

**CITY OF RALEIGH  
HISTORIC RESOURCES AND MUSEUM PROGRAM  
COLLECTION PLAN**



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## I. Introduction

- a. The Purpose of the Historic Resources and Museum (HRM) Program Collection Plan
  - i. The HRM Program was created in 2012 with the express purpose of protecting and promoting identified museums and historical resource facilities, programs, and assets within the City of Raleigh. As the municipally designated steward of Raleigh history, the HRM Program seeks to engage and inform the Raleigh community and visitors through collecting, preserving, and interpreting the past to educate, inspire, and provide perspectives for the future.
- b. Interpretive Goals
  - i. Audience: The HRM Program Collection is used for interpretation, education, exhibits, research, and programing in support of the HRM Program.
- c. Professional Conduct and Ethical Statements
  - i. The HRM Program and HRM Collection Plan supports, and is supported by, professional best practices and ethics as defined by the American Alliance of Museums. The American Alliance of Museums, which is a nationwide museum professional organization, has helped to develop standards and best practices for all museum professionals since 1906. Ethically, this group has adapted to the changing conditions, values, and ideas of the museum profession.
  - ii. The HRM Program and HRM Collection Plan will comply with the Native American Graves Protection and Repatriation Act by having a complete inventory and summary of Native American objects that include human remains, funerary objects, sacred object, or object of cultural patrimony. The Native American Graves Protection and Repatriation Act 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 objects. One major purpose of this statute is to require that Federal agencies and museums receiving Federal funds inventory holdings of Native American human remains and funerary objects and provide written summaries of other cultural items. (NAGRPA, 1990)
  - iii. The HRM Program and HRM Collection Plan will comply with the National Historic Preservation Act of 1966 as amended, which is reflective of the long-term care and management of material remains and associated records of archeological sites. The Act was established by the Federal Government to create a program for the preservation of additional historical properties throughout the nation and for other purposes. (Public Law 102-575 Section 101(f), (g), and (h), and section 110)
  - iv. The HRM Program and HRM Collection Plan will comply with the guidelines for the Curation of Federally Owned and Administered Archaeological Collections. The regulations specified here are associated with prehistoric and historic material remains, and

associated records. Specifying, the guidelines on how to manage and preserve collections, terms and conditions, and lastly providing access to loan and otherwise use the collection. Lastly, it acknowledges that curation involves real costs to the owners of the collections and it is the responsibility of the federal agency that manages the land on which the collection was recovered to fund its long-term care. (Title 36 CFR 79)

d. Authority

- i. The HRM Program Collection Plan was developed by HRM Program staff and the HRM Advisory Board. The HRM Advisory Board's mission is to promote, coordinate, and strengthen the advocacy and advancement of public programs within the HRM Program to further the cultural development of the City of Raleigh. The HRM Collection Plan reflects both the goals and specific strategies intended to strengthen the HRM Program Collection through survey, acquisition, deaccession, and consultation with other institutions.
- ii. In early 2017, the Curator of Collections compiled a preliminary assessment of the HRM Program Collection by meeting with staff.
  1. Staff members included:
    - a. HRM Program Administrator
    - b. Curator of Collections
    - c. Director of Downtown Cultural Resources
    - d. Director of Attractions
    - e. Director of Museums
    - f. Historic Sites Manager
- iii. Drafts of the HRM Program Collection Plan were then generated and shared with the HRM Advisory Board Collections Committee for review, advice, and input.

II. Intellectual Framework

- a. The HRM Program collects objects for the specific purpose of supporting and promoting the stated public mission.
- b. The HRM Program will continue to evaluate the HRM Collection in response to contemporary scholarship, evolving mission and/or professional standards.
- c. The HRM Program Collection supports the HRM Program mission by providing physical and visual representations of Raleigh.
- d. The HRM Program Collection seeks objects in good condition with high intrinsic and historical value, as well as strong provenance.
- e. The HRM Program Collection seeks to reflect the breadth, depth, and diversity of the experiences and people of Raleigh.

III. Analysis of Existing HRM Collection

- a. Scope of Collection:
  - i. The HRM Program collects the material culture of Raleigh in order to interpret our history.
  - ii. Primary interest:

1. The geographical scope of the HRM Program Collection shall include the City of Raleigh as well as the extra territorial jurisdiction (ETJ) zones as defined by City Council.
  2. The interpretive scope of the HRM Program Collection shall include historic and/or cultural records with themes that may include people, places, things, objects, resources, and/or environments connected to the City of Raleigh.
  3. The HRM Program reserves the curatorial authority to identify and/or collect any objects outside the defined scope of the HRM Collection Plan.
- iii. The HRM Program Collection includes 12 sub-collections:
1. Borden Building
  2. John Chavis Memorial Park
  3. City of Raleigh Museum
  4. Dorothea Dix Park
  5. Historic Resources and Museum Program Administrative
  6. Latta House and University Site
  7. Moore Square
  8. Mordecai Historic Park
  9. Parks, Recreation and Cultural Resources
  10. Pope House Museum
  11. Pullen Park Amusements
  12. Tucker House
- IV. Scope of the Historical Objects – The collections quantified in this section includes approximately 19,000 distinct objects located on HRM Program properties at end of calendar year 2017. For the purposes of this plan, they are grouped by site location.
- a. Borden Building
    - i. Built in 1900, the Borden Building is one of two remaining buildings on the former campus of the Methodist Home for Children. The property was acquired by the City of Raleigh in 1992 and the objects were either purchased by Parks, Recreation, and Cultural Resources or donated to the site over the years.
    - ii. Strengths
      1. The framed pictures of former residents and students hanging inside the house.
    - iii. Gaps in the Collection
      1. Photographs and objects illustrating the early years of the Methodist Home for Children.
      2. Material culture connecting people with the property.
    - iv. The items would not be considered a teaching tool, but rather as background objects to fill some of the space and to aid in usage for rental groups. The items will be placed in their original location if there is supporting evidence of placement in the space.
  - b. John Chavis Memorial Park

- i. The city park established in the 1930s, the space includes the historic circa 1923 Allan Herschell carousel and a community center.
  - ii. Strengths
    - 1. The historic carousel is integral to the history of the park.
  - iii. Gaps in the Collection
    - 1. There is a lack of objects to show the early days of the park.
  - iv. Carousel animals, small specialty tools or items that are deemed important to the preservation and/or its past renovation.
  - v. Information, research, and photographs that already exist in files could possibly serve as backbone to installing interpretive signage in the park. The items are stored in the Pullen Welcome Center.
- c. City of Raleigh Museum
  - i. The collection is housed in the Historic Briggs building and focuses on the city's people, places, and resources. The collection began when the Museum, formally known as the Raleigh City Museum, was founded in 1993. In 2012, the City assumed the operational control of the space and its collections.
  - ii. This institution is the only entity in the HRM Program that actively collects objects.
  - iii. Collection Goal: To collect objects and the tangible elements to show the City of Raleigh's growth and change in daily life from the prehistory to today.
  - iv. Strengths
    - 1. Most of the items in the collection date from 1880 to the present. Additionally, the photograph collection is vast and encompasses many topics and decades.
  - v. Gaps in the Collection
    - 1. There is a lack of objects in the collection that date from prehistory to 1879. Most significantly, the late colonial era, specifically the 1750-1790's. Acquisitions from this era could be remedied by including them in a discussion regarding City Lab and other future exhibit planning.
- d. Dorothea Dix Park
  - i. The park was a hospital for the mentally ill from 1856-2012 when the last patients were moved to another facility. The objects connected to the Park are currently located at HRM Program off-site storage.
  - ii. Strengths
    - 1. There are numerous domestic material culture objects including dishware, silver, and ceramics that are part of matching sets.
  - iii. Gaps in the Collection
    - 1. There are very few objects connected to Dorothea Dix, the namesake of the hospital.
    - 2. There needs to be more medical equipment objects to reflect it was a hospital.
- e. Historic Resources and Museum Program Administrative

- i. The objects in this collection are aligned with the official municipal advisory body called the HRM Advisory Board, created in 2012 by City Council.
  - ii. Strengths
    - 1. The archival records of the HRM Advisory Board including minutes, reports, and events.
- f. Latta House and University Site
  - i. Located within the historic Oberlin neighborhood, the two-acre site was first the home of Reverend M.L. Latta, who founded Latta University in 1892. The former residence was destroyed by fire in 2007.
  - ii. The objects that remain are the pieces that were found during an archaeological survey completed in 2009 as part of a joint effort between the City's Parks, Recreation and Cultural Resources Department and the Raleigh Historic Development Commission. The cataloged items are housed at off-site storage and the barrels and pallets of bricks from the property are located at Marsh Creek.
  - iii. Strengths
    - 1. There are salvaged material culture objects including but not limited to a column from the house and handmade bricks.
  - iv. Gaps in the Collection
    - 1. There is a lack of objects that show what the house and/or University buildings looked like in the late 19<sup>th</sup> century and early 20<sup>th</sup> centuries.
- g. Moore Square
  - i. Located in the southeastern district of downtown Raleigh, the Square was in the original 1792 plan for the City and has served the public, businesses, and other groups in various ways. It is adjacent to City Market and Hargett Street, which was once considered the Black Main Street of Raleigh.
  - ii. Strengths
    - 1. This collection is unique because the HRM Program can reach out to the community and ask for objects directly connected to the site and its surroundings. Unlike our other collections, this collection can grow purposefully versus inheriting objects.
  - iii. Gaps in the Collection
    - 1. There are very few photographs and no objects that could be directly tied to this area. However, since the space has gone through many changes in purpose over the decades, even though the property is not large, there is an engaging story to tell through objects.
- h. Mordecai Historic Park
  - i. The historic park encompasses seven buildings and there are objects housed in all buildings on the property, except the Cure Barn and Plantation Office and at off-site storage. The collection stems from the purchase of the property by the City in 1968 and local charitable

groups raised the money to purchase the furnishings. Additionally, the Allen Kitchen, Andrew Johnson Birthplace, the Badger-Iredell Law Office, and St. Mark's Chapel were all moved to the Mordecai property between 1968 and 1979. Subsequently, the quantity of objects at the Historic Park grew.

1. Allen Kitchen, circa 1842
  - a. The objects in the space are objects that were common in a 19<sup>th</sup> century kitchen. Some of the items are owned by HRM Program and some on are long term loan from the NC Museum of History. There are none original to the building.
  - b. Strengths
    - i. Most of the items in the space are used for demonstration purposes
  - c. Gaps in the Collection
    - i. Not at this time.
2. Andrew Johnson Birthplace, circa 1800
  - a. The space reflects a simple two-room home that was typical of the working class of the 19<sup>th</sup> century.
  - b. Strengths
    - i. There are a few objects that represent Andrew Johnson's adult and presidential years.
  - c. Gaps in the Collection
    - i. There is a lack of objects from the period that represents Andrew Johnson growing up in the building.
3. Badger-Iredell Law Office, circa 1810
  - a. The objects on display reflect an early 19<sup>th</sup> century law office. The objects were collected by the Wake County Bar Association over the years.
  - b. Strengths
    - i. There are many law books inscribed by James Iredell on display.
  - c. Gaps in the Collection
    - i. There are no objects that reflect George E. Badger or James Iredell, Jr.'s life after they retired from the law office.
4. Mordecai House, 1785/1826
  - a. The objects housed and displayed date from the 1650's through the 1930's. The interpretive plan indicates that the objects on display span from 1760 thru 1933.
  - b. Strengths
    - i. Most of the items can be traced to the different branches of the Mordecai family.
  - c. Gaps in the Collection



- i. There is not a significant collection of objects from the African American population on the property.
- 5. St. Mark's Chapel, circa 1847
  - a. The artifacts housed in this building are items that are indicative of a simple chapel space. A lot of other pieces in the collection are stored upstairs in the gallery area of the chapel.
  - b. Strengths
    - i. The altar, Bible, and pulpit are original to the space.
  - c. Gaps in the Collection
    - i. Items that reflect a 19<sup>th</sup> century chapel including altar cloths and candlesticks.
    - ii. Personal items that could have belonged to a priest/minister indicative for that time-period.
- i. Parks, Recreation and Cultural Resources
  - i. The Parks, Recreation and Cultural Resources (PRCR) Department was established in the 1790s, about the time Raleigh became the capital of North Carolina. There are references to a "Park Ranger" position that maintained the green spaces in Raleigh. The PRCR collection contains objects owned by the city and transferred to the HRM Program that have a focus on Parks, Recreation and Cultural Resources.
  - ii. Strengths
    - 1. There are many images from over the decades taken by various groups in the Department, including Marketing and Communications.
  - iii. Gaps
    - 1. There is a lack of park records.
- j. Pope House Museum
  - i. Built in 1901 for Manassa T. Pope and his family. The Pope House is one of the few African-American house museums in the state of North Carolina. Acquired by the City in 2012, the Pope House features original furnishings and material purchased and used by the family dating from 1849 thru 1996.
  - ii. Strengths
    - 1. All the objects were owned and used by the Pope family throughout their time living in the home.
  - iii. Gaps in the Collection
    - 1. There is a lack of objects that illustrate Dr. Pope's business connections in Raleigh as well as items that reflect the time when he ran for mayor.
    - 2. While there are some medical equipment objects in the collection, there could be more wide-ranging pieces indicative of his practice.

- k. Pullen Park Amusements
  - i. The park was founded in 1887 and now is the home for the C.P. Huntington miniature train and the 1911 Gustave A. Dentzel Carousel.
  - ii. Strengths
    - 1. The carousel has most of its original parts and it is frequently being restored since it is a used daily artifact.
  - iii. Gaps in the Collection
    - 1. There are no objects that show the early days of the park.
  - iv. During the fall 2017/spring 2018, an inventory, accessioning, and the creation of a finding aid will be written for the material culture collection stored at the park.
  - v. This collection would be used for information, research, and photographs that already exist will serve as a backbone for installing interpretive signs in the park. The Pullen Park collections will be stored in the Pullen Welcome Center.

- l. Tucker House
  - i. Built in 1914, this family home was acquired by the City in 1974 and moved from Blount Street, which is one block to the east, to where it currently sits on North Person Street. It has served as an event space ever since. Most of the material objects (including several antiques) in and associated with the Tucker House were purchased by Parks, Recreation, and Cultural Resources, while others were donated by local civic groups.
  - ii. Strengths
    - 1. The portraits of the Tuckers.
    - 2. Photographs of family furnishings the inside the house when still in private ownership.
  - iii. Gaps in the Collection
    - 1. A limited number of objects that originate from the house that were owned and used by the Tucker family.
  - iv. The items in this building would not be considered a teaching tool, but rather as background objects to fill some of the space and to aid in usage for rental groups. If in the future, original items are donated back to the Tucker House, they would be placed in their original location if possible.

- V. Connections to Other Institutions and their Collections – There was a conscience decision to identify comparative objects only in Wake County. If the HRM Program expands geographic radius or interpretive scope, then this list would be revised.
  - a. Haywood Hall – The Haywood family is a distant relative to the Mordecai’s, so there could be some artifact duplication between their collections and the Mordecai collections.
  - b. Historic Oak View County Park – The Williams land was adjacent to Mordecai land and they have an early 19<sup>th</sup> century kitchen on the property.
  - c. Historic Yates Mill County Park – The Visitor Center contains a large exhibit with a focus on colonial history in Wake County so there is duplicate

historical information to several of our sites and information about the food ways of the local people in the 18<sup>th</sup> century.

- d. Joel Lane Museum House – They focus on Joel Lane’s colonial plantation located at the center of Raleigh. There is a two-fold overlap with the HRM Program as the Lane family married into the Mordecai family and both locations were large plantations.
- e. North Carolina Executive Mansion – They have items connected to Raleigh families that were active in state politics.
- f. North Carolina Museum of History – They have all types of Raleigh ephemera and Mordecai connected items.
- g. North Carolina State Capitol – There could be some law related objects housed and/or displayed there that connect with the Badger-Iredell Law Office.
- h. State Archives of North Carolina – They have Mordecai family records and other research materials that could be useful for object background.

## VI. Shaping the Ideal HRM Program Collection

- a. The HRM Program actively collects the material culture of the people of the City of Raleigh and its environs, and preserves it for the benefit of present and future generations. We look for objects, ordinary and extraordinary, whose stories and meanings are rich and complex, reflect and challenge the conventional historical and cultural wisdom, and invite us to look deeper or broader into the City’s historical and cultural background. These objects and their documented contexts illuminate and interpret the larger themes of our history. The HRM Program Collection forms the foundation for research, scholarship, exhibition, public programs, and outreach.
- b. Priorities for accessioning and deaccessioning
  - i. Continue to evaluate the HRM Program Collection on a yearly basis to identify areas of greatest need for acquisition as well as objects which need to be removed due to poor condition or inappropriateness for the collections.
- c. Procedures and criteria for accessioning
  - i. The HRM Advisory Board Collections Committee will assess the significance of object(s) under consideration and consider the proposed acquisition against HRM Program institution’s missions, the collection policies, themes, and acquisition criteria. The committee will also consider if the respective HRM Program site can properly care for and manage the item(s). The Collections Committee will then make a formal recommendation to the HRM Program staff on the potential accession.
  - ii. Whenever possible, the HRM Program staff will record the history, associations, context, and significance of the object which can be used for a justification and significance statement when being prepared for the HRM Advisory Board Collections Committee meeting.
  - iii. Approved acquisitions shall be promptly accessioned upon receipt.

- iv. The owner must have clear title and must sign a Deed of Gift to transfer title to HRM Program site. Legal custody will be obtained through the signature of the donor and/or thorough records of purchase and ownership will be maintained.
  - v. If object(s) are selected, a physical and electronic PastPerfect file will be created. Additionally, the object(s) will be photographed and tagged with the appropriate accession number(s) and then housed in an appropriate location.
  - vi. A letter of thanks and a copy of the Deed of Gift will be mailed to the donor.
- d. Procedures and criteria for deaccessioning
- i. To deaccession an object from a collection, the HRM Program staff will assess the item against the institution's mission, the collection policies and themes, and the assessment criteria.
  - ii. In identifying items for deaccessioning, the HRM Program sites will give priority to larger items that take up more storage and display space objects in poor condition, items that are hazardous and/or that create problems for management or visitors.
  - iii. If there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, HRM Program sites may hold items for a period of 12 months. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.
  - iv. Items proposed for deaccessioning will be considered by the HRM Advisory Board Collections Committee following the protocol identified under "Collection Authority and Committee."
  - v. The Curator of Collections will prepare the Deaccession and Disposal Record, indicating why the object is being deaccessioned. This information will be permanently kept in a register of all such objects with a note about a method and date of removal from the collection.
  - vi. No donated material shall be deaccessioned for two years after the date of its acquisition, See U.S. Tax Reform Act of 1984 and IRS regulations.
  - vii. Methods of disposal of deaccessioned artifacts
    - 1. Return to donor
      - a. If the donor is known, they will be informed and offered the item with an explanation of why it is to be deaccessioned.
    - 2. Transfer to another museum
      - a. Items may be transferred to another museum or cultural institution. If they are transferred, then the HRM Program will ensure the item is appropriate to the organization's mission and collection policy and that they have the resources to manage the item.
    - 3. Reserve for the Education/Research Collection

- a. In some cases, items of lower significance may be deaccessioned and transferred for active hands-on use.
4. Sale
- a. Items may be sold through public auction or other method of sale
    - i. Proceeds derived from the deaccessioning of any property from the HRM Program Collection shall be used only for the acquisition, preservation, or care of the HRM Program Collection. In no event shall proceeds be used for operating expenses or for any other purpose.
    - ii. Deaccessioned Collection objects may never be given away or sold privately to anyone associated with the work of HRM Program, including staff, associated Friends groups, the HRM Advisory Board, volunteers, docents, interns, or any other party representing or otherwise associated with any of the aforementioned groups.
    - iii. Retail outlets connected with the HRM Program or its allied organizations shall not be used in any way for disposing of objects.
5. Destruction
- a. When the object is incomplete or poor condition, and of no value, it may be destroyed.

VII. Storage, Access and Use of Collection

- a. Currently, the HRM Program sites strive to maintain a stable environment for items in the collections. By storing them in view of the public, storing them in closed onsite and offsite storage spaces we protect them from excessive light, heat, humidity, dust, vermin, and pests.
  - i. In most of the buildings, heating, cooling, and humidity are monitored via PEM2 data loggers and the information is analyzed monthly and adjusted if needed. The ranges we aim for are 68-72 degrees and 55-60% humidity.
  - ii. Most of the buildings are monitored by alarm systems for when the building is closed or when the building is unoccupied.
  - iii. Pest control is mitigated in two ways. The first being monthly visits by a contracting firm that provides the appropriate materials for the grounds. Also, there are sticky traps strategically placed in a variety of exhibit and storage spaces to capture any insects that do make it inside the buildings. Those traps are monitored by the Curator of Collections and replaced when full.
  - iv. Locations of the objects are detailed in the PastPerfect record as items are inventoried and moved when needs arise.

- b. The HRM Program provides community access to the collection through exhibitions, access to collection information, response to public inquiries, and other means.
  - i. HRM Program shall make materials in its possession available to researchers with the following stipulations:
    - 1. Online database will list basic object information including Collection, Catalog Number, Object Name, Description, and any legalities connected to it with 24-hour access to the public through the City website.
    - 2. Inventories, relevant files, accessioned objects, and the assistance of a staff member, intern, or trained volunteer shall be available to researchers.
    - 3. The HRM Program may limit the use of fragile or particularly valuable materials.
    - 4. Hours of access may be designated by the hours of an institution or limited to an appointment.
  - ii. The HRM Program may refuse access to an individual researcher who has demonstrated carelessness or deliberate destructiveness as to endanger the safety of the materials.
  - iii. Additionally, while currently not accessible online, steps are being taken to make some of the data in the artifact database information public.
- c. Use of the HRM Program Collection
  - i. Reproductions may not be used for any purpose other than private study, scholarship or research. (U.S. Copyright Law, Title 17)
  - ii. All prices for copying shall be determined by the HRM Program. In special cases, there could be refusal to duplicate items because of physical condition of the materials, restrictions imposed by the donor and/or related cultural groups, copyright law, or right-to-privacy laws.

## VIII. Strategy for Implementation

- a. Action Steps
  - i. Develop the collections through proactive collecting that fills significant gaps, whether typological, geographic, demographic, or chronological.
  - ii. HRM Program Collection inventories will be completed to identify gaps. These inventories will be completed based on HRM Program priorities established by staff. The collections inventory process will be completed Fiscal-Year 2023.
  - iii. Earmark potential candidates for future deaccessioning.
  - iv. Identify the physical storage needs of current and future permanent collection objects.
- b. Responsible Parties
  - i. The HRM Program Collection Plan will be administered by the Curator of Collections with the assistance and consultation of the three

Section Directors, under the authority of the HRM Program Administrator.

IX. Evaluation and Revision Process

- a. Evaluation of the Collections Plan has two components: The Plan itself as a useful tool in shaping collection decisions, and an evaluation of the HRM Program staff's success in meeting the Plan's goals through the implementation of the objectives and strategies outlined above.
- b. The proposed life of this Plan is 8 years. This is comparable to similar institutions.
- c. The plan will be reviewed biannually after adoption. Evaluation will be a process managed by HRM Program staff.
- d. Collection planning is an ongoing process, and the HRM Program Collection Plan is a living document.
- e. Any significant changes will be reviewed by the HRM Program Advisory Board Collections Committee and the HRM Advisory Board for subsequent approval.