasons, a complete list of all event attendees should be provided to the Mansion administrator twenty-four hours prior to the function.
- H.** Caterers should confer with Mansion administrator on time of arrival and provide a list of all employees assisting with event.
- I.** Caterers are responsible for returning the kitchen to its original condition at the conclusion of the event.
- J.** Food, flowers, and beverages are the responsibility of the host organization. Caterers, florists, and other vendors must be approved by the Mansion administrator. Floral arrangements must be from florist. No member of the host organization is permitted to arrange flowers on site.
- K.** All serving pieces and the menu are to be approved by Mansion administrator.
- L.** Food and drink are allowed only on the first floor.
- M.** Linens may be requested from the Mansion administrator. Any linens provided by the host group must be approved by the administrator.
- N.** Service will be paid for by the host organization and will be provided by the Governor's Mansion.
- O.** The organization may not collect dues nor charge fees at events held at the Mansion.

- P. The host group is responsible for any breakage or damage and associated repair costs to the Mansion, its furniture, furnishings, and/or grounds. Estimates and repair supervision will be handled by Mansion staff.
- Q. For events held on the Mansion grounds, location and alternations are to be approved by Mansion administrator.
- R. Parking is limited; special requests for reserved parking must be submitted to the Mansion administrator.
- S. The host organization should confer with the Mansion administrator twenty-four hours prior to the function to ensure that all of the above guidelines have been met.

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

The Mississippi Governor's Mansion

Facility Use Contract

Name of
Organization: _____

Name of Co-Sponsor, if applicable: _____

Contact person: _____ Business Telephone: _____

Address: _____ Home telephone: _____

By this agreement, the above named organization, hereafter referred to as the User, does contract with the Governor's Mansion, hereafter referred to as the Mansion, to use the Mansion facilities/**services or uplighting illumination of Mansion exterior** on

_____ from _____ to _____.
(date) (time) (time)

The User agrees to designate one person to be in charge of its group while at the Mansion. The person in charge must be present while the event is being set up and must remain with the group until all its members and others connected to the event have left the Mansion.

The User agrees to abide by the Guidelines for Public Use, which are attached hereto and made part of this contract, and to inform its members/guests of those Guidelines. The User assumes responsibility for the behavior of its members and for the consequences of that behavior while on the Mansion premises.

The User assumes liability for loss or damage to Mansion property that results from its use of the facility, and agrees to hold the Mansion harmless for loss or damage to the persons or property of its members or guests while at the Mansion.

The User assumes responsibility and liability for illness resulting from the serving of food and drink, and agrees to hold the Mansion harmless.

The payment of a Use Fee is required upon execution of this contract.

- The Use Fee for this event is \$ _____ for _____ persons. (0-25 persons - \$100.00; 26-99 persons - \$200.00; 100-200 persons - \$400.00).
- The Use Fee for exterior lighting is \$ _____ for the duration of _____. (1 day - \$250; 1 week - \$600; 1 month - \$1,200)

Checks should be made payable to the Friends of the Mansion, Mississippi Department of Archives and History.

I have read, understand, and agree to abide by the guidelines for the use of the Governor's Mansion.

Signature _____ Date _____

Printed Name _____

Title 16: History, Humanities and Arts Part 5: Museum Division

Part 5 Chapter 11: Policy for the Mississippi Museum Store

(Approved by the Board of Trustees, July 14, 2017; Amended August 17, 2017, Amended April 2019, Amended April 16, 2021)

The Mississippi Museum Store Policy

By preserving Mississippi's diverse historic resources, and sharing them with people around the world, Mississippi Department of Archives and History (MDAH) inspires discovery of stories that connect our lives and shape our future.

The Mississippi Museum Store (MMS) locations strive to enhance the visitors' experience by providing merchandise that promotes Mississippi's rich and diverse history and culture.

Rule 11.2 Overview

The Mississippi Museum Store (MMS), formerly operated as the Mississippi History Store, opened in conjunction with the Two Mississippi Museums—the Museum of Mississippi History and the Mississippi Civil Rights Museum—on December 9, 2017. All MDAH retail is administered by the MMS.

MDAH museums and historic sites may operate satellite locations or host MMS Pop-Up

at the discretion of the MDAH Museum Division director and finance office.

The following stores have been designated:

Store 1

Two Mississippi Museums, 222 North Street, Jackson, 601-576-6921

MMS anchor location

Store 3

No permanent address

MMS Pop-Up for MMS merchandise sold at locations other than the MMS anchor location or satellite location.

Store 11

Eudora Welty House and Garden, 1109 Pinehurst Street, Jackson, 601-354-5210

Store 31—currently not in use

Old Capitol Museum, 100 State Street, Jackson, 601-576-6920

Store 61

Event Rentals

Store 71

Grand Village of the Natchez Indians, 400 Jefferson Davis Boulevard, Natchez, 601-446-6502

Rule 11.3 Acceptable Payment, Payment Handling Procedures, Returns

A. Cash

Each cash drawer is activated during daily opening procedures and is counted using the point-of-sale. Any discrepancies must be reported immediately to the MMS administrator.

Each cash drawer is reconciled during daily closing procedures and is counted using the point-of-sale. Any discrepancies must be reported immediately to the MMS administrator.

B. Checks

Checks are accepted with a valid photo ID.

All checks must be made payable to the **Mississippi Museum Store**, legibly written, properly signed, currently dated, and bear a verifiable address and phone number.

Counter checks, third-party checks, starter checks, non-personalized checks, money orders, and foreign checks are **NOT** accepted.

Checks are endorsed upon receipt with the MMS "FOR DEPOSIT ONLY" stamp.

Checks are to be listed by name and amount on the deposit slip and must be accounted for on the daily reconciliation sheet.

Any returned checks are handled by the MDAH finance office.

C. Credit Cards

All credit card sales are processed electronically, and each sale must be approved by the respective credit card company.

All over-the-phone orders must reflect this information by writing "paid via telephone" on the signature line. The customer copy should be mailed to the customer along with the merchandise.

A convenience fee may be applied to all credit card transactions.

D. Gift Cards

The MMS Store 1, located at the Two Mississippi Museums, is the only location where gift cards may be purchased and redeemed. MMS gift cards must be purchased in the amount of \$5 or more. The MMS is not responsible for lost, stolen, or damaged cards. Gift cards are non-refundable, may not be redeemed for cash, and cannot be purchased using any kind of discount or coupon.

E. Returns/Exchanges

- a. **All merchandise returns or exchanges must be written within thirty (30) days of purchase.**
- b. All merchandise returns or exchanges must be accompanied by the original receipt with the merchandise in original condition.
- c. For auditing purposes, all refund and exchange receipts are to be kept with the daily reconciliation records. Refund receipts should be initialed by the store staff member who processes the transaction as well as the MMS administrator.
- d. All credit card refunds will be credited back to the card of the original purchase.
- e. Cash refunds are limited to \$100. Refunds in excess of this amount must be approved by the MMS administrator, site administrator, and/or Museum Division director. The finance department can issue a check refund, if needed, or the refund amount can be credited to a MMS gift card.
- f. If the original purchase was made via personal check, a check refund or store gift card will be issued after the original check has cleared the bank.
- g. Clearance and sale items are non-refundable and may not be exchanged for other merchandise.

Rule 11.3 Merchandise

A. Merchandise Selection and Standards

All merchandise sold in the MMS is:

- a. Compatible with the mission of MDAH, its sites, and MMS,
- b. Relevant to Mississippi history,
- c. Of exceptional craftsmanship and quality production and presentation,
- d. Visually appealing and quality packaged,
- e. Reasonably priced with an acceptable margin of profit,
- f. Kept in minimal inventory except for items with established purchase minimums,
- g. Marketable with a demonstrated marketability.

Authors and publishers may submit requests to sell their published materials at the Mississippi Museum Store using an online application. Submission of an application does not confirm acceptance. All submissions are subject to review by the Mississippi Museum Store committee.

Additionally, published works must meet the following criteria:

- a. The book has an ISBN number and/or bar code.
- b. The book is professionally published, printed, designed, and bound.
- c. The content directly relates to the history and culture of Mississippi.

- d. The content fits the mission and vision of the Mississippi Museum Store.
- e. Books published by individuals will not be accepted.

Merchandise or works created by current volunteers, donors, or MDAH staff members will NOT be considered, except in the case of publications sold through a professional publisher/distributor.

B. Merchandise Categories

- a. MMS Merchandise categories include, but are not limited to, the following:
- b. Artisan Crafts – handmade items of exceptional quality and originality that represent and are created by Mississippi artisans (baskets, pottery, wood items, prints, quilts, art, etc.)
- c. Books & Media – books, CDs, DVDs, and other published materials about Mississippi history and culture
- d. Gourmet – Mississippi-made snacks, candies, nuts, jams, jellies, preserves, honey, and other high-quality gift food items
- e. Jewelry – handmade Mississippi items, Mississippi-themed items, and authentically sourced Native American items
- f. Kids Items – historical and fiction books, games and puzzles, plush toys (such as teddy bears), etc.
- g. Souvenir – high-quality souvenirs related to MDAH programming and/or sites, or memorable reminders of the museum experience. Items may include coasters, keychains, magnets, mugs, paperweights, letter openers, pencils, pens, etc.
- h. Paper Products – historic and Mississippi-themed maps, notecards, postcards, stationary, prints, and reproduction items
- i. Textiles – logoed and non-logoed merchandise items made of fabric which represent MDAH sites. Items may include t-shirts, bags, potholders, quilts, etc.
- j. Body Care – Mississippi-made lotions, soaps, face wash, bath bombs, etc.
- k. Fine Art – original, creative visual art that demonstrates great skill and accomplishment and is appreciated for its imaginative, aesthetic, or intellectual content. Items may include sculptures, paintings, etc.
- l. Home Goods – Items for the home including, but not limited to, pillows, glassware, kitchenware, candles, etc.
- m. Temporary Exhibits & Seasonal Products – holiday and seasonal merchandise and items relevant to temporary exhibits
- n. Two Mississippi Museums Memberships – includes membership for sale off-site

C. Item Identification

Each item shall be assigned an individual inventory number and bar code.

D. Unsolicited Merchandise

- a. All unsolicited merchandise must be officially submitted with the required documentation.
- b. **NO** unsolicited merchandise will be accepted or evaluated by the store committee until the required submission procedure is complete.
- c. MMS reserves the right to refuse any unsolicited merchandise. There are no guarantees that unsolicited merchandise will be accepted for sale in the MMS.
- d. All unsolicited merchandise owners will be notified to pick up their goods within thirty (30) days or it will be considered abandoned and may be disposed of at the discretion of the Store Committee. The store is not responsible for unsolicited merchandise.

E. Inventory

An inventory of all physical merchandise must be conducted on an annual basis during the last week of June and all counts must be completed by the last business day of June. A copy of each store's inventory report must be submitted by the MMS administrator to the Museum Division director, site directors, and MDAH finance department by July 15 of each year. The following rules will be observed:

- a. Each store shall close for the annual inventory.
- b. No sales are to be made during inventory.
- c. Each store must utilize the point-of-sale inventory physical count procedures to formally create, count, and enter the inventory physical count results.
- d. All merchandise is to be physically counted, verified, and recorded on inventory forms generated by the current point-of-sale (POS) system. This physical count should be compared to the POS inventory for each site.
- e. In the case of any discrepancies between the physical count and the POS inventory reports, the inventory will be recounted. If the count continues to reflect a discrepancy, each item in question should be investigated for cause of anomalies.
- f. An annual inventory report explaining any discrepancies and adjustments should be included with the physical inventory report.
- g. Any adjustments to the inventory will be made **after** the inventory physical count is completed and posted in the POS system by the MMS administrator.

F. Purchases

The MMS purchases merchandise on a direct-buy basis and pays via invoicing methods. There are instances in which purchases using the store procurement credit card are necessary. These purchases must be made by the cardholder **ONLY**. All purchases are to be reviewed and submitted to the Museum Division director. Procurement card purchases must be made in compliance with all state and MDAH financial regulations.

Retail markup shall be consistent with suggested retail pricing.

All purchasing must have the approval of the MMS administrator. Any custom items should be approved by the Store Committee *before* the order is placed.

G. Consignment

The MMS administrator may recommend to the Store Committee certain items be accepted for consignment—only at the Two Mississippi Museums location. These items may include pieces of art that exceed the normal price range of items carried in the store. There may be no more than two pieces accepted on consignment at one time. The artist receives 60% of the retail cost and MMS receives 40%.

H. Discounts

MMS may offer discounts in the following categories:

- a. Clearance – Inventory that has not sold according to the Store Committee's projected expectations shall be sold on clearance. The MMS administrator may place this merchandise on clearance with a minimum discount of 20%. If clearance items have not sold within thirty (30) days, the MMS administrator may either reduce the price further or process for disposal using the Merchandise Disposal form. Clearance merchandise is non-refundable and cannot be exchanged.
- b. Promotions – Merchandise may be discounted for promotional purposes at the MMS administrator and/or Store Committee's discretion. Store sites must submit promotion requests at least thirty days in advance for the Store Committee to review and provide a determination.
- c. Damaged Inventory – Damaged merchandise in resalable condition shall be reduced in price for a "quick sale." Damaged merchandise that is sold is non-refundable and may not be exchanged. After thirty (30) days, any remaining merchandise may be disposed of at the Store Committee's discretion. Criteria for merchandise disposal includes items that are broken, damaged, out-of-date, no longer fits mission, excessive amount of inventory with significantly diminished customer demand deemed inappropriate, or unsolicited.
- d. Wholesale – Wholesale discounts are for resale purposes only. Any group or organization requesting a discount for the purchase of specific merchandise in large quantities must gain prior approval by the MMS administrator and/or Store Committee. The following scale is used:

Quantity	Discount
10-19	15%
20-39	20%
40+	25%

- e. MDAH related – Purchases for MDAH use, such as books for the library or special programming, will be at cost and must be purchased with a purchase requisition. The MDAH finance department will transfer the funds accordingly.
- f. The following discounts apply to regular priced merchandise only:

1. 20% – MDAH staff
2. 15% – MDAH Board of Trustees, the Foundation for Mississippi History Board of Directors, the Eudora Welty Foundation Board of Directors, and MDAH volunteers
3. 10% – Two Mississippi Museums members, Mississippi Historical Society members, and other groups deemed appropriate by the MDAH director

I. Damages

Damaged merchandise that cannot be sold may be disposed of using the Merchandise Disposal form. Methods of disposal include discarding, using for display, or transferring to another institution. The Mississippi Museum Store Financial Operations Committee (MDAH finance department director, Museum Division director, MDAH director of amenities, and MMS administrator) must approve any items donated to the store.

J. Donations

The store is prohibited by law to donate to charitable or civic organizations as store merchandise is state property. Overstocked items may be removed from inventory and sold at no cost to other retailers or transferred at no cost to other state agencies, museums, or libraries.

The Mississippi Museum Store Financial Operations Committee (MDAH finance department director, Museum Division director, MDAH director of amenities, and MMS administrator) must approve any items donated to the store. Items donated to MMS in resalable condition may be accepted with approval by the Store Committee. A Merchandise Donation form should be completed showing the names and address of the donor, quantity, and description of items donated and signatures of the donor and receiver.

K. In Store Use Only

Occasionally, special items may be ordered for in-store use only. The MMS administrator may purchase the necessary items by purchase order method or with a state procurement card and mark such items as "*Display Only*."

Rule 11.6 Store Committee

A. Members

Store Committee members are selected by the MDAH director. The Store Committee is comprised of multidivisional MDAH staff members including but not limited to the MMS administrator, the Museum Division director or their designee(s), and a member of the Programs and Communication division.

B. Role and Purposes

The Store Committee establishes short and long-term goals, helps plan and schedule store events and promotions, assists in product development, reviews policy and procedures, and recommends change on a biennial basis.

The Store Committee meets periodically to review and select unsolicited merchandise submitted by authors, artists, or vendors based on the guidelines set forth in section *Rule 11.5 Merchandise* of this document.

Title 16: History, Humanities, and Arts

Part 5: Museum Division

Chapter 12: Two Mississippi Museums Event Rental Policies REPEALED. Effective August 16, 2023.

Part 5 Chapter 13: Criteria for Property Acquisition for Unsolicited Donations

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

Introduction.

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

Rule 13.1.

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

1. any necessary renovation, stabilization, and site development;
2. on-going maintenance and staffing requirements; and
3. public interpretation and use.

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

Part 5 Chapter 14: Regulations for Winterville Mounds

(Adopted by the Board of Trustees on October 10, 2003, Amended April 19, 2019)

Rule 14.1.

- A. State law prohibits the collection or disturbance in any way of artifacts, plants and animals, rocks and minerals, and natural formations. Digging for artifacts or relics, the use of metal detectors or probes of any kind, and the removal of items or artifacts lying on the ground surface, is prohibited
- B. Overnight camping is prohibited without prior written permission of the Winterville Mounds director.
- C. All vehicles, including bicycles, motorbikes, etc., should remain in the public parking area.
- D. Outdoor cooking or barbecuing is restricted to the immediate area of the picnic pavilion.
- E. The use of fireworks is prohibited on the grounds
- F. Firearms are prohibited on the grounds
- G. Alcoholic beverages and other controlled substances are prohibited on the grounds.
- H. Soliciting on the site is prohibited.
- I. Smoking is prohibited in all buildings.
- J. Dogs brought on to the grounds must be kept on a leash. Dogs are not allowed inside buildings with exception of service animals.

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

Title 16: History, Humanities, and Arts

Part 5: Museum Division

Chapter 15: Eudora Welty House & Garden Event Rental Policy

(Adopted by the Board of Trustees on October 25, 2019, amended January 22, 2021; April 21, 2023)

Rule 15.1 Event Rental.

The Eudora Welty House & Garden is administered by the Mississippi Department of Archives and History (MDAH). The Welty garden, side porch, and Visitor Center (VC) are available for rental by organizations and businesses. The Eudora Welty House & Garden will not be available to individuals acting on their own. The Garden and the VC are public areas. Pre-approved signage or demarcations may be used for events that occur in the Garden during regular operating hours, with the understanding that other visitors may be on the grounds. Eudora Welty House & Garden staff are not responsible for monitoring the rental area.

A. Application:

An organization or business must complete an application (and may be asked to supply bylaws and/or articles of incorporation) to rent space in the Eudora Welty House & Garden. The Event Rental Committee—consisting of the Eudora Welty House & Garden director, the Museum Division event manager, and MDAH sites administrator—must review and approve all requests. Applications must be submitted electronically using the webform on the MDAH website a minimum of sixty (60) calendar days prior to the event. Requests within a shorter timeframe may be denied.

B. Contract /Security Deposit:

Event reservations are confirmed once the signed contract and the security deposit have been received by the Eudora Welty House & Garden. The security deposit will be refunded after the event and the rented area is returned to its original state. Contracts are valid for fifteen (15) days after issue date.

C. Rental Fees:

The fee schedule listed on the application has been approved by the MDAH Board of Trustees. Sales tax does apply to all fees. If an organization is exempt from paying sales tax, a copy of the Letter Ruling from the Mississippi Department of Revenue must be submitted with payment (*Miss. Code* §§ 27-65-111). Other state agencies or organizations that are prohibited by state law from paying fees to MDAH are limited to using the facility only during regular weekday operating hours.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. A purchase order is acceptable. **The event reservation will be cancelled if payment is not received by the due date. The User will be notified of the cancellation and the security deposit will not be refunded.**

If the security deposit is paid by credit card, the same card must be used for the rental fee. If the security deposit is paid by check, a credit card may be used for the rental fee. Additional fees determined by NIC (Mississippi State credit card processor) will be applied at the time of check out. A purchase order is an acceptable form of payment.

D. Cancellation:

If the User sends written notice of cancellation and it is received by the Eudora Welty House & Garden more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. **Cancellations fewer than 30 working days prior**

to the event will result in the forfeit of all fees paid.

Eudora Welty House & Garden reserves the right to cancel an event if the facility is rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

E. Public Access:

- a. The Eudora Welty Garden and Visitor Center are free and open to the public. Tours of the house are offered with an admission fee
- b. Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday through Friday.
- c. The Eudora Welty House & Garden is closed to the public on Mondays.
- d. After hours events may be held Tuesday – Saturday, 5 – 9 p.m.
- e. The VC is handicapped accessible, however the Welty House & Garden may not be accessible to those with physical disabilities.
- f. The Welty House will remain closed during after hours events.

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

Rule 12.2 Event Arrangements.

A. Space Selection:

The User may indicate their space preference in the application. During hours of operations, access to the Visitor Center is limited to the gift shop, viewing of exhibits, and use of public restrooms. After hours, the User can access the garden and VC for event set-up. Access to staff offices and the upstairs of the VC is prohibited. For after hours events, limited access to the kitchen is available. Use of the stove and oven is prohibited, as is the use of VC dishware, utensils, and food. The space selection will be stated on the contract. Once the contract is signed and returned, the space selection cannot be changed. User shall not exceed maximum occupancy of 50 guests. Refer to application for maximum occupancy per area. Eudora Welty House & Garden reserves the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code or jeopardizes the integrity of the space.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and other services must be contracted to fully licensed businesses. The User must supply a copy of each vendor's articles of incorporation and business permit to the Event Rental Committee prior to the event.

C. Catering:

Food and beverages are allowed for receptions in the garden and VC and must be prepared by a professional caterer or restaurant. A Mississippi Department of Health (MSDH) graded food permit must be submitted prior to the event. Menus must be submitted and approved at least ten (10) working days prior to event. User must supply any/all necessary tables, chairs, tablecloths, and all utensils, dinnerware, table decorations, service equipment, food, and beverages. The Caterer or User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue's Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining the alcohol permit and providing a copy to the Event Rental Committee prior to the event. Beer and low- alcohol content wines require one type of permit while wines and liquors require a separate permit. Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code §§ 67-3-15, 67-3-25*)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by the Event Rental Committee before an event rental contract will be issued to the User by the Eudora Welty House & Garden.

Eudora Welty House & Garden director or a designee must be present during the event set up.

No changes—such as the movement of items on walls, movement of display cases, the opening of blinds, rearranging of chairs and benches etc. — may be made to spaces within the Eudora Welty House & Garden without approval. If approved, Eudora Welty House & Garden staff will make the requested adjustment. Floral arrangements brought into the VC and garden must come from a professional florist or nursery and must be approved by the Event Rental Committee ten (10) days prior to the event.

Potted plants are prohibited. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, sparklers, etc.) are not permitted on Eudora Welty House & Garden grounds. Battery operated candles are allowed. Glitter is prohibited in any form. Confetti, rose petals, bubbles, dry ice, dry rice, and smoke machines are prohibited.

Free-standing signs and demarcations must be approved prior to the event. No

decorations or signs may be adhered to wall, doors, exhibits, windows, or any part of the building. Any power cords must be thoroughly taped down with “gaffer” tape provided by the Eudora Welty House & Garden.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left over three days shall be disposed of at the discretion of the Event Rental Committee.

F. Equipment:

Outside rental equipment is permitted. Rental equipment such as stages, tables, dance floors, chairs, tables, and audiovisual equipment are only permitted on the Welty House front lawn, camellia room, and in the backyard of the Visitor Center. The Eudora Welty House & Garden is not responsible for any damage to equipment. In the event of bad weather or muddy ground, the Eudora Welty House & Garden reserves the right to make changes to the layout of the event to avoid damage to the historic garden.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing.

H. Lighting:

Any additional lighting must be approved by the event rental manager and Eudora Welty House & Garden administrator at least ten (10) working days prior to event. The request must be submitted in writing. Additional lighting may be secured from a list of Eudora Welty House & Garden approved vendors. The User is responsible for the operation, set up and break down of all additional lighting equipment. The User is responsible for any damages to equipment rented from an outside vendor.

I. Parking:

Eudora Welty House & Garden has designated free parking in front of the house and Visitor Center for up to 8 vehicles. Free parking is available on Pinehurst Street, Peachtree Street, and Olive Street.

J. Security:

Only Capitol Police may provide security at events held at the Eudora Welty House & Garden. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Eudora Welty House & Garden. For any events held after hours, it is the responsibility of the User to pay for security provided by a security company selected by the Two Mississippi Museums. The number of officers and hours needed will be decided by the Two Mississippi Museums. The cost will be included on the Users Two Mississippi Museums invoice.

K. Set up & Removal:

Users of the facility may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Events starting prior to 9 a.m. must be set up the day before, between 4 and 5 p.m. Any use of the building prior to the designated meeting time must be approved prior to the day of use. Violation of the set up and removal policy will forfeit the User's security deposit, and additional fees may occur.

L. Damage/Liability Coverage:

The User is responsible for any breakage or damage and associated repair costs to the Eudora Welty House & Garden, its furnishings, or grounds. Eudora Welty House & Garden staff will obtain estimates and supervise all repairs.

Since the Eudora Welty House & Garden is administered by the Mississippi Department of Archives and History, a state agency, the User has liability coverage pursuant to (*Miss. Code* §§ 11-46-1 et seq.).

M. Event related Videotaping/ Filming/ Photography:

Videotaping, filming, and photography may be made for personal use only. Any type of multimedia related recording of the Eudora Welty House & Garden exhibits, artifacts, and collections is prohibited.

Any commercial or professional videotaping, filming, and/or photography requires approval by the Museum Division director or the MDAH director. If approved, a *Commercial Filming/Photography Contract* will be issued to the User and applicable fees will be charged. A complimentary copy of the media or print must be provided to the Eudora Welty House & Garden. Any type of commercial recording of the Eudora Welty House & Garden exhibits, artifacts, and collections is strictly prohibited without a signed *Commercial Filming/Photography Contract*.

N. Restrictions:

1. The Eudora Welty House & Garden can accommodate a maximum of 50 people on-site.
2. The Eudora Welty House & Garden is a smoke-free facility (*Miss. Code* §§ 29-5-161 (1972, as amended)). No smoking is permitted anywhere on the grounds.
3. Only service animals are allowed in the buildings and on the grounds.
4. Individuals and individuals acting on behalf of a group may reserve tour spaces and purchase tour admission at the Visitor Center. Tickets bought and sold through third-party vendors may not be valid.
5. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. The Eudora Welty House & Garden reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by User or User's guests as determined by Eudora Welty House & Garden staff.

6. As a state agency (established by *Miss. Code Ann.* § 37-33-153) MDAH is not allowed by law to charge for services (per *Miss. Code Ann.* § 27-104-203) during regular operating hours. A state agency may hold an event at the Eudora Welty House & Garden one (1) time per agency per year.
7. In order to prevent the appearance of the Eudora Welty House & Garden endorsing a particular cause or event, Users must include the disclaimer on all forms of advertising stating “The Eudora Welty House & Garden does not sponsor or endorse this event.”

Source: *Miss. Code* §§ 25-59-1, 29-5-161, 39-5-1, 67-3-15, 67-3-25 (1972, as amended).

Part 5 Chapter 16: William F. Winter Archives and History Building

(Adopted by the Board of Trustees on July 25, 2003, Amended January 22, 2021)

Rule 1.1 Event Rental.

The William F. Winter Archives and History Building (Winter Building) is operated as an archival storage and access facility and also house the administrative offices for the Mississippi Department of Archives and History (MDAH). The Orientation Room, lobby with the front porch, 3rd floor rooftop porch North, and 3rd floor rooftop porch West have been designated as areas for use by are available for rental by organizations/businesses. The Winter Building will not be available to individuals acting on their own.

A. Application:

An organization or business must complete an application (and may be asked to supply bylaws and/or articles of incorporation) to rent space in the Winter Building. The Event Rental Committee—consisting of the MDAH director of operations, Museum Division events manager, and director of Archives & Records Services Division—must review and approve all requests. Applications must be submitted electronically using the webform on the MDAH website a minimum of sixty (60) calendar days prior to the event. Requests for a shorter timeframe may be denied.

B. Contract /Security Deposit

Event reservations are confirmed once the signed contract and the security deposit have been received by the Museum Division events manager. The security deposit will be refunded after the event provided the rented area is returned to its original state. Contracts are valid for fifteen (15) days after issue date.

C. Rental Fees:

The fee schedule has been approved by the MDAH Board of Trustees. Sales tax applies to all fees. If an organization is exempt from paying sales tax, a copy of the Letter Ruling from the Mississippi Department of Revenue must be submitted with payment (*Miss. Code* §§ 27-65-111). Other state agencies or organizations that are prohibited by state law from paying fees to MDAH are limited to using the facility only during regular weekday operating hours and other restrictions may apply.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. The event reservation will be cancelled if payment is not received by the due date. The User will be notified of the cancellation and the security deposit will not be refunded.

If the security deposit is paid by credit card, the same card must be used for the rental fee. If the security deposit is paid by check, a credit card may be used for the rental fee. A purchase order is an acceptable form of payment

D. Cancellation:

If the User sends written notice of cancellation and it is received by the museum division events coordinator more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. Cancellations fewer than 30 working days prior to the event will result in the forfeit of all fees paid.

MDAH reserves the right to cancel an event if the Winter Building is rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

E. Hours of Operation / Building Access

1. Public access to the William F. Winter Archives and History Building (Winter Building) will be provided at the first floor North Street entrance.
2. Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday – Friday and 9 a.m. – 1 p.m. on Saturday.
3. The Winter Building is closed on Sunday and rentals are not available on Mondays.
4. After hours Events may be held: Tuesday – Thursday, 5 p.m. – 9 p.m., Friday, 5 p.m. – midnight, and Saturday 2 p.m. – midnight
5. The Winter Building is handicapped accessible.
6. During normal operating business hours, tours of the non-restricted areas of the Winter Building may be arranged through the Event Rental Committee. Security concerns limit the size of the tour group to twelve.

Rule 16.2 Event Arrangements.

A. Room Selection:

The User may indicate room preference in the application. The room selection will be stated on the contract. Once the contract is signed and returned, the room selection cannot be changed. User shall not exceed maximum occupancy per fire code. Refer to application for maximum occupancy per area. MDAH reserves the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and contracted services must be approved by the Event Rental Committee. Users may be asked to supply a copy of the vendor's articles of incorporation and business permit prior to the event.

C. Catering:

Food and beverages are allowed for receptions in all rental spaces and must be prepared by a professional caterer or restaurant. Users may be asked to submit menus for approval at least ten (10) working days prior to event. User must supply any/all necessary tablecloths, and all utensils, dinnerware, table decorations, service equipment, food, and beverages. The Caterer or User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue's Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining alcohol permit and providing a copy to the

Museum Division events coordinator prior to the event. Beer and low-alcohol content wines require one type of permit while wines and liquors require a separate permit.

Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code* §§ 67-3-15, 67-3-25)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by the Event Rental Committee before an event rental contract will be issued to the User by the Winter Building.

The Event Rental Committee or a designee must be present during the event set up.

No changes—such as the movement of items on walls, the opening of blinds, etc. — may be made to spaces within the Winter Building without approval. If approved, Winter Building staff will make the requested adjustment. Floral arrangements brought into the building must come from a professional florist or nursery and must be approved by the Event Rental Committee or designee ten (10) days prior to the event. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, sparklers, etc.) are not permitted on Winter Building grounds. Battery operated candles are allowed. Glitter is prohibited in any form. Confetti, rose petals, and dry rice are prohibited. Bubbles, dry ice, and smoke machines may be used outdoors only.

Free-standing signs must be approved prior to the event. No decorations or signs may be adhered to wall, doors, exhibits, windows, or any part of the building.

Any power cords must be thoroughly taped down with “gaffer” tape.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left behind shall be disposed of at the discretion of the Event Rental Committee.

F. Equipment:

Outside rental equipment is permitted. An outside rental fee may be applied. Audiovisual equipment, tablecloths, chairs, and tables are available for a rental fee. Additional audiovisual equipment may be secured from outside vendors if arranged in advance with the Event Rental Committee. The Winter Building is not responsible for any damage to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from the Winter Building.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing

H. Lighting:

Any additional lighting must be approved by the Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing. Additional lighting may be secured from outside vendors if arranged in advance with the Event

Rental Committee. The User is responsible for the operation, set up and break down of all additional lighting equipment. The User is responsible for any damages to equipment rented from an outside vendor or from the Winter Building.

I. Parking:

Free parking is located along North Street, Amite Street, and behind the Old Capitol Museum. The Two Mississippi Museums public parking garage may be available, but visitors may need to pay to park. Handicapped parking is available in front of the Winter Building and within the Two Mississippi Museums parking garage.

J. Security:

After hours events must have security. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Winter Building. For any events held after hours, it is the responsibility of the User to pay for security.

When a Winter Building contract for an after hours event is issued, Capitol Police will be copied on the contract. Capitol Police are responsible for invoicing the User and payment will be made directly to the Office of the Capitol Police. MDAH is prohibited by law to transfer funds to Capitol Police.

K. Set up & Removal:

Users of the facility will set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event unless other arrangements are made in advance with the Event Rental Committee. Events starting prior to 9 a.m. may be set up the day before between 4 and 5 p.m. Any use of the building prior to the designated meeting time must be approved by the Event Rental Committee. Violation of the set up and removal policy will forfeit the User's security deposit, and additional fees may occur.

L. Damage/Liability Coverage

The User is responsible for any breakage or damage and associated repair costs to the Winter Building, its furnishings, or grounds. Winter Building staff will obtain estimates and supervise all repairs.

Since the Winter Building is administered by the Mississippi Department of Archives and History, a state agency, the User has liability coverage pursuant to *Miss. Code* §§ 11-46- 1 et seq.

M. Event related Videotaping/ Filming/ Photography:

Videotaping, filming, and photography may be made for personal use only. Any type of multimedia related recording of the Winter Building exhibits, artifacts, and collections is prohibited unless the User has obtained a Commercial Filming/Photography Contract.

Any commercial or professional videotaping, filming, and/or photography requires approval by the Museum Division director or the MDAH director. If approved, a Commercial Filming/Photography Contract will be issued to the User and applicable fees will be charged. A complimentary copy of the media or print must be provided to the Winter Building. Any type of commercial recording of the Winter Building exhibits, artifacts, and collections is strictly prohibited without a signed Commercial Filming/Photography Contract.

N. Restrictions

1. The Winter Building a smoke-free facility (*Miss. Code* §§ 29-5-161 (1972, as amended)). Smoking is permitted only in designated areas.
2. No weapons are allowed in the building.
3. Only service animals are allowed in the building.
4. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. MDAH reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by User or User's guests as determined by Winter Building staff.
5. In order to prevent the appearance of MDAH endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising stating
“ The Mississippi Department of Archives & History does not sponsor or endorse this event.”
6. As a state agency (established by *Miss. Code Ann.* § 37-33-153) MDAH is not allowed by law to charge for services (per *Miss. Code Ann.* § 27-104-203) to other state agencies during regular operating hours (per Two MM Event Rental Policy 12.1.E). A state agency may hold an event at the museums one (1) time per quarter with a total of four (4) events per agency per year. State agencies using the facility free of charge are limited to the Orientation Room and the room must remain in its original setup.

Part 5 Chapter 17: Archaeology Collections Policy

(Approved by the Board of Trustees April 16, 2021)

Section 1 Introduction

1.A Purpose of Archaeology Collections Policy:

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

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

The Museum Division is a division of the Mississippi Department of Archives and History (MDAH), a state agency established in 1902. MDAH is governed by a nine-member Board of Trustees. Members of the Board are elected by the Board, subject to confirmation by the Mississippi State Senate, for a six-year term, and may succeed themselves. The Director of the Department of Archives and History, who serves as Secretary to the Board of Trustees, is also elected for a six-year term and may succeed themselves. The Mission Statement of MDAH, as approved by the Board on July 20, 2018, is: By preserving Mississippi's

diverse historic resources, and sharing them with people around the world, MDAH inspires discovery of stories that connect our lives and shape our future.

The Museum Division supports this mission by maintaining historic sites, creating interpretive and educational exhibits and programming, and preserving collections held in public trust for the current and future citizens of Mississippi. As of September 2018, the Archaeology Collection of MDAH, previously managed by the Historic Preservation Division, was placed under the supervision and management of the Museum Division. The Archaeology Collection remains separate from the Historic Objects Collection of the Museum Division to better facilitate particular needs regarding cataloging and access.

1.C Scope of Collection:

The Archaeology Collection consists of all material holdings of the Museum Division that have been obtained through excavation or recovered from archaeological context. These objects, with their associated provenience data, enhance understanding of the prehistoric and historic Southeast through research, education, and exhibition. Objects accessioned into the Archaeology Collection are cataloged, documented, preserved, and managed according to prescribed procedures meeting current professional museum and archaeological standards and in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA). The Archaeology Collection is maintained by the director of archaeology collections.

The Museum Division's archaeological holdings include repository collections held in trust for indigenous groups. While these objects are not accessioned into the collection, they are maintained by the director of archaeology collections according to the same professional museum and archaeological standards as the Archaeology Collection. Artifacts generated through Section 106 action and other federal collections held by MDAH remain under the purview of the Historic Preservation Division, separate from the Archaeology Collection.

1.D Delegation of Responsibility for Implementation of the Collections Policy:

The Museum Division director is responsible for supervising the proper implementation of the archaeology collections policy. The Museum Division director has delegated the day-to-day care and management of the collection to the director of archaeology collections. Comprehensive collections care and management procedures (accessioning, cataloging, deaccessioning, documentation, access, loans, handling, etc.) for archaeological objects are outlined in a single archaeology collections management manual maintained by the director of archaeology collections. Specific emergency collections care and management procedures for objects on and off-site are outlined in a Disaster Preparedness Manual maintained by the director of curatorial services.

1.E Provision for Review and Revision of Collections Policy:

The archaeology collections policy will be reviewed by the Museum Division director, director of archaeology collections, and other staff as appointed at least every three years, and when necessary, appropriate revisions will be presented to the MDAH Board of Trustees for the Board's review and approval. The policy will be filed with the Secretary of State's office.

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

1.F Glossary:

1. Accession:

The formal process of accepting and recording an object or group of objects for the Archaeology Collection acquired from the same source at the same time for which the Museum Division has legal title.

2. Care and Trust Agreement:

A document outlining the terms upon which a repository collection is held and preserved by the Museum Division.

3. Catalog number:

A four-part number (e.g. 2020.1.1.1) assigned an individual object or object type during accessioning to identify the object and its provenience.

4. Cataloging:

The formal process of classifying and fully documenting objects.

5. Deaccession:

The formal process of removing an object or group of objects from accessioned status in the collection.

6. Human remains:

Any physical remains of a human body.

7. NAGPRA:

The Native American Grave Protection and Repatriation Act. Enacted in 1990, this federal legislation describes the rights of Native American lineal descendants, Indian Tribes, and Native Hawaiian organizations with respect to the treatment, repatriation, and disposition of Native American human remains and cultural items.

8. Repository Collection:

An object or group of objects acquired by the Museum Division to be preserved for a specified period of time but not accessioned into the Archaeology Collection.

9. THPO:

Tribal Historic Preservation Office

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

Section 2 Ethics

2.A The Museum Division Code of Ethics

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

2.B Personal Collecting

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

2.C Appraisals

Due to a possible conflict of interest with the Internal Revenue Service, staff members will not, in their official or unofficial capacities, provide monetary appraisals of objects for donors, potential donors, staff, members of the MDAH Board of Trustees, or the general public. The Museum Division may provide names of appraisers, but will not provide an endorsement. The Museum Division may provide identification and authentication assistance for professional and/or educational purposes only.

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

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

Section 5 Acquisition

3.A Policy:

The Museum Division may acquire objects for the Archaeology Collection by donation, by bequest, by purchase, or by transfer. Objects may also be acquired for the archaeology collection through excavation undertaken or approved by Historic Preservation Division archaeology staff. Authority for the acquisition of objects for the Archaeology Collection is held by the director of archaeology collections, the Museum Division director, or the Department director upon approval of the Archaeology Collections Committee (consisting of the Museum Division director, director of archaeology collections, and other collections staff as appointed), in consultation with the MDAH chief archaeologist, at its monthly meeting.

Objects or groups of objects may also be acquired, but not accessioned into the collection, by the request of federally recognized Tribes. In these cases, the transfer of objects must be approved by the Archaeology

Collections Committee and a Care and Trust Agreement prepared and signed by the director of archaeology collections and the collection owner(s). Repository collections are maintained to the same standards as accessioned objects, except where guidelines agreed upon in advance of object transfer by both MDAH and the collection owner(s)—as outlined in a Care and Trust Agreement—take precedence.

3.B Criteria for Acquisition:

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

1. Objects must be relevant to, and consistent with, MDAH's mission as well as the Museum Division's purposes and activities:
 - a. research,
 - b. preservation,
 - c. exhibition, and/or
 - d. interpretation.
2. The Museum Division must be able to provide proper care and storage for objects in keeping with professionally accepted federal standards.
3. The Museum Division and its staff will be in full compliance with state, federal, and international laws and regulations governing the acquisition, sale, and transfer of cultural properties.
4. Title to all objects acquired for the archaeology collection will be obtained by the Museum Division free and clear without restrictions to use or future disposition, except where NAGPRA regulations or repository guidelines take precedence.
5. The present owner will have a clear and verifiable title of ownership to the object and will have obtained the object legally and ethically, except where NAGPRA regulations or repository guidelines take precedence. If the person or group in possession of the object is unable to verify title of ownership or that the object was obtained legally and ethically, the director of archaeology collections may provide guidance on the ethical maintenance and treatment of the object, potentially including consultation with government and/or federally recognized Tribes.
6. The Museum Division will be provided with (or allowed to copy) all documents and information in the present owner's possession that pertain to the historical significance, provenience, and provenance of the object.
7. Acceptance of the object will not result in major expense in conservation disproportionate to its usefulness.
8. Funding for the purchase of an object will be at a fair market value affordable to the Museum Division and procedures for purchasing artifacts will be followed.

3.C Procedures:

All offers of excavated objects to the Museum Division whether by donation, by bequest, by purchase, or by transfer should be referred to the director of archaeology collections, the director of archaeology collections' designee, the Museum Division director, or the Department director. The potential donation is then reviewed by the Archaeology Collections committee. If the object(s) offered to the Museum Division requires temporary deposit in the Museum Division's custody before a decision regarding the acquisition of the object can be made, then a Temporary Custody Receipt should be signed by the object's owner and the Museum Division staff person receiving the object (archaeology collections staff, the Museum Division director, or the Department director).

This receipt outlines the terms of temporary custody, the length of which cannot exceed ninety days. After study and review of the object, the Archaeology Collections Committee will determine whether or not to acquire the object.

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

1. If the object is to be donated, a Deed of Gift should be signed by the donor and the director of archaeology collections, the Museum Division director, or the Department director. The Deed of Gift formally transfers the complete ownership and physical possession of the object to the Museum and is legally binding when signed and dated by both parties. A copy of the Deed of Gift will be provided to the donor, and the original will be kept on file by the director of archaeology collections.
2. If the object is to be bequeathed, a copy of the pertinent section of the will should be provided by the attorney or executor and will be kept on file by the director of archaeology collections.
3. If the object is to be purchased, the Museum Division Archaeology Collections Committee will review all items available at the monthly committee meeting and consult with federally recognized Tribes. Criteria for determining purchases are as follows:
 - a. Purchase of the artifact does not contradict NAGPRA regulations,
 - b. The artifact is one-of-a-kind and a comparable artifact is not available,
 - c. The artifact is relevant to Mississippi's history and will help interpret the exhibits at MDAH sites,
 - d. The price of the artifact is fair market value,
 - e. The artifact is in good condition and immediate conservation/stabilization is not necessary,
 - f. Funds are readily available.

All criteria must be met when determining purchases.

Purchases of artifacts must be approved by the Museum Division director. Purchases over

\$2000 will receive approval of the Board of Trustees after the purchase. When an artifact is purchased, a copy of the invoice as approved and authorized by the Museum Division director should be provided and will be kept on file by the Museum Division director of archaeology collections.

4. If the object is to be transferred from another division or section of the Department of Archives and History, an Archaeology Collection Transfer Form will be completed and kept on file by the director of archaeology collections.
5. A duplicate copy of records documenting the Museum Division's legal ownership of objects is maintained in the William F. Winter Archives and History Building for security. Records are updated annually by archaeology collections staff.
6. The acquisition of the object(s) will include all excavation materials available at the time of acquisition, including but not limited to: original survey forms, maps, excavation records, field notes, photographs, archaeological samples, botanical and geological specimens, laboratory treatment reports, project reports, analysis records, project correspondence, and publications.

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

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

3.D Recordkeeping:

All objects acquired for the Archaeology Collection are accessioned, cataloged, and entered into collections management software according to professionally accepted standards. Photographs may be taken during cataloging, but photography of human remains will not be undertaken without consultation with the appropriate Tribal authorities. Accession and catalog records on the Archaeology Collection are maintained in the collections storage area by the director of archaeology collections and archaeology collections staff.

3.E Exclusions:

The Museum Division abstains from purchasing and accepting donations of antiquities exported from their countries of origin in contravention to the terms of the UNESCO Draft Convention for the Protection of the Cultural and Natural World Heritage, 1972. The Museum Division also strives to comply with regulations imposed by Native American Graves Protection and Repatriation Act. The Museum Division will abide by all local, state, federal, and international laws.

MDAH unequivocally condemns the illegal collection of archaeological objects. However, the Museum Division recognizes that objects or collections that have been illicitly collected may be offered to the Archaeology Collection when no other ethical disposition can be determined. Under these circumstances, with the approval of the Archaeology Collections Committee, the Archaeology Collection may act as a repository for illicitly collected specimens or objects that may be reasonably sourced to Mississippi. The Museum Division will assume the ethical and legal responsibilities for these objects, including facilitating identification and repatriation of objects and remains under NAGPRA regulations, if appropriate. In the case of the Museum Division being offered or made aware of illicitly collected human remains, the Museum Division will immediately work directly with federally recognized Tribes to secure and repatriate the remains and their associated cultural items. For objects known to have been collected out of state, the Museum Division will refer the object(s) or specimen(s) to the appropriate government or Tribal authority.

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

Section 4 Deaccession

4.A Policy

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

disposition of items, the Museum Division proceeds with the knowledge that it holds its collections as a public trust.

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

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

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

4.B Criteria for Deaccession:

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

1. The object is subject to legal and ethical standards such as the Native American Graves Protection and Repatriation Act or has been claimed by a federally recognized Tribe.
2. The object has ceased to have relevance and consistency with the Museum Division's purposes and activities.
3. The object has deteriorated beyond usefulness.
4. The object is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other objects and/or the health and safety of the Museum Division's staff and/or visitors.
5. The Museum Division is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
6. The object's care and storage are far more expensive than the value of the object as it relates to the Museum Division's purposes and activities.
7. The object lacks authenticity or is so lacking in documentation as to render it valueless for purposes of scholarship or public education.
8. The object has been lost or stolen and remains so for ten years or more.
9. The object was donated under false pretenses.

4.C Procedures

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

Division's legal counsel will be consulted. Complete records will be maintained on all deaccessioned objects and their subsequent disposition.

4.D Methods of Disposal

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

1. Repatriation to the federally recognized Tribe which has established a legal claim to ownership of the object in accordance with the Native American Graves Protection and Repatriation Act.
2. Transfer to another, more appropriate, MDAH division.
3. Placement in the Museum Division Prop Collection, if appropriate.
4. Donation to an appropriate non-profit museum or a scholarly or cultural institution or organization, preferably within the state of Mississippi, especially if the object is from the state.
5. Return to legal owner only if the object was donated under false pretenses and the claimant presents to the Museum Division both
 - a. A clear explanation why the claimant believes they hold title, with supporting evidence and
 - b. A notarized statement that the claimant is the sole party at interest or they are authorized to represent all parties at interest and supporting proof thereof.

In compliance with Federal guidelines and professionally accepted ethical standards for archaeological objects, deaccessioned objects will not be destroyed or sold. If one of the above methods of disposal cannot be met for an object under consideration for deaccession, the object will remain in the Archaeology Collection.

4.E Recordkeeping

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

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

Section 5 Incoming Loans

5.A Policy

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

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

Complete records for all incoming loans are maintained by the director of archaeology collections.

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

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

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

5.B Procedures

For objects on loan from individuals or institutions for a period of five years or less, an Incoming Loan Agreement must be signed by the Lender and an authorized Museum Division staff (the Museum Division director, the director of archaeology collections, or their designee). For objects on loan from institutions for over five years, an Incoming Loan Agreement must be signed by the Lender and the Museum Division director with prior approval of the MDAH Board of Trustees.

The Incoming Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, and the responsibilities of both the borrower and the Lender. Copies of the Incoming Loan Agreement and Mississippi's Museum Unclaimed Property Act will be provided to the Lender and will be kept on file by the director of archaeology collections. A condition report on the borrowed object(s)—including photographs unless otherwise instructed by the Lender in writing—will be prepared by archaeology collections staff upon, or shortly after, receipt. A copy of the condition report will be provided to the Lender if requested.

Unless waived by the Lender, the Museum Division will insure borrowed objects for fair market value. The Lender is responsible for the cost of any object appraisal(s) if needed for insurance purposes. If the Lender chooses to maintain their own insurance, the Museum Division must be supplied with a Certificate of Insurance naming the Museum Division as an additional insured party.

Museum Division staff will be responsible for packing, shipping, and transportation for borrowed objects. They will monitor all incoming loans, document the safe return of borrowed objects to lenders, and

maintain complete, up-to-date records on incoming loans filed by calendar year in which the loan was accepted.

The Museum Division will make all reasonable efforts to return borrowed objects to the Lender in accordance with the terms outlined in the Incoming Loan Agreement and Mississippi's Museum Unclaimed Property Act. The Lender must notify the Museum Division of any change of the object's ownership or of the lender's address while the object is in the custody of the Museum Division. If the object(s) is to be returned by mail or other carrier, the object(s) will be shipped to the owner's address on record at the Museum Division's expense by restricted certified mail or other means requiring a delivery receipt.

If the Lender fails to collect the object(s) or if delivery cannot be affected after the removal date, the Museum Division will mail an official "notice to remove" to the Lender's address on record. The Museum Division assumes no responsibility to search for a depositor or owner not located at that address. If the Museum Division is unable to return the object(s) within sixty days of the loan termination, then the Museum Division will have the right to place the object(s) in storage.

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

5.C Transfer of Loaned Artifact Ownership

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

If the object will not remain on loan, the object(s) will be returned based on the guidelines set forth in section 5.B of this document.

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

Section 6 Objects in Temporary Custody

6.A Policy

The Museum Division distinguishes between objects loaned for exhibition and/or research and objects deposited in the temporary custody of the Museum Division. Objects may be held in temporary custody by the Museum Division for purposes such as identification, examination, proposed acquisition, or to facilitate NAGPRA proceedings. If such temporary custody of an object is needed, a Temporary Custody Receipt will be signed and dated by the object's owner and the director of archaeology collections or their

designee. If the objects to be held are NAGPRA related, a Care and Trust Agreement will be completed or updated by Federally recognized Tribal entities upon transfer.

The Temporary Custody Receipt will list the objects being transferred into Museum Division custody, the purpose of the deposit, the specified time period of the deposit, the method of return, and the terms of the custody. The time period for temporary objects to remain in Museum Division care will not exceed ninety days without the prior approval of the Museum Division director. The Museum Division will make all reasonable efforts to return borrowed objects to the Depositor in accordance with the terms outlined in the Temporary Custody Receipt and in accordance with Mississippi's Museum Unclaimed Property Act.

Section 7 Outgoing Loans

7.A Policy

The Museum Division may lend archaeology objects to qualified museums, federally recognized Tribes, and registered professional archaeologists (RPAs) for specific purposes, such as exhibition and/or research, for a specified time period if such museums, Tribes, and RPAs meet professional standards of collections care and management. The Museum Division will not under any circumstances lend objects to individuals without clear proof of current professional standing and demonstrated research experience. Outgoing loans to qualified borrowers will be permitted for a period of two years or less with an option for renewal if agreeable to both parties. No object will be lent if its physical condition is such that the object will not be able to withstand travel, research, and/or exhibition.

The Museum Division will not lend objects which are needed for in-house exhibition or research purposes. No object protected under NAGPRA regulations will be loaned against the wishes of the associated THPO or Tribal NAGPRA liaison. Authority for outgoing loans is shared by the Museum Division director and the director of archaeology collections, subject to the approval of the MDAH Board of Trustees.

A loan may be terminated before the agreed upon end date by either party, provided that written notice of termination is received thirty days in advance of the proposed early termination date. If the care and management of the loan no longer meets MDAH standards, potentially leading to object damage or endangerment, the loan may be terminated with immediate effect.

Complete records on all outgoing loans are maintained by the director of archaeology collections.

7.B Procedure

Museums, federally recognized Tribes, or RPAs seeking to borrow an object(s) must make a written request to the director of archaeology collections containing the following:

1. A list of specific object(s) requested,
2. The time period of the proposed loan, and
3. A statement guaranteeing payment of all costs associated with the loan, including packing, shipping, and/or transportation, and insurance.
4. Completed Research Consultation Form.

The Archaeology Collections Committee will review the written loan request to determine if the proposed borrower meets professional standards regarding the ability to care for the loaned object(s). If professional standards are not met by the proposed borrower, the Museum Division director or the director of archaeology collections will notify the proposed borrower.

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

An Outgoing Loan Agreement must be prepared in full and signed by the authorized representative of the borrowing museum and either the Museum Division director, the director of archaeology collections or their designee in advance of object transfer. The Outgoing Loan Agreement outlines the terms of the loan specifying the loan purpose, time period, insurance coverage, required credit line, photography restrictions, stipulations against any repair or alteration of the object without written permission of the Museum Division, and other terms agreed upon by both parties. A borrowing institution's Incoming Loan Agreement may be used in lieu of the Outgoing Loan Agreement, if all requirements are met on the borrowing institution's form.

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

A condition report on the object(s) to be lent will be prepared by collections staff. A copy of the condition report will be provided to the borrower if requested. The object will be photographed prior to its loan unless prohibited by the associated THPO or Tribal NAGPRA liaisons. Archaeology collections staff will be responsible for packing, shipping, and/or transportation and insurance coverage for loaned objects. Archaeology collections staff will monitor all outgoing loans, document the safe return of loaned objects to the Museum Division, and maintain complete, up-to-date records on outgoing loans filed by the calendar year in which the loan was made.

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

Section 8 Documentation of Collections

8.A Policy

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

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

- Accession files containing the Deed of Gift and other documentation of the Museum Division's legal

title to the object and other information pertinent to its excavation, provenience, and acquisition,

- Re:Discovery Proficio collections management database entries
- Care and Trust Agreement file,
- Temporary Custody Receipt file,
- Transfer Agreement file,
- Incoming Loan Agreement file,
- Outgoing Loan Agreement file,
- Research Consultation Form
- Transfer of Control Form
- NAGPRA Receipt of Custody Form
- Sampling Request form,
- deaccession file,
- accession register or lot log,
- catalog forms,
- inventory file,
- condition reports,
- conservation treatment records, and
- photographs (unless prohibited by the associated THPO or Tribal NAGPRA liaisons).

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

- Care and Trust Agreement file,
- Official Summary file,
- inventory file,
- national NAGPRA templates,
- Notice of Inventory Completion file,
- Notice of Inventory Completion Correction file,
- official claim letters file,
- invitations to consult file,
- condition reports,
- photographs (unless prohibited by the associated THPO or Tribal NAGPRA liaisons), and
- conservation proposals and treatment reports.

All documentation stored digitally or within the collections management software is backed up daily on the state server by MDAH Information Systems staff.

All physical records pertaining to the archaeology collection will be properly maintained and securely housed using acid-free folders and other archival materials.

On an annual basis, duplicate physical or digital copies of the following records are made and transferred to the William F. Winter Archives and History Building for security:

- Documentation of the Museum Division's legal ownership of objects (e.g. copies of Deeds of Gift, Transfer Agreements)
- Accession register
- Catalog records
- Active loan records

8.B Procedures

Specific procedures to be followed for the documentation of archaeology collections are outlined in the various sections of this policy and further described in the Archaeology Collection Management Manual maintained by the director of archaeology collections.

8.C Objects Found in Collections

Objects designated as "Found in Collections" (that is, objects which lack significant documentation as to how they are in the custody of the Museum Division) are subject to the same treatment and care as documented objects in the archaeology collection. Objects Found in Collection will receive a number with a county code of "00" and a site number of "000" (e.g. 2008.00.000.24.01) to document the artifact until further research is conducted. If accessioned, the artifact will follow the guidelines set forth in "Acquisition" section of this document. Objects Found in Collections are subject to deaccessioning if they meet at least one of the deaccession criteria stated in the collections policy. Any deaccessioning and disposition of Objects Found in Collections will follow the deaccession and disposal procedures listed in the collections policy.

If the Museum Division is contacted by a person or group claiming to own an Object Found in Collections, the Museum Division will maintain custody of Objects Found in Collections until a claimant:

1. Presents to the Museum Division a clear explanation why the claimant believes they hold title, with supporting evidence, and
2. Presents a notarized statement that they are either the sole party at interest or they are authorized to represent all parties at interest and present supporting proof.

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

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

1. Evidence that the claimant knew, or should have known, that the Museum Division thought it owned the object(s) and that the claimant delayed in bringing their action to the detriment of the Museum Division.
2. Evidence that the claimant "slept on their rights," that is they failed to use due diligence in seeking out their property.
3. Evidence that the Museum Division has publicly displayed the object as its own or otherwise

publicized it as such.

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

Section 9 Access to and Use of Collections and Collections Records

9.A Policy

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

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

1. Deterioration, mutilation, loss, or dislocation of objects and/or collections records,
2. Disclosure of sensitive information regarding cultural objects against the wishes of the associated THPO or Tribal NAGPRA liaisons,
3. Disclosure of sensitive information regarding the location of archaeological sites,
4. Undue interference with the administrative, professional, and technical operations of the Museum Division, and
5. Undue impact on the furnishing of services to other MDAH users.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Archaeology Collections Committee with consultation from the associated THPO and/or Tribal NAGPRA liaisons where applicable. Should particular questions arise regarding proper, legitimate access to and use of the collections and collections records, the department's legal counsel will be consulted.

9.B Procedure:

A written request specifying the objects and records to be examined, the purpose and proposed date of the examination, and the researcher's contact information and professional credentials (if necessary) should be submitted to the director of archaeology collections.

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

Normally, examination of collections and collections records by a researcher will take place in the artifact viewing room under the supervision of archaeology collections staff. If the size and/or fragility of the object to be examined does not permit the object to be easily and safely removed from the archaeology collections storage, then the director of archaeology collections may allow no more than two researchers strictly supervised access to the storage room to examine the specific object. MDAH will not allow an object or collection to be examined in the presence of NAGPRA- related collections, unless permission is granted through consultation with the associated THPO and/or Tribal NAGPRA liaisons.

If more than 5 people are in a group to examine an object in storage, the following conditions must be met:

1. All requests must be approved by the director of archaeology collections.
2. If more than 10 visitors are present, 2 or more archaeology collections staff members should be present.
3. No bags, purses, or oversized jackets may be brought into the archaeology collections storage area.

Unsupervised access to collections storage rooms by persons other than collections staff is not permitted.

9.C Reproduction of Artifacts from Collection:

The Museum Division reserves all rights for the reproduction of objects in the archaeology collection, except where reproductions are prohibited by NAGPRA regulations or the associated THPO or Tribal NAGPRA liaisons. If permission to reproduce an artifact is granted to an individual or entity, that permission is for a one-time reproduction with the reproduction to be used only for educational or research purposes. No commercial reproduction (or imaging for purposes of commercial reproduction) is permitted without a written agreement approved by the Museum Division director, Department director, and the Board of Trustees. The Museum Division reserves the right to license vendors, collect royalties, initiate fees, or otherwise control the use of its collections as may be deemed appropriate and lawful.

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

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

A record of reproduced artifacts (including a photograph of the reproduction, maker information, owner information, and reproduction materials) will be maintained by the director of collections. All reproductions should be altered from the original artifact.

9.D Photography of Collections:

1. Public photography of Archaeology Collections objects:
 - a. Non-flash photography of archaeology objects for personal or research use is permitted, except where prohibited by copyright, loan agreement, NAGPRA regulations, or consultation with the associated THPO or Tribal NAGPRA liaisons. If thus prohibited, clear signage will be posted

- and/or verbal instruction will be given to that effect.
- b. Publication or commercial use of photographs of archaeology objects is not permitted without the written approval of the Museum Division director via a Permission to Publish form.
 - c. Flash units, strobe lights, or other potentially damaging artificial light sources are not permitted to be used in taking photographs of archaeology objects without the written approval of the Museum Division director.
2. Requests for photography of Archaeology Collections objects:
- a. Archaeology collections staff will respond to requests for photographs of objects submitted in writing to the director of archaeology collections.
 - b. All requests for photography of archaeology objects are subject to review by the associated THPO and/or Tribal NAGPRA liaisons.
 - c. If the requested image is to be published, a Permission to Publish form—stipulating that the photograph will be appropriately credited and that the Museum Division will be provided with a complimentary copy of the publication—must be completed and submitted for approval to the director of archaeology collections or the Museum Division director.

The Museum Division reserves the right to deny a request for photographs of archaeology collections objects if fulfilling the request would:

1. Endanger an object's physical security,
2. Violate NAGPRA regulations or agreements made during Tribal consultation,
3. Undermine the intellectual integrity of an object or collection,
4. Pose an excessive administrative burden,
5. Violate the terms of a loan or temporary custody agreement,
6. Infringe copyright law, privacy, or personal rights of any party,
7. Involve a use for illegal or unethical purposes, and/or
8. Imply an MDAH endorsement of any product, company, or enterprise.

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

Section 10 Care of Collections

10.A Inventory:

The director of archaeology collections is responsible for maintaining an up-to-date location record for all objects owned and accessioned into the archaeology collection as well as those objects borrowed by the Museum Division. Archaeology collections staff will complete a comprehensive inventory of the archaeology collection every ten years and will complete a spot check inventory on an annual basis. Inventories will be conducted according to specific procedures outlined in the Archaeology Collection Management Manual.

10.B Handling Collections:

The objects in the archaeology collection are to be handled only in a manner that enhances their preservation. Archaeology Collection objects are to be handled only by trained Museum Division staff

members or trained Museum Division volunteers. The director of archaeology collections is responsible for training and supervising any such volunteers. Written guidelines for handling objects are included in the Archaeology Collection Management Manual.

10.C Conservation:

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

Prior to any conservation treatments, a treatment proposal must be approved by the Museum Division director or the director of archaeology collections. Associated THPO and/or Tribal NAGPRA liaisons will be consulted prior to treatment.

Once the treatment proposal is approved, all conservation treatments will be professionally executed and extensively documented. Conservation reports will be completed within two weeks of the completed treatment and made available to the associated THPO and/or Tribal NAGPRA liaisons. The authority for conservation treatment of archaeology objects is shared by the director of archaeology collections and the Museum Division director.

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

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

10.D NAGPRA Procedure

Museum Division policy adheres to the Native American Graves Protection and Repatriation Act (NAGPRA) codified in Title 43 of the Code of Federal Regulations (CFR) at Part 10 (cited as 43 CFR Part 10). Director of archaeology collections will ensure the regulations are met in accordance with the following procedure:

1. Ongoing consultation is invited to federally recognized Tribal partners monthly and upon receipt of claims. These Tribes include, but are not limited to the Alabama-Coushatta Tribe of Texas, Alabama-Quassarte Tribal Town, the Chickasaw Nation, Choctaw Nation of Oklahoma, the Mississippi Band of Choctaw Indians, Coushatta Tribe of Louisiana, Eastern Band of Cherokee Indians, Jena Band of Choctaw Indians, Miami Tribe of Oklahoma, Muscogee (Creek) Nation, Osage Nation, and Quapaw Nation. Consultation includes bioarchaeological assessment, summaries, inventories, claims, and federal notice draft and publication. Invitation documentation is maintained by the director of

archaeology collections.

2. Notices of inventory completion or intent to repatriate will be drafted in consultation with Tribal partners and the lead claimants. Undisputed publications in the federal register will be legally transferred in a Transfer of Control form to be signed by the Museum Division director and Tribal THPO and/or Tribal NAGPRA Liaison. A NAGPRA Receipt of Custody Form will be completed upon physical transfer and signed by a Museum Division designee and a Tribal THPO and/or Tribal NAGPRA Liaison.
3. Review of disputed claims submitted during the 30 days after the publication of the Notice of Inventory Completion or Notice of Intent to Repatriate will be assessed upon receipt. Museum Division director and director of archaeology collections are responsible for determinations based on preponderance of evidence.

10.E Destructive Analysis

The Museum Division encourages the use of its collections for research in all fields using a wide variety of research methods. In some circumstances it may be appropriate to conduct tests, sampling, or analyses that impact the physical integrity of archaeology collections objects. In considering such destructive methods, the Museum Division will weigh the cultural significance and potential scientific benefits against the long-term preservation of the collections for future use and research.

If destructive analysis on Museum Division archaeology collection objects is proposed by MDAH staff, MDAH-affiliated professionals, or outside researchers a Sampling Request Form must be completed and signed by the Museum Division director and the director of archaeology collections and submitted to the MDAH Board of Trustees for approval. The Sampling Request Form will include the following:

1. The requestor's contact information and professional credentials, and/or academic affiliation,
2. A description of the objects to be sampled and their provenience,
3. A description of the research project and its methodology, significance, and expected results
4. The type(s) of analysis to be performed and a detailed explanation of why they are appropriate to the questions being asked.
5. The location where analysis will be performed, who will analyze the results, and a preliminary schedule of when samples and/or data would be returned to the Museum Division,

For objects that are protected under NAGPRA regulations, additional permissions must be obtained in advance of any destructive analysis. MDAH staff, MDAH-affiliated professionals, or outside researchers will present written permission for destructive analysis from lineal descendants or the culturally affiliated Tribe(s) per consultation.

In evaluating requests for destructive analysis, the MDAH Board of Trustees will consider the following criteria,

1. Whether the research proposal is sound,
2. Whether the methodology is appropriate and will be undertaken by qualified specialists,
3. Whether the results have the potential to yield substantial benefits to our understanding of historic objects, people, and events,
4. Whether the analysis is the least intrusive means of obtaining the intended results, and

5. Whether future study or analysis is substantially hindered by the proposed analysis.

If a request for destructive analysis is approved by the MDAH Board of Trustees, analysis may proceed. If the analysis is requested by non-MDAH affiliated researchers, all costs of the analysis, including packing and shipping, are the responsibility of the researcher. A complete copy of the analytical outcomes of the research—including raw data and published reports—must be submitted to the Museum Division. The director of archaeology collections is responsible for maintaining records of research performed on archaeology collections objects.

Section 11 Risk Management

11.A Policy

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

11.B Procedures

Procedures for managing and caring for objects in the archaeology collection, loan objects, and objects in temporary custody in a proper manner which enhances their preservation and security are included in the Archaeology Collection Management Manual.

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

11.C Insurance

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

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

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

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

Title 16: History, Humanities, and Arts

Part 5: Museum Division

(Adopted by the Board of Trustees on September 16, 2025; Amended December 10, 2025)

Rule 19.1 Event Rental.

The Mississippi Department of Archives & History has facilities available for event rentals within the Capitol Complex. Available spaces are,

The Two Mississippi Museums (Two MM), comprising the Museum of Mississippi History (MMH) and the Mississippi Civil Rights Museum (MCRM)

- Trustmark Community Room
- Craig H. Neilsen Auditorium
- Brunini Conference Room
- Baptist Health Systems Mezzanine
- Entergy Plaza
- BankPlus Front Porch
- Spiro Pete Cora Classroom (if not in use by Two MM staff)

The Old Capitol Museum (OCM)

- The House of Representatives
- Chancery Court (receptions only)
- William Nichols (meeting) Room
- War Veterans' Memorial Building Greenspace

The William F. Winter Archives and History Building (Winter Building)

- Orientation Room
- lobby with the front porch
- 3rd floor rooftop porch North
- 3rd floor rooftop porch West

All rentals must be through an organization/business. Rentals will not be available to individuals acting on their own. Rentals in public areas, during regular operating hours must be open to the general public.

A. Application:

An organization or business must complete an application (and may be asked to supply bylaws and/or articles of incorporation) to rent space at MDAH site. The MDAH Event Rental Committee—consisting of the Museum Division director or his/her designee, the Sites administrator, and the Museum Division events manager—must review and approve all requests. Applications must be submitted electronically using the webform on the MDAH website a minimum of sixty (60) calendar days prior to the event. Requests for a shorter timeframe may be denied.

B. Contract /Security Deposit:

Event reservations are confirmed once the signed contract and the security deposit have been received by MDAH. Dates and spaces may be held tentatively for up to 15 days without a reservation confirmation. The security deposit will be refunded after the event

provided the rented area is returned to its original state in the timeframe stated in the signed contract.

C. Rental Fees:

The fee schedule has been approved by the MDAH Board of Trustees. Sales tax applies to all fees. If an organization is exempt from paying sales tax, a copy of the Letter Ruling from the Mississippi Department of Revenue must be submitted with payment (*Miss. Code* §§ 27-65-111). Other state agencies or organizations that are prohibited by state law from paying fees to MDAH are limited to using the facility only during regular weekday operating hours and other restrictions may apply.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. **The event reservation will be cancelled if payment is not received by the due date. The User will be notified of the cancellation, and the security deposit will not be refunded.**

If the security deposit is paid by credit card, the same card must be used for the rental fee. If the security deposit is paid by check, a credit card may be used for the rental fee.

Additional fees determined by NIC, the State of Mississippi's credit card processor, will be applied at the time of checkout on all credit card payments. A purchase order is an acceptable form of payment.

D. Cancellation:

If the User sends written notice of cancellation and it is received by MDAH more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. **Cancellations fewer than 30 working days prior to the event will result in the forfeit of all fees paid.**

MDAH reserves the right to cancel an event if the facility is rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

E. Hours of Operation / Public Access:

- a. Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday through Friday.
- b. Daytime events may be scheduled for Saturday for Two MM and OCM (9 a.m. to 4 p.m.) and Winter Building (9 a.m. to 1 p.m.) and Sunday on Two MM (11 a.m. to 4 p.m.).
- c. No event rentals are available on Mondays or state holidays.
- d. Evening events may be held:
 - i. Tuesday – Thursday, 5 p.m. – 9 p.m.
 - ii. Friday – Saturday, 5 p.m. – midnight
- e. The Two Mississippi Museums are handicapped accessible.

- f. For an additional fee, MMH and MCRM galleries may be available during events. The request must be made in writing and the fee paid thirty (30) calendar days prior to the scheduled event. No food or beverages are allowed in the exhibit galleries.

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

Rule 19.2 Event Arrangements.

A. Room Selection:

The User may indicate site and room preference in the application. The room selection will be stated on the contract. Once the contract is signed and returned, the room selection cannot be changed. User shall not exceed maximum occupancy per fire code. Refer to application for maximum occupancy per area. MDAH has the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and contracted services must be a professional business and approved by the MDAH Event Rental Committee. Users may be asked to supply a copy of the vendor's articles of incorporation and business permit prior to the event.

C. Catering:

Food and beverages are allowed for receptions in all rental spaces and must be prepared by a professional caterer or restaurant. A Mississippi Department of Health (MSDH) graded food permit must be submitted prior to the event. No food or beverages are allowed outside the rented space. Users may be asked to submit menus for approval at least ten

(10) working days prior to event. Tablecloths are available for rent from MDAH.

User must supply any/all other necessary utensils, dinnerware, table decorations, service equipment, food, and beverages. The Caterer or User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite or to an MDAH dumpster behind the Winter Building or Two MM, by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue's Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining an alcohol permit and providing a copy to the MDAH Event Rental Committee prior to the event. Beer and low-alcohol content wines require one type of permit, while wines and liquors require a separate permit. Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code* §§ 67-3-15, 67-3-25)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by the MDAH Event Rental Committee 30 days prior to the date of the event. Any changes to the furniture layout made within 48 hours of the event will result in a layout change fee.

A member of the MDAH Event Rental Committee or a designee must be present during the event setup.

No changes—such as the movement of items on walls, the opening of blinds, etc.—may be made to the designated space without approval. If approved, MDAH staff will make the requested adjustment. Floral arrangements brought into the site must come from a professional florist or nursery and must be approved by the MDAH Event Rental Committee or designee ten (10) days prior to the event. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, sparklers, etc.) are not permitted on MDAH grounds. Battery-operated candles are allowed. Glitter is prohibited in any form. Confetti, rose petals, and dry rice are prohibited. Bubbles, dry ice, and smoke machines may be used outdoors only.

Free-standing signs must be approved prior to the event. No decorations or signs may be adhered to the wall, doors, exhibits, windows, or any part of the building.

Any power cords must be thoroughly taped down with “gaffer” tape provided by the MDAH.

The User is responsible for providing any/all supplies needed for the event (pens, scissors, paper, print-outs, etc.).

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left behind shall be disposed of at the discretion of the MDAH Event Rental Committee.

F. Equipment:

Outside rental equipment is permitted. An outside rental fee may be applied. Audiovisual equipment, chairs, and tables may be available from MDAH for a rental fee. Additional audiovisual equipment may be secured from outside vendors if arranged in advance with the MDAH Event Rental Committee. MDAH is not responsible for any damage to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from MDAH.

Last-minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the MDAH Event Rental Committee at least ten (10) working days prior to the event. The request must be submitted in writing.

H. Lighting:

Any additional lighting must be approved by the MDAH Event Rental Committee at least ten (10) working days prior to the event. The request must be submitted in writing. Additional lighting may be secured from outside vendors if arranged in advance with the MDAH Event Rental Committee. The User is responsible for the operation, setup, and breakdown of all additional lighting equipment. The User is responsible for any damages to equipment rented from an outside vendor or from MDAH.

I. Parking:

MDAH offers free parking in the Visitor Garage at the Two Mississippi Museums and behind the Old Capitol Museum. Parking is also available on the adjacent streets.

Handicapped parking is available in front of the Winter Building, within the Two Mississippi Museums parking garage, and on the upper parking level of the Old Capitol Museum. Any special parking requests, including reserved parking, must be submitted to the MDAH Event Rental Committee at least ten (10) working days before the event.

J. Security:

Events must have security. State Capitol Police will be on duty during regular operational hours. For any events held after hours, MDAH has approval from Capitol Police to hire a third party. It is the responsibility of the User to pay for the after-hour security provided by a security company selected by MDAH. The number of officers and hours needed will be decided by the MDAH Event Rental Committee. The cost will be included on the Users invoice from MDAH.

K. Set up & Removal:

Users of the facility will set up one hour before the scheduled event. An extended setup time is available for an additional fee with approval from the MDAH Event Rental Committee. Users must return the designated area to its original state within one hour after the event unless other arrangements are made in advance and approved by the MDAH Event Rental Committee.

Events starting prior to 9 a.m. may be set up the day before between 4 and 5 p.m. Any use of the building prior to the designated meeting time must be approved by the MDAH Event Rental Committee. The User and vendors must use the loading dock or designated entrance. Items will not be allowed through the front entrance without prior permission. Violation of the setup and removal policy will forfeit the User's security deposit, and additional fees may occur.

L. Damage/Liability Coverage:

The User is responsible for any breakage or damage and associated repair costs to the rented space, its furnishings, or grounds. MDAH staff will obtain estimates and supervise all repairs.

The Mississippi Department of Archives and History is a state agency; therefore the User has liability coverage pursuant to *Miss. Code* §§ 11-46-1 et seq.

M. Weddings:

A professional wedding coordinator and/or planner must be available the entire wedding day through the cleanup time indicated on the contract. One month prior to the wedding, a final walkthrough with the MDAH Events Rental team is required to finalize details. Any changes after the meeting may result in an additional fee.

N. Rain Plans

If an event is planned for outdoors, a rain plan must be developed in advance. If the rain plan is not approved prior to the day of the event, an additional fee will be charged.

O. Event related Videotaping/ Filming/ Photography:

Videotaping, filming, and photography may be made for personal use only. Any type of multimedia-related recording of MDAH exhibits, artifacts, and collections is prohibited unless the User has obtained a Commercial Filming/Photography Contract. Any commercial or professional videotaping, filming, and/or photography requires approval by the Museum Division director or the MDAH director. If approved, a Commercial Filming/Photography Contract will be issued to the User, and applicable fees will be charged. A complimentary copy of the media or print must be provided to MDAH. Any type of commercial recording of MDAH exhibits, artifacts, and collections is strictly prohibited without a signed Commercial Filming/Photography Contract.

P. Restrictions:

- a. All MDAH sites are smoke-free facilities (*Miss. Code* §§ 29-5-161 (1972, as amended)). Smoking is permitted only in designated areas.
- b. Only service animals are allowed in MDAH buildings.
- c. When events are open to the public and/or the museum galleries are open after regular business hours, all individuals entering the building may be required to go through a security checkpoint and/or metal detector.
- d. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. MDAH reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by User or User's guests as determined by MDAH staff.
- e. In order to prevent the appearance of MDAH endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising stating "MDAH does not sponsor or endorse this

event.”

- f. As a state agency (established by Miss. Code Ann. § 37-33-153) MDAH is not allowed by law to charge for services (per Miss. Code Ann. § 27-104-203) to other state agencies during regular operating hours. A state agency may hold an event at an MDAH site one (1) time per quarter, with a total of four (4) events per agency per year. State agencies using the facility free of charge are limited to using a space that stays in its original setup. The Craig H. Neilsen Auditorium at Two MM is exempt from the free rentals.

Source: *Miss. Code* §§ 25-59-1, 29-5-161, 39-5-1, 67-3-15, 67-3-25 (1972, as amended).