

GEORGE WASHINGTON MEMORIAL PARKWAY
CLARA BARTON NATIONAL HISTORIC SITE
SCOPE OF COLLECTION STATEMENT

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CLARA BARTON NATIONAL HISTORIC SITE

Scope of Collection Statement

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I. INTRODUCTION

A. Purpose of the Scope of Collection Statement

The purpose of this Scope of Collection Statement is to guide the staff of Clara Barton National Historic Site in the acquisition and use of museum collections that contribute directly to the understanding, interpretation, and research of the site's mission, themes, and resources. It is also intended to assist with the management of those collections and associated records that the National Park Service (NPS) is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the site.

The Scope of Collection Statement is written in compliance with the various laws, policies, and guidelines which confer the authority to establish the Clara Barton National Historic Site as a National Park Service museum. The laws, policies and guidelines also delegate to the Superintendent of George Washington Memorial Parkway the responsibility to manage the museum collections in a professional and ethical manner in order to meet museum management standards for acquiring, preserving, protecting, documenting, accessing, and using museum collections and completing actions specific to archival and manuscript collections. The Superintendent represents the NPS in accepting title to museum collections and has delegated the responsibility for the day-to-day management of the collection to the site curator.

B. Mission Statement

The mission of the Clara Barton National Historic Site is to tell the story of the early American Red Cross and its founder Clara Barton, through the acquisition and use of museum objects, library and archival material, associated records, and Miss Barton's final home, also the first permanent office of the American Red Cross, in Glen Echo, Maryland, and to make the home and its collections accessible in historic furnished rooms, short-term exhibitions, special events, and school programs for the education and enlightenment of visitors, researchers and for future generations of visitors and researchers.

C. Enabling Legislation

The establishment of the Clara Barton National Historic Site was authorized by an Act of Congress on October 26, 1974 (93 Stat. 486) that defined the Site as "those lands depicted on the map entitled *Boundary Map, Clara Barton National Historic Site, Maryland*," numbered NHS-CLBA 90,001 and dated February 1974, which shall include the land and improvements occupied by Clara Barton, founder of the American Red Cross, located at 5801 Oxford Road, Glen Echo, Maryland."

The lands depicted on the boundary map included 1.09 acres of land and improvements belonging to the Friends of Clara Barton, Inc., and approximately 7.50 acres of the parking lot of the defunct Glen Echo Amusement Park then owned by the General Services Administration. The property acquired by donation from the Friends of Clara Barton, Inc., on April 21, 1975, included the 1.09 acres of land, the three-story wooden structure built for Clara Barton in 1891, and approximately 2,000 historic objects and furnishings. The General Services Administration transferred the Glen Echo Amusement Park tract, including the 7.50 acres assigned to the Clara Barton National Historic Site, to the National Park Service on March 5, 1976, and the land was recorded in the land records of the National Capital Parks as part of the National Park System on March 22, 1976.

Within the various Congressional committee reports and the formal Senate and House of Representatives Bill Proposals of 1973 and 1974, one major theme is used as justification for adding the Clara Barton site to the National Park System. This purpose, as stated in Senate Report 93-1233, is to "*tell the early story of the American Red Cross through the interpretation of the life and times of its founder - Clara Barton.*" This document goes on to say:

She was a remarkable person who dedicated her life and energies to help others in times of need, both at home and abroad, in peace as well as during military emergencies. Glen Echo was her home for the last 20 [sic] years of her life and this structure illustrates her dedication and concern for those less fortunate than herself. In 1965, the Clara Barton Site was recognized as a National Historic Landmark because of its close association with the social history of the Nation. The Secretary's Advisory Board on National Parks, Historic Sites, Buildings and Monuments recommended the establishment of the National Historic Site

In addition, the Subcommittee on National Parks and Recreation concluded that "...this building serves as a very tangible physical reminder of Miss Barton's accomplishments, which benefited and continues to benefit all the American people..." and that it possesses intrinsic historic value "... as a symbol of the common heritage that we all have as Americans."

D. Legal Mandates

The specific legal mandates for the National Park Service to acquire and preserve museum collections is stated in the Antiquities Act of 1906 (16 USC 431-433); the Management of Museum Properties Act of 1955; the Organic Act of 1916 (16 USC 1 et seq.); the Historic Sites Act of 1935 (16 USC, 461-467), as amended (16 USC 18f); the Reservoir Salvage Act of 1960, as amended 16 USC 469-469C; the Archeological and Historical Preservation Act of 1979 (16 USC 470aa-mm); the National Historic Preservation Act of 1966, as amended (16 USC 470-470t, Sec. 110); the Archaeological Resources Protection Act of 1979; the Native American Graves Protection and Repatriation Act of 1990 (25 USC 3001); and the Departmental (Interior) Manual 411 DM *Managing Museum Property*.

In addition, the site is also subject to Service-wide National Park Service (NPS) policies and guidelines. *NPS Management Policies* lays the foundation by which the National Park Service meets its responsibilities toward museum collections and provides policy standards and requirements for preserving, protecting, documenting, and providing access to, and use of National Park Service museum collections. Director's Order No. 28 *NPS Cultural Resources Management Guideline* states, "The National Park Service permits and encourages the acquisition of museum objects by donation, purchase, exchange, transfer, field collecting, or loan when these objects are clearly significant to an area". Director's Order No. 24 *NPS Museum Collections Management* and the accompanying *Museum Handbook* ensure that NPS managers and staff have information on the standards and actions for successfully and ethically complying with *NPS Management Policies* on museum collections. These documents also provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections.

Other laws, regulations, directives, and conventions, pertinent to museum collections at Clara Barton National Historic Site include: the Endangered Species Act of 1973, as amended (16 USC 1531 - 1543); the Bald Eagle Protection Act of 1940 (16 USC 668a); the Migratory Bird Treaty Act of 1918 (16 USC 703 - 711); the American Indian Religious Freedom Act of 1978 (42 USC 1996); "Disposition of Federal Records," 36 CFR Part 1228; Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109); NPS Special Directive 87-3, the 1983 Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); and the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601).

E. Site History

Clara Barton came to Glen Echo in 1891 when she was offered the dual gifts of a half-acre piece of property and the construction of any structure of her choice. Edward and Edwin Baltzley, the developers of the town of Glen Echo and the Glen Echo Chautauqua, gave her these gifts in exchange for permission to use her name and the name of the Red Cross in their advertising campaigns. The floor plans Miss Barton gave the Baltzleys were the same ones she had used for relief structures following the great Johnstown (PA) flood of 1889. Miss Barton felt that this structure would serve the multiple purposes of home, American Red Cross Headquarters and warehouse and receiving area for American Red Cross disaster relief supplies. Initially, the structure was used only as a warehouse for supplies but, after Miss Barton made Glen Echo her permanent home in 1897, the house took on all three roles and maintained them until her resignation from the Red Cross in 1904. The house remained her home until her death in 1912 and perfectly reflected her lifestyle and personality. She described herself: "I am simple in my tastes and plain, avoiding luxury from choice and principle." Her home was remarkably utilitarian, yet with warmth and amenities that made it uniquely comfortable and personal.

At the time of Miss Barton's death, ownership of the house passed to her loyal companion, confidante, and former Red Cross Chief Field Agent Julian B. Hubbell after some difficulty. For a brief period the home was owned by a Ms. Mabel Hirons wherein some of the items inside were sold and modifications were made to the house. In 1929, Hubbell's twin nieces, Rena Hubbell and Lena Hubbell Chamberlain, inherited the house. Miss Hubbell occupied the house and installed fixtures to convert the house to small rental apartments. The house was sold in 1942 to Mrs. Josephine Franks Noyes who, in turn, willed the house to her sisters. The Franks sisters were very interested in memorializing Clara Barton. When they could no longer maintain the house, they agreed to sell it to the Friends of Clara Barton, Inc., a non-profit organization that was incorporated on May 29, 1963 for the purpose of raising funds to purchase and preserve the house as a memorial to Miss Barton. Unable to raise the resources to preserve and maintain the house, the group spearheaded the effort to have the site placed on the list of National Historic Landmarks in 1965 and to have the site authorized as a unit of the National Park Service. On January 24, 1972, the Friends adopted a resolution stating that the property should be donated to the federal government, provided it "...shall be maintained as a house museum and as a memorial to Clara Barton."

Clara Barton National Historic Site was added to the National Park Service on October 26, 1974, with the passage of Public Law 93-486, 93rd Congress, H.R. 13157. The following year, on April 29, 1975, the property was transferred by Deed of Gift from the Friends of Clara Barton, Inc., to the United States Government. The Deed of Gift is recorded at Liber 4632, Folio 362, land records of Montgomery County, Maryland. A Transfer of Title for furniture and furnishings was completed on December 26, 1975. Having fulfilled its mission, The Friends of Clara Barton, Inc. disbanded in 1979. Since 1975, the National Park Service has administered the Clara Barton National Historic Site as a unit of the George Washington Memorial Parkway.

F. Description of Site Facilities

The Site consists of a three-story frame structure measuring approximately 54' x 98'. There is also a partial dirt floor basement. The structure is situated on a wooded lawn of approximately 1.09 acres. A tract of 7.50 acres, administered by the site, contains the paved parking facilities for the site and Glen Echo Park. These facilities are situated in front and to the side of the House. A large grassy area immediately in front of the House partially protects the historic scene viewed from the porch of the House.

Clara Barton used the house, built in 1891, as the main warehouse of the American Red Cross for six years. From 1897 to 1904, the building served the triple function of American Red Cross National Headquarters, an American Red Cross warehouse, and Miss Barton's private residence. She continued to live in the House after her resignation from the American Red Cross in 1904, until her death there in 1912.

The House contains thirteen exhibit rooms, the vestibule, the central hallway and second floor gallery that are exhibited as circa 1900 historic furnished rooms. There are 34 closets

that Miss Barton used as storage for American Red Cross supplies; one is currently used as an interpretive exhibition closet. There are two rooms used as visitor contact areas, the Bookstore and the Short Term Exhibition/Audio Visual Room. The remaining rooms are used for staff offices, library, conference room/exhibition prep, collections processing, computer room, kitchen, and staff lunchroom. There are two historic rooms that were restored in 2010, the Clara Barton Sitting Room and Dr. Julian Hubbell's Bedroom. A portion of the basement, which once served as staff quarters, and at one point as an Education Center, is now Museum Collections Storage. The room at one time contained two rooms, a kitchen, and a bathroom. The bathroom is now open to the staff and the kitchen has been removed. The rest of the basement is open space except for a curatorial laundry room and a tool room.

G. Resource Management Plan

The Clara Barton National Historic Site's Resource Management Plan (June 1993) objectives pertinent to the acquisition and use of museum collections are to:

- develop long- and short-range plans for restoration, including completion and updating of preservation documents
- continue to restore exhibit rooms to more accurately reflect the historic scene
- study visitor impact on the structure to determine appropriate visitation levels
- adopt a routine maintenance schedule for the house and grounds
- expand staff size to allow for more research, programming and cultural management

Archeological materials recovered from within park boundaries through systematic collection are National Park Service property and must be retained in the park's museum collection in accordance with 16 U.S.C. 470aa-11, Archeological Resources Protection Act of 1979 (as defined in 43 CFR 7.13) and *NPS Management Policies*. Associated field data and records also must be cataloged and maintained as part of the site's museum collection.

Natural history specimen collection permits are issued in accordance with 36 CFR 2.5(g) by the Park Superintendent and must contain the following conditions: "(1) Specimens placed in displays or collections will bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog, and (2) Specimens and data derived from consumed specimens will be made available to the public and reports and publications resulting from a research specimen collection permit shall be filed with the superintendent."

H. Interpretive Themes

The *Statement for Interpretation* (approved Feb. 1992) defines the following interpretive themes:

Primary Interpretive Themes:

- The early history of the American Red Cross
- The life and times of the American Red Cross's founder, Clara Barton

Secondary Interpretive Themes:

- Emergency response and supply services in the 19th century and Clara Barton's lifelong devotion to improving these services
- Women's history in the 19th century, with emphasis on women in the American Red Cross
- The life and times of ARC Field Agent Dr. Julian Hubbell, as it relates to the formation and operation of the American Red Cross, and other individuals who worked with Miss Barton and the American Red Cross
- Civil War
- Minorities and Special Populations
- Memorialization of Clara Barton and the Fame of Clara Barton

Associated Interpretive Themes:

- Native Americans and early European settlers. Native Americans inhabited the Potomac River valley before the arrival of the first European settlers in the area (ca. 1635). Traces of both the Native American culture and the early European settlers can be found throughout the general geographic area.
- Pre-Clara Barton occupation of site. The area occupied by the site was part of a larger farm that was under active cultivation until the acquisition of the property around 1888 by Edward and Edwin Baltzley. The Baltzleys later donated the grounds to Clara Barton and built the house for her. All the pre-Clara Barton periods may be subject to interpretation as a part of the historic record of the site.

II. TYPES OF COLLECTIONS

Parks within the National Park Service are authorized to collect objects, specimens, and archival and manuscript materials representing the cultural and natural resources within a park in the following disciplines: archeology, biology, ethnology, geology, history, and paleontology. As of FY 2011, the Clara Barton National Historic Site has collected mostly

cultural resource materials in the disciplines of archeology and history with a growing assortment of archival and resource management records. These collections are part of the cultural and natural heritage of the country and are collected, preserved, and interpreted for public benefit.

All museum materials are collected in accordance with the site's enabling legislation, mission, interpretive themes, and resource management objectives. The *purpose of the museum collection* is to aid understanding among site visitors and to advance knowledge in the humanities and sciences. A well-managed collection can yield a wealth of knowledge and understanding about the site and the people, places, and events associated with the early American Red Cross and its founder, Miss Barton.

Parks within the National Park Service are authorized to use museum collections in exhibitions, interpretive programs, films, and print and electronic publications as key resources for educators, students, researchers, park managers, park neighbors, and the general public. The site uses its museum collections in these venues in order to provide the tangible connection between the visitor and the story of the early American Red Cross and its founder, Clara Barton. Consideration for use in these venues is based upon the material condition of the museum collection and the site's ability to provide for its security, environmental, and housekeeping needs.

The continued development of the museum collection should proceed in close coordination with the Site Curator, the Parkway Curator, the Regional Curator, Site Manager, Chief of Interpretation, Recreation and Resource Management of George Washington Memorial Parkway, and the Superintendent.

A. CULTURAL RESOURCES

The Clara Barton National Historic Site collects archeological specimens and associated records and historical objects and archival materials that represent the site's primary, secondary, and associated interpretive themes. Object or archival collections directly associated with the early American Red Cross and the life and times of its founder Clara Barton are more desirable than a similar object without such primary association. Consequently, priority for collecting will be given to the best-documented, site-related materials. When a large quantity of unprovenanced materials is available, priority will be given to acquiring the best-preserved examples representing the above-named priorities. Objects identified by the *Historic Furnishings Report* (1984) have the highest priority for collection. Since the main goal of the Site is to interpret the use of the house during the period 1897-1904, priority should be given to obtaining objects similar to those used in the house during that time.

Objects that can be definitely proven to have been in the house during the period 1897-1904 are listed in the *Historic Furnishings Report* (approved Jan. 18, 1984). The *Historic Furnishings Report* lists objects needed to complete the exhibitions by exhibition room. When an original object can be found, acquisition of this object should

receive the highest priority. Secondary priority should be given to acquiring period objects that are listed in the *Historic Furnishings Report*, as needed, for a specific room.

The site also collects objects and archival materials related to the history and ongoing preservation and maintenance of the site. When original fabric is removed from a historic structure during restoration or repair at the site, representative portions of the removed fabric will be preserved in the museum collection along with any associated documentation, including photographic documentation of the process.

Depending upon the importance of the object, reproductions can be made and included in the museum collection. In some cases, conservation and preservation of the object may deem a reproduction necessary for exhibition.

Because objects that were in the house during Miss Barton's tenure are known to exist in both private and organization collections, the site will continue to seek and collect objects representing the above categories.

Under no circumstances should an object be acquired because it is old or because it is a museum quality object from the appropriate period.

B. HISTORY

Listed according to the Interpretive Themes, the following are some examples of objects already in the collection.

Primary Themes:

- ***The Early history of the American Red Cross: The early history of the American Red Cross (from 1881 to 1904) was shaped by the leadership and personality of its founder, Clara Barton.***

Of primary significance are the items that belonged to Miss Barton during the period 1897-1904, including items that were brought to and left at the house by her many volunteers, visitors, and friends during this time frame. Representative objects include parlor chairs, settees, etageres, decorative ceramics, textiles, and bedroom, dining room, and office furniture, such as Miss Barton's office desk and chair and her Eastlake dining room table and dining accessories.

Of secondary significance, but critical to the interpretation of the site, is a collection of period and reproduction items acquired by the service-wide Division of Historic Furnishings based upon the requirements in the *Historic Furnishings Report*. These items are mostly office furniture and accessories and equipment, such as typewriters, copy presses, administrative supplies, ledgers, etc., and some bedroom furniture, accessories and steamer trunks. There is also a collection of games, cards, and stereoscopes. These items all represent actual items that Miss Barton had in her home during the time frame 1897-1904.

Also of consequence are the reproduction rugs in the Center and East Offices. The Harpers Ferry Historic Furnishings Division researched and reproduced the rugs specifically for installation in the exhibit area.

- ***The life and times of the American Red Cross's founder, Clara Barton: Clara Barton's life was one of service, especially after learning about the International Red Cross in 1869, and continuing until her death in 1912 at age 90.***

Of primary significance to this theme is Miss Barton's collection of books, diaries, personal and professional letters, photographs, and personal memorabilia that were collected during her disaster relief work and/or presented to her by national and foreign dignitaries. The personal memorabilia is significant because it dates and depicts her whereabouts and activities during national and international events. Representative objects include photographs, ceremonial invitations and certificates, recognition medals, jewelry, and letters of appreciation.

Other items presented to Miss Barton by national and foreign dignitaries, in recognition of her disaster relief work, include a prayer rug and a set of silver teaspoons from the Pasha of Turkey, and a gilded settee from Louisa, the Grand Duchess of Baden, Germany. There is also an oil painting of Miss Barton's cat Tommy, painted by Antoinette Margot. Miss Margot returned to America with Miss Barton after the Franco-Prussian War disaster to volunteer her services with the American Red Cross.

Secondary Themes:

- ***Emergency response and supply services in the 19th century and Clara Barton's lifelong devotion to improving these services:*** Although somewhat crude by modern standards, emergency services techniques saw vast improvement in the 19th century through Clara Barton's work during the American Civil War and with the American Red Cross. **Representative objects include:** An early first aid kit; a photograph of a graduating class of female nurses with Miss Barton in the center front row; a wooden crate that is purported to have been used for supply shipment by Miss Barton; cooking equipment – pots and pans; rebuilding equipment – hammers, saws, paintbrushes; a wheelchair and a crutch.
- ***Women's history in the 19th century, with emphasis on women in the American Red Cross:*** Clara Barton was a strong proponent of the Women's Movement through her words (lectures) and deeds (prominent role in the early American Red Cross). **Representative objects include:** The house structure and American Red Cross offices within which encompass the broad theme of Clara Barton's life and work; photos, books, letters and diaries demonstrating the communication, interaction and exchange of ideas Miss Barton shared with women – and men - of her time.

- **Civil War:** Clara Barton played a significant role during the Civil War era by tending to sick and wounded soldiers, and locating the missing and dead, including those held in the Confederate prison camp at Andersonville, Georgia. **Representative objects include:** An invitation to President Lincoln's second Inaugural Ball; Civil War era ledgers used by Miss Barton; letters; and a loan from Gettysburg National Military Park of case shot fragments representing battlefield objects Miss Barton would pick up and use as paperweights while in the field.
- **Minorities and Special Populations:** Clara Barton was a supporter of basic civil rights, and ministered to those in need regardless of ethnicity, age, or circumstances. **Representative objects include:** Photographs and shells representing the Sea Islands Hurricane relief effort; photos and documents from the Spanish-American War; the report from the Galveston Hurricane relief of 1900; the report, a Turkish prayer rug, teaspoons, and a reproduction Turkish flag from the Turkish/ Armenian crisis of 1896; documents from the Florida typhoid epidemic; miscellaneous archival material including photos, letters, reports, and diaries.
- **Memorialization of Clara Barton and the Fame of Clara Barton:** Clara Barton was famous even during her lifetime and her image and name were used in promotional material before and after her death. **Representative objects include:** Souvenir Cards, Ads, Books, decorative objects with her name/image, postcards.

Associated Themes:

- **Clara Barton's ownership of the property (1891-1912)**
- **Native Americans and early European settlers.** Native Americans inhabited the Potomac River Valley before the arrival of the first European settlers in the area (ca. 1635). Traces of both the Native American culture and the early European settlers can be found throughout the general geographic area. Currently there are no objects in the collection pertaining to this time period although the Denver Service Center did find Mid-archaic period lithics when they conducted an excavation in the late 1970's.
- **Pre-Clara Barton.** The area occupied by the site was part of a larger farm that was under active cultivation until the acquisition of the property around 1888 by Edward and Edwin Baltzley. The Baltzleys later donated the grounds to Clara Barton and built the house for her. All of the pre-Clara Barton time periods may be subject to interpretation as a part of the historic record of the site. At this time, there are no objects in the collection relating to this period, nor are there plans to acquire any.

C. ARCHEOLOGY

Archeological Artifacts and Other Specimens: The Clara Barton archeological collections have been generated mostly in response to cultural resource management requirements such as *Section 106 Compliance*. Visitors or maintenance staff may come by field or surface finds, and present them to the Site Curator. Archeological research projects at the site may result in the collection of artifacts and soil samples.

Archeological Collections:

Site staff and visitors should be *discouraged* from picking up surface artifacts. It is preferred that surface artifacts be left in situ and their location documented. The park will establish **one accession each fiscal year** for such finds. If such finds occur, the accession will contain an inventory of the accession, a map showing the location of where the artifact was recovered, who recovered it, when and why it was recovered, the artifact's current location and any other pertinent data regarding the material. In the event a specific request for a permit to perform archeological research at Clara Barton National Historic Site - from either inside or outside the National Park Service - is approved, it is important to include a provision in the permit requiring that the associated documentation of the archeological team - as stated above - must be turned over to the site as a part of the museum collection.

A National Capital Area Archeological Overview and Survey Plan conducted in 1995 for the system-wide Archeological Inventory Program reviewed the site and indicated that a re-survey of the area is a *low priority*. The Denver Service Center archeologists and the National Capital Regional Archeologist have performed several test excavations and determined that a valid reason does not exist to undertake a major archeological project at the site. Therefore, a request to pursue the possibility of any concentrated and scientific archeological exploration of the site and grounds is not expected.

The National Park Service archeologists identified one potential prehistoric site on the grounds. Archeological materials dating from the Archaic period (3000-10,000 BP) and the late 19th century to the present were collected as a result of an archaeological monitoring and testing project in 1979. They were sent to the Denver Service Center in Colorado for accountability processing rather than remaining within the National Capital Region. This predated current policy that requires items to remain within the site's museum collection.

There is a small collection of archeological specimens produced as the result of onsite rehabilitation of the structure and visitor field-finds. These objects were cataloged by the regional archeological collections manager and placed in storage at the regional Museum Resource Center in Maryland.

Archeological Records:

All original records associated with archeological collections must be retained as the accompanying archeological archival documentation, thus part of the museum collection. These records may include permits, contract documents, field notes, daily journals,

drawings and maps, photographs and negatives, slides, sound recordings, raw data sheets, instrument charts, remote sensing materials, collection inventories, analytical study data, conservation treatment records, and cataloging and computer documentation and data, as well as any other documents generated through archeological activity.

Such documents, subject to Director's Order No. 19 *Disposition of Federal Records*, shall be certified to the Archivist of the United States as necessary for retention at the site for ongoing business.

D. ARCHIVAL and MANUSCRIPT COLLECTIONS

Archives and manuscript collections form a key part of the site's resources and often a crucial part of the site's original fabric. They are the site's memory and contain information essential for understanding the site's past cultural and natural interrelationships, its events, and its changes over time, as well as the human impact upon the site.

Included are:

- Management of cultural and natural resources
- Research, such as discipline-related work including an architect's notes preparing for an Historic Structure Report
- Education/ Interpretation, such as slide shows, tours, and curriculum development relating to the site's interpretive themes and history
- Outreach via publications such as articles, books, exhibits, films, videotapes, and Internet sites including the National Park Service World Wide Web site

Several categories of archival and manuscript collections are found in the parks.

Official Records are the original documents created by or received in the course of performing the daily work of the National Park Service. National Park Service official records are managed according to the *Records Management Guidelines*, Director's Order 19, under the guidance of the site's assigned records manager.

Official site records include:

- Audit records
- Budgets
- Central correspondence files
- Contracting records
- Legal records (such as land acquisition and law enforcement records)

- Personnel records
- Museum accessioning records, cataloguing and loan records

Note: these museum records are permanently active Service-wide as stated in Director's Order 19, *Records Management Guideline*. Museum records must remain in the park.

Non-official Records are archives and manuscripts, including electronic, audiovisual, and textual documents, made or acquired for reference or exhibition. These materials may be referred to as non-records including the following:

- Assembled manuscript collections are a collector's manuscripts assembled from a variety of sources such as letters and photos signed by Clara Barton that are assembled from the personal papers of many people.
- Copies or Duplicates of any type of documentation
- Acquired archives of non-federal organizations are an archive of an association, club, business, church, or other group acquired by the park due to its significance to the site.
- Personal papers are the non-official documents created or assembled during a lifetime by a person or a family.
- Resource management records, defined in the *Department of the Interior's Departmental Manual* (411 DM), are the materials made or acquired by the Federal government to record information on cultural and natural resources for reference, exhibition, or for the preservation of the Nation's cultural and natural heritage.

They include:

- Site forms
- Field notes
- Drawings
- Maps
- Photographic slides, prints, transparencies, and negatives
- Films
- Video and audio tapes
- Oral histories
- Artifact inventories
- Laboratory reports
- Computer cards, tapes, disks, and diskettes
- Printouts of computerized data
- Manuscripts
- Reports

Associated Records are a subset of non-official resource management records. They are created as artifacts, specimens or other resources are collected and analyzed. These materials include the types of documents listed above.

Sub-official records are copies of documents kept for reference, administrative histories, interpretation, and research and include:

- Desk files of copies of correspondence and policies

- Copies of reports
- Bibliographies of park publications
- Copies of park handouts

Both Official and Non-official records listed above are Federal Property, as they were created or acquired by the parks.

Please refer to the NPS Museum Handbook, Part II, appendix D for more information and guidance.

The Clara Barton National Historic Site has several archival collections cataloged into the archival module of ICMS including site records and donations. Objects such as certificates, letters, and scrapbooks were originally cataloged as History objects.

The site maintains the following uncataloged collections:

- i. Complete microfilm copy of the Clara Barton papers deposited with the Manuscript Division of the Library of Congress (123 reels)
- ii. Typed transcripts of oral history interviews
- iii. Photocopies of letters and other original materials not found in the Library of Congress
- iv. Associated with the vertical file are files created and saved by the Friends of Clara Barton, the association responsible for preserving the house and transferring it to the National Park Service in 1974
- v. Scrapbooks, including clipping service collected newspaper items saved by Clara Barton and scrapbooks organized by the organization The Friends of Clara Barton which document the effort to save the Site
- vi. Microfilm copy of Glen Echo Chautauqua and Amusement Park records from 1889-1953 (private collection, 10 reels)
- vii. Materials pertaining to the site's history brought or loaned to the site by visitors, and other sources. These items document activities at the site during its development and also the affect of activities undertaken beyond the site's borders that nonetheless affect site resources
- viii. National Park Service administrative records of the site

E. LIBRARY

The history collection includes books owned and used by Clara Barton and Dr. Hubbell as well as some period books. In accordance with *NPS Management Policies*, rare books, books that are not rare, and other library materials retained for their physical properties, associative value, or for purposes of exhibition in museum exhibits or the historic furnished rooms are managed as part of the site's museum collection.

General library materials are not managed as part of the site's museum collection. Policy and procedures for library materials are outlined in *NPS Management Policies* and

Director's Order No. 28 *Cultural Resource Management Guideline*. The site's modest library collection is available for use by staff and approved researchers. A *Library Manual* has been developed to help in the management of the library collection.

F. ETHNOLOGY

The Clara Barton National Historic Site museum collection contains no ethnographic material. At this time, there is no plan to collect ethnographic material for any reason.

G. NATURAL HISTORY COLLECTION

The Clara Barton National Historic Site contains no Natural History material as defined in the *NPS Museum Handbook*, nor is there any intention to begin a collection at this time.

A small collection of natural resource specimens was cataloged into the history collection as decorative objects/souvenirs representing items given to Clara Barton by the people of the Sea Islands who she assisted after a devastating hurricane in 1893.

Collectors wishing to gather specimens within the site must have a collecting permit issued by the Superintendent, George Washington Memorial Parkway, as mandated by *NPS Management Policies*.

H. NAGPRA

The Native American Graves Protection and Repatriation Act Unassociated Funerary Objects, Sacred Objects, And Objects Of Cultural Patrimony

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony. In 1993, the Regional Archeologist determined that the Clara Barton National Historic Site does not have collections that fall within the scope of the NAGPRA categories and acquisition of such objects by the site is not anticipated.

III. ACQUISITION

A. Object Acquisition

The site acquires objects for its museum collections by donation, purchase, exchange, transfer, field collection, and loan when they are clearly significant to the site's Enabling Legislation, mission, interpretive themes, NPS *Management Policies*, Director's Orders #28 and 24 and the associated NPS *Museum Handbook*, as described under the Legal Mandate section of this Scope of Collection Statement's Introduction. Consideration for acquiring collections is governed by the site's ability to provide trained staff to manage them and to accession, catalog, and either place them in storage or use them in accordance with the step-by-step procedures listed in the NPS *Museum Handbook*.

B. Permanent Acquisitions

Permanent acquisitions must receive formal approval from the Park Superintendent before acceptance into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the Site Curator. The Curator prepares, for the Superintendent's signature, all instruments of conveyance; letters of thanks, acceptance, or rejection; and transmits them, as appropriate, to the donor, lender, vendor, or other source of acquisition.

C. Incoming Loans

Incoming loans are an acceptable method for obtaining material for display or study that cannot be obtained in any other manner. Current National Park Service policy discourages the acceptance of loans of unspecified duration. The term of a loan should not exceed the time needed for the actual display or study of the objects involved. Long-term loans should not exceed three years. Any exception requires approval from both the lending institution's custodial officer and the receiving Park's Superintendent.

Great care should be exercised in accepting loans since the National Park Service will be responsible for curation during the loan period. Lending institutions frequently require the purchase of insurance on objects on loan. Current policies permit the use of appropriated funds for the purchase of insurance for loaned museum objects. The most comprehensive policy provides "wall-to-wall" coverage; that is, it insures an object from the time it leaves the owner until it is returned to the owner by the borrowing institution. This type of policy frequently includes an appraisal of the objects involved. The Regional Curator should always be consulted regarding the purchase of insurance for museum objects. **The Superintendent of the George Washington Memorial Parkway must approve all loans in writing.**

D. Gifts

Gifts with limiting conditions will be discouraged. It is always desirable to acquire all museum collections without any attached conditions. Examples of proscribed conditions include, but are not limited to: donor labels, perpetual display, and limits on use, location, or methods of disposal. Archival, photographic, and documentary collections must include all literary rights. These rights include, but are not limited to, the right to reproduce unlimited copies for sale or publicity use. Total ownership of objects is essential.

E. Donations

Individuals who wish to make donations to the museum collection should make an appointment with the site curator. The materials can then be reviewed for conformity with this document and the Superintendent can be notified of the forthcoming gift. Site staff, other than the site curator, are discouraged from accepting material that an individual may bring by the site without an appointment. However, if a convenient time cannot be arranged for the visitor to return, staff may receive material by issuing the donor a Property Receipt (Form 10-105). This receipt must contain the donor's name, address, telephone number, and the words, "The material listed below has been accepted pending curatorial review."

F. Friends Groups/Cooperative Agreements

Any private group or organization that has a formal relationship with the National Park Service, such as through a Cooperative Agreement, Memorandum of Understanding or Memorandum of Agreement, may not accept donations for the Service without specific authorization. Any items donated to these organizations must be treated as and accounted for in the same manner as government property.

G. Firearms

In accordance with Director's Order No. 44 *Personal Property Management Guidelines*, Chapter 10, all proposals for the acquisition of firearms and ammunition, except archeological field collections, must be reviewed and approved by the Park Superintendent and the Regional Curator. Acquisition of firearms included on the Alcohol, Tobacco, and Firearms (ATF) Bureau's list of prohibited/restricted weapons requires concurrent review by the Regional Law Enforcement Specialist. There are no plans to collect any type of firearm or ammunition.

H. Authorization

The Superintendent may authorize the Site Curator or the Site Manager of Clara Barton NHS/Glen Echo Park to accept the material for consideration in her absence. Final authority for accepting or rejecting any specific material valued at less than \$10,000 rests with the Park Superintendent. Final authority for accepting or rejecting any specific material valued at more than \$10,000 rests with the Regional Director, National Capital Region.

IV. COLLECTION USE

The site's museum collections may be used for exhibitions, interpretive programs, research, and other interpretive media (e.g., publications based on museum objects, interactive videos, compact disks, etc., in accordance with *NPS Museum Handbook*, Part III, *Museum Collections Use*). The governing consideration in the use of museum objects is the material condition of the object and its care and handling while in use.

A. NAGPRA

In accordance with the Native American Graves Protection and Repatriation Act, P.L. 101-601, the site will not exhibit Native American disinterred skeletal or mummified human remains or photographs or replicas of them.

B. Consumptive Use

The Site Curator, Site Manager Glen Echo Park and Clara Barton, the Parkway Curator Park Superintendent, and the Regional Curator must approve any consumptive use for interpretation. Any interpretive use that may be defined as consumptive must be authorized in advance, as outlined in Director's Order No. 6 *NPS Interpretation and Visitor Services Guidelines* and the *NPS Museum Handbook*.

C. Destructive Analysis

Destructive analysis and tests must comply with the restrictions and procedures outlined in Director's Order No. 28 *Cultural Resources Management Guidelines*.

D. Outgoing Loans

Artifacts may be placed on loan to other parks or organizations in accordance with established National Park Service policies and procedures and with the written permission of the Superintendent, George Washington Memorial Parkway.

Objects in the collection may be loaned to other Federal or private museums for display or study. Loans are not made to private individuals. The term of the loan should not exceed the time needed for the actual exhibit or study, plus setup time. The maximum length of a long-term loan should not exceed three years.

Under normal circumstances it is not necessary to require a Federal museum to provide proof of insurance. Current National Park Service policy requires the provision of an insurance policy with "wall-to-wall" coverage, including a professional appraisal of the value of objects to be insured, for a non-Federal museum or a Federal agency without a recognized museum program. The accepting institution must pay for this insurance. The Regional Curator should always be consulted regarding the current insurance requirements for museum objects. The Superintendent must approve all loans in writing.

E. Exhibition

Exhibition of items in the collection should be in accordance with the site's *Historic Furnishings Report*, or other planning document approved in accordance with National Park Service policy. Exhibitions shall be designed, fabricated, and installed in accordance with established museum practices. Items used in interpretive displays and programs should be used in such a manner as will not contribute to their destruction or further degradation. It is preferable to use reproductions for any program where there is a possibility of damage to the items in the collection. Reproduction of 2- and 3-dimensional objects will be in accordance with the guidelines and procedures in *NPS Museum Handbook*, Part III, "Museum Collections Use."

F. Researchers

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in Director's Order No. 28 *NPS Cultural Resources Management Guidelines*, the *NPS Museum Handbook* and in the site's written procedures for museum collection access.

Researchers should be referred to the Site Curator who will work with the Site Manager to facilitate all research requests in a timely manner. In the absence of the Site Curator, requests should be made directly to the Supervisory Park Ranger. Under no circumstances shall anyone be given access to the collection without the specific permission of one of these staff members. Admission to the collection shall be granted only in accordance with established procedures for collection access. These procedures are available in writing from the Site Curator. Researchers will be accompanied at **all** times by site staff while they are examining the collection. There will be no exceptions.

V. RESTRICTIONS

A. NAGPRA

Curatorial staff should consult with tribal governments, Native Hawaiian organizations, Alaskan Native corporations, and traditional religious leaders about the terms and conditions for management of collections from Federal lands that have significance for these groups and should consult with other indigenous and immigrant ethnic, social, and religious groups that have aboriginal or historic ties with the museum collection or lands of origin, and/or traditionally have used the museum collection. Objects in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR Part 79, "Curation of Federally-owned and Administered Archeological Collections" and other bureau policies. **At this time there is no object in the collection that would fulfill this requirement. Nor is there any intention of collecting any object that would conform to this requirement.**

B. Public Disclosure

NPS Management Policies states, "Information regarding the location, nature, and character of archeological, historic, and ethnographic resources may be exempted from public disclosure."

NPS Management Policies further states, "The identities of community consultants and information about sacred and other culturally sensitive places and practices will be kept confidential when research agreements or other circumstances warrant."

Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright and this right has not been signed over to the National Park Service, or, if a restriction was placed on an item by the donor.

C. Endangered Species

All endangered, threatened, or rare plants, and vertebrate and invertebrate animals will be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with *NPS Management Policies*, will be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish & Wildlife Service. Final disposition of type specimens will be determined at the service-wide level and will follow recognized conventions established for specific disciplines.

VI. MANAGEMENT ACTIONS

This Scope of Collection Statement **must be reviewed every two years** and, when necessary, must be revised to remain supportive of and consistent with any changes in the site's mission. Any revision to this document must be reviewed by the Regional Curator and approved by the Superintendent George Washington Memorial Parkway.

All museum objects not on display at the site or on loan to other institutions are placed in either Museum Collection Storage onsite or in storage at the National Capital Region Museum Resource Center.