Date: March 31, 2018

To: Veronica Gallardo and Robin Reed
   Fort Monroe Authority Casemate Museum

From: Terrance McGovern and CDSG Board
      Coast Defense Study Group

Re: Donation of Coast Defense Collections to the FMA Casemate Museum

The Coast Defense Study Group (CDSG) and the Fort Monroe Authority Casemate Museum (FMA) agree to work together to provide a permanent repository where CDSG members can donate their coast artillery/defense collections (artifacts, books, photographs, documents, etc.). This document between the CDSG and FMA summarizes the rationale, responsibilities, and process for the donation of these materials to the FMA for research and use by future generations.

Rationale

Many of the CDSG members are getting older and are starting to plan for their coast defense collections after their deaths as their estates do not want to retain this material and the trustees of these estates are not knowledgeable about these collections or how to value them. Past outcomes – sales through eBay, local tag sales, or even trashing them – have not been the best means of preserving these materials for future use. Many CDSG members have come to the leadership of the CDSG seeking advice on this subject or even just donating them directly to the CDSG. The CDSG does not have the resources to preserve and make these materials available to other members, much less the general public. The CDSG Board has sought to identify a good repository for these collections for several years. The CDSG Board seeks to recommend an organization that will provide a good home for these collections. This organization would provide adequate facilities and permanent care for these items, while allowing the public to view and use them for research on American seacoast fortifications and coast artillery.

The Fort Monroe Authority Casemate Museum upholds the mission to preserve and interpret the history of Fort Monroe (which for many years was the educational center of the US Army’s Coast Artillery Corps as well as the largest seacoast fortification in the USA). The FMA Casemate Museum has also told the story of the US Army’s Coast Artillery Corps and American fortifications in general. FMA Casemate Museum already maintains a large archive of materials on coast defense and artillery that is stored and staffed according to museum industry best practices. FMA Casemate Museum is in the process of rehousing this archival collection to improve general access by the public. The FMA is planning to create a Fort Monroe Visitor Center (which will include space for expanding its archives) in the former Coast Artillery School Library building (which ties in well the CDSG’s mission). As such, FMA Casemate Museum is willing to enhance its collection initiatives through a CDSG Special Collection, to include collections and materials that relate to US seacoast fortifications and US Army Coast Artillery Corps.
Responsibilities

The CDSG will publicize both to it membership and to non-members, the value of donating coast artillery/defense collections to the FMA Casemate Museum. We will assist our members with complying with the FMA Casemate Museum's collection policies and procedures. The CDSG will encourage researchers to visit the FMA Casemate Museum to conduct their research. The CDSG will be available to consult with the museum staff on the donated materials. The CDSG does not accept or assume any liability for the copyright or ownership status of any donated material donor makes to the CDSG Special Collection, that responsibility remains with the donor. The CDSG consult with the FMA Casemate Museum on a regular basis on the success of our combined efforts to preserve this historic coast artillery material.

The FMA Casemate Museum's archives are professionally organized and maintained in a secure facility. The archive is governed by Fort Monroe Authority and follows the guidelines set forth in their formal Collections Management Policy. The FMA Casemate Museum will evaluate and assess all offered collections to make sure they comply with this policy and inform the donor of the necessary relevant paperwork. The FMA Casemate Museum will maintain any accepted materials and preserve them for future generations. FMA Casemate Museum will make the donated materials available for viewing and research once the collection has officially been processed. FMA Casemate Museum will provide an annual report to the CDSG on the status of the CDSG Special Collection.

Process

Below are the steps involved and the attached are samples of the paperwork need to donate materials to the FMA Casemate Museum:

1. Contact the FMA Casemate Museum collections staff to discuss your interest in donating to the CDSG Special Collection (Chelsea Morris, Collection Specialist, c.morris@fortmonroe.org (757)-690-8065.) They will send you a History of Artifact form. This questionnaire will assist the collection staff to assess the items you which to donate to the special collection. An example of this form is attached to the memo.

2. Fill out this form to the best of your ability. Email or mail the completed form along with several photographs of the coast artillery materials to FMA Casemate Museum collection staff. If you have several boxes of materials, please discuss directly with the collection staff.

3. The FMA Casemate Museum collection staff will contact the donor within 30 days of receipt to acknowledging the donor's paperwork and to let them know if they should ship the material to the FMA Casemate Museum, as well as letting them know to who, how, and where they should ship the materials. The collection staff will provide a Temporary Artifact Receipt form to the donor when they receive the coast defense material.

4. The museum collections team will meet quarterly to discuss any potential acquisitions. Should the museum decide to accept the donation, a collections staff member will be in touch to arrange for an official Deed of Gift form to be signed. If the museum decides not to accept the materials, a staff member will work with the donor to arrange for the return of the items, and paperwork to acknowledge the return.

An example of this paperwork has been attached to this memo to assist CDSG members.
Organizations

The Fort Monroe Authority (FMA) is a political subdivision of the Commonwealth of Virginia, created to preserve, protect, and manage Fort Monroe and Old Point Comfort after the federal Base Realignment and Closure Commission (BRAC) closure in September 2011. The authority is governed by a 12-member appointed board of trustees. The FMA job is to protect the historic resources at Fort Monroe, provide public access to the fort’s historic resources and recreational opportunities, exercise exemplary stewardship of the fort’s natural resources, and maintain Fort Monroe in perpetuity as a desirable one in which to reside, do business, and visit, all in a way that is economically sustainable. The FMA is managed by a professional staff, headed by an executive director. Details about the FMA can accessed through their website at www.fmauthority.com. The FMA Casemate Museum Collections Department primary contact is Veronica Gallardo, Operations and Collections Manager, who can be reached at (757)-690-8066 or at vgallardo@fmauthority.com.

The CDSG is a non-profit organization dedicated to the study of coast defenses and fortifications, primarily those of the United States. The primary goals of the CDSG are the educational study of coast defenses, technical research and documentation, preservation of sites, and accurate site interpretation. We have two quarterly publications, the Coast Defense Journal and the CDSG Newsletter, as well as other occasional historical works. You can learn more about the CDSG by visiting it website at www.cdsq.org or by contacting Terry McGovern at 703/538-5403 or tcmcgovern@att.net.

Attachments

CC:    CDSG Board
      FMA Board
History of Artifact
Fort Monroe Authority's Casemate Museum
Object name: ______________________

In order for FMA collections staff to determine the history of the artifact(s), please answer the following questions. Leave blank those you are unable to answer or that do not pertain to your offer. If you need more space, please attach additional pages.

1. Questions pertaining to manufacture:
   A. Is it handmade or manufactured?
   B. Who made it (individual/group/company)?
   C. When/where was it made?

2. Questions pertaining to custody history:
   A. Who was the first known owner?
   B. Do you know dates of birth, marriage, death, etc.?
   C. Where did the owner come from?
   D. What date did he/she arrive?
   E. How did he/she travel (ship/train/car, etc.)?
   F. Where did he/she settle?
   G. Do you know the address?
   H. What was his/her occupation (before and after immigration, if applicable)?
   I. How/when/where did he/she acquire the artifact?
   J. Who were the subsequent owners?

3. Questions pertaining to use:
   A. What is/was it called?
   B. How was it used?
   C. Where was it used?
   D. Who used it (i.e. owner/children/employees)?

4. Is there any additional information known about the artifact or the person/entity associated with it?

5. Please describe any known repair work, modifications, or restorations.

6. What is the relationship of you, the Donor, to the original owner?
Temporary Artifact Receipt
Fort Monroe Authority's Casemate Museum

Donor Name: McGovern
Temporary Receipt No: ______________________
Address: 1700 Oak Lane  State: VA Zip: 23101
Phone: 571-228-4143  Email Address: TCMcGOVERN@ATT.NET

Artifact(s) being offered (count and brief description)
Staff photo  Class No. 2 Battery 3 TNG
UP EBAY  BN. 2nd CA 4 MNRO-1942

Reason for Deposit: Y  Possible donation
I  Identification
Other (Explain):

Date Received: 2/28/18
Method of Transport and packing: hand delivered

The following conditions apply to artifacts temporarily received by the Fort Monroe Authority (FMA):

1. Artifacts located on this form are the legal property of the Donor and are hereby offered for donation to the FMA.
2. This Temporary Artifact Receipt does not transfer ownership of the artifact(s) listed on the form, nor does it imply acceptance into the FMA's collections. It is a receipt for artifacts temporarily located with but not owned by the FMA.
3. Neither the FMA nor its agents or employees are liable to any extent for any artifact(s) left with the FMA for any purposes other than donation offer.
4. Artifacts accepted by the FMA for its collections will be issued a Deed of Gift to be signed by the donor. If the Deed has not been signed after 90 days of the artifact being accepted or within 90 days no request is made by the Donor for return of the artifact, then all artifact(s) listed herein will become the complete and undisputed property of the FMA. (This is the only point at which a donated artifact may be returned directly to the Donor.)
5. As to artifacts that are not accepted for the FMA's collections, donors will be so notified. If after 90 days said artifacts are not retrieved by the Donor, they shall be considered the complete and undisputed property of the FMA.
6. The FMA is not financially responsible for the return delivery of artifacts to the Donor.

Signature of Donor: ___________________________  Date: 2/28/18
Signature of Museum Director: ___________________________  Date: 2/28/18

Note: If the FMA determines an artifact is not appropriate for the FMA's collections, the FMA will proceed in the following manner: arrange with the Donor for the return of the artifact(s) (Donor may be responsible for shipping costs), or transfer or dispose of the artifact(s) as the FMA deems appropriate and in accordance with the Collections Management Policy.
Deed of Gift
Fort Monroe Authority’s Casemate Museum

Name: Terry McGovern
Address: 1700 Oak Lane
City: McLean
State: VA

Home Phone: 703-538-5403
Work Phone: 571-228-4193
Fax Number: 

Email address: tcmcgovern@att.net

Description of Artifact(s)
Panoramic class photo - Class No. 2, Battery 3 TNG BN., 2nd Coast Artillery - Dated 1942

Accession number given

This Deed of Gift represents an agreement between the Fort Monroe Authority, the Casemate Museum and the Donor(s) named herein. Any variation in the terms and conditions noted herein must be submitted in writing to the Museum Director.

The Donor received no goods or services in consideration of this gift.

I/we certify that I/we have read and agree to the “Terms and Conditions for Artifact Donations” form, attached hereto, and that the artifacts being offered are my/our personal property not otherwise secured to a third party. I/we do hereby irrevocably and unconditionally give and transfer to the Fort Monroe Authority all rights, titles, and interests, including all copyright, trademark, and related property interests, if any, in and to the described property.

Donor Signature: Terrance McGovern
Date: 4-7-2018

This gift is given in memory of: Coast Defense Study Group Collection

Check if you prefer to be anonymous: [ ]

For Fort Monroe Authority’s use only.
Accepted for the Fort Monroe Authority by:

Name: ____________________________ Date: ______________

Title: ______________________________
Fort Monroe Authority’s Casemate Museum
Terms and Conditions for Artifact Donations

1. All donations to the Fort Monroe Authority (FMA) will be outright, unconditional, and irrevocable gifts to the FMA and will become the complete and total property of the FMA at the time of the Donor’s signature on the Deed of Gift.

2. Donations may be tax-deductible. However, the FMA will provide no appraisal of the gift. Appraisals are the sole responsibility of the Donor.

3. If the Deed of Gift has not been signed by the Donor after 90 days of notification of its acceptance for the FMA’s collections, the artifacts listed on the Deed of Gift will become the property of the FMA according to the terms stated on this document and on the Temporary Artifact Receipt (signed by the Donor), without any liability accruing to the FMA or its agents or employees.

4. Because interests and objectives change and subsequent acquisitions may be in better condition or more useful for the FMA’s purposes, no guarantee can be made that the artifacts on the face of this agreement will always remain under ownership of the FMA or in the collection designated herein. If removed from the FMA’s collections at any point, these artifacts will not be returned to the original Donor but will be handled according to the current Collections Management Policy. The FMA is not required to notify the original Donor of an artifact’s removal from the collections.

5. The goal of preserving the collections, limited gallery space, and the policy of changing exhibitions does not allow the FMA to permanently exhibit any artifact. However, the artifact may remain in the permanent collection and handled in accordance to the current Collections Management Policy.

6. The FMA’s collection is divided into the following sub-collections:
   A. Permanent Collection. Artifacts of all types added to this collection may be used for exhibition, research, interpretation, and documentary purposes. Such artifacts should relate closely to the mission and purpose of the Museum. The Museum commits to long term care of these artifacts, which may only be removed from the collection through formal Deaccessioning. (See Deaccessioning section in the Collections Management Policy for details about removing artifacts from the collections.)
   B. Library/Archives. The archives of the Casemate Museum record the history of Fort Monroe and Old Point Comfort, including its military history, and the development of the Museum. These materials include correspondence, memoranda, photographic prints and negatives, film reels, and audio and video cassettes, and other files pertaining to the Casemate Museum. They are intended to be used for collections research, scholarly activity, and education and exhibit development.
   C. Digital Image Collection. The image collection consists of historic photographs taken in and around the Fort Monroe National Monument. Significant important portions of this collection include military photographs and documents taken during the years Fort Monroe was an active United States Army Military Post. These documentary photographs show life on Fort Monroe, and are valuable tools for both research and display.
   D. Study Collection. Items in this collection may or may not fit within the museum collection policy (or have no direct connection with Fort Monroe), but have value for teaching and research purposes. This collection consists of objects that serve as powerful teaching tools that bring the visitors closer to the story. Any object in this collection may be touched and interacted with. Reproductions may be included in this category.
   E. Archaeological Collection. This collection is of faunal and manmade three-dimensional objects excavated in Fort Monroe. This collections also includes architectural fragments.
   F. Temporary Collection. Includes objects loaned to the Museum.

7. The Donor freely consents and grants the FMA its assignees, licensees, and successors, the right to record his/her name, contact information, and documentary information and images relating to donated artifacts. The Donor also consents and grants the aforementioned parties the right to use, adapt, publish, print, broadcast, transmit, and distribute worldwide, in whole or in part, in any and all languages, in any and all media and formats now known or hereinafter devised, and the right to sublicense the publication,
exhibition, broadcast, transmission, distribution, and translation rights now and in the future, with the exception of private contact information.

The Donor’s signature also constitutes free consent and permission to use his or her name, biography, information, and images relating to donated artifacts, including but not limited to use on the FMA’s website, exhibitions, promotional brochures, broadcasts, and transmission. He/she expressly releases the FMA from any and all claims arising out of the use of his or her name, biography, documentary information, and images relating to donated artifacts, including but not limited to invasions of privacy, defamation, and infringement of the right of publicity.

(Copies of the current Collections Management Policy of the FMA are available upon request.)