



MICHIGAN'S G.A.R. MEMORIAL HALL & MUSEUM

GRAND ARMY OF THE REPUBLIC, MICHIGAN DEPARTMENT,
JAMES B. BRAINERD POST #111 MEMORIAL HALL AND MUSEUM, INC.

224 South Main Street
Eaton Rapids, Michigan 48827

Email: GARmichigan@gmail.com

Website: <https://garmuseum.com/>

Face Book: [GARBrainerdPost111MemorialHallAndMuseum](https://www.facebook.com/GARBrainerdPost111MemorialHallAndMuseum)

Guide to Intake of Artifacts and Records

(June 22, 2019)

The underpinnings for this Guide are contained in electronic document entitled *Michigan's Grand Army of the Republic Memorial Hall and Museum Collections Procedures*. This file is found under *Museum Procedures* under the *Governing Documents* directory of the museum's electronic files.

All non electronic formatted Artifacts or Records that are brought in by the public for donation, permanent loan, or temporary loan are photographed. Since most digital cameras take pictures resulting in very large jpg images (millions of bytes in size), each photograph needs to be reduced by at least 45 percent resulting in pictures in the size range of 150,000 to 250,000 bytes.

Each Donation/Permanent Loan or Temporary Loan agreement is prepared by using the appropriate form (see Attachments 1 - 3) and filling that out with the person's name, address, telephone number, email address, and date of acquisition. Also, the agreement is assigned an acquisition number and the location of the artifact or record is noted on the page (1st Floor Museum, Office or Back Room Storage, 2nd Floor Archives, WRC area, or Meeting Hall). The second page of all donation or loan agreements has a picture, name, assigned acquisition number, a description of the donated or loaned artifact or record and location of artifact or record. A pdf copy of each agreement is sent either in hard copy or electronic pdf format to the person who donated or loaned the item and a hard copy of the agreement is put into the museum records books (either donation or loan books) in the office. An example of a completed donation is presented in Attachment 4. A electronic copy of the pdf file is placed into *Donations* under the *Collection Database* directory.

The assigned archive number for Donations is consecutive (e.g. 724, 725, 726, etc.) as items come in. It also is consecutive for Permanent and Temporary Loans with the exception that suffix is added to each number (727-**PL024**, 728-**PL025**, and 729-**TL081**, 730-**TL082**, etc).

Information from each donation or loan agreement is inputted into the museum's main MS Access database (*GAR Hall1.accdb* file under *Collection Database* directory) (Attachment 5). A pdf copy of the agreement is attached to this database.

For each artifact or record, a sticker or tag with the donation or loan number and last name of the individual who donated or loaned the item is affixed to the artifact. For books, the sticker is a little different (see the file entitled: *4-Label Postcard size for Book Donations* under *Letterhead and Forms* directory). For each item that will be exhibited in the museum, a description also is prepared for the item and is displayed with the artifact. Each description also has on it at the bottom of the description, the acquisition number and the last name of the person who donated or loaned the item.

In order to ensure consistency in how artifacts are exhibited in the museum, each description is physically prepared in the same manner (see Figure 1. Description Template). An example of a completed description using the template is presented in Figure 2. In addition to the below example, other examples of may be found in the museum's electronic records (*Examples of Exhibits Signs* file under *Letterhead and Forms* directory).

Each new description is typed into this file and kept since we have had instances in the past of spelling, grammar, or punctuation errors cropping up or later found that some historical fact in the description was wrong. Having the original description in this file allows for easy correction and reduces the chance of reintroducing new errors into the description due to having to completely re-type of the description.

Figure 1. *Description Template.*

(Title) Gloucester Mt Extra Condensed Font (Size 22 - 26)
(or)
ALGERIAN FONT (SIZE 18 - 24)

Space (Arial 8)

(Description) Arial Narrow (Size 12 - 18)

Space (Arial 8)

(Donation or Loan Number and Name of Person) Arial (Size 10)

Figure 2. *Description Example.*

Abraham Lincoln Photograph

The photograph is from the collection of Weldon Petz, who was Michigan's foremost Lincoln scholar.

Item #598 Donated by Bruce Butgereit

Each description is printed on to *Exact Vellum Bristol 64 lb Paper*, cut to size, using the lines in the description as a guide and then rubber cemented to a black poster board backing, which also is then cut to size using the edges of Bristol paper description as a guide. The description is then pasted onto the wall below the artifact using *Aleene's Instant Tacky Craft Putty* (this will stick to the wall but not damage paint or wall paper when carefully removed).

Descriptions for items hung at the 12 foot level in the museum may have larger print (it needs to be readable by the public) and also be rubber cemented to a red rather than a black backing.

Acquired hard copy records are placed into folders and then filed the Archives Collection in the upstairs Archive Room. A sticker with the Archival number is attached to each a record. The location of the records is recorded in *Mich. G.A.R. Mem Hall and Mus Archive Inventory* file under the *History Directory*. A copy of this file is periodically printed off and maintained in the 2nd Floor Archives Room as a guide to the location of records in the Archives.

Copies of electronic artifacts and records are maintained in the museum's electronic directory entitled: *History*.



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224 South Main Street
Eaton Rapids, Michigan 48827

Email: GARMichigan@gmail.com

Website: <https://garmuseum.com/>

Face Book: [GARBrainerdPost111MemorialHallAndMuseum](#)

Property Gift/Donation Agreement

Donor _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Date _____

By these present I (we) irrevocably and unconditionally give, transfer, and assign to the Grand Army of the Republic, Michigan Department, James B. Brainerd Post #111 Memorial Hall and Museum, Inc. (Michigan's G.A.R. Memorial Hall & Museum), by way of gift the object(s) described below. I (we) affirm that I (we) own said object(s) and to the best of my (our) knowledge I (we) have good and complete right, title and interests to donate said object(s).

Michigan's G.A.R. Memorial Hall and Museum is a federally recognized 501 (c) (3) tax exempt, Michigan nonprofit corporation. As such, all donations to Michigan's G.A.R. Memorial Hall and Museum are tax deductible to the fullest extent allowable by law.

Description of Property

Donor Signature

_____, _____
G.A.R. Memorial Hall & Museum Title

Assigned Museum Item Number _____ and Location _____



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Property Loan Agreement

Owner _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Date _____

By these present I (we) permanently loan to the Grand Army of the Republic, Michigan Department, James B. Brainerd Post #111 Memorial Hall and Museum, Inc. (Michigan's G.A.R. Memorial Hall & Museum or "Museum"), the below listed property for the purpose of display/use at Michigan's G.A.R. Memorial Hall & Museum. It is understood that ownership of the property remains with the donor. It also is understood and agreed that should the Museum cease to exist, the property shall be returned to the owner or his or her heirs. Any loaned item is the responsibility of the Owner. The risk of loss or damage of any kind is solely upon the Owner. The Owner accepts this risk of loss or damage and shall hold the Museum harmless from any responsibility for the condition of the loaned item, even if the loss or damage is the result, in whole or in part, of any act or omission of the Museum or any agent, employee or representative of the Museum, its Board of Directors or volunteers, regardless if such act is characterized as negligence or gross negligence. The Museum does not insure any loaned item nor is any loaned item insured under any insurance policy procured by the Museum. Therefore, insurance for any item loaned to the Museum, if so desired, is the sole responsibility of the Owner.

Description of Property

Owner Signature _____, _____
G.A.R. Memorial Hall & Museum Title

Assigned Museum Item Number _____ and Location _____



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Eaton Rapids, Michigan 48827

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Website: <https://garmuseum.com/>

Face Book: [GARBrainerdPost111MemorialHallAndMuseum](#)

Property Loan Agreement (Temporary)

Owner _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Date _____

By these present I (we) temporarily loan to the Grand Army of the Republic, Michigan Department, James B. Brainerd Post #111 Memorial Hall and Museum, Inc. (Michigan's G.A.R. Memorial Hall & Museum or "Museum"), the below listed property for the purpose of display/use at Michigan's G.A.R. Memorial Hall & Museum. It is understood that ownership of the property remains with the donor. It also is understood and agreed that should the Museum cease to exist, the property shall be returned to the owner or his or her heirs. Any loaned item is the responsibility of the Owner. The risk of loss or damage of any kind is solely upon the Owner. The Owner accepts this risk of loss or damage and shall hold the Museum harmless from any responsibility for the condition of the loaned item, even if the loss or damage is the result, in whole or in part, of any act or omission of the Museum or any agent, employee or representative of the Museum, its Board of Directors or volunteers, regardless if such act is characterized as negligence or gross negligence. The Museum does not insure any loaned item nor is any loaned item insured under any insurance policy procured by the Museum. Therefore, insurance for any item loaned to the Museum, if so desired, is the sole responsibility of the Owner. The Owner shall provide the Museum with a 30-day notice for return of the loaned property.

Description of Property

Owner Signature

_____, _____
G.A.R. Memorial Hall & Museum Title

Assigned Museum Item Number _____ and Location _____



GAR MEMORIAL HALL & MUSEUM

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224 South Main Street
Eaton Rapids, Michigan 48827

Email: GARMichigan@gmail.com
Website: https://garmuseum.com/

Property Gift/Donation Agreement

Donor Bob Griggs

Address 610 Bidwell

City/State/Zip Albion, MI 49224

Telephone 517-554-0951

Email misuvcw7@gmail.com

Date 02/14/2019

By these present I (we) irrevocably and unconditionally give, transfer and assign to the Grand Army of the Republic, Michigan Department, James B. Brainerd Post #111 Memorial Hall and Museum, Inc. (GAR Memorial Hall & Museum), by way of gift, all right, title, and interests (including copyright, trademark, and related interests in, to and associated with the object(s) described below). I (we) affirm that I (we) own said objects and to the best of my (our) knowledge I (we) have good and complete right, title and interests (including all transferred copyright, trademark and related interests) to give:

The GAR Memorial Hall and Museum is a federally recognized 501 (c) (3) tax exempt, Michigan nonprofit corporation. As such, all donations to the GAR Memorial Hall and Museum are tax deductible to the fullest extent allowable by law.

Description of Property

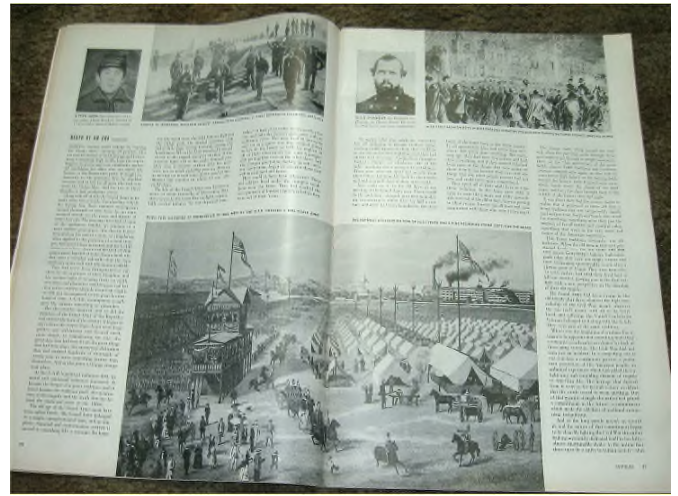
Magazine: *Life Magazine* Tribute to Albert Woolson August 20, 1956

Bob Griggs / LS
Donor Signature

Keith G. Harrison, President
GAR Memorial Hall & Museum Title

Assigned Museum Item Number 694 and Location 2nd Floor Archives

Michigan's G.A.R. Memorial Hall & Museum



Item Name: **Magazine: Life Magazine Tribute to Albert Woolson 1956 Number 694**

Description:

Canton, B. 1956. The Death of the Last Union Soldier and of an Era: Muffled Roll for Grand Army, pp 19- 25, *Life Magazine*: 41(9), August 20, 1956. 111p.

Location: **2nd Floor Archives**

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Attachment 5. Example of Michigan's G.A.R. Memorial Hall & Museum Database (GAR Hall1.accdb)

GAR Memorial Hall & Museum																		
Item	Description	Transaction	Type	#	Condition	Acquired Date	Current Value	Location	First Name	Last Name	Address	City	State/Province	ZIP	Telephone	Email	Attachment	De-Accession
721	Pictures - MI Post 136 & Natl Assoc CW Musicians	Donation	Artifact	2	(2) Good	5/17/2019	\$20.00	(2) Mem Hall	Bob	Griggs	610 Bidwell	Albion	MI	49224	517-554-0951	misuvcw7@gmail.com	1	
722	Picture - Ab Fenn Post 371 - Fennville, Michigan	Donation	Artifact	1	(2) Good	6/4/2019	\$10.00	(2) Mem Hall	Bill	Brennan	151 Sunset Drive	Allegan	MI	49010		billbarbbrennan@charter.net	1	
723	Picture - Major Fox Post 272 - Chase, Michigan	Donation	Artifact	1	(2) Good	6/4/2019	\$10.00	(2) Mem Hall	Bill	Brennan	151 Sunset Drive	Allegan	MI	49010		billbarbbrennan@charter.net	1	
724	Picture - Zach Chandler Post #35 - Sout Haven, Mich	Donation	Artifact	1	(2) Good	6/4/2019	\$10.00	(2) Mem Hall	Bill	Brennan	151 Sunset Drive	Allegan	MI	49010		billbarbbrennan@charter.net	1	
725	Picture - Zach Chandler Post #35 - Sout Haven, Mich	Donation	Artifact	1	(2) Good	6/4/2019	\$10.00	(2) Mem Hall	Bill	Brennan	151 Sunset Drive	Allegan	MI	49010		billbarbbrennan@charter.net	1	
726	Book Vol 35 CW Record, Index, Medal of Honor	Donation	Book	3	(2) Good	6/6/2019	\$125.00	(2) Mem Hall	Vicki	Johnson	702 Hastay Blvd	Eaton Rapids	MI	48827			1	
727	Ribbon-Souvenir Saginaw	Donation	Artifact	1	(2) Good	6/6/2019	\$50.00	(1) Museum	Paul	Arnold	710 Mitchell Ave #10	Lansing	MI	48917	517-321-6013	hockyboy121@sbcglobal.net	1	

