

SCOPE OF COLLECTIONS STATEMENT FOR GLEN ECHO PARK

I. INTRODUCTION

Glen Echo Park has been administered by the National Park Service since 1971. Title was permanently acquired from the General Services Administration on March 22, 1976. The site is included within the boundaries of the George Washington Memorial Parkway, which has as its general legislative authority the Capper-Cramton Act (46 Stat. 482). This act provides for "the comprehensive development of the park and playground system of the National Capital, which shall include the gorge and Great Falls of the Potomac." Although the site lacks a specific statement of legislative authority, a review of the public record indicates the following as the main purposes of the Glen Echo site:

1. Protect the site to enhance its scenic and environmental values and to protect those of the adjacent Potomac River and its palisades, the C&O Canal, the George Washington Memorial Parkway, the Washington Aqueduct, the Clara Barton National Historic Site and the Clara Barton Parkway.
2. Provide opportunities for educational, recreational, and environmental park experiences to the visiting public.
3. Preserve, relate, and interpret the heritage and significance of the National Chautauqua Assembly.
4. Preserve, relate and interpret the Amusement Park era, particularly the carousel.

Given this history and the authorities and responsibilities granted to the National Park Service by the Antiquities Act of 1906 (16 USC 431-433), the National Park Service Organic Act (16 USC 1 et seq.), the Historic Sites Act of 1935 (16 USC 461-467), and the Museum Act of 1955 (16 USC, Sect. 18[f]), 36 CFR Sect. 2.5 "Resource Management Protection, Public Use and Recreation," and 43 CFR Part 7, this scope of collections statement has been prepared to assist the Park staff in adhering to *NPS Management Policies* chapters V & VII and the *Cultural Resources Management Guidelines* (NPS-28).

Because of the intent implied in the site's documentation, it is appropriate to interpret both the Chautauqua period (ca. 1888-1899) and the Amusement Park period (1899-1968) as historic periods. In addition, the Potomac River valley was inhabited by native Americans prior to 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. The area occupied by the park was a portion of a larger farm, which was in use until the acquisition of the property ca. 1888 by the Baltzley brothers. Both of these pre-Chautauqua periods may be subject to interpretation in the future as a portion of the historic record of the park.

As a scenic buffer to preserve the Potomac palisades area, the park has several natural resource management goals:

1. Preserve and enhance the scenic vista of the river valley.
2. Stimulate in the visitor an increased awareness of environmental and ecological responsibility in an urban area.

II. TYPES OF COLLECTION

A. NATURAL HISTORY

At present no natural history collection exists at Glen Echo Park, nor is there any plan for establishing one at this time. Because there are no plans to interpret the minimal natural setting at this site, and given the large collections of indigenous species which exist at Rock Creek Park, Prince William Forest Park and the Kenilworth Aquatic Gardens, it is not considered likely that a natural history collection will ever be established at Glen Echo Park. However, in the event that a collector should desire to collect specimens within the Park, it would be necessary for him/her to have a collections permit issued by the Superintendent, George Washington Memorial Parkway, henceforth; Superintendent, in accordance with NPS policies in effect at that time.

B. CULTURAL

Since the main interpretive effort of the park will deal with the Chautauqua and Amusement Park periods, priority will be given to collecting by donation, loan, transfer or purchase any item which can be positively documented as having been used in this park after 1888 and before 1968.

A secondary priority will be given to acquiring items which reflect the history of the park and its uses after 1968. Care must be taken to avoid overwhelming the collection with items from this post 1968 period. For that reason the park will not accept as a gift any post 1968 item unless its acquisition is essential to

the implementation of an existing Exhibit Plan approved by the Superintendent, and where funding exists to care for the item in accordance with established NPS policies and guidelines.

Tertiary priorities should exist for the collection of items which are generic to either the Chautauqua or Amusement Park eras and to items which reflect the history of the park prior to 1888.

Items which do not reflect happenings at Glen Echo should not be accepted.

III. ACQUISITION

Acquisition of all items must be governed by the Park's ability to properly care for the items in accordance with the *NPS Museum Handbook*, the *NPS Museum Manual*, and all other appropriate NPS manuals and guidelines for the specific disciplines involved. Items which can not be properly cared for should not be accepted.

Items which are designated as field finds, surface finds or are uncovered by excavations are *de jure* part of the museum collection and should be treated as such.

Individuals who wish to make donations to the museum collection should contact the Glen Echo Site Manager. If after review by the Site Manager, the object is found to conform with this document, the Superintendent will be notified of the impending gift.

Final authority for accepting or rejecting any specific object valued at less than \$10,000 rests with the Park Superintendent. Final authority for accepting or rejecting any specific object valued at more than \$10,000 rests with the Regional Director, National Capital Region. The Superintendent may authorize the Site Manager to accept the object in his/her absence.

Park staff are discouraged from taking items which an individual may bring by the Park office without prior notification. However, if a convenient time can not be arranged for the visitor to return, a Glen Echo staff member may receive an object by issuing the donor a Property Receipt (Form 10-105). ***This receipt must contain the donor's name, address, phone number and the words, "This object(s) has been accepted pending curatorial review."***

National Park Service policy specifically forbids the acceptance of donations with limiting conditions. Examples of proscribed conditions include, but are not limited to: donor labels, perpetual display, limits on use, location, or methods of disposal. All archival, photographic and documentary collections should include all literary rights, if possible. These rights include, but are not limited to the right to reproduce unlimited copies for sale or publicity use. Total ownership of artifacts is essential to the success of a museum collection. Acceptance of items with attached conditions severely limits

the museum and interpretive staffs' ability to use flexible judgement and discretion.

Nothing stated above shall preclude the erection of a "New Donations" display case, in which would be displayed items newly donated to the collection, with donor acknowledgement.

Any private group or organization which 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 on behalf of 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.

Incoming loans are an acceptable method for obtaining material for display or study which can be obtained in no other manner. Current NPS policy discourages the acceptance of loans of unspecified duration. Under normal circumstance the term of a loan should not exceed the time needed for the actual display or study of the objects involved. No long term loan should exceed five years.

Great care should be exercised in accepting loans, since the NPS will be responsible for its curation during the loan period. If an object on loan to the park is damaged, there will be difficulty in having repairs performed, as Harpers Ferry Center rarely does any conservation work on objects not owned by the Service.

Loaning institutions frequently require the purchase of some form 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 wall of the owner until it is returned to its proper home with the loaning 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.

All loans must be approved in writing by the Superintendent.

IV. USES OF COLLECTIONS

Any proposed use of the museum collection falls under the general parameters of the *Interpretation and Visitor Service Guidelines (NPS-6)* which prohibit any interpretive use defined as consumptive. In addition, all display and storage conditions shall be in conformance with accepted museum practices as outlined in the *Cultural Resources Management Guidelines (NPS-28)*, the *NPS Museum Manual* and the *NPS Museum Handbook*.

The primary uses for this collection are exhibit, display, interpretation and study. Artifacts may be placed on loan to other parks or organizations in accordance with

established NPS policies and procedures and with the written permission of the Superintendent.

Exhibition of items in the collection should be in accordance with an established Exhibit Plan or other planning document approved in accordance with NPS policy in effect at the time. These exhibits shall be in accordance with established museum practices as interpreted by the National Park Service, Office of Museum Services and the National Capital Region Curator and as approved by the Park Superintendent. 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 probability of damage to the items in the collection.

The Superintendent retains the option to refer all research requests to his/her designee. The Glen Echo Site Manager has day-to-day operational responsibility for the management of collections. Under no circumstances shall any one be given access to the collection without the specific permission of either the Superintendent or the Glen Echo Site Manager. Admission to the collection shall be granted only in accordance with established procedures for collections access. These procedures are available in writing from the Superintendent and the Glen Echo Park Site Manager.

All researchers will be accompanied at all times that they are examining the collection. There will be no exceptions.

Objects in the collection may be loaned to other Federal or private museums for the purpose of 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 set up time. The maximum length of a long term loan should not exceed five years.

Under normal circumstances it is not necessary to require a Federal museum to provide proof of insurance. In the case of a non-Federal museum or a Federal agency without a recognized museum program, current NPS 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. This insurance must be paid for by the accepting institution. The Regional Curator should always be consulted regarding the current insurance requirements for museum objects.

All loans must be approved by the Superintendent in writing.

V. RESTRICTIONS

Acquisition of items for the Glen Echo Park collection is subject to the following conditions and restrictions:

1. Only those items which can properly be cared for shall be accepted.
2. No items may be accepted which are subject to restrictive conditions.
3. All archival, photographic and documentary collections should include all literary rights if possible.
4. For security purposes, access to the collection shall be strictly governed. No one shall have unlimited access to the collection except the individuals charged with its care. This includes only the Superintendent, the Glen Echo Site Manager and the Museum Tech/Curator at Clara Barton NHS.
5. No human remains or religious material shall be displayed.

VI. MANAGEMENT ACTIONS

This site is in need of all the normal museum planning documents, as well as many of the normal interpretive planning documents. At a minimum these should include a Collections Management Plan, a Collections Storage Plan, a Collections Condition Report, an Exhibit Plan and an Interpretive Prospectus. These items should be identified as requirements for the site during the next revision of the site's Statement for Management.

This Scope of Collections Statement must be reviewed annually and revised to remain supportive of and consistent with the park's missions. Any revisions to this document require the approval of the Regional Director.